

Building Program

New Central Library
for County of Fresno

Fall 2005

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I. Introduction

A. Project Overview

The Fresno County Library needs a new Central Library. The current central library facility is a 80,400 square foot, three-story building located at 2420 Mariposa Street in downtown Fresno. The building opened in 1959 and has served as the County Library's headquarters and flagship facility for 46 years. A needs assessment completed in 2005 identified the need for a greatly expanded central library.

A 329,225 square foot Central Library, on five levels, is proposed for Fresno County. The new facility would provide space for book and media collections that total 859,500 volumes, as well as space to house the Library's collections of periodical and newspaper back files, government documents and California History and Genealogy collection. Seating capacity would provide 944 reader and study seats, including dedicated seating for group study, for parents and children and for teens. Space is recommended for 214 public access computers at sit-down workstations, two computer labs that accommodate 48 and another 103 stand-up computers to provide convenient online catalog access. The facility would also support programming and meeting space, including a 350-seat auditorium, multipurpose meetings rooms and mid-sized conference rooms. An adjacent parking area that accommodates 576 to 659 vehicles is needed to support library visitors from throughout the county and Library staff. Another 26 parking spaces are needed for Library delivery and service vehicles. Additional street parking will also be available for public and staff.

B. Building Program Role in Architectural Design Process

The building program is intended to serve as the architectural design team's guide to the facility's functional, operational and environmental requirements as well as its spatial relationships and contents. It describes each space within the building and calls out special needs. Overall building needs and characteristics are also outlined and lists of furniture, shelving and equipment are included. Library staff will use the program to communicate the facility's requirements to the architects, engineers and other consultants involved in the library's design. Over the course of the design phase, the Library will amend and update the original program as needed to reflect any shifts in content or policy that emerge. Funding requirements for the Library Bond Act (State of California) also require that plans and specifications exactly match the Building Program or that the Building Program be amended.

C. Building Team Members and Their Roles

1. Client/Owner: County of Fresno/Fresno County Library

The County of Fresno will own and maintain the new facility. County Department of Public Works and Planning and County Library staff must approve each phase of the design prior to initiation of each subsequent phase.

2. Architect

The project architect will design the new library to meet the program on the site selected by the County. Architectural plans, elevations, sections, renderings, specifications and other elements required for the construction of the building will be prepared. Cost

estimates for the project, both hard and soft costs, will be developed at each stage of design.

3. Library Building Consultant

The library building consultant will work with the County to identify the service population needs for library services and prepare a building program to meet those needs. Once the program has been completed, the consultant advises the architect on the intent of the program, participates in design discussions and reviews the architectural plans for compliance with the program.

4. Engineering Consultants

Civil, electrical and mechanical engineering firms will be hired by the architect to provide technical assistance in the design of the library. These consultants may serve on the building team in a secondary capacity. Specialty consultants in information technology, lighting, acoustics and other key disciplines will also be involved in the design of the facility.

5. Interior Designer

The architect will also engage the services of an interior design consultant to assist in the design, selection and layout of the building's furnishings and equipment and the selection of the building's interior finishes.

6. Commissioning Agent

A commissioning agent will be hired during the design process to ensure that the building and its systems function as intended by design.

II. General Design Considerations

A. Basic Concepts

The new Central Library will be a major public building that serves the entire County, except the Coalinga-Huron Library District area. The Library will be a destination point for people from throughout the county and the entire San Joaquin Valley. Its design must welcome all visitors, sending a message that invites everyone in the community to enter and enjoy the facility. At the same time, the design needs to indicate that this is a significant civic structure, reflecting community values and aspirations. Finally, the Library needs to fit into its context, complementing the museums and other cultural institutions that are its neighbors.

The Library will need to accommodate many visitors with different needs and expectations. Adults need be able to find a quiet place in which to read. Teens need to be able to find space after school to study, read and socialize. Young children and their families need to be able to explore the children's book and media collections together, reading aloud as they find new titles to enjoy. Language learners need to find books and media that help them improve their English skills. Researchers and genealogists need space for their materials. Those using the library need access to skilled staff assistance and accommodations for the latest technologies. Those using the Talking Book Library for the Blind need convenient and accessible access to specialized library materials. People who attend programs and events at the Library need comfortable meeting room space. All visitors need access to ample, convenient parking and adjacent public transportation.

The Library needs to reflect the values of Fresno County residents, a visually and architecturally significant building that is accessible to all and simply, apparently, and intuitively organized. For example the navigation of the building should be aided by repetition of patterns for organizing space, i.e. desks, facilities like restrooms, be repeated floor to floor. The building needs to reflect the principles of sustainable architecture – a facility that is durable and energy efficient while imposing minimal impact on its surroundings and responsive to its site and its community.

Electronic technology will be integral to library service. All spaces must be designed flexibly to accept and support computer workstations and other electronic devices – in staff work areas as well as public spaces. The entire Library must be wireless enabled, to support the use of wireless technology by the public and Library staff.

A flexible and modular design is a key element for both public and staff spaces. The Library's collections, shelving, seating and other spaces have been sized to meet community need through the year 2040, and beyond. The building spaces and layout must support library services as they evolve over the next several decades.

B. Exterior and Site Issues

1. Approach and public entrance to the building.

The building's exterior must be clearly recognizable as a library. The public entrance and lobby must be easily accessible from public parking areas and designed to prevent drafts or exterior noise from intruding into the interior spaces of the building. A separate

entrance is needed to the Talking Book for the Blind portion of the facility.¹ Sufficient space must be provided for crowds to gather. The interior of the library should be visible to those passing by and act as a magnet to draw visitors into the building. Walk-off mats should be installed in the lobbies to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public spaces of the building. Durable, attractive trash and cigarette receptacles for public use are needed in accessible locations along the path toward the entrance. Benches should be available.

2. Shipping/Receiving/Vehicle and Staff Entrance.

Library staff needs a direct route to staff workspaces from the exterior of the building. The staff and delivery entrance needs to lead directly to circulation corridors that connect to staff work areas. Staff and delivery entrances, loading docks and exterior perimeter areas generally require excellent lighting.

3. Exterior signage.

A highly-visible, large-scale exterior building identification sign with the name of the library needs to be located prominently outside the building, facing the street, clearly visible to passersby during daytime and nighttime hours. The lighting will be designed in such a way so that those passing the building can tell if the library is open or closed. The building identification sign must use characters that are 12 inches high, in Helvetica medium type font, pin mounted to the exterior to the building in upper and lower case. The library has a standard layout it uses for all exterior signs.

Illuminated exterior directional signage should be placed at key entry points – the library public entrance, the auditorium and meeting room complex and the parking garage. It is also recommended that the Library displays its web address/URL prominently on the exterior of the building, visible from the street. In addition, an exterior sign affixed to the entrance doors is required that indicates the Library's hours and whether or not the Library is open or closed. The sign should be visible from the street so that visitors do not need to leave their vehicles to find out whether or not the Library is open. The Library may use temporary exterior banners to advertise events, so hooks for hanging banners need to be incorporated into the design.

4. Exterior water and power access.

Provide weather- and tamper-proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the library and the community. During Design Development the Library will determine the load for outdoor electric needs. Provide recessed, locking hose bibs for the exterior of the building.

¹ Patrons for the Talking Book Library will come in with vision assistance, i.e. canes, walkers or guide dogs, and access to this service must be as direct as possible. Access to a drop-off and handicap parking is also requested.

5. Incoming building services.

The principal incoming building service should be underground, including transformers, valves and other utility elements that would detract from the appearance of the site. The location of any new building services should be planned to minimize the need for relocation of existing utility lines if any future development is proposed, to prevent disruption of library service.

6. Landscaping.

The Library needs adjacent landscaped spaces along the exterior perimeter of the building, to link the building interior to the natural environment and to enhance the ambience of the facility. The library desires that the landscape showcase sustainable landscape techniques and mesh with the landscape and/or streetscape of nearby buildings.

Provide low-maintenance, drought-tolerant native species for the exterior landscaped plantings, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with parking areas, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer and rain sensor is required.

Link the building's interior spaces to the site and to adjacent trees and landscaping through windows at grade and/or at higher levels. An indoor/outdoor courtyard is highly desirable, adjacent to and complementing the café. This area will offer casual seating at which visitors may eat and drink food purchased at the cafe or food brought from home. The courtyard and café need to be located outside the Library's theft detection security point. The courtyard and café need to be located outside the Library's theft detection security point. An attractive safe water feature at the entrance and/or inside the building is desirable to provide a calming influence, to mask noise, and to provide a cooling effect in the summer.

7. Lighting.

Exterior lighting shall be high intensity discharge (HID) lamps for walkway lighting, outdoor security lighting and specialty element accent lighting. A 5 footcandles minimum light level must be maintained at the building and pedestrian walkways. Parking lot lighting shall be lamped with metal halide lamps and maintain an average light level of 5 footcandles at grade to serve as a crime deterrent and improve safety especially for those who have an unsteady gait or unable to see well at night. All exterior and parking lot lighting must have photo cell control, a 7-day time clock, or digital lighting control.²

In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-intensity discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system and equipped with an override switch. Exterior lighting needs to comply with any local ordinances but not specified to be excessively bright, disturbing neighbors and contributing to night sky pollution. During Design Development discuss how emergency lighting will be handled for the exterior, i.e. if HID, the fixture will require a Fast Transfer Battery if connected to the generator.

² "New Central Library Design Criteria", item 9A, p. 8

8. Maintenance.

Exterior building finishes shall be durable, not require frequent painting or staining or other types of maintenance and easily cleaned, with integral color and weatherproof seal³. Finishes such as integral color concrete, brick masonry, integral color concrete unit masonry or precast tile are preferred.⁴ Vandal resistant finishes are essential. Apply a non-sacrificial graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least twelve feet. Incorporate features that deter skateboarding and roller blading outside the building.

9. Materials return drops.

Library customers need to be able to return materials they have borrowed from the Library at any time, day or night, whether or not the Library is open. An exterior return materials return drop must be available that:

- Is accessible 24 hours per day, in a brightly lit, safe area
- Library customers can access without leaving their vehicles (not required but highly desirable)
- Connects directly to an automated check-in and sorting system located within the building

If the site cannot accommodate a drive-through drop-off point, an exterior wall-mounted return drop is needed, directly connected by conveyor to the Library's automated check-in and sorting system. Eight to ten short-term parking spaces are needed adjacent to the drop-off point for use by customers who wish only to turn in their materials. The short-term parking must be located away from main traffic routes in and out of the parking area. The drop-off point must be covered to protect people and materials from the weather. An additional, manual return slot must be installed adjacent to the conveyor-driven return, for use when needed; the manual return will only be used when the conveyor belt system is not working

An interior return drop will also be required, in the main lobby or in proximity to the Circulation Desk. This return will also be connected to the automated check-in and sorting equipment in the Sorting and Returns Area. The Library would like to install the conveyor in such a way that passerby in the lobby area can view materials as they travel along the conveyor.

The automated check-in and sorting system will be designed and fabricated under a separate contract. The design team should assume that the system will include bin sorting for materials returning to at least 35⁵ branch libraries and book truck sorting for Central Library materials. The system needs to be sized and preliminary specifications prepared during the design phase of the project, to provide the design team with realistic square footage, power and adjacency requirements for the equipment needed. Building contractors will need to coordinate with the installers of the automated check-in and sorting system.

³ "New Central Library Design Criteria", item 4A, p. 2

⁴ "New Central Library Design Criteria", item 4A, p. 2

⁵ Ten Additional branch libraries are planned to serve the County in the next twenty years.

A separate, dedicated book donation receiving point must be provided, adjacent to the Friends of the Library Sorting Workspace. This receiving point must accommodate bundles, boxes, and bags filled with book donations, rather than a return slot that is designed to accept one or two books at a time. A simple half-wall enclosure adjacent to the Friends Sorting Area may suffice to identify the drop-off location. Safety issues need to be discussed at time of design.

10. Parking and vehicular access.

Automobile parking. Provide a minimum of 576 to 659 parking spaces for the public and staff within 500 feet of the public entrance. There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements.

Bicycle parking. Provide covered bicycle parking for 30 to 50 bicycles outside the public entrance. Ensure that the racks are designed to meet up-to-date theft security standards for bicycles. Locate the bicycle parking in an area that is visible from the building entrance, to minimize the potential for theft. Provide five to eight bicycle slots near the staff entrance for staff bicycles.

Shipping and Receiving Area Parking. On-site parking for 26 Library vehicles is needed. See *Appendix H: Library Vehicle Parking Requirements* for a list of these vehicles, their dimensions and specific requirements for each. This space shall be adjacent to the staff and delivery entrance for Library delivery trucks and other service vehicles. A loading dock is required that can accommodate loading and unloading of bookmobiles, vans and trucks (including 18 wheel, public commercial carriers) of varying sizes and heights, from SUVs to panel trucks, receipt of materials on pallets. An electric pallet jack or fork lift will be used for moving pallets into storage spaces. Three vehicles must be able to load and unload at one time (e.g., one delivery or maintenance, bookmobile, UPS or other outside vendor). An adjustable powered dock leveler is required. Drivers must be able to wheel dollies and book trucks from the loading dock directly onto bookmobiles and trucks using portable dock boards. This area must be covered so items do not get wet while offloading.

There will be a second fixed loading dock on the lower level for Library maintenance truck access.

Parking traffic patterns. Organize parking areas simply, with clear entrance and exit patterns, to avoid vehicular traffic congestion. Include eight to ten short-term parking spaces adjacent to the exterior materials return drop for customers who are returning materials but do not plan to visit the library, if a drive-through materials return drop cannot be accommodated outside the building.

11. Roof.

The roofing system must be designed to last a minimum of twenty years, with a roof pitched to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures, including a reflective roof cap to enhance energy conservation. Additional roofing specifications are included in the New Central Library Design Criteria.⁶

⁶ "New Central Library Design Criteria", item 5, p. 3

Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof, installed on curbs at least eight inches above the roof deck. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas. Roof-mounted conduit and pipe runs are not allowed.⁷

12. Safety and security.

Ensure that public access areas, the staff and delivery entrance, and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps. If public or parking is provided on the library site, install CCTV security surveillance throughout the public and staff parking areas. Tie emergency call stations to the CCTV and to the Security Office.

Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. Design all exterior surfaces and areas to minimize skateboarding or roller blading activity.

13. Trash receptacles and recycling.

Locate space at the building exterior adjacent to, or easily accessible from, the delivery vestibule for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are screened from view, can be secured and do not offer access to building roof areas. These fixtures must also be easily accessible to trash pickup vehicles. Coordinate design and layout of these areas with Library staff and others familiar with City and County waste management practices. An electric trash compactor and electric bailer will be included in this area.

C. Interior Issues

1. Acoustics.

Effective acoustical separation and control are critical design features of the new Library. Use all available architectural and design techniques to achieve these goals so that adults, teens and children may use the facility simultaneously without disturbing each other. An acoustical consultant is recommended to assist the architectural design team in making appropriate design decisions and finishes selection. Noise levels within the building must be in compliance with levels recommended for the “work/study” building category in the *Encyclopedia of Acoustics* (see *Appendix G: Planning Authorities Used and Sources Cited*).

Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork shall be isolated and treated to dampen vibration and noise transition into the occupied spaces..

2. Art work and display.

An Exhibit Gallery will be located on the First Floor of the Library. The Entrance Lobby on the First Floor and lobbies at the entrances to the Second through the Fourth Floors

⁷ “New Central Library Design Criteria”, item 5, p. 3

will also provide exhibit and display opportunities. In these spaces, the Library will maintain rotating exhibits of art developed in collaboration with other institutions in Fresno's Arts and Cultural District, art solicited from the community, as well as traveling exhibits on loan from national institutions, such as the Smithsonian Institution and the Library of Congress. Lighting requirements for permanent and rotating art will be developed during Design Development.

Public art incorporated into the building should be selected with community input. Artworks selected should require minimal floor space, not impinge on public paths of travel and require low maintenance. Locate art to avoid the possibility of vandalism or include vandalism protection as part of the art itself.

A donor recognition wall is also required, in the lobby or in an adjacent, high visibility area.

Exhibit areas, casework and furniture must be designed and fabricated in accordance with the standards set forth in ANSI/NISO Z39.79-2001, Environmental Conditions for Exhibiting Library and Archival Materials, to ensure that displays and exhibits of the Library's historical and archival materials, and exhibits of similar material borrowed from other institutions, will be displayed without the potential for physical deterioration. This standard describes parameters for lighting, relative humidity, temperature, gaseous and particulate contaminants, display techniques and case and support material components⁸.

The Library has a number of pieces of existing art work which shall be relocated to the new Central Library. A list is incorporated in *Appendix F*.

3. Audiovisual systems.

Each room used for meetings or training should have the infrastructure to provide Internet access, computer screen image projection, slide projection, wall-mounted video monitor display, and cable TV reception. In addition, video conferencing and video projection are needed in the Auditorium and Large Meeting Room. All other meeting, training and programming spaces need video projection capability using ceiling-mounted video projection equipment.

4. Building finishes.

Use durable building finishes that will stand up to years of heavy use and that contribute to an environmentally sound building. Consider giving preference to building materials locally manufactured, those that have a favorable life cycle assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require frequent waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal resistant. Install long-lasting corner guards at all appropriate locations in both public and staff work areas and chair rails on walls adjacent to areas where book trucks may congregate.

⁸ Environmental Conditions for Exhibiting Library and Archival Materials. ANSI/NISO Z39.79-2001. American National Standards Institute, 2001

5. Clocks.

Locate wall-mounted clocks in each major public area. A low maintenance, atomic, or centrally controlled, electronic analog clock system is required.. Clocks should be visible from each service desk.

6. Disabled access and ADA compliance.

The building must meet or exceed the guidelines set forth in the building code in affect at the time the building is constructed and the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people using the library will have temporary disabilities or who have physical limitations but do not consider themselves disabled. The entire facility needs to be accessible and must meet national, state and local jurisdiction access codes. Aisles between book stacks should be designed for optimum accessibility, with a minimum 42" wide aisle in all public areas. Drinking fountains, restrooms, public telephones, selected computer workstations and other services areas should be at a height that accommodates people in wheelchairs. Consult the Americans with Disabilities Act (ADA), Titles 3 and 4, U.S. Department of Justice, 1993, and Library Buildings, Equipment and the ADA: Compliance Issues and Solutions, American Library Association, 1993 and the California Building Code.

7. Drinking fountains.

Public drinking fountains need to be ADA compliant, located in visually obvious locations in the lobby area of each floor. Water shall be chilled. Wall and floor finishes adjacent to drinking fountains shall be water-resistant and non-slip. Substrates behind finishes shall not support the growth of mold or other hazardous compounds

8. Electrical power, cabling and distribution.

The system shall be designed using the most current proven technology and specified a few months before going to bid. Equip the building with a flexible, universal electrical network and telecommunications distribution infrastructure that will support the Library's current and future wiring and cabling needs. There will be multiple networks: one for staff, one for public, and one wireless for public. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that are planned for installation for operation (the Library will not install all machines at opening, but rather purchase one-third each year, starting one year before Opening Day). Chase or conduit capacity must be able to support future re-cabling. Fiber bundles also need to exceed capacity. Locate distribution closets within 200 feet of the furthest outlet (in both horizontal and vertical dimensions), so that distribution pathways may be run at right angles to meet maximum 90 meter (295 feet) cable run lengths from termination to termination.

Incoming power shall be supplied at 12KV and distributed at 480V from a central plant to be constructed as part of the project. Service and metering facilities shall be in accordance with Pacific Gas & Electric requirements to obtain an E20P power rate. Switch gear shall be designed with an automatic transfer switch to change over to an on-site emergency power generating system sized to handle essential services (code requirements and elevators). Distribution between the floors shall be via bus duct risers

to stacking electrical rooms. Three-phase, step-down transformers shall provide 4-wire power at 208/120V.⁹

Over time, the library must be able to reconfigure the placement of computers and other electronic equipment throughout the public spaces and staff work spaces of the building to meet changing service needs. In addition, members of the public need to be able to plug in laptop computers or equivalent electronic devices at every reader seat and lounge chair in the public space. Under-floor conduit must be distributed throughout the building to ensure flexible electrical power and data access. A wireless network is also required within the building to provide wireless laptop access to the Library's online system and the Internet. Raised/accessible floors shall be provided in areas likely to be rearranged, including the First Floor, the Teen Area, and the server area.

The number and distribution of communications outlets/faceplates in each space should match the intended use of each space and support flexibility in use of each space over time. The following are minimum requirements for outlets in occupied spaces:

- Private offices. A minimum of one four-plex or two duplex power/data outlets, each with at least one phone jack and one data jack, located on opposite sides of the space.
- Shared staff work areas. Office system furniture must have an electrified base for both power and data, whether or not the building uses raised access flooring. One base feed is required for every four to six workstations. Outlets can be located above the work surface or under the work surface. Work counters require one to two duplexes above the work surface.
- Group study rooms. A minimum of two duplex outlets per room.
- Open access public areas and meeting rooms. A minimum of one wall-mounted duplex every 50 to 60 feet, in addition to recessed, floor-mounted outlets in pre-set locations.

Electrical closets, conduits and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the library's computers and other electronic equipment must be studied to determine if it should be filtered and wall space provided to install equipment at a future date if needed

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building's cabling system and the computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12 to 18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

Each staff workstation and private office shall be provided with a minimum of quad electrical outlets; Conference rooms, hearing rooms (for those with a hearing impairment) and interview rooms shall have two duplex outlets. Provide special outlets,

⁹ "New Central Library Design Criteria", item 9, p. 7

dedicated circuits, isolated ground convenience outlets and filtered power for photocopier machines, word processing and data processing equipment and similar equipment with substantial power requirements. Color code dedicated circuits in accordance with County design criteria.¹⁰

CATV/Satellite. The building needs to be equipped with a CATV or satellite television distribution system with drops provided in the Auditorium, Large Meeting Room, Mid-Sized Meeting Rooms, Computer Labs, Children's Program Room, Teen Space, Conference Rooms and Staff Training Center.

Wire management. Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to library and external networks. Both the library's permanent computers and customers' laptops must be supported. There shall be no exposed wiring on the floor or hanging from furniture; yet the wires must be easily acceptable. Trays are an acceptable solution. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for the category in use in the San Joaquin Valley Library System at the time of installation. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in the Large Meeting Room, Mid-Sized Meeting Rooms, Computer Labs, Children's Program Room, Conference Rooms and Staff Training Center to support online interactive demonstrations and instruction, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

Wireless communications. Design the facility and specify the electrical system to support wireless connectivity throughout the entire building. The San Joaquin Valley Library Service will provide the specifications for the wireless system, including access points; it is not known at this time if wireless will be installed by the contractor or the County. Staff and public spaces must accommodate wireless devices without "dead spaces." Ceiling/plenum areas must support both power and data cabling to connect wireless base stations in the future. Additionally, electrical circuits in staff areas must be adequate to support multiple equipment recharge stations.

Data network and computer server rooms. The library's data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

Network security and access control are critical. Network access from the Auditorium, Large Meeting Room and other areas available for after-hours use must be isolated from the library's internal data network.

The computer server rooms shall be equipped with accessible flooring and an inert gas fire extinguishing system equipped with an early warning system alarm system and a purge exhaust system. All power supplied to these rooms must be filtered and on

¹⁰ "New Central Library Design Criteria", item 9B, p. 8

dedicated circuits.¹¹ All equipment racks need working space of 42" deep both front and back, before equipment is installed. All racks need dedicated 20A circuits with an isolated ground. Each room needs continuous air conditioning that ensures a range of 62 to 80 degrees, at 20% to 55% relative humidity (non-condensing).

All new cabling shall be limited combustible cabling that is UL rated as FHC25/50.

Telephone system. The county will wish to consider latest technology, e.g., voice over IP or current technology. The telephone system will be installed under a separate contract, and specified by the Library and the County during the design phase of the project. To prepare for installation of the telephone system, provide and install all conduit, complete with pull wire, including conduit from the building exterior to junction box locations and telephone distribution centers.

Telephone access is required at service desks and at each staff workstation, with a minimum of two to four gang power outlets per workstation. Provide telephone terminal backboard or terminal cabinet at the size specified by the County. Provide flush cabinets or closets to enclose all backboards, terminal strips and telephone equipment except where suitable telephone company furnished covers will serve to conceal these items. Provide lighting and power outlets in closets, as specified by the telephone company. Telephone service outlets shall be shown on the drawings and conduit provided to serve these locations.¹²

Wireless voice communication system for staff use: The library will use a system such as Vocera Communications® to enhance customer service, productivity, and teamwork throughout the building.

Telephone and data closets are required on each floor, vertically adjacent, each with a minimum of 48 square feet of floor space and a minimum of two 110V dedicated circuits.¹³

Public telephones. Locate telephones for the public inside the building, adjacent to the main entrance; an inside location will help lessen vandalism and provide cover from weather.

9. Elevators.

The building will require public passenger traction type elevators (one unit capable of gurney transport), each with 2,500 pounds rated capacity and speed of 125 feet per minute. One traction type freight elevator will also be required, with 4,500 pounds rated capacity and speed of 125 feet per minute. The freight elevator will service the roof equipment room and have an interior clear dimension of 8' 4" deep, 10' wide and 8' high. The New Central Library Design Criteria contains additional specifications regarding elevators.¹⁴ A system to "lock out" floors not in use shall be installed. A separate staff elevator is required to expedite movement of staff between floors. Access to this elevator must be located within the staff-only zone of each floor, in close proximity to major staff workspaces and closed stack areas.

¹¹ "New Central Library Design Criteria", item 9F, p. 9

¹² "New Central Library Design Criteria", item 9D, p. 8

¹³ "New Central Library Design Criteria", item 9D, p. 8

¹⁴ "New Central Library Design Criteria", item 7, p. 5

10. Energy conservation and sustainability.

The building must be designed to create a physically comfortable working environment for the public and staff alike and to meet or exceed the provisions of Title 24, State of California Energy Conservation Code. The energy use strategies employed in the building design should not only minimize the building’s dependence on energy but also strive to improve the sources of the energy that the building consumes.

Life-cycle costs. Building design strategies for the building’s orientation, energy management system, air distribution system, windows, lighting, and building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. An Energy Management System shall be included in the building’s HVAC specification.

Solar design. The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

Occupancy sensors. Use timed occupancy sensors in all enclosed spaces, such as private offices and restrooms, both public and staff and closet.¹⁵

Day lighting sensors. Use photo sensors to control lights in reading areas adjacent to sources of natural light.

Energy management system. Provide a system that matches the existing Fresno County Johnson Control Metasys™ energy management system, with the capacity to accommodate a minimum of 8 loads and accommodate expansion to accept 30 loads per floor. Specific features required for the system are listed in the New Central Library Design Criteria.¹⁶ During design phase, coordinate with the Library on zoning and control points

11. Flexibility, modularity and expandability of design.

The building should be an open plan design and modular with interior load-bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as the public’s service needs evolve. Floor live loading capacity needs to meet the following criteria¹⁷. The New Central Library Design Criteria contains additional floor loading specifications.

Live Load Criteria	Minimum Live Load
Reading rooms	150 PSF/K concentrated loading
Bookstacks in public spaces	150 PSF
Storage areas	300 PSF
Bookstacks in staff areas	300 PSF/1.5K concentrated loading
Microfilm cabinet areas	300 PSF/1.5K concentrated loading
Archival storage	300 PSF or 3,000 pounds point load
Assembly areas in public spaces	100 PSF
Offices and classrooms	100 PSF live load and structural load

¹⁵ “New Central Library Design Criteria”, item 9A, p. 7

¹⁶ “New Central Library Design Criteria”, item 8D, p. 6

¹⁷ “New Central Library Design Criteria”, item 3B, p. 1

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling. It is possible the Library may rent out space on certain floors until the collection grows into the building.

A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in the placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving or storage for the library's collections or equipment, e.g., tables and chairs.

The building structure will need to accommodate a mix of spaces and loading conditions. The system selected should integrate well with the architectural design and provide a lightweight, repetitive and economical solution to the program requirements. Ceiling heights in public areas should not be less than 11 feet to accommodate flexibility in the library's many open interior spaces. Modulation of floor to ceiling dimensions within portions of the building is desirable when it helps define library space, for example, at service desks or in lobby areas.

12. Floor coverings.

Floor coverings should be both attractive and durable. Depending on anticipated traffic load, install rolled carpet and/or high quality modular carpet tile with a low narrow loop for low maintenance and with a life expectancy of twenty years. Discuss the choice of floor coverings with Library and County Public Works staff prior to specification of products. The Library will consider purchase of commercial-grade carpet cleaning or floor cleaning equipment for cleaning and maintenance.

Hard surface floor coverings, such as terrazzo, vinyl, composition tile, concrete, ceramic tile or stone, rather than carpet, should be used for the following areas. Non-skid finishes are required on hard surface flooring, especially in areas such as the lobby.

- Entrance Lobby and lobby area on each floor (durable materials only in this space; no vinyl)
- Large Meeting Room (all or partial)
- Mid-Sized Meeting Rooms (all or partial)
- Restrooms
- Service desks and high circulation areas throughout the building
- Copy Machine areas
- Storage and supplies areas
- Materials Return and Sorting
- Delivery/Receiving areas
- Building maintenance area
- Custodial storage
- Kitchen areas
- Friends of the Library book sorting space

Use a raised floor and a product to dissipate static in the Computer Main and Network Distribution Room.

13. Electronic workstations for the public.

Electronic, computer-based resources are a basic and integral part of library service. The Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools is available to the Library's users over the Internet. Internet access is available to both public and staff through computer workstations. This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve. The building must also support wireless connectivity throughout the interior spaces, to the maximum extent feasible within the space layout.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software or express checkout workstations, or access to the Library's catalog and databases. In addition, many of these units will have attached peripheral equipment, such as printers.

Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types, in the following categories:

- Stand-up units, with either no printer or with a compact printer, and a CPU that is mounted under the work surface. These workstations are intended for quick, specific searches of the Library's catalog rather than for extended browsing or research. Each unit is programmed at 16 square feet.
- Sit-down units, for more extended use of the Library's online catalog and other electronic resources, Internet searching or similar uses, at a computer workstation with a CPU mounted under the work surface. Compact printers may be located at some workstations, while others will be connected to networked printers. Each unit is programmed at 38 square feet.

All equipment must meet or exceed ADA guidelines and include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation. The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks to deter vandalism of the computers and a measure of privacy for the user. Five percent of all units need to meet accessibility guidelines.

14. Lighting and fenestration.

The building's lighting quality is a prime design consideration and should meet Library uses and serve to enhance the building's architecture. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality are retained. Title 24 standards must be met.

The total lighting system design load for office space shall not exceed Title 24 requirements that are in effect at the time of permitting. General office lighting shall be

panel switched and subdivided so that open office spaces are divided into areas of a maximum of 1,000 square feet. Lighting in enclosed offices, conference rooms, storage closets and similar rooms must be controlled by wall switches at each room's entry point. Use half-level switching where required by Title 24. ¹⁸ The New Central Library Design Criteria contains additional specifications regarding lighting.

Lighting levels. Lighting levels should meet recommendations in the *2000 Illuminating Engineering Society Handbook*. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

- Reading and public access computer areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, for a combination of ambient and task lighting of 50 foot-candles.
- Book stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as these lighting levels are achieved. Lights on sensors in stacks may be used in limited areas. A mock up of the standard lighting will be required during design development to ensure standards are met.
- Service desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare.
- Conference/study rooms: 30 – 40 foot-candles average, measured horizontally at desktop.
- Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.
- Meeting Rooms: 30 – 40 foot-candles average, with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note-taking during audiovisual presentations. The note-taking lights should not spill on to the projection screen.
- Telecommunication/Server Room: 50 foot-candles minimum at 36" above finished floor. Bottom of light fixtures in this space must be 9 feet above the finished floor.

Lighting fixtures. Lighting fixtures should be full spectrum and need to effectively control glare through shielded parabolic louvers in down-lights, up-lighting and other techniques. Indirect lighting throughout the building is preferred.

Light sources. Light sources should be fluorescent for general use. Long fluorescent lamps should be of the latest technology lamps in warm, medium or cool color, with a color-rendering index of 82. Similarly sized high-output lamps should be considered for

¹⁸ "New Central Library Design Criteria", item 9A, p. 7

indirect lighting but not for down-lighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs, due to small fixture size, easy dimming, precise beam control or for historical accuracy. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used in order to simplify maintenance and economize on lamp stocking. Avoid fixtures that must be disassembled to service. Use standard lamp types. Avoid placing light fixtures in locations that are difficult to access or in locations that require special scaffolding for access. Storage for fixtures should be discussed with library maintenance staff. Bulbs should be stock and not difficult to find and order. The number of bulbs shall be streamlined as much as possible. Prepare a schedule showing the number of lamps and bulbs and confirm with the user prior to developing the lighting plans. Avoid table lamps as much as possible since they add furniture cost and require effort to find or design the perfect light fixture for cost, appearance and vandal resistance.

Stack lighting will require careful study to achieve adequate lighting without expensive custom made fixtures.

Task lighting is desirable in the public areas, and should be durably constructed, affixed to the furniture, not obstruct staff ability to monitor the space and designed to spread the light evenly across the surface it illuminates.

Careful thought should be given to lens covers to minimize future replacement for yellowing, cracking, etc. Fixtures should also be selected which minimize cleaning, especially for insect removal.

Daylighting and fenestration. Make use of daylighting design principles wherever feasible to reduce energy costs (e.g. install software to turn off lights when daylighting meets the footcandle requirements.) and to enhance building sustainability, but not at the expense of the preservation of library materials. Ensure that direct sunlight does not come into contact with library materials, display areas, computer screens, seating areas or public service desks in such a way that staff or public must look directly toward the light. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. Key seating areas should offer views to the exterior and to landscaped areas without forcing those using the areas to endure glare or direct sunlight. Strategies such as clerestory windows or interior light wells will be highly preferable to skylights.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed windows facing south, east and west to minimize solar heat gain. Consider exterior shading devices to block direct solar rays and diffuse daylight.

Exterior windows shall be tinted low-e glass thermal units set in aluminum frames. Provide adjustable interior window coverings in all areas where blinds are needed for heat, glare or to meet a library programming requirement. Provide for window washing scaffolding and davits at the exterior of the building and within the building interior, as necessary.¹⁹

Lighting in areas that archival materials are used and stored. Prolonged exposure to ultraviolet light damages cellulose-based material. While window glass filters the portion of UV light that falls below 330 nanometers, light between 330 and 400 nanometers does transmit through glass and does represent a hazard to archival materials. Light from windows, skylights and fluorescent lamps, therefore, should be filtered to eliminate wavelengths below 415 nanometers²⁰.

Lighting controls. All lights in the library, including task lighting, should be controlled by an energy management system that is flexible and can be manually overridden. The control should measure available day lighting and adjust lighting accordingly. Include a master control station at a location to be determined. Include an intelligent lighting control system in the Auditorium, Large Meeting Room and Mid-Size Meeting Rooms. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps (if used) and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. Light switches at ADA height should be equipped with control features to avoid tampering. All light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable. Use motion-activated lights wherever feasible.

Emergency and exit lighting. An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those areas of the library that make extensive use of high intensity discharge (HID) lights.

Emergency and exit lighting must meet all applicable state and local codes. Emergency lighting and fire alarms shall be powered by the backup generator and shall be installed throughout the building. The generator will be designed to meet requirements specified in the building code about the length of operation; as a minimum the following requirements must be met, exiting the building, especially large groups in the auditorium or meeting rooms. There must be power to maintain lights and cooling in the computer room for the San Joaquin Valley Library System indefinitely. The exit and emergency warning system must include lights for the deaf. There must be a means of testing the emergency lighting without triggering security or fire alarms. Exit signs shall be self luminous.

Lighting plan review. During design development, the County will require a lighting plan review once the furnishings and equipment layouts are completed. This plan should show all ceiling and wall-mounted fixtures as well as any task light fixtures that will be

¹⁹ "New Central Library Design Criteria", item 4B, p. 2

²⁰ Wilson, William K. Environmental Guidelines for the Storage of Paper Records. NISO TR01-1995, NISO Press, 1995, p. 2

used. Each type of fixture should be identified on the plan and a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the library planning team. A summary of fixtures and bulbs shall be provided in advance of the first meeting with the library. Bulbs selected must not be costly to replace and must be available locally. How lights will be replaced must be discussed carefully with library maintenance staff. Photo metrics demonstrating that required light levels are met will be required.

15. Maintenance.

Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes, mechanical systems, furnishings, and equipment.

All spaces in the library must be easily cleaned and designed to withstand continual public use. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding in most sections of the library. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash and recycling receptacles in all public and staff spaces. Show trash receptacles and recycling containers on the equipment and floor layout and include in list of equipment to purchase.

Surplus materials stock. The Library requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents shall specify the amount of extra stock for each item. The amount will be developed as a part of the specifications.

16. Mechanical systems.

Air distribution and conditioning system, humidity and temperature criteria. The building needs an air distribution and conditioning system that ensures good natural air circulation. Ventilation units need to be zoned according to use, room orientation, and hours of operation. In general, the air conditioning system needs to operate at minimum 25% above the efficiencies required by Title 24. The system should have enough redundancy so that a breakdown of one portion will not impair continuous airflow to the public and staff. In case of air conditioning failure, the system should be designed for outside ventilation using air handling units or operable windows. Heating and air conditioning on each floor will be delivered by a variable volume air distribution system served by air handlers located on each floor, stacked in a vertically adjacent pattern. The air handlers must have full economizer and smoke purge capability. Each floor should be equipped with a common exhaust system to serve restrooms, janitorial spaces, meeting rooms, spaces in which food is prepared or consumed and other spaces that generate odors.²¹

Electrical and telecommunications rooms need to be provided with air-conditioning and with backup mechanical ventilation units, as needed. Individual zone controls for offices

²¹ "New Central Library Design Criteria", item 8C, p. 6

and common workspaces must be zoned appropriately, utilizing volume air control. Individual zoning is required for auditorium, meeting rooms, and computer labs.

Library books, journals and newspapers housed in the building create paper pulp dust. It is critical that the system has air cleaners and filters that filter out the dust while maintaining the temperature and humidity requirements as specified.

The HVAC system should utilize electronic controls and allow remote monitoring and control. Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for air handling units should be open and provide sufficient free space for proper air flow and maintenance. The areas must be carefully located and treated to mitigate acoustical impacts on the surrounding environment. Provide centrifugal chillers with high efficiency shells.

Avoid locating mechanical equipment, ductwork, waterlines or connections over shelving areas or above the Telecommunication/Server Room.

All HVAC equipment must have a minimum two-year installer's warranty extension period.

Temperature Criteria:²²

Season	Exterior	Interior
Summer	101°F DB; 73°F WB	78°F DB; 63.5°F WB
Winter	28°F DB	70°F DB

Heat Transfer Coefficients (minimum requirements):

Roof	U = 0.046
Walls	U = 0.40
Glass	U = 0.74

Relative Humidity 50% +/-10% RH

Environmental conditions in archival storage areas. Stack and storage areas that house archival materials, with physical access limited to retrieval and re-shelving activity, require the following temperature and relative humidity conditions²³:

Temperature	65°F maximum
Relative Humidity	30 – 50% RH +/-3%

Archival areas should also be filtered to limit gaseous contaminants that are harmful to archival material. Air purifiers that use some form of activated carbon to absorb the gaseous contaminants should be provided to serve these areas. The following levels are recommended for the control of these contaminants.²⁴ Airborne particulate materials are another source of damage. The air distribution and conditioning system will remove

²² "New Central Library Design Criteria", item 8C, p. 6

²³ Wilson, William K. Environmental Guidelines for the Storage of Paper Records. NISO TR01-1995, NISO Press, 1995, p. 2

²⁴ Wilson, William K. Environmental Guidelines for the Storage of Paper Records. NISO TR01-1995, NISO Press, 1995, p. 3

much of this material as air is drawn into the building. Areas that house archival material may need an additional level of filtration to protect valuable items. The following levels of filtration are recommended for these areas.²⁵

Maximum allowable levels of gaseous contaminants:

Sulfur dioxide	5 – 10 parts per billion per volume
Nitrogen dioxide	5 – 10 parts per billion per volume
Ozone	5 – 10 parts per billion per volume

Recommended level of filtration for removal of particulates:

Combined stack and user areas	80 – 90 %
Stack areas, users excluded except for retrieval	90 – 95%
Optimum preservation areas	> 95%

Indoor air quality and energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life-cycle costs is required. Ensure that spaces with equipment that emits significant airborne particles, such as photocopier machines, or generates odors, such as kitchen equipment, are vented separately or directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building. Consider natural ventilation strategies, as well as active, in the design of spaces, including under-floor air or displacement ventilation.

Building commissioning. Undertake a rigorous building commissioning process to ensure that the building and its systems function as intended by design. A commissioner will be hired and involved in setting standards at Design Development.

Maintenance issues. Specify mechanical systems equipment for the building with replacement parts available from a local supplier. The County will identify the preferred manufacturer around which equipment shall be designed as well as other acceptable manufacturers.

Rotating and reciprocating equipment must be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically-rated partitions must be sealed with acoustically-rated sealant. Areas considered sensitive to noise need to be provided with acoustically-treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to library and building maintenance staff.

Plumbing and restrooms. Restrooms must be easy for the public to find, designed for durability and resistant to vandalism. The main public restrooms on the First Floor must be accessible from the Auditorium and Meeting Room complex, whether or not the

²⁵ Wilson, William K. Environmental Guidelines for the Storage of Paper Records. NISO TR01-1995, NISO Press, 1995, p. 3

Library is open. Single occupancy restrooms for the public should be avoided, with the exception of the family restrooms for parents with small children in the Children's Services area. The Family Restrooms must be equipped with a lock override to allow staff to help children who accidentally lock themselves in the restroom. Restrooms should be located along traffic corridors, but not directly in front of service desks or so remote from them that inappropriate activity is encouraged. Locate restrooms at the same location on each floor to help with way finding.

Restrooms must be ADA compliant and equipped with entry doors that enable people in wheelchairs to easily enter and exit. Vandal-resistant materials and finishes throughout each restroom are a prime consideration. Restrooms must be separately vented and acoustically separated from adjacent spaces. Additional restroom specifications are included in the New Central Library Design Criteria.

Energy efficient fixtures, such as sensor faucets, toilets, and urinals, should be specified and alternative strategies, such as gray water plumbing systems, should be considered in accordance with the requirements of the Fresno County Health Department. Discussions are to be held at the time of design with library staff about battery or hardwiring for the sensors. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface from floor to ceiling, such as ceramic tile, with the floor coved at the point it meets each wall. Each restroom must have a sloping floor drain and one hose bib. Some large libraries are adding grinders to their plumbing system; this decision will be made at the time of design.

Restroom fixtures.

- Durable, graffiti-proof fixtures and partitions are required.
- Each public restroom requires and paper towel dispensers, which should be mounted adjacent to or over the counter to avoid dripping on the floor. Type is to be coordinated with Library Maintenance staff.
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof and mounted directly over sinks to catch soap leaks and avoid water drips on the floor. Type is to be coordinated with Library Maintenance staff.
- Soap dispensers should be counter-mounted, not imbedded within the sink itself.
- Each public restroom requires a baby changing counter as well as a purse/parcel shelf and coat hook in each stall. Library users may have heavy loads of books. The hooks and/or shelves, therefore, must be extremely durable.
- Timed automatic shut-off of water flow.
- Low-flush toilets with flush valves manufactured by Sloan.²⁶
- Mirrors need to be vandal resistant and scratch proof.

17. Organization, occupancy and sight lines.

Staff service point efficiency. The building must be able to operate efficiently with a minimum number of staffed service points. The main service point for each floor shall be in a similar prominent location in order to provide a familiar service point. Staff stationed at service points on the same floor should be able to see each other from each service

²⁶ "New Central Library Design Criteria", item 8B, p. 5

desk. Staff at all service points must be able to monitor the maximum amount of public space from the service desks. Enclosed areas out of public or staff view should be avoided. Staff at each public service point shall have a “panic” button to call for library security..

Building organization. The building’s public spaces need to be organized simply and clearly, to allow new and infrequent users to orient themselves and easily find their way through the building. Seating, computers, group study areas, conference rooms and other spaces need to be distributed throughout the building and located within close proximity to the appropriate collections and other resources.

The building will require five levels. Each floor should have public service floor plate no larger than 60,000 square feet.

Occupancy. The current Central Library has approximately 8,000 visitors per week, averaging 1,150 per day. The new Central Library will attract a significantly larger clientele. Libraries that have opened in other California communities in recent years have experienced from two to three times as many visitors, and sometimes more. The need for improved Central Library services in Fresno County is so great that it would not be unreasonable to project an average of 4,000 to 10,000 daily visitors to the new Central Library, especially if the facility is located in the Arts and Cultural District.

The building will also accommodate approximately 200 Library staff and an estimated 75 volunteers. Delivery, maintenance and other system-wide service personnel will come and go throughout the day and evening. Numerous vendors and outside service providers will also be frequent visitors, to repair elevators, service copy machines and provide many other services. The building will also be a venue for community and civic meetings, attracting many hundreds of visitors who may or may not also use the Library’s collections.

18. Public address and paging system.

Install a public address and paging system in the library so that the staff can make announcements to the public. The system will be used to announce the closing of the library as well as emergencies and should be a part of the building’s telephone system. The system must be able to be heard in every part of the library, including restrooms, storage rooms, custodial workspaces and staff offices. The main system will require four zones, for the public area, the Children’s Area, staff area, the Auditorium/Meeting Rooms, and all-call. A separate system must be required for the Auditorium and Meeting Room complex or ensure that the main system has selective broadcast capability to allow messages to be blocked from certain spaces, as needed.

19. Safety and security.

The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at service desks or away from regular paths of travel. Public service spaces in separate rooms, such as the Group Study Rooms, need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both library staff and the public.

Building safety. Doors into staff spaces and controlled access public spaces must lock. The building design must protect against unauthorized access to the roof, upper

windows or exterior ledges. Potential entry points, such as windows, doors and vents, must be protected to prevent illegal entry.

A silent-alarm building intrusion security alarm system is required, with control points at the staff and delivery entrance. The intrusion system must include motion sensors at internal corridors and glass break detectors at the exterior envelope, connected to the County's main security alarm system. Provide button station alarms at every service point. The security system must have a battery-powered backup power source, circuited to the emergency generator system.²⁷

The building also requires a "Notifier" fire alarm system that transmits all alarm signals to the County's central station. Provide a complete manual and automatic fire detection and addressable alarm system that conforms to code requirements. The New Central Library Design Criteria provides additional specifications for this equipment.²⁸

The security system must accommodate separate use of the Auditorium and Meeting Rooms during hours that the library is closed. Staff will use the Hirsch Electronics ScramblePad/ScrambleProx™ system of keyless entry.

Public and staff safety. The library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Impact resistant (security glazing) shall be required for security reasons in limited areas. Heavily used walking surfaces both outside and inside the library should be made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the Children's Services area and areas staff enter and exit frequently.

Library materials security system. The building shall be equipped with a library materials security and circulation system that utilizes radio frequency technology (RFID). The theft security system must be compatible with automated check-in and sorting equipment and with express checkout equipment. Customers will be able to carry deactivated material they have checked out past the security system sensors. If the material carried out has not been deactivated, an audible alarm will sound. Power and data needs will be studied with a vendor at the time of design.

The security sensors need to be located close to the Circulation Desk, Self Checkout, and Security Kiosk, located so that the public can exit only along this pathway. Layout of this system needs to be carefully coordinated with library staff and vendor technical staff during the design phase to ensure that the desired security level is achieved and that lateral clearances are maintained between the portals, nearby electronic equipment and any metallic material to avoid interference with circulation operations. ADA requirements for exiting requirements must be coordinated with the library materials security system

20. Service desks.

The library's service desks will be prime points of contact between the staff and the public. Each must be visually prominent, welcoming and spacious and ADA compliant.

²⁷ "New Central Library Design Criteria", item 9E, p. 9

²⁸ "New Central Library Design Criteria", item 9E, p. 9

The amount of space allocated for each staffing position at each desk is 90 square feet. This space includes the position's furniture and equipment, space for the staff member to sit or stand and the space for the public to sit or stand as they interact with the staff member.

The Library's public service desks are located as follows:

Floor	Space	Service Desk
First Floor	1.1A	Security Kiosk
	1.7A	Circulation Desk
	1.8	Welcome Desk
	1.11	Media Collection
	1.13	World Languages Desk
	1.14A	Literacy Center
	1.14G	ADA Access Services
	1.15A	Talking Books Library
Lower Level	L.1E	Auditorium Office
	L.5A	Computer Lab A
	L.5B	Computer Lab B
Second Floor	2.1B	Children's Desk
	2.2A	Teen Desk
	2.6A	Library Administration Reception
Third Floor	3.2A	Third Floor Information Desk
Fourth Floor	4.2A	Fourth Floor Information Desk
	4.3A	Periodicals and Government Documents Desk
	4.12A	California History and Genealogy Desk

There will also be the following service points that will be staffed by outside vendors or by volunteers:

Floor	Space	Service Desk
First Floor	3.3	Copy and Business Service Center
	1.2A	Café
	1.4A	Friends of the Library Bookstore
Third Floor	3.3	Copy and Business Services Center
Fourth Floor	4.12A	California History and Genealogy Desk (shared responsibility between staff and volunteers)

Some service desks will be at sit-down desk height, approximately 29" from the floor; other desks will be at counter height, approximately 34" from the floor. Units are to be modular and easy to move if space is rearranged.

Individual space descriptions call out desk heights for each service point.

The desks must be oriented so that staff at the desk faces customers as they approach the desk for service, with generous queuing space for the public. Each staff position should have a chair for the staff member at that position and one seat on the public side of the desk for use by library customers when consulting with staff. Each desk's design must be flexible to allow the library to accommodate new equipment and reconfigure each staff position as service needs and equipment change.

Each desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material (solid surface material).
- A shelf on the public side of the desk top at each desk, at least 4" deep, for customers to place belongings while they transact business.
- Toe space at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for customers while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation and cash register to conceal exposed wiring.
- Box, file, and pencil drawers, pigeonholes, knee spaces and other features at each staffing point, to be identified during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk, level with the surrounding floor.
- Counter depth of approximately 30" to accommodate computer terminals, keyboards and peripheral equipment with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff knee space to house computer equipment.
- During Design Development discuss monitor display with staff.

Each desk must be designed to discourage the public from entering the space behind the desk. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate accessible, universal, and ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with library staff during the design phase of the project.

21. Shelving and collections.

The Library's collections of books, periodicals, audio and video media, government documents and microforms will be housed on every floor of the building. The collections must be simply and logically arranged to allow visitors to easily find the materials they need. Nonfiction collections must be in simple Dewey order. Most collections should be in public access areas, as designated in the space descriptions that follow.

Shelving to house the library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.

Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is required. Final specification of shelving should include testing for compatibility with wireless data transmission in stack areas.

Shelving uprights will be standard heights of 84" (maximum of 6 shelves and a base shelf), 78" (maximum of 5 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) and 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from these depths are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in *Appendix B: Fresno Library Collections and Shelving*, is intended to house the collection at the size it is expected to reach in the year 2025.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges and 48" wide aisles for high-use collections such as DVDS and compact discs. In staff access spaces, 36" to 42" wide aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred in public access spaces. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. In closed areas, ranges should be no longer than 10 sections without an aisle break. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45", 66" and 78" heights will require canopy tops. Canopy tops for the remainder of the collection will be specified as an alternate bid. Picture book shelving may also be equipped with a sloping display shelf at the top of each section. Eighty-four inch high shelving will require canopies only if located in areas of the building in which the top of the stack can be viewed from above. All public area shelving will require stack end panels with stack signage at each end, kick plates and top plates; some slat wall shelving may also be specified during Design Development. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving equipment needs to be specified and designed with wireless technology in mind. Stack ends, canopies and any other elements surrounding the shelving that are fabricated from wood or laminate are highly preferred.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, in areas that may logically become book stack areas.

Book ends and shelf dividers must accommodate various sizes of materials and must be able to move easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge

back stop to prevent items from falling behind the shelf. Library staff will specify the location of tilted shelves, as required.

Typical shelving types programmed for the building are:

Height	Shelves/Section		Collection
84"	6 - 7		Adult Fiction, Nonfiction, Reference
78"	5 - 6		Browsing Collection, World Languages, Teen, Media
66"	5		Children's books
66"	4	Slanted	Magazine Display
66"	6 ²⁹	Inset spinners	Paperback Display, "roto-tower" type
45"	3		Ready Reference Books, Picture Books
66"	4	Slanted	Children's Magazine Display
78"	6	With Plexiglas™ inserts	Newspaper Display
66"	3	3 browser bins	Children's Compact Discs
66"	4	4 rods maximum	Children's AV Kits

See each space's description, as well as the charts in *Appendix B: Fresno Library Collections and Shelving*, for the exact amount and location of each type of shelving.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for any engineering, county building department review and approval prior to ordering, inspection of shipments, installation, etc., and the length of time price quotes remain valid. Shelving design and installation to be coordinated with electrical and data engineers for lighting the OPACs.

22. Signage and way finding.

The library requires a consistent, easily understood and effective signage and way finding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least eight feet clear from the bottom edge of the sign to the floor and vandal-resistant. Basic services common to each floor shall be located in similar places on each floor, but the sense of space shall allow patrons to distinguish one floor from another. Locate a directory in the lobby area of each floor and make this feature the same in design and location for all floors. This directory or a separate directory shall designate specific services available on each floor. The elevator shall also incorporate way finding tools.

The Library anticipates that various spaces within the building will be named for major donors. Signage must be designed to accommodate donor recognition as well as space identification.

The sign system must be designed in coordination with the interior design of the building, and integrated with the space planning, the reflected ceiling plan and the

²⁹ shelving tiers on spinners inset into stack section

lighting plan. The signs should not be separately developed and inserted independent of the lighting layout and interior design.

Signs must be easy to move and change as the library's interior spaces shift over time. Signage should be specified so that library staff can modify and reinstall signs to reflect changes in layout of the collections and services. A floor plan/building directory is needed in the Lobby that shows the major areas of the building

Signage should be simple, graphically consistent and well designed. It should anticipate and satisfy the information the user requires, and it should facilitate interior changes over time. At a minimum, the following levels of signage will be employed.

- Door Signs.
 - Rooms with doors
 - Those available to the public and vendors.
 - Those, which only staff will access.
 - Those, which only maintenance staff and contract specialists will access.
- Directories.
 - Main entry orientation point. Sign should be designed so that those using the library can comprehend on which floor their target is located. Simple alphabetical listings of departments, key rooms, subjects and floors are required. This directory will have nearby a supply of paper building diagram brochures in which other library information including floor plans of public spaces.
 - Arrival point at each floor.
 - Repeat the information that was on the sign at the main entry point, but clearly designate "you are here". Supplement with paper building diagram brochures.
 - Building plans illustrating evacuation routes satisfying code must be displayed.
 - In the elevators provide clear directories which may be similar to directory on each floor or a simplified color coded system for each floor
- Area Signs. This category, which should be at a consistent height, contrast, and size to be easily visible. It should announce the general location of key departments, services, collection categories, and facilities. Many of these will be ceiling-hung; hence they'll have a backside giving another opportunity for information. Some of these may require internal illumination, fiber optics or blinking-traveling features. The area signs for Children and Young Adult may be considered for age-appropriate character.
- End Panel Signs. Provide attractive, not-to-expensive paper holders (one for each side of an end panel). Graphic Design reflecting an appropriate them for the paper insert will be established). The library staff shall be able to produce the inserts, and hence subsequent changes.
- Shelving mounted subject signs. This category falls between the area sign and the end panel sign. Bookstore chains will be studied to adapt techniques to enhance and market the library collections.

- Point-blank signs. This category is challenging, because it is highly important, highly diverse and a post-occupancy augmentation phase.
 - Use and policies for various rooms and machines such as printers, microform machines, copiers, group studies, self-check, returns, reserves, cards and accounts, computer usage, room occupancy limits, etc. Sizing and mounting condition is on a case-by-case basis. While a post-occupancy phase is inevitable, doing as thorough a job as possible has much to do with initial patron facility satisfaction.
 - The installation shall comply with all ADA compliance requirements including Braille, tactility, typography, mounting height, placement. During design the designs should consider the placement of sidelights by doors and the placement of signs to meet ADA requirements.
- Area signs are encouraged to be large type size, nearly black and white contrast, and a Sans Serif typestyle. Research favors legibility of initial caps only. All graphics should be designed to work effectively with the lighting scheme.
- Use of pictograms: These will be accompanied by text and place where helpful for understanding the arrangement of the library, to transcend language barriers and where required by code.
- Many library materials World Languages will be available in the building. At the time of Design Development specific languages and locations of signs will be developed.

23. Staff workstations and offices.

Staff workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. Managers, Supervisors and other staff whose job duties require confidential conversations or extended periods of uninterrupted time will be assigned private offices. Other full-time staff will be allocated office system module workstations. Staff Conference Rooms that seat eight to forty people will be available on each floor for staff meetings and conferences that require privacy.

Part-time staff will share a workstation or use a worktable or counter. Some workstations may be made available for common use, housing equipment that more than one staff member uses.

The standard office systems workstation module will be approximately 8' long by 8' wide (80 square feet). Some modules will be 8' x 10' for work that includes the use of multiple book trucks. Smaller 6' x 2.5' workstations (36 square feet) will be assigned to part-time staff with duties that have minimal work surface needs.

The modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone handset, computer, keyboard, mouse pad and printer, needs to be equipped with task lighting, box, file, and pencil drawers, one to two fixed pedestal units with box/box/file and file/file configurations, an ergonomic task chair, with or without arms, tackable acoustically cushioned partitions and an overhead shelf or shelves.

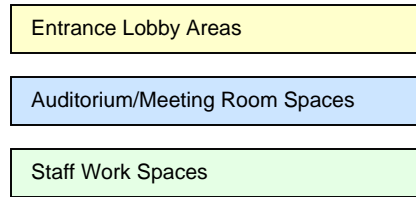
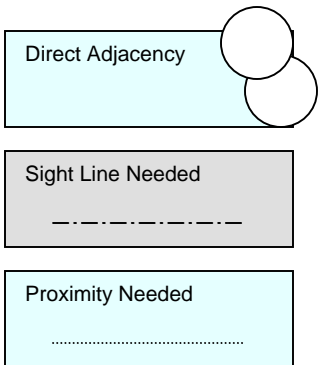
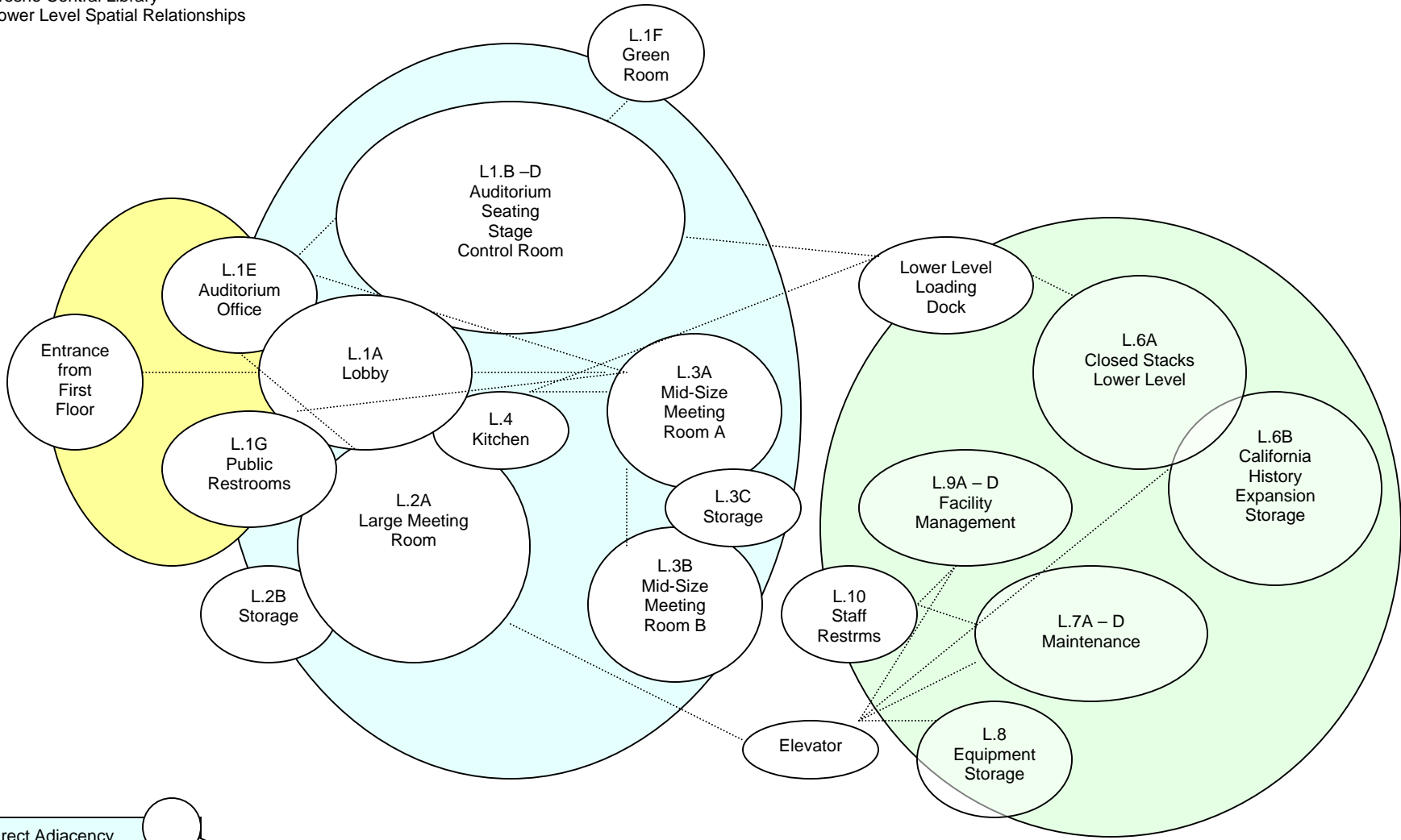
24. Storage.

The library requires several types of storage space, including space for storage of building maintenance items, shipping boxes and spare parts for electronic equipment, extra stock of shelving and other furniture and equipment, custodial supplies and equipment, programming and Meeting Room furniture, props and supplies, seasonal display materials, graphic and display supplies, book donations and historical artifacts and preservation supplies. Specific information about these spaces is found in the descriptions of the staff work areas, Meeting Room Storage, custodial storage and building maintenance area.

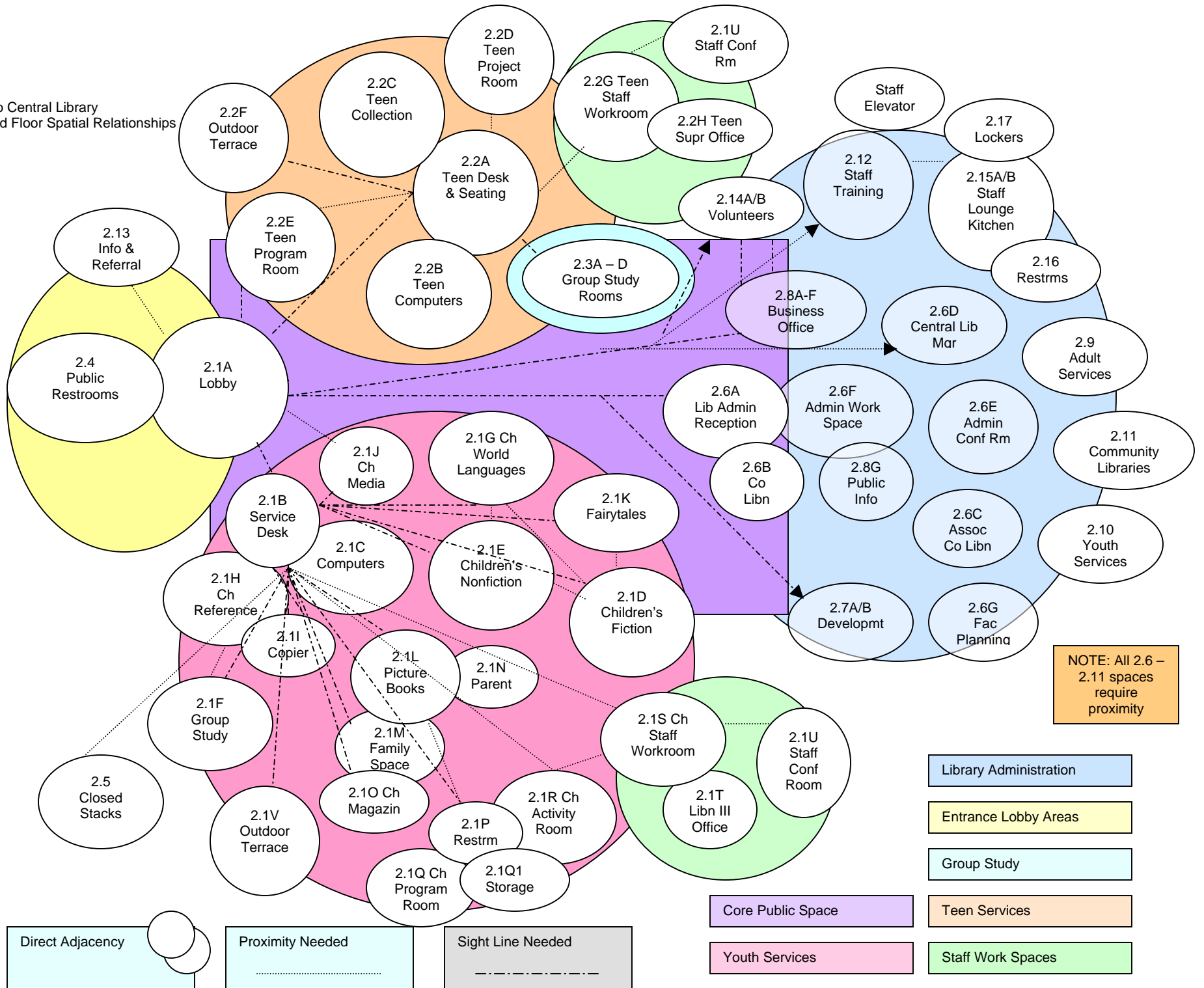
25. Wall coverings.

Durability and appropriateness to the space are prime concerns. Any painted surface should use high quality, color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Entrance Lobby. Consider use of vinyl wall covering in selected areas to provide an upgraded, more finished appearance. Vinyl products need to be mildew resistant, non-staining, comply with ASTM F793 durability standards and include a performance enhancing coating.. Avoid fabric wall coverings except where tackable wall surfaces are specified. Use long lasting corner guards on walls in high traffic areas, particularly in staff areas where book trucks will be utilized.

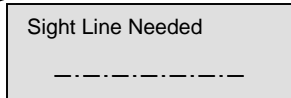
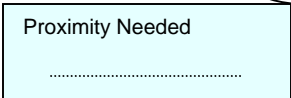
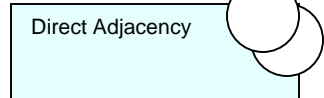
Fresno Central Library
Lower Level Spatial Relationships



Fresno Central Library
Second Floor Spatial Relationships



NOTE: All 2.6 - 2.11 spaces require proximity



Library Administration

Entrance Lobby Areas

Group Study

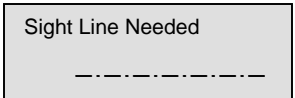
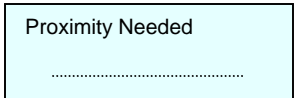
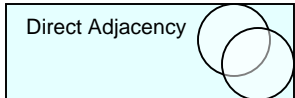
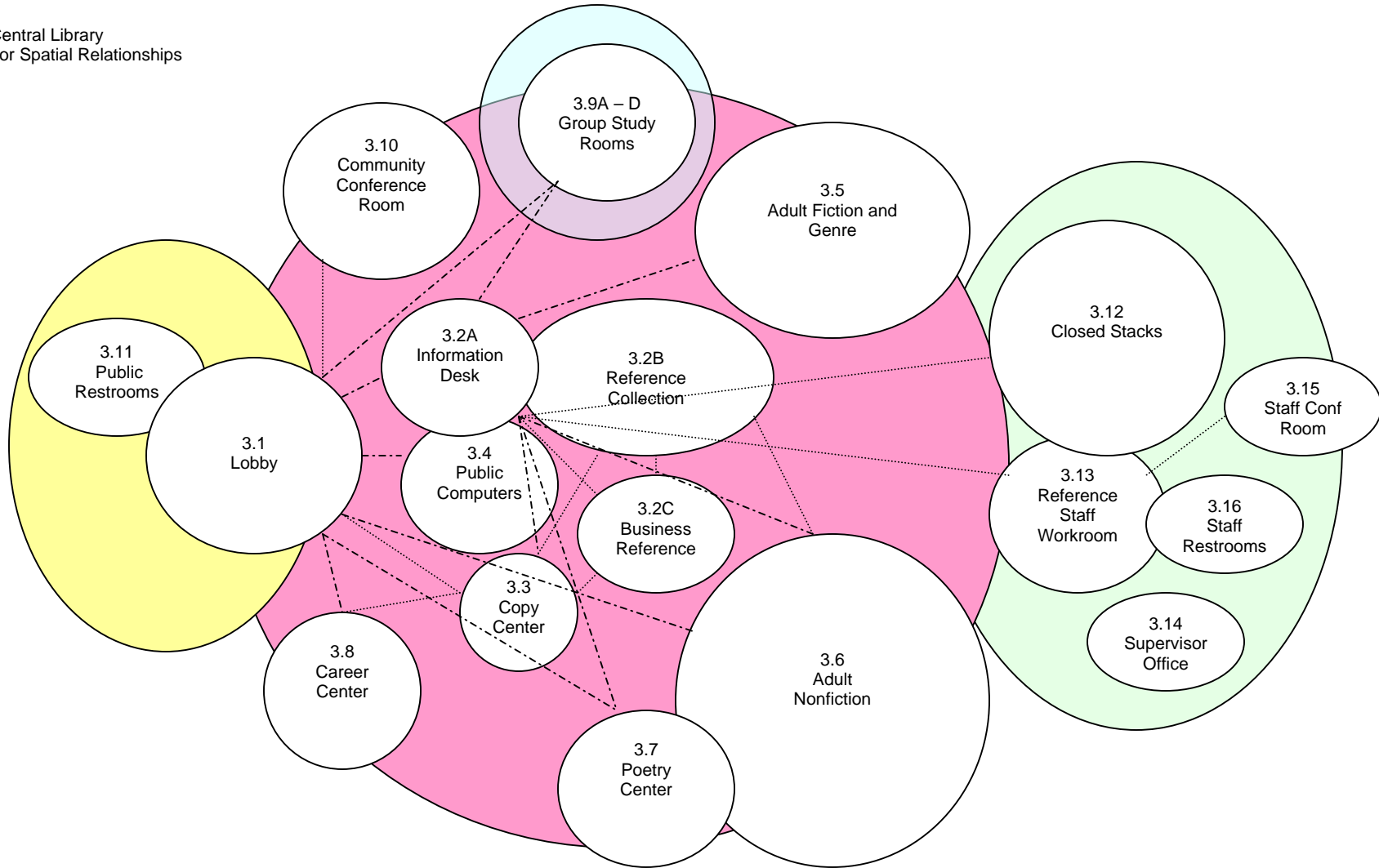
Core Public Space

Teen Services

Youth Services

Staff Work Spaces

Fresno Central Library
Third Floor Spatial Relationships



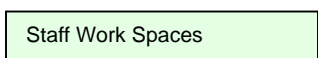
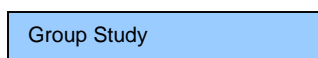
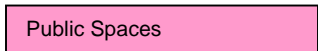
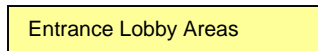
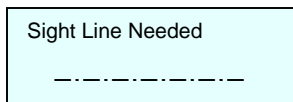
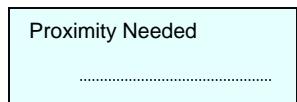
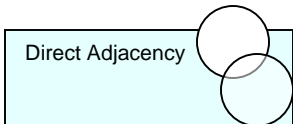
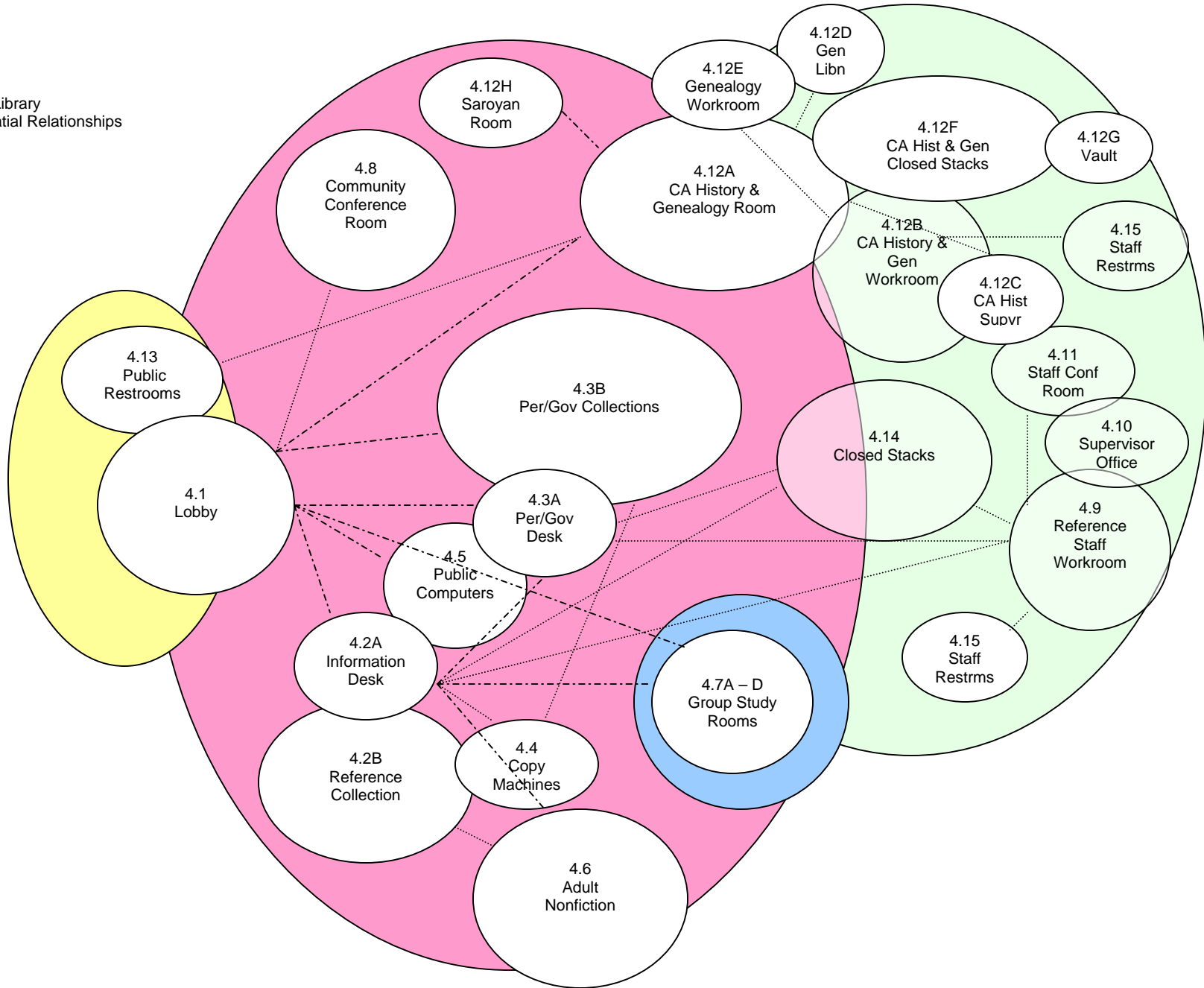
Entrance Lobby Areas

Public Spaces

Group Study

Staff Work Spaces

Fresno Central Library
Fourth Floor Spatial Relationships



III. Facility Space Requirements Summary

Spaces Summary

L = library staff service point					
V/V = vendor or volunteer					
		Service or Work Group	Service Point	Square Feet	
First Floor					
1	1.1A	Entrance Lobby	L	2,893	
1	1.1B	Exhibit Gallery		1,700	
1	1.1C	Service Center/Tax Forms/Copier	V/V	534	
1	1.2A	Café Counter & Service Area	V/V	512	
1	1.2B	Café Prep Space		516	
1	1.2C	Café Seating		412	
1	1.3	Courtyard		N/A	
1	1.4A	Friends of the Library Bookstore	V/V	644	
1	1.4B	Friends of the Library Sorting Workspace		1,225	
1	1.4C	Friends of the Library Office		360	
1	1.5	Public Restrooms - 1st Floor		N/A	
1	1.6A	Security Office		380	
1	1.6B	Security Interview Room		120	9,294
1	1.7A	Circulation/Self Checkout/Reserves	L	1,278	
1	1.7B	Circulation Services Workspace		1,333	
1	1.7C	Circulation Supervisor's Office		110	
1	1.7D	Circulation Storage		82	
1	1.7E	Interlibrary Loan & Document Delivery		241	
1	1.7F	Staff Conference Room - 1st Floor		160	3,204
1	1.8A	Public Computers - 1st Floor		1,196	
1	1.8B	Computer Lab A		1,082	
1	1.8C	Computer Lab B		1,082	
1	1.8D	Computer Training Staff Work Space		640	
1	1.8E	Computer Lab Storage		199	4,199
1	1.9	Welcome Desk	L	198	
1	1.10	Browsing/Marketplace		3,566	
1	1.11	Media Collection	L	2,295	
1	1.12	Browsing/Media/World Languages Staff Workspace		1,043	7,102
1	1.13	World Languages	L	4,054	4,054
1	1.14A	Literacy Center		1,711	
1	1.14B	Literacy Center Office	L	1,074	
1	1.14C	Tutoring Room A		76	
1	1.14D	Tutoring Room B		76	
1	1.14E	Tutoring Room C		76	
1	1.14F	Tutoring Room D		260	3,273
1	1.14G	ADA Access Services		155	155
1	1.15A	Talking Book Library	L	2,829	
1	1.15B	Talking Book Staff Work Space		605	
1	1.15C	Talking Book Librarian Office		110	
1	1.15D	Talking Book Equipment Repair		409	

L = library staff service point					
V/V = vendor or volunteer					
		Service or Work Group	Service Point	Square Feet	
1	1.15E	Talking Book Recording Studio		60	
1	1.15F	Talking Book Recording Studio Control Room		83	
1	1.15G	Talking Book Storage		205	4,300
1	1.16	Staff Restrooms		N/A	
1	1.17A	Support Services Office		433	
1	1.17B	Support Services Manager's Office		135	
1	1.17C	Acquisitions		607	
1	1.17D	Cataloging		762	
1	1.17E	Finishing-Mending		748	
1	1.17F	Linking		840	
1	1.17G	Gift Book Sorting		271	
1	1.17H	Technical Support Office		1,017	
1	1.17I	Technical Support IT Equipment Storage and Staging		500	
1	1.17J	Staff Conference Room - Support Services		375	
1	1.17K	Support Services Lockers		80	
1	1.17L	Conservation Lab		613	
1	1.17M	Processing Staging Area		480	6,861
1	1.18	Materials Return and Sorting		4,040	4,040
1	1.19A	Delivery Loading and Receiving		1,434	
1	1.19B	Delivery Office		109	
1	1.19C	Delivery Storage		500	
1	1.19D	Office Supplies Storage		565	
1	1.19E	Bookmobile Office		1,290	
1	1.19F	Trash Pickup		350	
1	1.19G	Staff Entrance		0	4,248
1	1.20A	Graphics & Duplicating Office		603	
1	1.20B	Duplicating Shop		509	
1	1.20C	Paper Storage and Distribution		150	1,262
1	1.21A	SJVLS Office		1,359	
1	1.21B	SJVLS Manager's Office		135	
1	1.21C	SJVIS Reference Office		934	
1	1.21D	Computer Room		590	
1	1.21E	SJVLS IT Equipment Storage & Staging		490	3,507
First Floor Total					55,501
Lower Level					
lower	L.1A	Auditorium/Meeting Room Lobby		1,000	
lower	L.1B	Auditorium Seating		4,375	
lower	L.1C	Auditorium Stage		600	
lower	L.1D	Auditorium Projection/Control Room		250	
lower	L.1E	Auditorium Office	L	653	
lower	L.1F	Auditorium Green Room		263	
lower	L.1G	Public Restrooms - Lower Level		N/A	
lower	L.2A	Large Meeting Room		3,626	

L = library staff service point					
V/V = vendor or volunteer					
		Service or Work Group	Service Point	Square Feet	
lower	L.2B	Large Meeting Room Storage		497	
lower	L.3A	Mid-Size Meeting Room A		862	
lower	L.3B	Mid-Size Meeting Room B		862	
lower	L.3C	Mid-Size Meeting Room Storage		285	
lower	L.4	Catering Kitchen		252	13,525
lower	L.6A	Closed Stacks Lower Level		7,228	
lower	L.6B	California History and Genealogy Expansion Storage		5,000	12,228
lower	L.7A	Maintenance Supervisor's Office		99	
lower	L.7B	Maintenance Staff Work Space		252	
lower	L.7C	Maintenance Staff Locker Rooms		450	
lower	L.7D	Maintenance Storage		1,997	
lower	L.8	Equipment Storage		1,500	
lower	L.9A	Facility Management Office		355	
lower	L9.B	Carpentry Shop		2,500	
lower	L9.C	Paint Shop		500	
lower	L9.D	Parks and Grounds Storage		350	8,003
lower	L.10	Staff Restrooms		N/A	
Lower Level Total					33,756
Second Floor					
2	2.1A	Lobby - 2nd Floor		550	550
2	2.1B	Children's Services Desk	L	378	
2	2.1C	Children's Computers		816	
2	2.1D	Children's Fiction/I Can Read/In Between Books		1,974	
2	2.1E	Children's Nonfiction Books		2,776	
2	2.1F	Children's Group Study Area		1,016	
2	2.1G	Children's World Languages		632	
2	2.1H	Children's Reference		1,431	
2	2.1I	Children's Copy Machine		165	
2	2.1J	Children's Media		812	
2	2.1K	Fairytale Collection		418	
2	2.1L	Picture Books		2,700	
2	2.1M	Family Space		1,168	
2	2.1N	Parent Collection		240	
2	2.1O	Children's Magazines		173	
2	2.1P	Family Restroom (1)		N/A	
2	2.1Q	Children's Program Room		1,110	
2	2.1Q1	Children's Programming Equipment and Storage		100	
2	2.1R	Children's Activity & Crafts Room		874	
2	2.1S	Children's Services Workroom		1,200	
2	2.1T	Children's Services Librarian III Office		110	
2	2.1U	Staff Conference Room - 2nd Floor		130	

L = library staff service point					
V/V = vendor or volunteer					
		Service or Work Group	Service Point	Square Feet	
2	2.1V	Children's Outdoor Terrace		N/A	18, 221
2	2.2A	Teen Service Desk and Seating	L	3,272	
2	2.2B	Teen Computers		636	
2	2.2C	Teen Collection		1,424	
2	2.2D	Teen Project Room		560	
2	2.2E	Teen Program Room		1,161	
2	2.2F	Teens Outdoor Terrace		N/A	
2	2.2G	Teen Services Workroom		623	
2	2.2H	Teen Services Supervisor Office		110	7,786
2	2.3A	Group Study A - 2nd Floor		120	
2	2.3B	Group Study B - 2nd Floor		120	
2	2.3C	Group Study C - 2nd Floor		120	
2	2.3D	Group Study D - 2nd Floor		160	520
2	2.4	Public Restrooms - 2nd Floor		N/A	
2	2.5	Closed Stacks - 2nd Floor		428	428
2	2.6A	Library Administration Reception	L	397	
2	2.6B	County Librarian's Office		237	
2	2.6C	Associate County Librarian's Office		191	
2	2.6D	Central Library Manager's Office		135	
2	2.6E	Administration Conference Room		480	
2	2.6F	Administration Storage and Work Space		322	
2	2.6G	Facilities Planning Services		381	
2	2.7A	Development Office		677	
2	2.7B	Development Manager's Office		110	
2	2.8A	Business Office		1,363	
2	2.8B	Business Office Manager's Office		135	
2	2.8C	Human Relations Manager's Office		110	
2	2.8D	Business Office Storage and Work Space		332	
2	2.8E	Business Office Interview Room A		110	
2	2.8F	Business Office Interview Room B		110	
2	2.8G	Public Information Office		217	5,304
2	2.9A	Adult Services Office		674	
2	2.9B	Adult Services Manager's Office		135	
2	2.10A	Youth Services Office		1,786	
2	2.10B	Youth Services Manager's Office		135	
2	2.10C	YA Coordinator's Office		110	
2	2.10D	School Liaison LIII's Office		110	
2	2.10E	Children's Coordinator's Office		110	
2	2.11A	Community Libraries Office		700	
2	2.11B	Community Libraries Manager Office 1		135	
2	2.11C	Community Libraries Manager Office 2		135	
2	2.11D	Community Libraries Manager Office 3 (Shared)		211	4,238
2	2.12	Staff Training Center		1,286	1,286
2	2.13A	Information and Referral		460	
2	2.13B	Information and Referral Coordinator's Office		110	570

L = library staff service point					
V/V = vendor or volunteer					
		Service or Work Group	Service Point	Square Feet	
2	2.14A	Volunteer Services Office		362	
2	2.14B	Volunteer Coordinator's Office		126	488
2	2.15A	Staff Lounge		1,633	
2	2.15B	Staff Kitchen		232	
2	2.16	Staff Restrooms		N/A	
2	2.17	Staff Lockers - 2nd Floor		100	1,965
Second Floor Total					41,355
Third Floor					
3	3.1	Lobby - 3rd Floor		550	550
3	3.2A	Information Desk - 3rd Floor	L	288	
3	3.2B	Reference Collection - 3rd Floor		5,240	
3	3.2C	Business Reference		1,299	
3	3.3	Copy and Business Services Center	L or V/V	582	
3	3.4	Public Computers - 3rd Floor		1,208	
3	3.5	Adult Fiction and Genre		6,996	
3	3.6	Adult Nonfiction 000 - 899		16,551	
3	3.7	Poetry Center		1,642	
3	3.8	Career Center		2,133	
3	3.9A	Group Study A - 3rd Floor		120	
3	3.9B	Group Study B - 3rd Floor		120	
3	3.9C	Group Study C - 3rd Floor		120	
3	3.9D	Group Study D - 3rd Floor		160	
3	3.10	Community Conference Room - 3rd Floor		489	
3	3.11	Public Restrooms - 3rd Floor		N/A	
3	3.12	Closed Stacks - 3rd Floor		302	
3	3.13	Reference Staff Workroom - 3rd Floor		1,868	
3	3.14	3rd Floor Manager's Office		135	
3	3.15	Staff Conference Room - 3rd Floor		160	39,413
3	3.16	Staff Restrooms		N/A	
Third Floor Total					39,963
Fourth Floor					
4	4.1	Lobby - 4th Floor		550	550
4	4.2A	Information Desk - 4th Floor	L	198	
4	4.2B	Reference Collection - 4th Floor		4,316	
4	4.3A	Periodicals and Government Documents Desk	L	195	
4	4.3B	Periodicals and Government Documents Collections		8,410	
4	4.4	Copy Machines - 4th Floor		173	
4	4.5	Public Computers - 4th Floor		1,132	
4	4.6	Adult Nonfiction 900 - 999; Biography		9,305	

L = library staff service point					
V/V = vendor or volunteer					
		Service or Work Group	Service Point	Square Feet	
4	4.7A	Group Study A - 4th Floor		120	
4	4.7B	Group Study B - 4th Floor		120	
4	4.7C	Group Study C - 4th Floor		120	
4	4.7D	Group Study D - 4th Floor		160	
4	4.8	Community Conference Room - 4th Floor		489	
4	4.9	Reference Staff Workroom - 4th Floor		2,708	
4	4.10	4th Floor Manager's Office		110	
4	4.11	Staff Conference Room - 4th Floor		160	27,717
4	4.12A	California History and Genealogy Room	L/V	4,176	
4	4.12B	California History Staff Workroom		1,614	
4	4.12C	California History Supervisor's Office		110	
4	4.12D	Genealogy Librarian's Office		110	
4	4.12E	Genealogy Staff Workroom		904	
4	4.12F	California History and Genealogy Closed Stacks		5,895	
4	4.12G	California History and Genealogy Vault		495	
4	4.12H	Saroyan Room		1,489	14,791
4	4.13	Public Restrooms - 4th Floor		N/A	
4	4.14	Closed Stacks - 4th Floor		1,528	1,528
4	4.15	Staff Restrooms		N/A	
Fourth Floor Total					
				44,586	
Net Assignable Square Feet					
				215,160	
Gross Square Feet @ 65%					
				329,225	

V. Space Descriptions

1.0 First Floor

1.1A Entrance Lobby

2,893 sq. ft.

The Entrance Lobby will be the Library's "front door" – the main public entry point into the building. It needs to be comfortable, inviting and spacious. The entrance needs to be equipped with automatic sliding doors engineered to open with minimal effort. Visitors will arrive on foot from the exterior of the building or from the adjacent parking garage. The lobby should be spacious enough to accommodate the ebb and flow of visitors entering the building as others are leaving. A vestibule is needed at the exterior doors for energy conservation, to reduce loss of interior air as people come and go and to shield the lobby from wind and rain. Inside the lobby, benches are needed for people who are waiting for rides.

The public restrooms and the auditorium and meeting rooms need to be accessible from the lobby, independent of the library's other spaces and outside the materials theft security system, so that these spaces can be used without compromising library security when the library is closed.

A wall-mounted materials return drop-off point is needed in the Lobby in the wall along the main incoming path of travel. The return drop will be linked by a short conveyor system to automated materials return and sorting equipment located in the Materials Return and Sorting Room. An additional materials return drop and conveyor is needed on the exterior of the building, accessible twenty-four hours a day, to enable Library customers to return materials at any time, whether or not the Library is open.

The lobby floor should be a hard surface. The entry doors should be separated from the security point so that debris brought into the building on visitors' shoes is knocked off as they walk through the lobby. Inset floor grates or floor mats will be needed at the entrance to further facilitate dirt and mud removal as people enter the building.

The building needs to be designed to accommodate radio frequency ID technology (RFID) for inventory control of the Library's collections. Materials security sensors linked to the Library's RFID circulation and materials control system will be located at the inner perimeter of the lobby, adjacent to the Circulation Desk, with easy access for staff at that desk to meet and intercept individuals who have set off the alarm as they exit. While it is possible, and even preferable, to have two or more public entrance doors into the Lobby, there needs to be only one security point for the public to enter and exit the Library proper. The appearance and equality of these doors will be discussed during design and need to relate to parking access and other buildings close to the Library.

The Security staff will need a one-person stand-up kiosk placed strategically in relation to the theft security point adjacent to the entrance to the Library proper.

1.1A Entrance Lobby, continued

A public telephone should be located inside the lobby area of the building, possibly within a small room to facilitate use by the hearing impaired. The entrance needs a covered area to shelter visitors who approach the building on foot from inclement weather as they enter and exit the building. The sheltered space needs to generously accommodate twenty people, at minimum. The space needs to be designated as a no-smoking area. Benches are needed outside the entrance, convenient to the entrance but not blocking the pedestrian paths of travel in and out of the building.

As they enter the Library from the lobby, visitors need to be able to see the Circulation Desk and the major collections and services offered on the First Floor. A prominent directory for the building shall be in this location.

A Service Center for display of federal and state tax forms will be located along the main path of travel through the Lobby. This service will be used by many residents, during tax season as well as during other times of the year.

The Talking Book Library, which serves those who are blind or have a visual impairment will be located within the security point, close to the entrance. The entrance to this service needs to be readily accessible to its intended audience but oriented to minimize general public walk-in traffic.

Occupancy: 20 - 40

Adjacencies: 1.5 Public Restrooms
1.6A Security Office

Proximity to: 1.1C Service Center/Tax Forms/Copier
1.8B/C Computer Labs
1.14G ADA Access Services
1.15A Talking Book Library
L.1A Auditorium/Meeting Rooms Lobby

Sight lines to: 1.1B Exhibit Gallery
1.2A Café Counter & Service Area
1.2C Café Seating
1.3 Courtyard
1.4A Friends of the Library Bookstore
1.7A Circulation/Self Checkout/Reserves
1.9 Welcome Desk
1.8A Public Computers – 1st Floor
1.10 Browsing/Marketplace
1.11 Media Collection
1.13 World Languages
1.14A Literacy Center

1.1A Entrance Lobby, continued

Acoustics: Conversations generated by incoming and outgoing visitors needs to be buffered so that noise does not intrude into the Library’s public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 foot-candles are required. Provide low-heat display lighting within display cabinets.

Technology/Audiovisual/Power/Data: Materials theft detection devices will be installed at the security point at the interior edge of the lobby. The distance required between the gates and any metallic object or electronic workstations must be confirmed with the vendor prior to installation. A minimum of eight feet clearance is recommended until vendor confirmation is obtained.

The space needs to accommodate future installation of RFID materials theft detection sensors. “People counters” shall be placed a every exterior public entrance; if possible they should aggregate totals to a central file each day.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Entrance Lobby					
security staff kiosk, with chair	1.0	kiosk	100.00	100	
security portals, for theft detection system	4.0	portals	36.00	144	
bench seats	4.0	seats	38.00	152	
display cases, glass-enclosed, wall-mounted	4.0	cases	20.00	80	
building directory kiosk, 2' x 2'	1.0	kiosk	50.00	50	
return slot for materials, interior	1.0	return slot	25.00	25	
return slot for materials, exterior	1.0	return slot	0.00	0	
public pay telephone	2.0		0.00	0	
circulation space				2,342	
total:					2,893

1.1B Exhibit Gallery

1,700 sq. ft.

The library needs generous exhibit space at key locations within the building and at the entrances to the building. A dedicated exhibit gallery space on the First Floor will be the primary location for major shows, both exhibits prepared by the Library to highlight its collections and exhibits borrowed from other institutions. Examples of possible exhibits include:

- International/cultural displays, e.g., Cinco de Mayo or Lunar New Year Festival celebrations
- Local history displays, e.g., William Saroyan memorabilia
- Career options exhibits prepared in conjunction with Career Center programming
- Joint displays with the Metropolitan Museum, the Historical Society, or Arte Americas
- Traveling exhibits on loan from the Library of Congress, Smithsonian Institution or the California State Library

The gallery needs to be an open, rectangular box of space, carpeted, with exhibit quality downlighting, no interior walls, a secure storage room adjacent and a clear path from the delivery entrance and freight elevator. The space needs pocket doors at the entrance to allow staff to block access when exhibits are installed.

Occupancy: 10 - 40

Proximity to: L.1A Auditorium/Meeting Room Lobby
1.19A Delivery Loading and Receiving (via corridor)

Sight line to: 1.1A Main Entrance/Lobby

Acoustics: Somewhat shielded from lobby noise.

Lighting: Provide 30 to 40 foot-candles average, measured at display case surface, and accent downlighting that can be re-directed as needed to highlight displays and exhibits.

Technology/Audiovisual/Power/Data: Provide recessed floor-mounted power and data outlets, on a minimum 6' x 6' grid, to ensure electrical and data distribution for technology-based exhibits.

Technology equipment in this space will include the following:

Electrical and data outlets to support interactive or computer-based exhibits including a wall-mounted plasma screen monitor

1.1B Exhibit Gallery, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Exhibit Gallery					
exhibit space	1.0	space	1450.00	1,450	
storage space, secured	1.0	space	250.00	250	
total:					1,700

1.1C Service Center/Tax Forms/Copier

534 sq. ft.

The Library is a major distribution point for Federal and State income tax forms during tax season. This space will be the focal point for this service. Supplies of state and federal tax forms will be displayed in display units and on tables, available all hours that the Library is open. A pair of photocopy machines will also be available here, to allow people to make copies of specific tax forms and copy their tax returns. This space will also be used for other government forms such as renter's assistance and FAFSA. The forms display needs to be flexible as E-Government shifts paper forms to electronic forms.

A service counter, a storage closet and bench seating will also be included, although the space must be designed to function on a self-service basis.

A roll-down gate should be considered for the entrance to this space.

Occupancy: 2 – 12 people

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, to isolate noise generated by the copy machines and attendant equipment

Lighting: Provide 50 foot-candles average, measured at work counter height. Provide downlighting over display cabinets

Technology/Audiovisual/Power/Data: Provide dedicated electrical circuits for each photocopy machine.

Technology equipment for this space will include the following:

Photocopy machines
Change machine

Proximity to: 1.1A Entrance Lobby

1.1C Service Center/Tax Forms/Copier, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Service Center/Tax Forms/Copier					
copy machines	2.0	copiers	45.00	90	
work counter with shelving above and below, 8' x 2.5'	1.0	counter	40.00	40	
fax machine (or current technology) at counter, coin-operated	1.0	machine	0.00	0	
collating machine at counter	1.0	machine	0.00	0	
display units, slanted, for tax forms and other government forms, 4' x 2'	4.0	display units	24.00	96	
tables, folding, 6' x 3', for tax form distribution	2.0	tables	36.00	72	
closed caption TV at 1-person table	1.0	CCTV	38.00	38	
chair at CCTV	1.0	chair	0.00	0	
service counter, 6' x 2.5	1.0	counter	60.00	60	
bench seats	2.0	seats	38.00	76	
storage closet for forms and supplies	1.0	closet	50.00	50	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					534

1.2A Café Counter and Service Area

512 sq. ft.

A café located adjacent to the Entrance Lobby is needed to provide light refreshments, coffee and other beverages, available at moderate prices. The Library will select a commercial vendor to operate the café. Food will not be cooked on the premises and on-site food preparation will be limited. Hot coffee, tea and similar beverages will be prepared at the counter. Customers will be able to select food items for purchase from a display counter and cold drink cabinet, paying at a cashier's station.

Customers may eat and drink the items they have purchased at the adjacent café seating, located both in the lobby and in the courtyard, as well as within selected areas of the Library interior.

The Library may decide to allow visitors to consume food and drink prepared at home in this space.

Occupancy: 1 – 3 staff; 1 – 6 public

Acoustics: Design the café to minimize noise spillage into the general lobby area.

Lighting: Café customers need to be able to read easily while they enjoy the café. Ensure that light levels correspond to levels in the Library's general seating areas - 30 – 40 foot-candles average, measured horizontally at the tabletop.

Technology/Audiovisual/Power/Data: This space needs to provide wireless access for customers with laptop computers.

Adjacencies: 1.2B Café Prep Space
1.2C Café Seating

Sight line from: 1.1A Entrance Lobby

Components:

Space	# Units		SF/Unit	SF Needed	Total
Café Counter & Service Area					
display counter, 3' x 8'	1.0	counter	100.00	100	
cashier's station	1.0	station	50.00	50	
cash register	1.0	cash register	0.00	0	
cold drinks cabinet	1.0	cabinet	50.00	50	
counter, utensils, 4' x 2'	1.0	counter	50.00	50	
queuing space				250	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					512

1.2B Café Prep Space

516 sq. ft.

The café staff will prepare coffee drinks and other beverages, cold sandwiches and light snacks in the prep space. The cafe operator, however, will cook and prepare most food off-site. The prep space will include a commercial grade refrigerator, two sinks, an espresso machine, shelving and cabinets for supplies, two microwave ovens, a commercial-grade toaster and generous work counter space.

Access to the prep space must be direct from the Lobby, rather than through the Cafe Service Area. Staff in the Prep Space must be able to see the service counter from within the prep area.

Occupancy: 1 – 3 people

Acoustics: N/A

Lighting: 50 foot-candles average, measured horizontally at the countertop.

Technology/Audiovisual/Power/Data: Electrical power must support the range of equipment planned for the space.

Adjacencies: 1.2A Café Counter & Service Area

Proximity to: 1.19A Delivery Loading and Receiving (via corridor)

Components:

Space	# Units		SF/Unit	SF Needed	Total
Café Prep Space					
refrigerator, commercial-grade	1.0	refrigerator	50.00	50	
sinks, commercial-grade, in work counter	2.0	sinks	40.00	80	
espresso machine, commercial-grade	1.0	machine	40.00	40	
work counter, 3' x 18', cabinets above	1.0	counter	150.00	150	
work island counter, 4' x 6'	1.0	counter	100.00	100	
shelving, industrial, for café supplies	6.0	sections	12.00	72	
microwave ovens, commercial-grade	2.0	ovens	0.00	0	
toaster, commercial-grade	1.0	toaster	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	6.0	lockers	2.00	12	
total:					516

1.2C Cafe Seating

412 sq. ft.

This space will offer casual seating to café customers at 4-person round tables located in an open area adjacent to the café service counter and directly accessible from the lobby. The seating should be to the side of the primary circulation path into the Library with all seating within view of the café service counter and the Security kiosk in the lobby. Some café tables may be located in the Courtyard.

Wireless access for customers with laptop computers will be an important feature of this space.

Occupancy: 6 – 32 people

Acoustics: Design the café to minimize noise spillage into the general lobby area.

Lighting: Café customers need to be able to read easily while they enjoy the café. Ensure that light levels correspond to levels in the Library’s general seating areas - 30 – 40 foot-candles average, measured horizontally at the tabletop.

Technology/Audiovisual/Power/Data: This space needs to provide wireless access for customers with laptop computers.

Adjacencies: 1.2A Café Counter & Service Area
1.3 Courtyard

Sight line from: 1.1A Entrance Lobby

Components:

Space	# Units		SF/Unit	SF Needed	Total
Café Seating					
tables, café, 42" round	8.0	tables	50.00	400	
chairs, café	32.0	seats	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					412

1.3 Courtyard

N/A

Many people will visit the Library every day, often traveling from neighborhoods and communities distant from downtown Fresno. Visitors will frequently stay at the Library for several hours, using several Library services or visiting other cultural institutions and destinations in the area besides the Library. An exterior courtyard adjacent to the Entrance Lobby and the Café is needed to provide a comfortable gathering space for individuals and families who are visiting the Library or in transition between the Library and its neighbors.

The Courtyard should be located outside the Library’s secure zone, that is, customers will need to have checked out their books and media materials before they enter the courtyard.

The space may be used as an extension of the café seating area, if the building design can accommodate this adjacency.

Visibility into the Courtyard from the Lobby and the pedestrian approach to the building will be important.

Occupancy: 6 – 32 people

Acoustics: N/A

Lighting: Ensure sufficient lighting for safety during all hours that the Library is open.

Technology/Audiovisual/Power/Data: This space needs to provide wireless access for customers with laptop computers.

Adjacencies: 1.2C Café Seating

Sight line from: 1.1A Entrance Lobby

Components:

Space	# Units		SF/Unit	SF Needed	Total
Courtyard					
tables, café, 42" round	8.0	tables	0.00	0	
chairs, café	32.0	seats	0.00	0	
total:					0

1.4A Friends of the Library Bookstore

644 sq. ft.

The Friends of the Library will operate an ongoing book sale to raise funds to support the Library. The book store needs to be located in a highly visible, open access location adjacent to the Entrance Lobby. The space needs to be enclosable although the Library intends to allow public access even during hours when volunteers are not on duty. The shelving should be physically and visually distinct from the Library’s collections to signal that this is a retail location.

The Friends’ Sorting Workspace will be the main drop-off point for donations. Close proximity between the store and the work space is therefore important.

Volunteers will staff the book sale on a regular basis and handle sales at the book sale cashier’s counter. During hours that volunteers are not on duty, the book sale will be self-service and customers will pay for their purchases at the Circulation Desk. A wall-hung, tackable announcement board, approximately 4’ w x 3’ h, needs to be mounted adjacent to the shelving to allow the Friends of the Library to advertise upcoming events sponsored by their organization.

Occupancy: 1 - 4 people

Proximity to:
 1.4B Friends of the Library Sorting Workspace
 1.4C Friends of the Library Office
 1.19A Delivery Loading and Receiving (via corridor)

Sight line from: 1.1A Entrance Lobby

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent downlighting, as needed, to highlight display.

Technology: Cash register with Point of Sale (POS) system

Components:

Space	# Units		SF/Unit	SF Needed	Total
Friends of the Library Bookstore					
shelving, 78" for sale books, wall-mounted	6.0	sections	11.25	68	
shelving, retail, 60" mobile units, for books on sale	10.0	D/S sections	40.00	400	
display cabinets, for souvenirs, glass-enclosed, wall-mounted or freestanding	2.0	cabinets	25.00	50	
shelving, 78", glass-front, for special sale books	1.0	section	11.25	11	
sales counter with cash register	1.0	counter	40.00	40	
announcement board for FOL activities, 4'w x 3'h	1.0	board	N/A	N/A	
storage closet	1.0	closet	75.00	75	
total:					644

1.4B Friends of the Library Sorting Workspace

1,225 sq. ft.

This space will provide Friends of the Library book sale volunteers with an environmentally safe and ergonomically appropriate work area for sorting and processing the constant flow of incoming book donations. The room will contain full-height shelving, worktables, a sorting counter and clear space for sorting boxes of donations.

The Friends' volunteers will need easy access to a sink, to the Library's recycling and trash receptacles and to the Delivery Entrance. This space needs to be enclosed for security.

Occupancy: 2 – 15 people

Proximity: 1.4A Friends of the Library Bookstore
1.4C Friends of the Library Office
1.17G Gift Book Sorting (if feasible)

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Wiring and electrical connection for PC workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Friends of the Library Sorting Workspace					
work tables, 8' x 3', for sorting donations	4.0	tables	40.00	160	
chairs, task, at work tables	8.0	chairs	0.00	0	
work counter, 8' x 2.5', with cabinets above and below	1.0	counter	40.00	40	
shelving, 84", for special items, problems, etc.	2.0	sections	10.30	21	
sorting and book sale prep space	1.0	space	350.00	350	
receiving and storage space for donations	1.0	space	350.00	350	
shelving, industrial, 24" deep, for box storage	10.0	sections	15.00	150	
desk with computer & task chair	1.0	desk	40.00	40	
storage cabinet, 2-door	2.0	cabinet	20.00	40	
cubbyholes, open, for volunteers' belongings, stacked 4 high, 18" x 18"	16.0	lockers	2.00	32	
coat closet, 5' x 3'	1.0	closet	30.00	30	
trash/recycle containers, large	2.0	containers	6.00	12	
bulletin board, wall-mounted	1.0	board	0.00	0	
white board, wall-mounted	1.0	board	0.00	0	
total:					1,225

1.4C Friends of the Library Office

360 sq. ft.

The Friends of the Library will need an office in which Friends officers and lead volunteers can conduct the work of the organization, hold committee meetings and manage the ongoing operations of the bookstore. The office needs a desk, shelving, two rectangular tables with ten chairs and a small kitchenette. Friends book sale volunteers will also use this space for meetings and meal breaks.

Occupancy: 1 – 12 people

Proximity to:
1.4A Friends of the Library Bookstore
1.4B Friends of the Library Sorting Workspace

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Telephone handset
Wiring and electrical connection for PC workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Friends of the Library Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
table, rectangular, 48"	2.0	tables	75.00	150	
chairs at tables	10.0	chairs	0.00	0	
kitchenette with counter, sink, 8' x 2.5', with cabinets above and below	1.0	kitchenette	50.00	50	
microwave oven at counter	1.0	oven	0.00	0	
refrigerator, standard size	1.0	refrigerator	25.00	25	
total:					360

1.5 Public Restrooms – 1st Floor

N/A

The public restrooms on the First Floor need to be directly adjacent to the Entrance Lobby. Each restroom needs to meet City and/or County code requirements for quantity of fixtures and stalls. Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Restrooms will be cleaned while the library is open, so entrances should be designed so that part of the restroom may be closed for cleaning. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering shall be tile. Materials for stalls shall be graffiti-proof. Sloping floors, hose bibs, and floor drains are required as well as an adjacent custodial closet with mop sink, at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers, a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall and near the sink.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: meet or exceed local code requirements

Adjacencies: 1.1A Entrance Lobby

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting levels at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

1.6A Security Office

380 sq. ft.

Security staff will patrol the Library public spaces, both interior and exterior, on a regular basis. A security officer will be stationed in the Entrance Lobby, to monitor activity at the materials theft security point and provide support to Library staff on the First Floor. Security staff will also monitor video surveillance cameras located at strategic points within the building, the parking garage and the exterior of the building. The video surveillance monitors will be located in the Security Office, at a workstation that is staffed on an ongoing basis. This office will also accommodate the building's lost and found storage, two workstations for lead security staff and lockers for all security staff.

The office should be adjacent to the materials theft portals, the Security Interview Room, and located at some remove from other Entrance Lobby functions.

Occupancy: 1 – 4 people

Adjacencies: 1.1A Entrance Lobby
 1.6B Security Interview Room

Sight line to: 1.7A Circulation/Self Checkout/Reserves

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Video surveillance monitors and PC will be located here. This space needs to provide wireless access for Library staff with laptop computers. The library's intrusion alarm system control panel should be here. The Fire Alarm control panel should also be placed here.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Security Office					
workstations, 8' x 8', with chairs, for security staff	2.0	desk	64.00	128	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
video surveillance cameras and workstation	1.0	wkstn	100.00	100	
storage counter, 10' x 2.5', with cabinets above and below	1.0	counter	60.00	60	
bench seats	2.0	seats	38.00	76	
lockers, half-height, stacked 2-high, 12" w x 15" deep	8.0	lockers	2.00	16	
total:					380

1.6B Security Interview Room

120 sq. ft.

Security staff will use this space for holding individuals who have been detained due to inappropriate behavior or illegal activity in or around the building. Security staff should be consulted later during the design phase to confirm the specific furniture needed in this room. Flooring should be a hard surface rather than carpet. The space should be adjacent to the Security Office.

Occupancy: 1 – 2 people

Adjacencies: 1.6A Security Office

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Security Interview Room					
conference table, 4-person	1.0	table	120.00	120	
chairs at conference table	4.0	chairs	0.00	0	
total:					120

1.7A Circulation/Self Checkout/Reserves

1,278 sq. ft.

This area will include eight express checkout machines, shelving for items on reserve for library users and the Circulation Desk.

Each express self checkout machine needs a reasonable amount of clear work surface on both sides, approximately 1.5' wide x 2' deep on each side, to allow books, purses, other belongings and small children to be set down while the machine is used. Children may be in strollers and patrons of all ages will use wheelchairs and electric chairs. The RFID antenna shall be built into the work surface, to serve as the antenna and to mark the placement of library materials for checkout.

Queuing space for the machines and the Circulation Desk should be combined with space for up to 20 people waiting in line. Shelving for reserved materials on 40 single-sided sections of 78" high shelving needs to be located adjacent to the express checkout machines, in plain sight of visitors approaching the space.

The Library will have three primary staffed service points in the general public space on the First Floor - the Circulation Desk, the Welcome Desk and the World Languages Desk. The Welcome Desk will be the service point that is closest to the public entrance, an obvious place for incoming visitors to seek help at which – staff will help patrons with directional questions and simple information requests. The Circulation Desk will be close to the public entrance. It needs to be highly visible, an obvious place for incoming visitors to seek help – staff here will help patrons in all aspects of circulation as well as assist with directional questions. Staff will refer patrons with informational questions to the Welcome Desk or to other service points, as appropriate.

The desk will be staffed at all times the Library is open, with up to five staff positions, three for check out and renewals and two for Library card registration and problem resolution. Self service will be emphasized in the library.

Staffing levels at the desk will vary over the course of the day, depending on the flow of business. Equipment at each staff position will include an online computer workstation, barcode reader, receipt printer, built-in CPU holder mounted under the work surface, one to two security system RFID antennae, one centrally-located telephone handset and slotted storage for cards and materials. Space for a cash register with point of sale capability centrally located on the counter is required. Space for a chair for a patron, placed in front of each registration position, is needed. The space should be designed to provide as much confidentiality as possible as people at this service desk are discussing addresses, birth dates and other private information.

Staff at the Circulation Desk will answer directional questions, help orient visitors to the library, issue library cards, accept payment of fines for lost and overdue materials, monitor the theft security gates, explain Library policies and procedures regarding circulation and service hours and provide other assistance as needed. Staff will handle checkout transactions here only when patrons cannot or do not wish to use the Express Checkout machines. A kiosk built into the desk will display Library handouts and brochures, library card applications and maps of the building layout.

1.7A Circulation/Self Checkout/Reserves, continued

Materials return drop slots will be located in the lobby and at the exterior of the building, both of which will empty directly into the Sorting and Returns Area. Check-in and processing of returned material will occur in that space, away from the Circulation Desk.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the service desk, with queuing space for up to ten people, as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service desk, the theft security gates and the adjacent staff work areas. The public, however, should not be able to observe activity in the Circulation Services Workspace while at the desk.

It is assumed that the library will accept electronic payments and/or have smart cards. The design will need to incorporate machines for dispensing cards, and point of sale (POS) terminals in this area, at a minimum, and perhaps throughout the building.

The desk must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined in this report's *General Design Considerations: Service Desks*. The desk counter height needs to accommodate patrons or staff in a wheelchair and to allow staff to assist patrons who are filling out forms or handling lengthy transactions.

- Occupancy:** 1 - 2 staff; 2 – 6 public
- Adjacencies:** 1.7B Circulation Services Workspace
1.7E Interlibrary Loan and Document Delivery
1.11 Media Collection
- Proximity to:** 1.7C Circulation Services Supervisor's Office
1.7D Circulation Storage
- Sight lines to:** 1.1A Entrance Lobby
1.6A Security Office
1.9 Welcome Desk

Acoustics: Activity here will often be brisk and sometimes noisy. Staff and patrons will carry on conversations and reference interviews at this location on a continuing basis. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

1.7A Circulation/Self Checkout/Reserves, continued

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff work station in the area. This space needs to be wireless ready.

Technology equipment in this space will include the following:

- Online computer workstations at counter
- Barcode readers
- Printers, receipt
- Materials security equipment with built-in CPU holders mounted under the work surface
- Theft system RFID Antennae
- Telephone handsets
- Cash register with point of sale (POS) capability

Components:

Space	# Units		SF/Unit	SF Needed	Total
Circulation/Self Checkout/Reserves					
express self checkout stations	8.0	machines	45.00	360	
service desk with chairs, 3 staff positions, check-out/renewals	3.0	positions	90.00	270	
service desk with chairs, 2 staff positions, registration/problem resolution	2.0	positions	90.00	180	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
shelving, 78", for reserves	40.0	sections	11.25	450	
shopping cart stacking space	1.0	space	6.00	6	
total:					1,278

1.7B Circulation Services Workspace

1,333 sq. ft.

This space will be the principal work location for Circulation Services staff whenever they are not helping the public in the Library's public spaces. Attention to traffic patterns for people, book trucks and equipment, as well as acoustical and lighting considerations, will be crucial to the success of this workspace.

The space needs to accommodate ten 8' x 8' modular office workstations and four 6' x 2.5' workstations.

See also this report's *General Design Considerations: Staff Workstations* for the office workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks, delivery bins and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff workspace should be shielded from view at the Circulation Desk. The Friends of the Library will have a separate sorting area for book donations. (Space 1.4B)

Wall, floor, and corner surfaces need to be extremely durable because of the continual movement of materials through the space.

Occupancy: 4 - 14 people

Adjacencies: 1.7A Circulation/Self Checkout/Reserves
1.7C Circulation Supervisor's Office
1.7D Circulation Storage
1.7E Interlibrary Loan and Document Delivery

Proximity to: 1.7F Staff Conference Room – 1st Floor
1.16 Staff Restrooms
1.18 Materials Returns and Sorting

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

1.7B Circulation Services Workspace, continued

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset at each staff workstation

Fax machine (or equivalent device)

Barcode reader at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Circulation Services Workspace					
workstation, 8' x 8', with chair, for lead circulation SLA	1.0	desk	80.00	80	
workstation, 8' x 8', with chair, for shelving coordination SLA	1.0	desk	80.00	80	
workstations, 8' x 8', with chairs, for circulation staff	10.0	desk	80.00	800	
workstations, 2.5' x 6', with chairs, for circulation staff	4.0	desk	36.00	144	
work counter with sink, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
fax machine at counter	1.0	fax	0.00	0	
shelving, 84"	4.0	sections	10.30	41	
book truck parking	12.0	trucks	8.00	96	
trash/recycle containers, large	2.0	containers	6.00	12	
shredder	1.0	shredder			
lockers, half-height, stacked 2-high, 12" w x 15" deep	20.0	lockers	2.00	40	
total:					1333

1.7C Circulation Supervisor Office

110 sq. ft.

This office will be the workspace for the Circulation Supervisor. It will contain a desk, with a return and credenza, that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The Circulation Supervisor oversees activity at the Circulation Desk, including self check-out, and in the Circulation Services Workroom. The office needs to be close to both to give the Supervisor quick access to both the public and the staff space. The Supervisor will often need to conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 2 people

Adjacencies: 1.7B Circulation Services Workspace
 Direct adjacency to public space

Proximity to: 1.7A Circulation/Self Checkout/Reserves

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology:

PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Circulation Supervisor's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

1.7D Circulation Storage

82 sq. ft.

This room will provide storage for supplies, forms, brochures and other items needed by the Circulation services staff.

Occupancy: 0 – 2 people

Proximity to: 1.7A Circulation/Self Checkout/Reserves
 1.7B Circulation Services Workspace

Acoustics: None

Lighting: Provide 30 – 40 foot-candles average, measured at 40" above floor. Use motion-activated lighting controls in this space.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Circulation Storage					
shelving, 84", for circulation supplies, brochures, forms	8.0	sections	10.30	82	
total:					82

1.7E Interlibrary Loan and Document Delivery

241 sq. ft.

This service is closely associated with Circulation Services, borrowing books, periodical articles and other requested items for the Library’s customers. ILL requests may be taken at this desk or at any public service desk in the building. All ILL requests will be picked up at the Circulation Desk, which needs to be adjacent to this work space. The actual work of borrowing and returning these items, however, will occur here. The ILL staff will move back and forth between this space and the Circulation Desk on a regular basis. Access to both the service desk and the Circulation Services Workspace are essential.

Occupancy: 1 – 3 people

Adjacencies: 1.7A Circulation/Self Checkout/Reserves
 1.7B Circulation Services Workspace

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Interlibrary Loan & Document Delivery					
workstations, 8' x 8', with chairs, for ILL staff	2.0	desk	80.00	160	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
shelving, 84" for incoming/outgoing ILL items	4.0	sections	10.30	41	
total:					241

1.7F Staff Conference Room – 1st Floor

160 sq. ft.

This space will be used by each of the staff working groups assigned to the First Floor for staff meetings, hiring interviews, planning sessions and other times when groups of staff must meet to discuss procedures, policies, or projects.

Occupancy: 0 – 8 people

Proximity to: 1.7B Circulation Services Workspace
 1.12 Browsing/Media/World Languages Staff Workspace

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Standard electrical outlets for staff use. This space needs to provide wireless access for Library staff with laptop computers.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Conference Room - 1st Floor					
conference table, 8-person	1.0	table	160.00	160	
chairs @ conference table	8.0	chairs	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
total:					160

1.8A Public Computers – 1st Floor

1,196 sq. ft.

This area will contain 30 public access computer workstations, offering full access to the online catalog, the Internet and to specialized information resources mounted on the Library network. These computers will be intended for simple online catalog lookups, email checks, and other short-term uses. All computers with Internet access will be controlled by a PC reservation system. One or more of these PCs may be used to reserve PCs throughout the building. Continuous standup countertop work surfaces with stools should be considered instead of desk-height workstations to underscore the intended use of this equipment. Five percent of the terminals need to be at ADA height.

The computers should be grouped together in clusters for visibility and placed adjacent to the Welcome Desk to allow staff to help customers as needed. Two networked printers need to be located within the space as well as an adjacent print release station.

During the design phase, the Library staff needs to be consulted regarding exact configuration of the computers. The specifications for each workstation are defined in this report's *General Design Considerations: Electronic Work Stations for the Public*. Special attention should be paid to flexible, secure, discreet wire management that is easily accessible to library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

At least one computer in this area needs to offer large print capability and other features that will assist the physically disabled to effectively use this equipment.

Occupancy: 10 – 30 people

Adjacencies: 1.9 Welcome Desk

Sight line from: 1.1A Entrance/Lobby

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This space needs to provide wireless access.

1.8A Public Computers – 1st Floor, continued

Technology equipment in this space will include the following:

Public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer

Print release station

Print payment station

PC reservation workstations

Components:

Space	# Units		SF/Unit	SF Needed	Total
Public Computers - 1st Floor					
computers @ sit-down workstations	30.0	wkstns	38.00	1,140	
printer, print release & payment station	2.0	printer	28.00	56	
total:					1,196

1.8B Computer Lab A
1.8C Computer Lab B

1,082 sq. ft.
1,082 sq. ft.

These rooms will provide the Library with classroom space for training and individual use of computers, information literacy classes and similar activities. The workstations here will be equipped with software applications, such as word processing, spreadsheets, presentation graphics, access to the library catalog, web page and database and other programs that individuals may use when training is not in progress.

Each space will contain 24 sit-down computer workstations, and a workstation in each for the lab monitor. The workstations need to be arranged to face toward the projection screen, on movable tables, each capable of accommodating two people as well as generous work surface on either side of the workstation.³⁰

Each room should be glass-enclosed for visibility. The seating at each workstation should be generous enough to allow two people to sit side by side facing the monitors. Generous whiteboard space should be located along the wall that the class and computers face. A ceiling-mounted video/data projector is needed to enable the class to see demonstrations of search techniques or other training material.

Each space needs one printer networked to all the training computers, an area for the trainer's desk and computer and a storage wall for lab users' belongings. A print release and pay station adjacent to the printer will allow users to pay for printing when done on an individual basis. Storage space for lab supplies, training manuals and other items will be adjacent to the labs.

Occupancy: 1 staff; 20 – 30 public

Adjacencies: 1.8E Computer Lab Storage
1.8D Computer Training Staff Workspace
The computers labs should be adjacent or close to each other

Proximity to: 1.1A Entrance Lobby

Sight Line from: 1.9 Welcome Desk

Acoustics: These spaces will be used for computer based training and workshops on a regular basis. They will also be used by individuals when workshops are not in progress. The spaces need to be designed and finished to promote excellent acoustical conditions throughout each space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

³⁰ Design of this space will be discussed in detail with library staff.

- 1.8B Computer Lab A, continued
- 1.8C Computer Lab B, continued

Technology/Audiovisual/Power/Data: The rooms must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The spaces need to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, wireless communications connectivity, and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment in this space will include the following:

- Public access computer workstations (sit-down), each including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse
- Networked printers
- PC workstation and printer for instructor, including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer
- Video and still projection equipment, ceiling-mounted, for PowerPoint™ presentations and interactive online demonstrations, or an Egan™ Smart Board
- Projection screen, ceiling-mounted
- Telephone handset for instructor
- Print release station
- Print payment station

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Computer Lab A					
computers @ sit-down workstations, with chairs	24.0	wkstns	38.00	912	
printer, print release & payment station	1.0	printer	28.00	28	
desk for computer lab monitor, with computer, printer	1.0	desk	50.00	50	
storage wall for lab users' belongings, 20' x 5'	1.0	storage wall	80.00	80	
projector, video/data, ceiling-mounted	1.0	projector	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,082

1.8B Computer Lab A, continued

1.8C Computer Lab B, continued

Space	# Units		SF/Unit	SF Needed	Total
Computer Lab B					
computers @ sit-down workstations, with chairs	24.0	wkstns	38.00	912	
printer, print release & payment station	1.0	printers	28.00	28	
desk for computer lab monitor, with computer, printer	1.0	desk	50.00	50	
storage wall for lab users' belongings, 20' x 5'	1.0	storage wall	80.00	80	
projector, video/data, ceiling-mounted	1.0	projector	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,082

1.8D Computer Training Staff Work Space

640 sq. ft.

This room will be the primary workspace for the Computer Lab staff and the AV Technicians assigned to the Auditorium/Meeting Room complex. It will contain modular office workstations as well as a work bench counter for equipment repair.

Occupancy: 1 – 9 people

Adjacency: 1.8B and 1.8C Computer Labs

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This space should be wireless ready. Add additional power outlets along work bench above counter surface height for use in equipment repair.

Technology equipment in this space will include the following:

- PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
- Telephone handset at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Computer Training/AV Technician Staff Work Space					
workstations, 9' x 10', with chairs, for computer lab lead staff	1.0	desk	112.50	113	
workstations, 2.5' x 6', with chairs, for computer lab staff	6.0	desk	36.00	216	
workstations, 8' x 8", with chairs, for AV tech staff	2.0	desk	80.00	160	
workbench counter for equipment repair, 10' x 3'	1.0	counter	50.00	50	
shelving, 84"	4.0	sections	10.30	41	
supply cabinets, 2-door	2.0	cabinets	20.00	40	
lockers, half-height, stacked 2-high, 12" w x 15" deep	10.0	lockers	2.00	20	
total:					640

1.8E Computer Lab Storage

199 sq. ft.

This space will provide secure storage for supplies and equipment needed to operate the Computer Labs.

Occupancy: 0 – 2 people

Adjacencies: 1.8B and 1.8C Computer Labs

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This space should be wireless ready.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Computer Lab Storage					
shelving, industrial	8.0	sections	12.00	96	
shelving, 84"	10.0	sections	10.30	103	
total:					199

1.9 Welcome Desk

198 sq. ft.

This service point will be the focal point for general customer service on the First Floor. Librarians and library assistants stationed here will direct people to the floor, department or collection they are looking for, help computer users at the adjacent bank of public computers, answer brief informational questions and help people find the books and media they are looking for in the Browsing Area and Media Collection.

Staff at this desk will move back and forth among the computers and nearby collection on a continual basis, actively offering help to customers who appear to need assistance. The Library plans to utilize portable electronic communication technology, such as the Vocera™ device, as well as standard telecommunications technology, to give Information Services staff increased mobility in the public space. The Welcome Desk staff will use this technology to contact Library staff elsewhere in the building to confer on questions and notify them that customers are being referred to them. A core print reference collection on low stacks adjacent to the desk and computer workstations at the desk will be the Welcome Desk Staff's primary reference tools.

Occupancy: 1 – 6 people

Adjacencies: 1.8A Public Computers – 1st Floor

Proximity to:
 1.10 Browsing/Marketplace
 1.11 Media Collection
 1.12 Browsing/Media/World Languages Staff Workspace

Sight lines to:
 1.1A Entrance Lobby
 1.7A Circulation/Self Checkout/Reserves
 1.8A and 1.8B Computer Labs

Acoustics: This will be a bustling, high-turnover service point. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point

Components:

Space	# Units		SF/Unit	SF Needed	Total
Welcome Desk					
service desk, 2 staff positions, with chairs	2.0	positions	90.00	180	
shelving, 45", built into desk, for reference books	0.6	sections	10.30	6	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
total:					198

1.10 Browsing/Marketplace

3,566 sq. ft.

This space needs to be visible from the Entrance Lobby, adjacent to the Media Collection and near to the Welcome Desk and to World Languages. The new book display shelving will attract many customers who are looking for new and interesting books to read. Visitors will stop by frequently to see what new titles are available. The space needs to draw visitors in and allow them to wander comfortably among the display units to browse through display shelves of new and popular materials. Browsing collections of new circulating fiction and nonfiction books, mysteries, science fiction and other high interest items will also be located here, with many of the books displayed face-out.

The Library's extensive media collection will be located close to this area. These two spaces will draw many visitors, including family groups and parents with infants in strollers. The spaces need to be visually attractive, with freestanding retail merchandising display units, generous aisles and browsing space. Lounge seats and bench seating will be located here for those who wish to sit while they browse.

Occupancy: 10 – 50 people

Adjacencies: 1.11 Media Collection

Proximity to: 1.9 Welcome Desk
1.13 World Languages

Sight line from: 1.1A Entrance Lobby

Acoustics: This area will be a popular, sometimes noisy area for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent downlighting, as needed, to highlight display.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Six compact computer workstations located at stack-ends for convenient online catalog look-ups will be located here. This space needs to provide wireless access.

1.10 Browsing/Marketplace, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Browsing/Marketplace					
shelving, retail, 60" mobile units, for fiction	30.0	S/S sections	25.00	750	
shelving, retail, 60" mobile units, for nonfiction	15.0	S/S sections	25.00	375	
shelving, retail, 78", permanent, for fiction	51.3	sections	11.25	577	
shelving, retail, 78", permanent, for nonfiction	38.5	sections	11.25	433	
shelving, 66", built-in spinners, for paperbacks	11.6	sections	10.30	120	
computers @ stack ends	6.0	wkstns	16.00	96	
receipt printers	4.0	printers	0.00	0	
seats @ 2-place tables	12.0	seats	38.00	456	
seats @ 4-place tables	8.0	seats	38.00	304	
lounge chairs	6.0	seats	38.00	228	
occasional tables	4.0	tables	0.00	0	
bench seats	6.0	seats	38.00	228	
total:					3,566

1.11 Media Collection

2,295 sq. ft.

The Library's media materials are the most heavily used part of the Central Library's overall collection, and usage is expected to grow in the new building. The media collections need prominent visibility on the First Floor and plentiful, display shelving that allows customers to browse easily and make effective use of the collections.

Wide aisles are needed between shelving units as well as clear visibility from the Entrance Lobby since this part of the Library will be the primary destination points for many customers. This space and the adjacent Browsing/Marketplace will be one of the most heavily used areas of the Library. The two spaces' layouts and furnishings should resemble the layout and ambiance of a well-appointed bookstore. The collections will be placed on mid-height shelving to facilitate browsing. The shelving will include browsing bins for some formats, while other formats will be displayed on standard shelving. This collection is a high theft area; the exit path from the area needs to go through the Circulation/Self Checkout exit path to reduce theft of library materials.

Media collections for children will be found in Youth Services, media for teens will be located in Teens Services and media in languages other than English will be found in World Languages, also on the First Floor, although many users of these services have eclectic music tastes and will also use this area.

This area needs to be placed far from quiet study or reading areas.

Occupancy: 15 – 50 people

Adjacencies: 1.10 Browsing/Marketplace
1.7A Circulation/Self Checkout/Reserves

Proximity to: 1.9 Welcome Desk
1.15A Talking Book Library

Sight line from: 1.1A Entrance Lobby

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Four multimedia listening/viewing stations are planned for this space. Six compact computer workstations located at stack-ends for convenient online catalog look-ups will also be located here. This space needs to provide wireless access.

1.11 Media Collection, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Media Collection					
service desk, 2 staff positions	2.0	positions	90.00	180	
shelving, 78", for DVDs	55.6	sections	11.25	625	
shelving, 66", browser bins, for music on compact discs	27.1	sections	11.25	305	
shelving, 78", for books on CD and tape	51.6	sections	11.25	580	
shelving, 66", browser bins, for new media formats	8.9	sections	11.25	101	
sit-down workstations/multimedia stations	4.0	wkstns	38.00	152	
printer, print release & payment station	1.0	printers	28.00	28	
computers @ stack ends	6.0	wkstns	16.00	96	
receipt printers	8.0	printers	0.00	0	
bench seats	6.0	seats	38.00	228	
total:					2,295

1.12 Browsing/Media/World Languages Staff Workspace 1,043 sq. ft.

This space will be the work area for staff assigned to the Welcome Desk and to World Languages. It will be their primary work location when they are not working in the public space. It will also be the primary area for staging book trucks filled with materials to be re-shelved in Browsing, Media and World Languages.

This work area should be reasonably accessible to the Welcome Desk and to the World Languages Desk.

Occupancy: 4 – 12 people

Proximity to:
1.7F Staff Conference Room – 1st Floor
1.9 Welcome Desk
1.16 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset at each staff workstation

Fax machine (or equivalent device)

1.12 Browsing/Media/World Languages Staff Workspace, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Browsing/Media/World Languages Staff Workspace					
workstations, 8' x 8', with chairs, for Welcome Desk/Browsing staff	2.0	desk	80.00	160	
workstations, 8' x 8', with chairs, for Media staff	2.0	desk	80.00	160	
workstation, 9' x 10', with chair, for Media librarian	1.0	desk	112.50	113	
workstations, 9' x 10', with chairs, for World Languages librarians	2.0	desk	112.50	225	
workstation, 8' x 8', with chair, for World Languages staff	1.0	desk	80.00	80	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84"	4.0	sections	10.30	41	
book truck parking for reshelving	24.0	trucks	8.00	192	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	10.0	lockers	2.00	20	
total:					1,043

1.13 World Languages

4,054 sq. ft.

The collections and staff in this area will serve Fresno County's burgeoning multicultural, multilingual population. The area will include books, magazines and media in many languages as well as bilingual materials. The space needs to be visible from the Entrance Lobby, making it easy for new customers to find. The shelving in this space needs to be less than full-height to make the collections very visible and provide a welcoming, open atmosphere. This area needs to be lively and attractive, with tackable wall surfaces on open wall space for culturally sensitive artwork and displays.

Generous seating that includes both lounge chairs and reader tables will be located here, to support independent study and promote use of the collections by those who prefer to use materials in the Library rather than at home. World Languages should be adjacent to the Literacy Center, to maximize visibility and cross-use of these two services.

Occupancy: 20 – 60 people

Adjacencies: 1.14A Literacy Center

Proximity to: 1.10 Browsing/Marketplace

Sight line from: 1.1A Entrance Lobby

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or on occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space needs to provide wireless access.

1.13 World Languages, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
World Languages					
service desk, 2 staff positions, with chairs	2.0	positions	90.00	180	
shelving, 45", built into desk, for @ desk reference books	0.6	sections	10.30	6	
shelving, 78", for reference books	6.9	sections	10.30	72	
shelving, 78", for fiction	75.6	sections	10.30	779	
shelving, 78", for nonfiction	75.6	sections	10.30	779	
shelving, 78", for New Americans collection	34.9	sections	10.30	359	
shelving, 78", for language learning DVDs	1.4	sections	11.25	16	
shelving, 78", for language learning audio	3.9	sections	11.25	44	
shelving, 54", slanted for periodical current issue display	4.0	sections	10.30	41	
shelving, 78", for newspaper current issue display	1.5	sections	10.30	15	
sit-down workstations/multimedia stations	8.0	wkstns	38.00	304	
printer, print release & payment station	1.0	printer	28.00	28	
computers @ stack ends	4.0	wkstns	16.00	64	
lounge chairs	8.0	seats	38.00	304	
occasional tables	4.0	tables	0.00	0	
seats @ 2-place tables	16.0	seats	38.00	608	
seats @ 4-place tables	12.0	seats	38.00	456	
total:					4,054

1.14A Literacy Center

1,711 sq. ft.

This space will be the open access public “face” of the Library’s adult literacy program. It will include the circulating literacy book collection, seating at both lounge chairs and reader tables and public access computers.

The space needs to be adjacent to the World Languages collection, to allow users of both services to move quickly between the two services. Adjacency to the Literacy Center Office and Tutoring Rooms is also needed.

Many users of this service are new to libraries and often intimidated by large civic buildings. The Literacy Center must be visible from the Entrance Lobby and easy to find by its intended audience.

Occupancy: 5 – 20 people

Adjacencies: 1.13 World Languages
1.14B Literacy Center Office
1.14C – F Tutoring Rooms A - D
1.14G ADA Access Services

Sight line from: 1.1A Entrance Lobby

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or on occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space needs to provide wireless access.

1.14A Literacy Center, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Literacy Center					
shelving, 78", for literacy/easy books	34.9	sections	10.30	359	
computers @ sit-down workstations	6.0	wkstns	38.00	228	
printer, print release & payment station	1.0	printers	28.00	28	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	2.0	printers	0.00	0	
lounge chairs	4.0	seats	38.00	152	
occasional tables	2.0	tables	0.00	0	
seats @ 1-place tables	12.0	seats	38.00	456	
seats @ 2-place tables	12.0	seats	38.00	456	
total:					1,711

1.14B Literacy Center Office

1,074 sq. ft.

This space will be the work space for the Literacy Program staff, in which they will conduct intake interviews with prospective students and tutors, plan training events, write grant applications, organize and distribute literacy materials and manage the daily operations of the program. Literacy students, tutors and other program volunteers will come and go constantly, many of them spending time in the office.

Close adjacency to the Literacy Center is required.

Occupancy: 3 – 15 people

Adjacencies: 1.14A Literacy Center

Proximity to: 1.16 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset at each staff workstation

Fax machine (or equivalent device)

1.14B Literacy Center Office, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Literacy Center Office					
workstation, 8' x 10", with chair, for literacy manager	1.0	desk	100.00	100	
lounge chairs	2.0	seats	38.00	76	
occasional table	1.0	tables	0.00	0	
workstations, 8' x 8', with chairs, for literacy staff	4.0	desk	64.00	256	
work tables, 6' x 3', with 4 chairs each	2.0	tables	40.00	80	
workstations, 2.5' x 6', for literacy tutors	6.0	desk	36.00	216	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84", for literacy materials	6.0	sections	10.30	62	
shelving, 84", for supplies, training materials	6.0	sections	10.30	62	
storage space	1.0	space	150.00	150	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	10.0	lockers	2.00	20	
total:					1,074

1.14C Tutoring Room A	76 sq. ft.
1.14D Tutoring Room B	76 sq. ft.
1.14E Tutoring Room C	76 sq. ft.
1.14D Tutoring Room D	260 sq. ft.

Literacy students and tutors will meet on a regular basis in the small tutoring rooms (A – C), each of which should comfortably seat two people side-by-side at a two-place table or counter. Use glazing along one wall to ensure that the interior of the rooms are visible from the Literacy Center open space, but leave the other walls solid to create a sense of privacy. Ensure that each room is acoustically separate, as well.

A white board along one wall is also needed.

Tutoring Room D needs to accommodate small groups of as many as eight, for group tutoring classes. This room also needs visibility from one side and acoustical separation. Students will sit at tables facing one end of the room. A ceiling-mounted projector and screen will allow the group to view media presentations.

Occupancy: A – C 0 – 2 people
 D 3 – 8 people

Adjacencies: 1.14A Literacy Center

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Tutoring Rooms A - C					
seats @ 2-place tables	2.0	seats	38.00	76	
total:					76

Space	# Units		SF/Unit	SF Needed	Total
Tutoring Room D					
stacking chairs	8.0	chairs	30.00	240	
tables, folding, lightweight, 6' x 2'	4.0	tables	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
projector, ceiling-mounted	1.0	projector	0.00	0	
white board	1.0	board	0.00	0	
supply cabinet, 2-door	1.0	cabinet	20.00	20	
total:					260

1.14G ADA Access Services

155 sq. ft.

This area will provide visitors with disabilities with a focal point for service in the Library. Located adjacent to the Literacy Center and to the Talking Book Library, visitors will be able to book time on adaptive technology equipment both located here and elsewhere in the building. They will be able to check out an assistive listening device and learn which departments and areas of the building contain collections and services that they need.

Occupancy: 1 staff; 2 – 4 public

Adjacencies: 1.14A Literacy Center
 1.15A Talking Book Library

Proximity to: 1.1A Entrance Lobby

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Many customers of this service will have partial or low vision. Excellent lighting will be imperative in this space to effectively serve them. Lighting levels will be tested during the design phase of the project.

Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Consult with Library staff during Design Phase to identify the adaptive technology equipment to be located here and obtain specifications regarding the assistive listening devices that will be offered.

Components:

ADA Access Services					
service desk, 1 staff position	1.0	desk	30.00	30	
space for adaptive technology equipment	1.0	space	50.00	50	
space for assistive listening devices	1.0	space	25.00	25	
seating	2.0	chairs	25.00	50	
total:					155

1.15A Talking Book Library

2,829 sq. ft.

The County Library operates one of the National Library for the Blind's subregional libraries, providing recorded books for registered users in a four-county area in the Central Valley. The Talking Book Library serves blind and print impaired individuals in Fresno, Madera, Kings and Tulare Counties. Most customers request titles by telephone or mail and most return materials by mail. The service has been located in a community center in central Fresno since 1980. By relocating to the new Central Library, the Library staff hopes to provide those who are blind or visually impaired with improved access to the full spectrum of Library resources and encourage this population to visit the Library with their families.

The Talking Book Library needs to be readily accessible on the Library's First Floor. Blind customers and their companions need to be able to reach the service by a simple, direct route from a sidewalk drop-off point for individuals with disabilities. A separate, securable entrance off the lobby is needed. By the same token, the entrance to the service should not be mistaken for a primary entrance to the facility as a whole.

The Library will contain shelving for the Talking Book for the Blind collection, a service desk, computers equipped with adaptive technology and multimedia workstations, seating at lounge chairs and reader tables, a Braille printer and two Braille writing devices with closed circuit magnifiers.

Currently, the National Library for the Blind distributes prerecorded copies of recorded books to its libraries, which the libraries then circulate to their customers. Changes to this distribution plan are being studied which may eventually result in a shift in the pattern of how books are distributed to Talking Book Libraries from the National Library Service. The distribution model may remain the same as the current system. It may shift to a centralized distribution of all titles on demand directly to patrons from one or more facilities nationwide (in which case the individual libraries would function in a reader's advisory capacity and send requests to the central facilities.) Or it may be that high-demand titles will still be distributed to individual libraries for circulation to patrons, but the distribution of older or less-popular titles will be handled by the central facilities (the "80/20Model.") Space has been allocated in the Talking Book Library to accommodate the current format of recorded books. By the time the new Central Library is constructed, the Talking Book collection will most likely include a combination of titles on cassette and titles in digital media (Flash Memory Card)..

Occupancy: 1 – 3 staff; 2 – 10 public

Adjacencies: 1.14G ADA Access Services
1.15B Talking Book Staff Workspace
1.15C Talking Book Librarian Office

Proximity to: 1.1A Entrance Lobby
1.11 Media Collection
1.15D Talking Book Equipment Repair
1.15E Talking Book Recording Studio
1.15F Talking Book Recording Studio Control Room
1.15G Talking Book Storage

1.15A Talking Book Library, continued

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Many customers of this service will have partial or low vision. Excellent lighting will be imperative in this space to effectively serve them. Lighting levels will be tested during the design phase of the project.

Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or on occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space needs to provide wireless access.

Technology equipment in this space will include the following:

Multimedia workstations, including CPU, monitor, keyboard, printer and mouse

Adaptive technology workstations, including CPU, monitor, keyboard, printer and mouse

1.15A Talking Book Library, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Talking Book Library					
service desk, 2 staff positions, with chairs	2.0	positions	90.00	180	
shelving, 84", for reference books	0.8	sections	10.30	8	
shelving, 84", for recorded books for adults	147.0	sections	10.30	1,515	
shelving, 84", for recorded books for teens	15.3	sections	10.30	157	
shelving, 84", for recorded books for children	28.6	sections	10.30	295	
sit-down workstations/multimedia stations	2.0	wkstns	38.00	76	
computers @ sit-down workstations with adaptive technology enhancements	2.0	wkstns	38.00	76	
computers @ stack ends	2.0	wkstns	16.00	32	
printer, print release & payment station	1.0	printer	28.00	28	
lounge chairs	3.0	seats	38.00	114	
occasional table	1.0	table	0.00	0	
seats @ 2-place tables	4.0	seats	38.00	152	
seats @ 4-place tables	4.0	seats	38.00	152	
Braille printer on table, 42" w x 36" deep	1.0	printer	38.00	38	
Braille with CCTV on table 48" x 36"	2.0	machines	38.00	76	
total:					2,861

1.15B Talking Book Staff Work Space

605 sq. ft.

This space will be the work space for the Talking Book Library staff when they are not serving the public in the Talking Book Library. It will contain modular office workstations, 8' x 8', as well as a work table and work counter. Staff will process returning materials here, prepare book trucks for reshelving, and prepare books for mailing through the US mail. Equipment repair volunteers will work in a separate work space, and tape duplication and recording will also occur in separate rooms.

Occupancy: 2 – 5 people

Adjacencies: 1.15A Talking Book Library
1.15C Talking Book Librarian Office

Proximity to: 1.15D Talking Book Equipment Repair
1.15E Talking Book Recording Studio
1.15F Talking Book Recording Studio Control Room
1.15G Talking Book Storage
1.16 Staff Restrooms
1.19C Delivery Storage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at each staff workstation
Fax machine (or equivalent device)

1.15B Talking Book Staff Work Space, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
workstations, 8' x 8', with chairs, for Talking Books Library staff	5.0	desks	80.00	400	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
shelving, 84"	4.0	sections	10.30	41	
work table, 6' x 3', with 4 chairs	1.0	table	40.00	40	
Fax or current technology on counter	1.0	Fax	0	0	
book truck parking for reshelving	6.0	trucks	8.00	48	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	12.0	lockers	2.00	24	
total:					605

1.15C Talking Book Librarian Office

110 sq. ft.

This office will be the workspace for the Talking Book Librarian. It will contain a desk, with a return and credenza, that occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Talking Book Librarian oversees activity at the Talking Book Library. The office needs to be close to Talking Book Library public space to give the Librarian quick access to both the public and the staff and volunteers under his or her supervision. The Librarian will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 2 people

Adjacencies: 1.15A Talking Book Library
1.15B Talking Book Staff Work Space

Proximity to: 1.15D Talking Book Equipment Repair
1.15E Talking Book Recording Studio
1.15F Talking Book Recording Studio Control Room
1.15G Talking Book Storage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Talking Book Librarian Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

1.15D Talking Book Equipment Repair

409 sq. ft.

The Talking Book Library lends audio tape playback units to its customers. This equipment is designed specifically for use with the recorded books that the Library lends. Dozens of these devices are mailed to customers and returned for repair on a regular basis. A group of skilled volunteers performs regular cleaning, maintenance and repair. The repair team works together at work benches and needs an area that is separate from the Library staff workroom for its work.

The equipment repair space also will house shelving for storage of equipment waiting for parts, a tape duplicator and testing equipment.

Occupancy: 2 – 6 people

Adjacencies: 1.15A Talking Book Library
1.15B Talking Book Staff Work Space
1.15C Talking Book Librarian Office

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile. Floor surfaces should be hard.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Each work bench needs ample power outlets for power tools and equipment testing.

Technology equipment in this space will include the following:

Tape duplicator

Components:

Space	# Units		SF/Unit	SF Needed	Total
Talking Book Equipment Repair					
work counters for equipment repair, 8' x 3'	6.0	counters	40.00	240	
chairs, task, at work counters	6.0	chairs	0.00	0	
shelving, 80", industrial, for equipment storage and testing equipment	12.0	sections	12.00	144	
tape duplicator	1.0	machine	25.00	25	
total:					409

1.15E Talking Book Recording Studio

60 sq. ft.

An enclosed space is needed, removed from office and machinery noises in which the Talking Book Library staff or volunteers can make recordings of local interest, audio newsletters or material requested by specific customers.

The Studio shall be adjacent to the Studio Control Room, with a window in the wall between the spaces to allow communication between the two spaces.

Occupancy: 1 person

Adjacencies: 1.15F Talking Book Recording Studio Control Room

Proximity to:
 1.15A Talking Book Library
 1.15B Talking Book Staff Workspace
 1.15C Talking Book Librarian Office
 1.15D Talking Book Equipment Repair
 1.15G Talking Book Storage

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile. Floor surfaces should be hard. The room needs to be acoustically isolated from surrounding spaces.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data:

Microphone networked to recording equipment in Control Room
 PC workstation, including CPU, monitor, keyboard and mouse

Components:

Space	# Units		SF/Unit	SF Needed	Total
Talking Book Recording Studio					
work table or counter, 6' x 3	1.0	table	60.00	60	
microphone on table	1.0	microphone	0.00	0	
computer monitor, adaptive, for display of text being recorded	1.0	monitor	0.00	0	
chair, task, at table	1.0	chair	0.00	0	
total:					60

1.15F Talking Book Recording Studio Control Room

83 sq. ft.

In this space, Library staff will monitor recordings made in the adjacent Studio. Visual communication with the Studio is required by means of a window in the wall between the two spaces. Excellent acoustics and acoustical isolation from surrounding space is required.

Occupancy: 1 person

Adjacencies: 1.15E Talking Book Recording Studio

Proximity to:
 1.15A Talking Book Library
 1.15B Talking Book Staff Workspace
 1.15C Talking Book Librarian Office
 1.15D Talking Book Equipment Repair
 1.15G Talking Book Storage

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile. Floor surfaces should be hard. The room needs to be acoustically isolated from surrounding spaces.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data:

Microphone networked to recording equipment in the Recording Studio
 PC workstation, including CPU, monitor, keyboard and mouse

Components:

Space	# Units		SF/Unit	SF Needed	Total
Talking Book Recording Studio Control Room					
work table or counter, 6' x 3	1.0	table	45.00	45	
microphone on table	1.0	microphone	0.00	0	
computer workstation, sit-down	1.0	wkstn	38.00	38	
chair, task, at table	1.0	chair	0.00	0	
window, 4' x 6'	1.0	window	0.00	0	
total:					83

1.15G Talking Book Storage

205 sq. ft.

This space provides secure storage for Talking Book supplies, and duplicated tapes, on full-height shelving, and clear floor space for box storage.

Occupancy: 0 - 1

Proximity to:
 1.15A Talking Book Library
 1.15B Talking Book Staff Workspace
 1.15C Talking Book Librarian Office
 1.15D Talking Book Equipment Repair
 1.15F Talking Book Recording Studio Control Room

Acoustics: None

Lighting: Provide 30 – 40 foot-candles average, measured at 40” above floor. Consider motion-activated lighting controls in this space.

HVAC: Master tapes will be stored here so climate control must meet standards for storage or master tapes.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Talking Book Storage					
shelving, 84", for recorded book containers, mailing containers and other supplies	12.0	sections	10.30	124	
Shelving, 84", for duplicated tapes	3.0	Sections	10.30	31	
clear space for box storage	1.0	space	50.00	50	
total:					205

1.16 Staff Restrooms

N/A

Multiple-occupancy staff restrooms for men and for women are needed to serve the staff assigned to the First Floor, located reasonably close to the staff work areas. The floor plate layout may require two sets of restrooms to ensure proximity to all staff work units. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor, hose bibs, and floor drains as well as adjacent custodial closet with floor mop sink, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Each restroom requires a towel dispenser, a parcel/purse shelf, coat hanger and bench for changing clothes.

See also the *General Design Considerations* section of this report for specifications of restrooms.

Proximity to:

- 1.7A Circulation/Self Checkout/Reserves
- 1.7B Circulation Services Workspace
- 1.12 Browsing/Media/World Languages Staff Workspace
- 1.14B Literacy Center Office
- 1.15B Talking Book Library Staff Workspace
- 1.17 Support Services
- 1.19E Bookmobile Services
- 1.20 Graphics and Duplicating
- 1.21 SJVLS Offices

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building. Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

1.17A Support Services Office

433 sq. ft.

This space will be the primary work location for the Support Services Projects staff and the Library Training Coordinator. Each person assigned here needs a modular office workstation, 8' x 10'. The space should be adjacent to the Support Services Manager Office and well-positioned within the overall Support Services space.

Occupancy: 2 – 4 people

Adjacencies: 1.17B Support Services Manager's Office
1.17 Support Services generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

- PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
- Telephone handset at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Support Services Office					
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
workstations, 8' x 10', with chairs, for support services projects staff & training coordinator	3.0	desk	100.00	300	
shelving, 84"	4.0	sections	10.30	41	
supply cabinets, 2-door	2.0	cabinets	20.00	40	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					433

1.17B Support Services Manager’s Office

135 sq. ft.

This office will be the workspace for the Support Services Manager. It will contain a desk, with a return and credenza that occupies an 8’ x 8’ footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Support Services Manager oversees operations within the Support Services Division of the Library. The office needs to be close to Support Services’ spaces to give the Manager quick access to staff and volunteers under his or her supervision and vice versa. Adjacency to the Support Services Office will be especially critical.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 3 people

Adjacencies: 1.17A Support Services Office
 1.17 Support Services generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Support Services Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

1.17C Acquisitions

607 sq. ft.

Support Services staff assigned to place orders for new materials and process incoming materials ordered for the collection will work in this space. After boxes of new materials arrive at Delivery Loading and Receiving and are opened, they will be brought here to be checked against packing slips and purchase orders. Materials will be placed on book trucks and made ready for cataloging and/or processing. Generous traffic aisles are needed here to allow efficient movement of loaded trucks on a constant basis. Each of the modular office workstations needs a computer workstation.

Occupancy: 3 – 6 people

Adjacencies: 1.17M Processing Staging Area

Proximity to: 1.17 Support Services generally
 1.19A Delivery Loading and Receiving (via corridor)

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Acquisitions					
workstations, 9' x 10', with chairs, for acquisitions staff	1.0	desk	112.50	113	
workstations, 8' x 8", with chairs, for acquisitions staff	5.0	desk	80.00	400	
shelving, 84"	8.0	sections	10.30	82	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					607

1.17D Cataloging

762 sq. ft.

The Library's new books and media materials will be cataloged in this area. The staff assigned here each need a computer workstation at their desks. The materials being cataloged will travel through the area on book trucks. There need to be generous aisle widths, therefore, to accommodate the constant movement of this material. Each workstation has been sized to allow two book truck parking spaces in each.

Occupancy: 5 people

Adjacencies: 1.17M Processing Staging Area

Proximity to: 1.17 Support Services generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

- PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
- Telephone handset at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Cataloging					
workstations, 9' x 10', with chairs, for cataloging staff	1.0	desk	112.50	113	
workstations, 8' x 8', with chairs, for cataloging staff	4.0	desk	80.00	320	
shelving, 84"	32.0	sections	10.30	330	
total:					762

1.17E Finishing-Mending

748 sq. ft.

Staff in this area will physically process the new materials that flow into the Library. They will also repair and mend damaged items. It will be an area in which much physical labor takes place, so appropriate ergonomic design of the furniture, equipment and space layout here is especially important. Work tables with controls for raising and lowering work surface height, shelving and supply cabinets well-positioned for lifting and bending activity, and other considerations need to be paramount in the design of this space.

Proximity to the Delivery Loading and Receiving area is important since this staff places new materials to be distributed to library branches in the outgoing delivery. This staff will also work in the Conservation Lab and a close proximity between these spaces is needed.

The space must be equipped with corner guards to protect them from the constant impact of trucks.

Occupancy: 4 – 7 people

Adjacencies: 1.17L Conservation Lab
1.17M Processing Staging Area

Proximity to: 1.17 Support Services generally
1.19A Delivery Loading and Receiving (via corridor)

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

The Supervisor of this work unit and two staff workstations need a computer.

1.17E Finishing-Mending, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Finishing-Mending					
workstation, 9' x 10', with chair, for finishing-mending supervisor	1.0	desk	112.50	113	
work counter processing stations, 3' x 8', with chairs, for finishing-mending staff	4.0	stations	60.00	240	
work counter processing stations, 3' x 8', with chairs, for processing staff	2.0	stations	60.00	120	
sink, commercial-grade	1.0	sink	16.00	16	
shelving, 84" ³¹	24.0	sections	10.30	247	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					748

³¹ At the time of design, architectural team should work closely with the staff to design this specialized space. Cupboards may be substituted for shelves and other changes made.

1.17F Linking

840 sq. ft.

The staff in this space will be assigned to link bibliographic records in the online catalog to new materials as they are added to the collection, working at modular office workstations.

Occupancy: 7 people

Adjacencies: 1.17M Processing Staging Area

Proximity to: 1.17 Support Services generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse, barcode reader and RFID antenna
 Telephone handset at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Linking					
workstations, 9' x 10', with chairs, for linking staff	1.0	desk	112.50	113	
workstations, 8' x 8', with chairs, for linking staff	6.0	desk	80.00	480	
shelving, 84"	24.0	sections	10.30	247	
total:					840

1.17G Gift Book Sorting

271 sq. ft.

Library staff will review incoming book donations in this area. They will select items to add to the collection and transfer other items to the Friends of the Library Sorting Workspace. Some items will be simply discarded. The area will need ample space for temporary storage of boxes of donations and for book truck parking and movement. Shelving for sorting the books as they are reviewed is also needed. No staff workstations will be located here. Floor surfaces may be carpeted or hard.

The space must be equipped with corner guards to protect them from the constant impact of trucks.

Occupancy: 1 – 2 people

Proximity to:
 1.4B Friends of the Library Sorting Workspace
 1.17 Support Services generally
 1.17M Processing Staging Area
 1.19A Delivery Loading and Receiving

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Gift Book Sorting shelving, 84"	24.0	sections	10.30	247	
trash/recycle containers, large	4.0	containers	6.00	24	
total:					271

1.17H Technical Support

1,017 sq. ft.

The County Library IT staff assigned to support and maintain the Library's technology equipment and infrastructure need workspace well-situated within the Support Services overall work space. In this space, they will perform their duties, which will range from repairing computer and related equipment, preparing new equipment for installation to preparing technical documentation for equipment and software. This staff will also serve the branch libraries throughout the County. Easy access to the Staff Entrance and Delivery Loading and Receiving is therefore important.

Equipment will be moved in and out of this space frequently, for installation or repair. Good proximity to the Deliveries Entrance as well as to the elevator that leads to the Library's second floor is essential.

The space must be equipped with corner guards to protect them from the constant impact of trucks.

Occupancy: 4 – 9 people

Adjacencies: 1.17I Technical Support IT Equipment Storage and Staging

Proximity to: 1.17 Support Services generally
1.19A Delivery Loading and Receiving
1.19G Staff Entrance

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset at each staff workstation

1.17H Technical Support, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Technical Support Office					
workstations, 9' x 10', with chairs, for tech support staff	2.0	desk	112.50	225	
workstations, 8' x 8', with chairs, for tech support staff	7.0	desk	80.00	560	
workbench counter for computer repair, 15' x 3'	1.0	counter	60.00	60	
shelving, industrial, for equipment storage	6.0	sections	12.00	72	
work table, 6' x 3', with 4 chairs	1.0	table	40.00	40	
book truck parking	6.0	trucks	8.00	48	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,017

1.17I Technical Support IT Equipment Storage and Staging 500 sq. ft.

This workroom adjacent to the Technical Support Office will provide work benches and repair and testing equipment that the IT staff will use to keep the Library’s computer equipment in good working order. Shelving to store damaged equipment or equipment awaiting replacement parts will be located here, as well. Extra wide doors into the space will be needed to expedite movement of equipment in and out of the space. Flooring may be a hard surface. The space must be equipped with corner guards to protect them from the constant impact of trucks.

Occupancy: 2 – 4 people

Adjacencies: 1.17H Technical Support

Proximity to: 1.17 Support Services generally
1.19A Delivery Loading and Receiving (via corridor)
1.19G Staff Entrance

Acoustics: N/A

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This space should be wireless ready.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Technical Support IT Equipment Storage and Staging					
shelving, industrial, 80" h, 24" deep	16.0	sections	15.00	240	
work counter, 15' x 2.5', with power & data outlets @ 2' intervals, with 3 chairs	1.0	counter	60.00	60	
clear space for equipment storage & staging	1.0	space	200.00	200	
total:					500

1.17J Staff Conference Room – Support Services

375 sq. ft.

This space will be used by Support Services staff for staff meetings and training sessions. It needs to accommodate 25 people seated auditorium style or smaller groups seated at tables.

Occupancy: 10 – 25 people

Proximity to: 1.17 Support Services generally
 1.21A SJVLS Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Standard electrical outlets for staff use. Data drops for laptop access and future ceiling-mounted projector, if required. This space needs to provide wireless access for Library staff with laptop computers.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Conference Room – Support Services					
stacking chairs	25.0	seats	15.00	375	
tables, folding, lightweight, 6' x 2'	12.0	tables	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
Total:					375

1.17K Support Services Lockers

80 sq. ft.

Half-height lockers are needed in Support Services, to accommodate 40 staff members. These should be located within Support Services' overall area in a way that provides each work unit with convenient access, preferably close to the Staff Entrance.

Occupancy: 2 – 8 people

Proximity to: 1.17 Support Services generally

Acoustics: N/A

Lighting: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Support Services Lockers					
lockers, half-height, stacked 2-high, 12" w x 15" deep	40.0	lockers	2.00	80	
total:					80

1.17L Conservation Lab

613 sq. ft.

The Conservation Lab will provide the Library with specialized equipment and tools for the conservation of fragile and archival materials from the Library's collections or from donations. Access will be limited to Support Services staff, California History and Genealogy staff or others designated by the Library. Environmental controls for this space need to be specified in relation to the equipment that the Library selects. Hard floor surfaces are appropriate in this space. No staff will be assigned a workstation in this space; rather, staff assigned to Support Services or California History and Genealogy will work here, as assigned. The space must be lockable and secure.

Occupancy: 1 - 2

Adjacencies: 1.17E Finishing-Mending

Proximity to: 1.17 Support Services generally

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Electrical/data outlets for staff use

Components:

Space	# Units		SF/Unit	SF Needed	Total
Conservation Lab					
work bench, 8' x 4' accessible on 3 sides, shelving below, with task stool	1.0	bench	80.00	80	
work counter with double sink, 12' x 3'	1.0	counter	72.00	72	
work bench, mobile, 6' x 3'	1.0	benches	36.00	36	
board shear	1.0	board shear	36.00	36	
standing book press	2.0	presses	36.00	72	
nipping press	1.0	press	36.00	36	
equipment table for PC and additional equipment, 10' x 3'	1.0	table	60.00	60	
shelving, 84", 12" deep, for supplies ³²	4.0	sections	10.30	41	
shelving, vertical, for board storage, 4' deep	2.0	sections	40.00	80	
flat files, 20-drawer stack, for paper storage & supplies	1.0	files	50.00	50	
clear space for book truck and cart marshalling	1.0	space	50.00	50	
total:					613

³² At the time of design, architectural team should work closely with the staff to design this specialized space. Cupboards may be substituted for shelves and other changes made. Staff and design team may need to travel to other libraries to view conservation labs.

1.17M Processing Staging Area

480 sq. ft.

Support Services needs a secure space in which to park as many as 60 book trucks on a daily basis. These trucks will hold new books and media materials that are being processed prior to shipment to branch libraries or the Central Library. Support Services staff will move trucks in and out of this space each day. Access to the space will be limited to designated staff in Support Services.

Occupancy: 1 - 2

Adjacencies: 1.17C Acquisitions
 1.17D Cataloging
 1.17E Finishing-Mending
 1.17F Linking

Proximity: 1.17G Gift Book Sorting
 1.19A Delivery Loading and Receiving

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Components:

Processing Staging Area					
book truck parking	60.0	trucks	8.00	480	
					480

1.18 Materials Return and Sorting

4,040 sq. ft.

Library customers will return their materials to the Library via return drops located in the Entrance Lobby and on the exterior perimeter of the building. The lobby drop will be attached to a conveyor installed within the building infrastructure, leading to the Materials Return and Sorting. Automated check-in and sorting equipment will be located here to process and sort incoming material into distribution bins and book trucks.

Staff in this area will monitor the equipment, replace bins and trucks as they fill, straighten the returned items on the trucks and troubleshoot the equipment on an ongoing basis. The area needs to be separated from the public space and close to the Circulation Services Workspace and to Delivery Loading and Receiving (although visibility into the area from the public space should be considered via a window to enable Library customers to view the automated equipment) .

The Library is investigating the use of a digital RFID inventory control system to circulate materials and track the status of each item in the collection. The Materials Return and Sorting Area must be designed to accommodate this equipment. The area also needs a sorting bin marshalling space that is 1,000 square feet and book truck marshalling space that is 500 square feet.

Workstations for the system operator and the materials return coordinator will be located here, as well. Six lockers for staff assigned to this location are needed. Hard floor surfaces will be appropriate here.

Staff will continually move full trucks out of the space and bring empty trucks into the space. There must be sufficient space to maneuver these trucks as well as to park them. The space must be equipped with corner and wall guards to protect them from the constant impact of trucks and bins. There should be no door between this space and adjoining spaces to make book truck movement easy.

Occupancy: 2 - 4 people

Adjacencies: 1.19A Delivery Loading and Receiving

Proximity to: 1.7B Circulation Services Workspace

Acoustics: The equipment in this room generates a lot of noise; wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready. Technology equipment in this space will include the following:

Automated check-in and sorting equipment, to be specified

1.18 Materials Return and Sorting, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Materials Return and Sorting					
automated check-in and sorting system, for Central returns and Branch deliveries	1.0	system	2400.00	2,400	
sorting bin marshalling space	1.0	space	1000.00	1,000	
book truck marshalling space	1.0	space	500.00	500	
workstation, 6' x 6', with chair, for system operator	1.0	desk	36.00	36	
workstation, 8' x 8', with chair, for materials returns coordinator	1.0	desk	80.00	80	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	6.0	lockers	2.00	12	
total:					4,040

1.19A Delivery Loading and Receiving

1,434 sq. ft.

The Central Library will be the delivery hub for both the Fresno County Library delivery system, which serves all County Library branches, and the San Joaquin Valley Library System delivery, which serves a 6-county region. Two bookmobiles will be based at the Central Library, loading and unloading materials each day. Maintenance and service vehicles, both County-owned and those of vendors, will need parking and unloading access. A loading dock that can accommodate four vehicles is required adjacent to the delivery entrance, to allow simultaneous loading and unloading by a bookmobile, a maintenance vehicle, a delivery vehicle and an outside vendor.

A sorting and distribution staging area is needed directly adjacent to the loading dock. Delivery personnel, Support Services staff, Books by Mail staff and other designated employees will sort in this area, sorting and packing shipments, sorting mail for delivery both within the Central Library and to the branch libraries.

It is crucial that the path of travel between the vehicle bed, the loading dock and the Deliveries work area is level. Drivers will be moving stacks of tote bins, loaded onto hand dollies. For safety and ergonomic reasons, the drivers need to be able to unload and load their vehicles without the need to go up or down stairs or steep ramps. During the design phase, the height of the loading dock needs to be coordinated with the dimensions of the vehicles in use.

Space for materials return bins waiting to be loaded on to delivery trucks is needed as well as a compact kiosk staffed by the Library's security personnel. Direct access is needed along major corridors and/or the freight elevator from the loading dock to areas of the building that receive large quantities of supplies and inventory, such as the Café, Friends Sorting Workspace, Catering Kitchen, Support Services, SJVLS, Graphics and Duplicating, and Maintenance.

The space must be equipped with corner and wall guards to protect them from the constant impact of trucks and bins. The loading dock and as much of the Library vehicle parking area as possible needs to be enclosed or weather-protected by means of an overhang.

Adjacencies:

- 1.18 Materials Returns and Sorting
- 1.19B Delivery Office
- 1.19C Delivery Storage

1.19A Delivery Loading and Receiving, continued

Occupancy: 0 – 10

Proximity to:

- 1.1B Exhibit Gallery (via corridor)
- 1.2B Café Prep Space (via corridor)
- 1.4A Friends of the Library Bookstore (via corridor)
- 1.17C Acquisitions
- 1.17E Finishing-Mending
- 1.17F Linking
- 1.17H Technical Support Office
- 1.17I Technical Support IT Equipment Storage and Staging
- 1.17M Processing Staging Area
- 1.19D Office Supplies Storage
- 1.19E Bookmobile Office
- 1.20C Paper Storage and Distribution
- 1.21E SJVLS IT Equipment Storage and Staging
- L.4 Catering Kitchen (via vertical transportation)
- L.7 Maintenance

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Library deliveries may be scheduled for off-hours.

Effective, safe lighting between the delivery vehicle parking and delivery entrance is crucial.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Technology equipment in this area will include:

Telephone handset

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse

1.19A Delivery Loading and Receiving, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Delivery Loading and Receiving					
security kiosk	1.0	kiosk	100.00	100	
shelving, 84", with counter extensions, for delivery sorting	48.0	sections	15.00	720	
shelving, industrial, 80", 1' x 4', for branch delivery bins	8.0	sections	15.00	120	
sorting bin marshalling space	1.0	space	250.00	250	
work tables, 8' x 3', with chair	2.0	tables	50.00	100	
counter for mail sorting, 15' x 2.5' , with chair	1.0	counter	60.00	60	
shelving, 84", for outreach packets	6.0	sections	10.00	60	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	6.0	lockers	2.00	12	
total:					1,434

1.19B Delivery Office

109 sq. ft.

This office will be the workspace for the Delivery Supervisor. It will contain a desk, with a return and credenza, that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

Occupancy: 1 – 2 people

Adjacencies: 1.19A Delivery Loading and Receiving

Proximity to: 1.19C Delivery Storage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Delivery Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
shelving, 84"	2.0	sections	10.00	20	
chair, guest	1.0	chair	25.00	25	
total:					109

1.19C Delivery Storage

500 sq. ft.

This storage area, adjacent to the Delivery Loading and Receiving area, will enable secure storage of incoming shipments until they can be transported to the department or branch library for which they are destined. It will also enable secure storage of outgoing shipments until they are picked up.

There will also be storage space adjacent to the Large Meeting Room and its kitchen for meeting supplies, office supplies storage, paper storage and storage adjacent to the Children’s Program Room for children’s programming supplies as well as separate custodial and building maintenance supply areas.

Occupancy: 0 - 2

Proximity to: 1.15B Talking Book Library Work Space
 1.19B Delivery Office

Acoustics: N/A

Lighting: N/A

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Delivery Storage					
space allowance for temporary secure storage for incoming and outgoing shipments	1.0	space	500.00	500	
total:					500

1.19D Office Supplies Storage

565 sq. ft.

This storage area, adjacent to Delivery Loading and Receiving, will be the primary storage space for office supplies, forms, handouts and brochures, mending and cleaning supplies, copy machine supplies and other items needed to maintain Library services. The supplies will be stored on full height shelving, in a supply cabinet or stacked in boxes and/or pallets on the floor. Doors shall be wide enough for a pallet.

Occupancy: 0 - 1

Proximity to: 1.19A Delivery Loading and Receiving

Acoustics: N/A

Lighting: N/A

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Office Supplies Storage					
shelving, industrial, 24" deep, for supplies & boxed paper storage	18.0	sections	15.00	270	
shelving, 84", 12" deep, for office supplies	18.0	sections	10.30	185	
work counter, 8' x 2.5', with storage above and below	1.0	counter	60.00	60	
clear space for pallet parking & delivery sorting	1.0	space	50.00	50	
total:					565

1.19E Bookmobile Office

1,290 sq. ft.

This office will be the workspace for the Bookmobile staff, with modular office workstations , 9' x 10' and 8' x 8', for each of the staff assigned here. This staff will, on a daily basis, select and load books and media items from the adjoining shelving onto the bookmobile vehicles, loaded book trucks and hand dollies constantly moving through the space. Adjacency to the Delivery Loading and Receiving area will be critically important.

Occupancy: 0 - 8 people

Adjacencies: 1.19A Delivery Loading and Receiving

Proximity: 1.16 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse. This space should be wireless ready.
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Bookmobile Office					
workstation, 9' x 10", with chairs, for bookmobile librarians	2.0	desk	112.50	225	
workstation, 8' x 8', with chairs, for bookmobile staff	6.0	desk	80.00	480	
shelving, 84", for bookmobile collections	41.7	sections	10.00	417	
book truck parking	8.0	trucks	8.00	64	
work table, 6' x 3'	2.0	tables	40.00	80	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	6.0	lockers	2.00	12	
total:					1,290

1.19F Trash Pickup

350 sq. ft.

An area near the loading dock will be dedicated to dumpsters (four) where garbage and trash from the library is deposited daily. A recycling storage and collection area for large amounts of newspaper and other recyclable materials will be located near the dumpsters and protected from the weather. The library also recycles books from the collection and will have a covered area for holding these materials until they are collected. The size of this holding area will be determined during schematic design. Anticipated solid waste generation is in the range of 8 to 10 cubic yards per day. An electric trash compactor and cardboard bailer are required.

Adequate backing and turning space for garbage trucks will be provided.

Paper waste will be generated by library users and staff

Café will generate food waste, paper, packaging, etc.

Adjacencies: 1.19A Delivery Loading and Receiving

Components:

Space	# Units		SF/Unit	SF Needed	Total
Trash Pickup					
				350	
					350

1.19G Staff Entrance

N/A

Library staff needs to be able to enter the building through a side entrance that is separate from both the public entrance and the delivery entrance. This entry point should be convenient to the staff parking area and well-lighted and secure³³. The path of travel that leads from this entrance into the building needs to lead directly to staff work spaces on the First Floor and directly to a staff elevator with access to staff work spaces on the other floors of the building.

A materials theft portal should be considered for this entrance.

³³Staff maintaining the computer enter the building at all hours of the day. Special attention is required to ensure that the entry is not useable by homeless. When exiting the building staff need to be able to make sure no one is standing outside the door.

1.20A Graphics and Duplicating Office

603 sq. ft.

The Library's graphic artists will use this area as their primary workspace. It will contain 9' x 10' modular office workstations for the graphic artists and a 6' x 6' workstation for the assistant. It will also contain drafting tables, a work counter and work table, shelving, lateral files and storage for an exhibit booth that is loaned to Library staff upon request.

It is critical that this space has good access to natural light.

Occupancy: 1 - 3

Adjacencies: 1.20B Duplicating Shop
1.20C Paper Storage and Distribution

Proximity: 1.16 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse.
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Graphics & Duplicating Office					
workstation, 9' x 10', with chairs, for graphic artists	2.0	desk	112.50	225	
workstation, 6' x 6', with chair, for graphic assistant	1.0	desk	40.00	40	
chairs, guest, at workstations	2.0	chairs	25.00	50	
drafting tables, with 2 task stools	2.0	tables	30.00	60	
work counter, 10' x 2.5', with storage above and below and sink	1.0	counter	50.00	50	
work table, 4' x 8', with flat file storage below	1.0	tables	60.00	60	
shelving, 84" ³⁴	4.0	sections	10.30	41	
files, lateral, 4-drawer	3.0	cabinets	15.00	45	
trash/recycle containers, large	2.0	containers	6.00	12	
storage for exhibit booth & related equipment	1.0	space	20.00	20	
total:					603

³⁴ During design discuss the need for shelves or cupboards for this space.

1.20B Duplicating Shop

509 sq. ft.

This will be the Library duplicating workshop, in which staff will print posters, flyers, bookmarks, press releases and many other items for wide distribution, many of which will be designed by the graphics artists working in the adjacent office. The space will include one modular office workstation as well as work surfaces and specialized equipment for this activity.

This space must be excellent ventilation, vented separately to avoid release of fumes from printing supplies into the building's general HVAC system. Floor surfaces should be hard in this area.

Occupancy: 1 - 2

Adjacencies: 1.20A Graphics and Duplicating Office
1.20C Paper Storage and Distribution

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile. Buffer this space acoustically to ensure there is no noise spillage into nearby spaces.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse, Ricoh duplicating machine, Xerox copier, paper jogger, cutting machine (must sit on floor), collator/stapler (must sit on floor), color laser jet printer.
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Duplicating Shop					
workstation, 8' x 8', with chair	1.0	desk	80.00	80	
work table, 4' x 8', with 2 task stools	2.0	tables	60.00	120	
work counter, deep, 15' x 3', with storage above and below and sink	1.0	counter	90.00	90	
folding machine, 4' w x 2' d, on counter	1.0	machine	0.00	0	
work counter, 12' x 3', with storage above and below	1.0	counter	60.00	60	
shelving, industrial, 24" deep, for paper, toner storage	4.0	sections	15.00	60	
trash/recycle containers, large	4.0	containers	6.00	24	
storage, secured, for additional paper stock storage	1.0	space	75.00	75	
total:					509

1.20C Paper Storage and Distribution

150 sq. ft.

The Library system paper storage will be maintained here, on deep industrial shelving. The graphics and duplication staff will oversee the paper inventory.

Occupancy: 0 - 1

Adjacencies: 1.20A Graphics and Duplicating Office
 1.20B Duplicating Shop

Proximity: 1.19A Delivery Loading and Receiving

Acoustics: Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Paper Storage and Distribution					
shelving, industrial, 24" deep, for paper, toner storage	10.0	sections	15.00	150	
total:					150

1.21A SJVLS Office

1,359 sq. ft.

This office will be the workspace for the SJVLS staff, with modular office workstations, 8' x 10' and 8' x 8', for each of the staff assigned here. This staff will maintain the computer room and its equipment, which serves the members of the San Joaquin Valley Library System as well as the County Library.

Occupancy: 7 people

Adjacencies: 1.21B SJVLS Manager's Office
1.21C SJVIS Reference Office
1.21D Computer Room

Proximity to: 1.17J Staff Conference Room – Support Services
1.21E SJVLS IT Equipment Storage and Staging
1.16 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse. All staff workstations in this office shall have double normal outlets and data circuits; staff often configures telecomm equipment or laptops at their desks.

Telephone handset at each staff workstation

1.21A SJVLS Office, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
SJVLS Office					
lounge chairs, reception area	2.0	chairs	38.00	76	
workstation, 8' x 10", with chairs, for SJVLS librarians	3.0	desk	100.00	300	
workstation, 8' x 8', with chairs, for SJVLS staff	4.0	desk	80.00	320	
work counter, 12' x 2.5', with storage above and below with locks for supplies.	1.0	counter	60.00	60	
printer, networked, at counter	1.0	printer	0.00	0	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84", for automation manuals and general shelving	6.0	sections	10.30	62	
files, lateral, 4-drawer	15.0	cabinets	15.00	225	
photocopy machine	1.0	copier	45.00	45	
shelving, industrial, for equipment storage	5.0	sections	15.00	75	
workbench counter for computer repair, 15' x 3' ³⁵	1.0	counter	60.00	60	
work tables, 8' x 3', with 4 chairs, for computer equipment testing ³⁶	2.0	table	50.00	100	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	12.0	lockers	2.00	24	
total:					1,359

³⁵ Need power and data outlets every 2 feet

³⁶ Need power and data outlets every 2 feet

1.21B SJVLS Manager's Office

135 sq. ft.

This office will be the workspace for the SJVLS Manager. It will contain a desk, with a return and credenza, that occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The SJVLS Manager oversees the operations of the San Joaquin Valley Library System. The office needs to be adjacent to the SJVLS Office to give the Manager quick access to staff under his or her supervision and vice versa. The office should also be close to the SJVLS Conference Room, since the Manager will frequently host and participate in meetings in that space.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Adjacencies: 1.21A SJVLS Office

Proximity to: 1.21C SJVIS Reference Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse. Install double normal outlets and data circuits; staff are often configuring telecomm equipment or laptops at their desks.

Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
SJVLS Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

1.21C SJVLS Reference Office

934 sq. ft.

This office will be the workspace for the SJVIS Reference staff, with 8' x 10' modular office workstations for each of the staff assigned here. This staff will answer reference questions sent from the member libraries of the San Joaquin Valley Library System. SJVLS Reference staff use the Central Library collection for answering most questions; in addition, they have 15 file cabinets of specialized reference materials that are kept adjacent to their work space.

Occupancy: 4 people

Adjacencies: 1.21A SJVLS Office

Proximity to: 1.21B SJVLS Manager's Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

- PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
- Telephone handset at each staff workstation
- Fax machine (may be shared with staff in 1.21 A)
- Photocopy machine (may be shared with staff in 1.21 A)
- Flatbed scanner

Components:

Space	# Units		SF/Unit	SF Needed	Total
SJVIS Reference Office					
workstations, 8' x 10', with chairs, for SJVIS reference staff	4.0	desk	100.00	400	
lateral file cabinets	15.0	cabinets	15.00	225	
shelving, 84", for SJVIS collection	30.0	sections	10.30	309	
total:					934

1.21D Computer Room

590 sq. ft.

This space will provide a secure area for computer head-end and telecommunications equipment housed in the Library, centrally located within the building for efficiency in running wire and cable. The space needs to be outfitted to support a high and ever-increasing level of technology, with raised access flooring, independent environmental controls for air conditioning in case the building's primary HVAC malfunctions, as well as an uninterruptible power supply and a dry-action, or equivalent, fire suppression system to minimize the threat of water intrusion into the space and subsequent equipment damage.

Equipment racks need to be located to provide 42" minimum working space both front and back, to allow easy access to the equipment, wheelchair access and good air distribution. Lighting in the room must be 50 footcandles at 36" above the finished floor. Dedicated outlets with an isolated ground are needed at each rack or cabinet and backboard location. Convenience outlets are required around the perimeter of the room. The room needs air conditioning on a continuous basis to ensure a range of 62 to 80 degrees, at 20% to 55: relative humidity (non-condensing).

During the design phase of the project, actual dimensions and layout of equipment need to be reviewed with the SJVLS staff prior to design of the room.

Extra wide, extra high doors into the space will be needed to expedite installation of heavy, or oversize equipment.

Occupancy: 0 - 1

Adjacencies: 1.21A SJVLS Office
1.21E SJVLS IT Equipment Storage and Staging

Technology equipment in this space will include the following:

- PC workstation at staff desk, including CPU, monitor, keyboard, printer and mouse
- Telephone handset with noise canceling wireless headsets
- Telephone system and patch panels³⁷
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Computer network equipment file and application servers
- Computer server/telecomm racks (6) as designed by staff.
- Uninterruptible power source (UPS)and/or connection to backup generator

Components:

Space	# Units		SF/Unit	SF Needed	Total
Computer Room					
computer equipment	1.0		250.00	250	
equipment racks, freestanding	6.0	rack	40.00	240	

³⁷ This document is prepared with the assumption that voice will be provided over IP; this technology is rapidly developing and another technology may be in use at the time of design development. If this convergence does not take place separate telephone and data rooms are needed.

work counter, 8' x 2.5', with shelving above, and 2 task chairs	1.0	counter	40.00	40	
computer workstation at counter	1.0	wkstn	0.00	0	
telecommunications equipment and patch panels	1.0		60.00	60	
total:					590

1.21E SJVLS IT Equipment Storage and Staging

490 sq. ft.

This space will serve as storage and staging area for equipment that is installed in SJVLS member libraries, other than Fresno County Library. It will be a workroom, as well, for repairs and maintenance of computer equipment that is sent in from member libraries.

The space needs reasonable adjacency to Delivery Loading and Receiving and to the SJVLS Office. Floor surfaces should be hard in this space.

Adjacencies: 1.21D Computer Room

Proximity to: 1.21A SJVLS Office
1.19A Delivery Loading and Receiving

Acoustics: N/A

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Components:

Space	# Units		SF/Unit	SF Needed	Total
SJVLS IT Equipment Storage and Staging					
shelving, industrial, 80" h, 24" deep	16.0	sections	15.00	240	
work counter, 10' x 2.5', with power & data outlets @ 2' intervals, with task chairs	1.0	counter	50.00	50	
clear space for equipment storage & staging ³⁸	1.0	space	200.00	200	
total:					490

³⁸ Sufficient space for 6 pallets with incoming or outgoing PC equipment. Maneuvering room is required.

L.0 Lower Level

L.1A Auditorium/Meeting Room Lobby 1,000 sq. ft.

This space will provide reception and circulation space for the Auditorium and Meeting Room complex. At times, this space will be used for receptions or as a registration area for events held in the Auditorium and/or Meeting Rooms.

The Lobby is intended to provide access to each of the public rooms associated with the Auditorium, the Meeting Rooms and the Computer Lab on the Lower Level. The Auditorium and the Large Meeting Room should be directly adjacent. The Mid-size Meeting Rooms and the Computer Lab should be nearby, if not directly adjacent.

The Lower Level Public Restrooms need to be directly adjacent to the Lobby.

Occupancy: 0 - 75

Adjacencies:

- L.1B Auditorium Seating
- L.1E Auditorium Office
- L.1G Public Restrooms – Lower Level
- L.2A Large Meeting Room
- L.4 Catering Kitchen

Proximity to:

- 1.1A Entrance Lobby
- L.3A and B Mid-size Meeting Rooms

Acoustics: Conversations generated by incoming and outgoing visitors needs to be buffered so that noise does not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation. Ensure that noise in the lobby does not spill into the auditorium or meeting rooms.

Lighting: General lighting levels of 15 to 20 foot-candles are required. Provide accent downlighting at perimeter walls.

Technology: Provide power and data outlets along the walls and in flush-mounted floor locations to accommodate a portable podium, electronic display equipment or other needs related to meeting registration and social events including simple food or drink service.

Signage: Locate a directory of the Lower Level in this area and make this feature the same in design and location for all floors. The directory shall be located prominently so that those exiting the elevator or climbing the stairs see it.

L.1A Auditorium/Meeting Room Lobby, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Auditorium/Meeting Room Lobby					
circulation space for lobby and events ³⁹	1.0	space	1000.00	1,000	
total:					1,000

³⁹ A limited number of benches will be placed in this area for people who cannot stand for long periods of time or who are waiting to meet staff in the Auditorium Work Office

L.1B Auditorium Seating

4,375 sq. ft.

The Library will present major programs and performances in the Auditorium, for audiences of up to 350 people. Seating will be fixed, on a sloped floor, designed to give every audience member a clear, full view of the stage. Seating needs to be generously spaced, with a center aisle and side aisles. Seating areas for the disabled are required in quantities and distribution in accordance with the Americans with Disabilities Act and with County requirements.

Occupancy: 0 –350 people

Adjacencies: L.1A Auditorium/Meeting Room Lobby
L.1C Auditorium Stage
L.1D Auditorium Projection/Control Room

Proximity to: L.1E Auditorium Office

Acoustics: The auditorium must be designed to support excellent acoustics throughout the public seating area, for spoken word, music and video. A state-of-the-art sound amplification equipment is needed. Audiences need to be able to hear clearly, whether or not sound reinforcement is used. Assistive listening devices will be available for the hearing impaired. The auditorium sound system should be designed to incorporate this technology. The auditorium space must be acoustically isolated from other parts of the Library. Special attention must be paid to avoid noise spillage from the building mechanical or plumbing systems.

Lighting: Lighting levels should be 30 – 40 foot-candles average, with all lights on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note-taking during audiovisual presentations. The note-taking lights should not spill on to the projection screen. Lighting controls should be integrated into the podium on the auditorium stage.

Technology: To be determined

Components:

Space	# Units		SF/Unit	SF Needed	Total
Auditorium Seating					
fixed seats	350.0	seats	⁴⁰ 12.50	4,375	
total:					4,375

⁴⁰ Auditorium seating is 12.5 per Kathy Page, David Michaels

L.1C Auditorium Stage

600 sq. ft.

A raised stage is needed for the auditorium, of sufficient size and height to afford all audience members excellent sightlines. The stage will be used primarily for spoken word presentations – author readings, panel discussions, storytelling performances and the like. On occasion, musical events will be held here, such as a single instrument or string quartet performances. The space should be designed so that large, heavy equipment such as a piano can be taken on and off stage. There will not be need for stage fly space, dressing rooms or other backstage areas, other than a green room. The building materials and finishes of the stage should contribute to excellent acoustical properties within the auditorium.

The stage will need adjustable downlighting, controllable from either the podium or the back of the auditorium. A large projection screen is required, mounted behind the stage, its dimensions coordinated with the projection room equipment.

The stage must be handicapped accessible, both for performers and for audience members. The Stage needs an entrance directly accessible to Green Room, to allow presenters to arrive at the Stage without traveling through the Auditorium. The Auditorium needs a deliveries and loading service area to accept and marshal props and large items used in programs.

Occupancy: 1 – 15 people

Adjacencies: L.1B Auditorium Seating

Proximity to: L.1F Auditorium Green Room

Sight line to: L.1D Auditorium Projection/Control Room

Acoustics: The auditorium stage must be designed to support excellent acoustics throughout the public seating area, for spoken word, music and video. People on the stage must be able to hear audience members clearly without sound amplification. The auditorium space must be acoustically isolated from other parts of the Library. Special attention must be paid to avoid noise spillage from the building mechanical or plumbing systems.

Lighting: Lighting levels should be 30 – 40 foot-candles average, with all lights on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note-taking during audiovisual presentations. The note-taking lights should not spill on to the projection screen. Lighting controls should be integrated into the podium on the auditorium stage.

Technology: Technology included in this space includes a large projection screen mounted at the back of the stage and sound amplification and projection controls integrated into a podium located on the stage.

L.1C Auditorium Stage, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Auditorium Stage					
stage	1.0	stage	600.00	600	
projection screen	1.0	screen	0.00	0	
piano	1.0	piano	0.00	0	
total:					600

L.1D Auditorium Projection/Control Room

250 sq. ft.

The Auditorium needs a projection control room in which the Library’s media projection staff can coordinate video and audio components of events held in the space. The controls must be accessible also at the podium located on the Auditorium stage. The equipment needs to be able to support digital media presentations, such as Powerpoint™ slide shows, as well as video and audio soundtracks. The Library wants to be able to record and broadcast cable television content and video teleconferencing from the Auditorium.

Occupancy: 0 – 2 people

Proximity to: L.1B Auditorium Seating

Sight line to: L.1C Auditorium Stage

Acoustics: This space must be acoustically isolated from surrounding areas.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop. Light from the control should be spill out into the Auditorium Seating or Stage.

Technology: This space will be designed and specified during Design Development and incorporate the latest proven technologies.

Components:

Space	# Units	SF/Unit	SF Needed	Total
Auditorium Projection/Control Room				
control room	1.0	250.00	250	
total:				250

L.1E Auditorium Office

653 sq. ft.

This space will be the primary work space for the Library's events management staff, who will book meeting rooms, register participants for computer training workshops, plan publicity and logistics for Library programs, prepare exhibits that complement programs and perform related tasks. Staff will be assigned modular office workstations, 10' x 8' or 8' x 8', in this space.

The space will be semi-public in nature, since members of the public will visit on a regular basis.

Occupancy: 2 – 6 staff; 0 – 4 public

Adjacencies: L.1A Auditorium/Meeting Room Lobby

Proximity to: L.1B Auditorium Seating
L.2A Large Meeting Room
L.3A and B Mid-size Meeting Rooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation and along the work counter, 6" to 9" above the work surface. This space should have wireless access.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at each staff workstation

L.1E Auditorium Office, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Auditorium Office					
workstations, 8' x 10', with chairs, for events staff	1.0	desks	100.00	100	
workstations, 8' x 8', with chairs, for events staff	3.0	desks	80.00	240	
workstations, 8' x 8', with chairs, for temporary exhibit curators	2.0	desks	80.00	160	
work counter, 8' x 2.5', with storage above and below and sink	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84"	4.0	sections	10.30	41	
supply cabinets, 2-door	3.0	cabinets	20.00	60	
lockers, half-height, stacked 2-high, 12" w x 15" deep	6.0	lockers	2.00	12	
total:					653

L.1F Auditorium Green Room

263 sq. ft.

Presenters and performers will need a space near the Auditorium in which they can prepare prior to going on to the Auditorium Stage. The space needs comfortable seating, restroom facilities and a place to secure their belongings. The Green Room should be directly accessible from the stage entrance.

Occupancy: 0 – 4 people

Proximity to: L.1C Auditorium Stage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Special consideration should be given to the acoustical treatment of the area surrounding the secretary’s workstation, to cushion it from the sound generated at the receptionist’s desk.

Lighting: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology: This space needs to provide wireless access.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Auditorium Green Room					
lounge chairs	4.0	seats	38.00	152	
coffee table	1.0	table	25.00	25	
table, 42" square	1.0	table	36.00	36	
chairs @ 42" square table	2.0	seats	0.00	0	
restroom	1.0	restroom	50.00	50	
total:					263

L.1G Public Restrooms – Lower Level

N/A

Restrooms are needed adjacent to the Auditorium/Meeting Room complex that will support the heavy anticipated use of these facilities. Each restroom needs to meet County requirements for quantities of fixtures and stalls. Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers, a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall.

The restroom entrances should be visible to people entering the floor from either stairs or elevator, with appropriate visual screening to prevent views into the restroom space itself.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: meet or exceed County requirements

Adjacencies: L.1A Auditorium/Meeting Room Lobby
L.2A Large Meeting Room

Proximity to: L.3A and B Mid-size Meeting Rooms

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

L.2A Large Meeting Room

3,626 sq. ft.

The Meeting Room needs to accommodate audiences of up to 250 people when chairs are arranged auditorium-style. Movable wall partitions are required to enable the space to be divided into two smaller rooms in a ratio of 2:1 to provide additional meeting room capacity. Both spaces must be directly accessible from the Auditorium/Meeting Room Lobby when the partitions are in place.

The room needs to be equipped with adjustable lighting levels, ceiling-mounted video/digital projection and assistive listening device capability. It needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and teleconferencing and interactive demonstrations of online or Internet resources. The public entrance to the room should be located to allow participants to enter and leave the Meeting Room through the lobby, outside security, while the library is closed.

Because the room may be divided it needs two movable podiums, two ceiling-mounted projection screens, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An adjacent, enclosable catering kitchen is required. The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required.

Occupancy: 100 – 250 people

Adjacencies: L.1A Auditorium/Meeting Room Lobby
L.1G Public Restrooms – Lower Level
L.2B Large Meeting Room Storage
L.4 Catering Kitchen

Proximity to: L.1E Auditorium Office

Acoustics: This space will be used constantly for performances, lectures, programming and other public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space, whether the entire space is in use or the space is divided. The movable wall partitions must have high acoustic separation quality to allow groups to meet in one part of the space while other meetings occur in the other part.

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

L.2A Large Meeting Room, continued

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, streaming media and interactive demonstrations of online or Internet resources. Controls for this equipment must be independently operable within each subdivided area. The space must be equipped with a wireless network to support access to the Library’s network. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room’s intended uses and occupancy levels. The podium shall be mobile and placed and wired or designed with wireless access to control presentations from the podium.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Large Meeting Room					
stacking chairs	250.0	chairs	14.00	3,500	
podium	2.0	podium	9.00	18	
table, display, 6' x 3'	2.0	tables	36.00	72	
tables, folding, lightweight, 6' x 2'	40.0	tables	0.00	0	
projector, video/data, ceiling-mounted	2.0	projector	0.00	0	
projection screen, ceiling-mounted	2.0	screen	0.00	0	
teleconference equipment, video	2.0	unit	12.00	24	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	2.0	board	0.00	0	
ADA assistive listening devices	20.0	devices	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					3,626

L.2B Large Meeting Room Storage

497 sq. ft.

Storage for chairs and folding tables, mounted on stacking dollies, and AV/digital projection equipment controls associated with the Large Meeting Room. AV/digital storage to be in a separate room from chair and table storage.

This space must be lockable, with hard floor coverings. Double doors and immediate access to the Large Meeting Room is required. The space must be equipped with corner and wall guards to protect them from the constant impact of movable dollies storing tables and chairs.

Occupancy: none

Adjacencies: 1.2A Large Meeting Room

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 40” above floor. Consider motion-activated lighting controls in this space.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff.

AV/digital projection control equipment for Meeting Room
 Assistive listening device storage and recharging unit (may be housed in ADA Access Services)

Components:

Space	# Units		SF/Unit	SF Needed	Total
Large Meeting Room Storage					
dollies for stacking chairs	20.0	dollies	12.00	240	
dollies for folding tables	12.0	dollies	12.00	144	
AV equipment racks, full-height, in caged area	2.0	racks	10.00	20	
AV cart, mobile, with TV/video/DVD playback unit, in caged area	2.0	cart	6.00	12	
ADA assistive listening device storage/charging station	1.0	unit	6.00	6	
clear storage space	1.0	space	75.00	75	
total:					497

L.3A Mid-Size Meeting Room A	862 sq. ft.
L.3B Mid-Size Meeting Room B	862 sq. ft.

These spaces will provide meeting room space for groups of 25 to 50 people. They need to be near the Auditorium/Meeting Room Lobby. They will be used independently or in conjunction with larger meetings and programs that take place in the Auditorium or the Large Meeting Room.

These rooms need the same level of AV/digital projection equipment, adjustable lighting levels, ceiling-hung video projection and assistive listening device capability as in the Large Meeting Room. They should be wired to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video teleconferencing and interactive demonstrations of online or Internet resources.

Participants in meetings held in these rooms should be able to enter and leave the building through the Auditorium Lobby, outside the security point, whether or not the Library is open.

Occupancy: 25 – 50 people

Adjacencies: L.3C Mid-Size Meeting Room Storage

Proximity to: L.1A Auditorium/Meeting Room Lobby
L.1E Auditorium Office
L.1G Public Restrooms – Lower Level
L.3B Mid-size Meeting Room B
L.4 Catering Kitchen

Acoustics: These spaces will be used frequently for programming and public events and need to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. Controls for this equipment must be independently operable within each subdivided area. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels. The podium shall be mobile and placed and wired or designed with wireless access to control presentations from the podium.

- L.3A Mid-size Meeting Room A, continued
- L.3B Mid-size Meeting Room B, continued

Technology equipment will include the following:

- Video projectors, ceiling-mounted
- Video projection screens, ceiling-mounted, motorized
- Audio projection and amplification
- Overhead transparency and Powerpoint™ presentation devices
- Assistive listening devices and charging unit

Wiring and cabling to support wireless network, CATV production, interactive distance learning class reception, library online catalog demonstrations and interactive Internet demonstrations
 Teleconference equipment, audio and video
 Telephone handset

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Mid-Size Meeting Room A					
stacking chairs	50.0	seats	15.00	750	
podium/instructor's space	1.0	podium	100.00	100	
tables, folding, lightweight, 6' x 2'	12.0	tables	0.00	0	
projector, video/data, ceiling-mounted	1.0	projector	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
ADA assistive listening devices	4.0	devices	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					862

Space	# Units		SF/Unit	SF Needed	Total
Mid-Size Meeting Room B					
stacking chairs	50.0	seats	15.00	750	
podium/instructor's space	1.0	podium	100.00	100	
tables, folding, lightweight, 6' x 2'	12.0	tables	0.00	0	
projector, video/data, ceiling-mounted	1.0	projector	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
ADA assistive listening devices	4.0	devices	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					862

L.3C Mid-Size Meeting Room Storage

285 sq. ft.

Storage for chairs and folding tables, on stacking dollies, and AV/digital projection equipment controls associated with the Mid-Size Meeting Rooms. .AV/digital storage to be in a separate room from chair and table storage.⁴¹

This space must be lockable, with hard floor coverings. Double doors and immediate access to the Mid-Size Meeting Rooms is required. The space must be equipped with corner and wall guards to protect them from the constant impact of dollies holding tables and chairs.

Occupancy: none

Adjacencies: L.3A and B Mid-Size Meeting Rooms

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 40” above floor. Consider motion-activated lighting controls in this space.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff.

Technology equipment in this space will include the following:

AV/digital projection control equipment for Mid-size Meeting Rooms

Components:

Space	# Units		SF/Unit	SF Needed	Total
Mid-Size Meeting Room Storage					
dollies for stacking chairs	10.0	dollies	12.00	120	
dollies for folding tables	6.0	dollies	12.00	72	
AV equipment racks, full-height	1.0	racks	10.00	10	
AV cart, mobile, with TV/video/DVD playback unit	2.0	cart	6.00	12	
ADA assistive listening device storage/charging station	1.0	unit	6.00	6	
clear storage space	1.0	space	50.00	50	
mobile laptop storage/recharging unit	1.0	cart	15.00	15	
total:					285

⁴¹ It would be desirable to have a single lockable AV/Digital equipment room which can serve both large and mid-sized meeting rooms. This room shall be separate from table and chair storage as different staff access each.

L.4 Catering Kitchen

252 sq. ft.

An enclosable serving kitchen is required immediately adjacent to the Large Meeting Room. It will be used frequently to prepare refreshments or receive and temporarily store prepared food for meetings, Library-sponsored programs and fundraising events. It will need work counters equipped with a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn, a full-size refrigerator, microwave oven, range with oven, work counter and lockable cabinets above and below.

Occupancy: 2 – 6 people

Adjacencies: L.2A Large Meeting Room
L.1A Auditorium Lobby

Proximity to: L.3A and L.3B Mid-Size Meeting Rooms
Lower Level Loading Dock

Acoustics: None

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, and under-cabinet task lighting over counters.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets at 4' intervals along countertop, for use by staff and volunteers.⁴²

Components:

Space	# Units		SF/Unit	SF Needed	Total
Catering Kitchen					
kitchen counter with triple sink, cabinets above & below, 12' L x 2' D	1.0	counter	50.00	50	
stovetop with oven	1.0	oven	20.00	20	
refrigerator, full-size	2.0	units	25.00	50	
microwave oven on counter	2.0	oven	0.00	0	
work surface, freestanding, 8' x 4'	1.0	units	60.00	60	
waste containers/recycle bins, large	4.0	units	6.00	24	
shelving, industrial, 80", for storage	3.0	sections	12.00	36	
hot water urn, on counter	1.0	units	0.00	0	
coffee maker, on counter	1.0	units	0.00	0	
coffee thermos, in cabinet	2.0	units	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					252

⁴² This room shall meet all requirements of the Fresno County Health Department for food preparation and service for a catering kitchen.

L.6A Closed Stacks Lower Level

7,228 sq. ft.

This space will house shelving, primarily compact mobile shelving ranges, for secure storage of several Library collections, including the temporary book collection that provides materials that rotate among the branch libraries, the various secondary collections, which are older, less frequently used titles, some government documents and some periodical back files.

The space needs a work counter with a computer workstations for staff use while working in the room. Direct adjacency to a staff elevator is important for efficient retrieval of items requested on the public service floors.

Occupancy: 1 – 4 people

Adjacencies: Vertical transportation

Proximity: Lower Level Loading Dock (to Temporary Book Collection)

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data:

Technology equipment in this space will include the following:

PC workstation
Barcode reader
Printer
Telephone handset

L.6A Closed Stacks Lower Level, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Closed Stacks Lower Level					
shelving, 84", compact, for temporary book collection	99.0	sections	6.00	594	
shelving, 84", compact for circulating AF secondary collection	84.6	sections	6.00	507	
shelving, 84", compact for circulating genre secondary collection	15.7	sections	6.00	94	
shelving, 84", compact, for circulating ANF books 000-899 secondary collection	268.7	sections	6.00	1,612	
shelving, 84", compact for circulating ANF books 900-999/biog secondary collection	115.2	sections	6.00	691	
work counter, 8' x 3'	1.0	counter	40.00	40	
task chair	1.0	chair	0.00	0	
computer workstation at counter	1.0	wkstn	0.00	0	
shelving, 84", for government documents in closed stacks	75.0	sections	10.30	773	
shelving, 84", compact, for documents in closed stacks	337.5	sections	6.00	2,025	
shelving, 84", 12" d, compact, for periodical backfiles	99.0	sections	6.00	594	
shelving, 84", 15" d, compact, for periodical backfiles	33.0	sections	9.00	297	
total:					7,228

L.6B California History and Genealogy Expansion Storage 5,000 sq. ft.

This space will house expansion shelving for the California History and Genealogy collection, both print and archival materials. The primary shelving for these collections will be on the Fourth Floor.

Occupancy: 1 – 2 people

Adjacencies: Vertical transportation

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

HVAC: Both the Closed Stacks and the Vault must maintain environmental conditions that are acceptable for archival materials. See the *General Design Considerations* section of the program for more specific information regarding these conditions.

Components:

Space	# Units		SF/Unit	SF Needed	Total
California History and Genealogy Expansion Storage					
space allowance for future collection expansion	1.0	space	5000.00	5,000	
total:					5,000

L.7A Maintenance Supervisor's Office

99 sq. ft.

This office will be the workspace for the Library's Maintenance Supervisor. It will contain a desk, with a return and credenza, that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as one section of full-height shelving.

The Maintenance Supervisor oversees maintenance staff who serve all County Library Branch facilities as well as the Central Library.

Occupancy: 1 – 2 people

Adjacencies: L.7B Maintenance Staff Workspace

Proximity to: L.9A Facility Management Office
 L.9B Carpentry Shop

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse, fax
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Maintenance Supervisor's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
fax machine (or current technology)	1.0	fax	0.00	0	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	1.0	sections	10.30	10	
total:					99

L.7B Maintenance Staff Work Space

252 sq. ft.

This space will be the work space for the Maintenance assistant supervisor and a meeting area for the Maintenance staff generally. It will contain two modular office workstations, one for the assistant supervisor and one shared workstation, as well as a work table and work counter. Parks and Ground staff have files regarding upkeep of all branch library locations, chemical MSDS sheets, etc. These files will be paper and/or electronic and the Parks and Ground staff will access them in this room, not in the Parks and Grounds Storage Room.

Occupancy: 1 – 8 people

Adjacencies: L.7A Maintenance Supervisor's Office
Lower Level Loading Dock

Proximity to: Lower Level Loading Dock
L.7C Maintenance Staff Locker Rooms
L.7D Maintenance Storage
L.10 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at one staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at staff workstation

L.7B Maintenance Staff Work Space, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Maintenance Staff Work Space					
workstation, 8' x 8', with chair, for asst maintenance supervisor	1.0	desk	80.00	80	
Workstation, 6' x 6', shared with computer and printer	1.0	desk	40.00	40	
work table, 6' x 3', with 8 chairs	1.0	table	40.00	40	
white board	2.0	boards	0.00	0	
shelving, 84"	4.0	sections	10.00	40	
work counter, 8' x 2.5', with storage above and below and sink	1.0	counter	32.00	32	
counter height chair at work counter	1.0			0	
key box for 400 keys, wall-mounted ⁴³	1.0			0	
trash/recycle containers, large	2.0	containers	6.00	12	
shredder	1.0	shredder		0	
refrigerator	1.0		8	8	
microwave oven, on work counter	1.0		0	0	
total:					252

⁴³ Though the Central library will be designed with a key card system, a key rack is needed for vehicles, branch keys (not using the key card system), locking cupboards etc. (Maintenance maintains sets for their own use and also serves as repository of duplicate keys).

L.7C Maintenance Staff Locker Rooms

450 sq. ft.

These two rooms, one for men and one for women, will provide Maintenance staff with lockers, showers and changing room space in which to change into their work clothes at the beginning of their work shift.

Occupancy: 2 – 10 people each

Proximity to: L.7B Maintenance Staff Workspace

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: General lighting levels of 30 to 40 foot-candles are required.

Technology: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Maintenance Staff Locker Rooms					
lockers for maintenance staff, men	30.0	lockers	2.50	75	
lockers for maintenance staff, women	30.0	lockers	2.50	75	
changing rooms	2.0	rooms	150.00	300	
total:					450

L.7D Maintenance Storage

1,997 sq. ft.

This space will provide secure storage for Maintenance supplies and equipment, for all County Library facilities. Separate, lockable storage is required for chemicals and other hazardous materials required for building maintenance.

In addition, the Central Library needs custodial supply closets on each floor that can accommodate an immediate inventory of supplies for each level of the building.

Each major restroom also requires a custodial closet with a mop sink, either elevated or at floor level.

Occupancy: 0 – 2

Proximity to: L.7B Maintenance Staff Workspace

Acoustics: N/A

Lighting: General lighting levels of 30 to 40 foot-candles are required.

Technology: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Maintenance Storage					
shelving, industrial, 80", 24" deep, for light fixtures, paper products, air filters and other building maintenance items	75.0	sections	15.00	1,125	
storage, wall-mounted, 18', for maintenance equipment	1.0	unit	72.00	72	
storage, secure, for chemicals and cleaning products	1.0	unit	400.00	400	
clear space for storage of bulk and boxed items	1.0	unit	400.00	400	
total:					1,997

L.8 Equipment Storage

1,500 sq. ft.

Enclosed and lockable storage is needed for secure stockpiling of Library furniture and equipment, boxed collections of materials from branch libraries that are temporarily closed, props and decorations for seasonal events, surplus items awaiting disposal and similar storage needs. This space needs to be reasonably close to the freight elevator. The door should be large enough for delivery of items on pallets.

Occupancy: 0 – 4 people

Adjacencies: near vertical transportation

Acoustics: N/A

Lighting: General lighting levels of 30 to 40 foot-candles are required.

Technology: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Equipment Storage					
clear storage space for library furniture and equipment				1,500	
total:					1,500

L.9A Facility Management Office

355 sq. ft.

This room will be the primary workspace for the Facility Management staff. It will contain shared-use modular office workstations as well as a work station at which this staff will monitor the Central Library building management system at a dedicated computer. Staff will have access to CADD files of the building floor plans here and will also control various computer-based functions, such as monitoring of the fire suppression system and the card key access system (some of these functions may be placed elsewhere, as determined by the Library). This office will be the operations center for the staff charged with maintaining the Central Library's systems. Floor plans and specifications will be housed here. During and after move-in and occupancy, contractor punch list activities will be monitored from this location.

Occupancy: 1 – 8 people

Proximity to: L.7A Maintenance Supervisor's Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should have wireless access.

Technology equipment in this space will include the following:

- PC workstation at staff modular office workstations, including CPU, monitor, keyboard, printer and mouse
- Telephone handset at each staff workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Facility Management Office					
workstations, 6' x 6', with chairs, for building systems monitoring computers	3.0	desk	45.00	135	
workstations, 6' x 6', with chairs, for shared use	2.0	desk	45.00	90	
work table, 6' x 3', with 4 chairs	1.0	table	40.00	40	
flat file for floor plan storage, 10-drawer	1.0	cabinet	50.00	50	
white board	2.0	boards	0.00	0	
shelving, 84", for specifications, manuals, documentation	4.0	sections	10.00	40	
total:					355

L.9B Carpentry Shop

2,500 sq. ft.

This space will support the complete range of carpentry services, including sawing, drilling, sanding, nailing, gluing and setting screws. The shop needs to include a double sink, lockable cupboards to store hand tools and supplies, a central vacuum system to remove sawdust and wood shavings and an industrial air supply/exhaust/filtration system.

Proximity to the Paint Shop and to the Facility Management Office is important.

Occupancy: 2 – 4 people

Proximity to: L.9A Facility Management Office
L.9C Paint Shop

Acoustics: Ensure acoustical isolation from other parts of the building.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at horizontal work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets along the work counter, 6" to 9" above the work surface.

Equipment in this space will include the following:

- Bench saw
- Drill press
- Wood shaper
- Disk sander
- Bank saw
- Radial arm saw
- Wood joiner
- Air compressor (shared with Paint Shop)
- Hand Tools

L.9B Carpentry Shop, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Carpentry Shop					
shop space with work benches for equipment below	1.0	space	2500.00	2,500	
bench saw	1.0	saw	0.00	0	
drill press	1.0	press	0.00	0	
wood shaper	1.0	shaper	0.00	0	
desk sander	1.0	sander	0.00	0	
bank saw	1.0	saw	0.00	0	
radial arm saw	1.0	saw	0.00	0	
wood jointer	1.0	jointer	0.00	0	
air compressor	1.0	compressor	0.00	0	
hand tools					
stools for carpenter	2.0	stools	0.00	0	
total:					2,500

L.9C Paint Shop

500 sq. ft.

This space will provide work space for painting and drying of Library furniture and equipment. The space must include safe and appropriate storag⁴⁴e for paint, paint supplies and other flammable materials related to painting, three sections of industrial shelving, 3' deep. A self-contained sprat paint booth, approximately 10' x 4', is needed with an industrial duty air supply/filtration/exhaust system. Staff will use oil base lacquer and must compile with all Fire Marshall regulations regarding ventilation. Care must be taken not to ventilate to an area which exposes public to fumes. A separate drying room is needed, 15' x 15', with an overhead door.

This space must be well ventilated to the exterior of the building, separately from the building's overall HVAC system.

Occupancy: 0 – 2

Proximity to: L.9B Carpentry Shop

Acoustics: N/A

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at horizontal work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets along the work counter, 6" to 9" above the work surface.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Paint Shop					
spray booth, self contained, with industrial-grade air supply/exhaust 10' x 4'	1.0	booth	100.00	100	
storage, secure, for paint and other flammable materials	1.0	space	200.00	200	
drying room	1.0	space	200.00	200	
total:					500

⁴⁴ Storage must meet Fire Marshall regulations

L.9D Parks and Grounds Storage

350 sq. ft.

This area provides secure space for the storage of exterior grounds keeping equipment and supplies, including fertilizers, pesticides and related materials, hand and power tools, a work bench for preparation of pesticides and other materials used to care for the Central Library’s landscaping and grounds.

Occupancy: 1 – 3 people

Acoustics: N/A

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at horizontal work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets along the work counter, 6” to 9” above the work surface.

Equipment in this space will include the following:

- Riding lawnmower
- Walk-behind lawnmower
- Edger
- Backpack blowers
- Hedge trimmers
- Power washer

Components:

Space	# Units		SF/Unit	SF Needed	Total
Parks and Grounds Storage ⁴⁵					
				350	
total:					350

⁴⁵ Design team to work with parks and ground staff to determine arrangement of this area. Shelves will be needed.

L.10 Staff Restrooms

N/A

Multiple-occupancy staff restrooms for men and women are needed to serve the staff assigned to the Lower Level, located reasonably close to the staff work areas on the floor. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential. This area may or may/not be co-located with Maintenance Locker rooms.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Each restroom requires a towel dispenser, a parcel/purse shelf, coat hanger and bench for changing clothes.

Proximity to: L.7B Maintenance Staff Workspace and locker rooms

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building. Ceiling surfaces should be absorptive, including acoustical ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel and staff personal appliances such as hair dryers.

See also *General Design Considerations: Restrooms*.

2.0 Second Floor

2.1A Lobby – 2nd Floor

550 sq. ft.

The public will arrive on the Second Floor via a public elevator or public stairs that lead from the First Floor. Both the elevator and the stairs need to arrive at the Second Floor lobby, to provide visitors with a coherent, self-evident orientation to the floor as they enter the space. The Lobby must be within the Library's secure zone, so that customers may carry unchecked-out books and media materials between floors, if they wish.

Incoming patrons need to be able to see the entrance to Children's Services, to Teen Services and Library Administration as they enter the floor. Sightlines to the Teen Program Room and to Volunteer Services and the Development Office are also desirable. Public restrooms will be adjacent to the lobby. Proximity to Children's Media, the Central Library Manager Office and the Staff Training Center is also needed. Wall-mounted and freestanding exhibit cases and display space will be located along the circulation path from the lobby into the public space.

Occupancy: 4 - 20 people

Adjacencies: 2.4 Public Restrooms – 2nd Floor
Elevators

Proximity to: 2.1J Children's Media
2.6D Central Library Manager's Office
2.12 Staff Training Center
2.13 Information and Referral

Sight lines to: Entrance to 2.1 Children's Services Area
Entrance to 2.2 Teen Services Area
2.2E Teen Program Room
2.6A Library Administration Reception
2.14A and 2.14B Volunteer Services
2.7A Development Office
2.8 Business Office

Acoustics: Noise and conversations in lobby should not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 foot-candles are required.

Signage: Locate a directory of the Second Floor in this area and make this feature the same in design and location for all floors. The directory shall be located prominently so that those exiting the elevator or climbing the stairs see it.

Technology/Audiovisual/Power/Data: Provide utility electrical outlets in this area for custodial service.

2.1A Lobby – 2nd Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Lobby - 2nd Floor					
circulation space	1.0	space	460.00	460	
display unit, wall-mounted, for posters and announcements of Library events	1.0	unit	50.00	50	
display cases, glass-enclosed, wall-mounted	2.0	cases	20.00	40	
total					550

2.1B Children's Services Desk

378 sq. ft.

The Children's Services Desk must be prominently visible to visitors as they enter the children's area. Staff members stationed at the desk need to be able to survey as much as possible the children's area open access space. This is a three-person desk at adult sit-down height. The desk needs to be designed on a modest scale, so that young children will be comfortable approaching it. The desk needs to meet the specifications outlined in this report's *General Design Considerations: Service Desks*.

One section of low shelving is needed for quick reference sources, located directly adjacent to the desk. The children's reference book collection needs to be located adjacent to the desk, on 66" high shelving.

Two express self check-out stations will be located here for use by children and their parents.

Occupancy: 2 - 8 people

Adjacencies: 2.1C Children's Computers
2.1H Children's Reference

Proximity to: 2.1Q Children's Program Room
2.1S Children's Services Workroom
2.5 Closed Stacks – 2nd Floor

Sight lines to: 2.1A Lobby – 2nd Floor
2.1C – 2.1O Children's Services spaces generally
2.1P Family Restrooms
2.1V Children's Outdoor Terrace

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and both cheerful and serious conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Technology/Audiovisual/Power/Data: Provide standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. This space needs to have wireless access.

2.1B Children's Services Desk, continued

Technology equipment in this space will include the following:

- Online computer workstations at counter
- Telephone handsets
- Express self check-out stations
- Vocera System

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Services Desk					
service desk, 3 staff positions, with chairs	3.0	positions	90.00	270	
shelving, 45", built into desk, for reference books	0.6	section	10.30	6	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
express self checkout station	2.0	machine	45.00	90	
total:					378

2.1C Children’s Computers

816 sq. ft.

This space will contain twenty sit-down computer workstations in one or two clusters and two networked printers for children and their families to use. This equipment must be adjacent to, or easily monitored from, the Children’s Services Desk and oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or three children or a parent and child will sit facing a monitor, so generous space is required at each workstation. Simple, low stools are needed for children’s seating at the computers, rather than task chairs. The stools and computer table heights should be coordinated for the use of children.

Occupancy: 6 – 25 people

Adjacencies: 2.1B Children’s Services Desk

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables.

The technology equipment planned for this area includes:

- Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and wire management
- Networked printers
- Print release stations
- Print payment stations
- PC Reservation Stations

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Computers					
computers @ sit-down workstations	20.0	wkstns	38.00	760	
printer, print release & payment station	2.0	printers	28.00	56	
total:					816

2.1D Children's Fiction/I Can Read/In Between Books

1,974 sq. ft.

This space will contain the shelving for the Library circulating fiction books for children. Several collections will be housed here – fiction, genre, paperbacks, large type, I Can Read and In Between collections. Each one of these collections needs its own identity to allow children to easily find the types of book they need. All shelving will be 45 or 66" high for easy access. Paperback books will be shelved on display spinners built into standard shelving units in this area. Parent/child lounge chairs and seating at 2-place tables for reading and study by elementary and middle school-age children will be available here.

Occupancy: 10 - 35 people

Proximity to:
2.1E Children's Nonfiction Books
2.1G Children's World Languages
2.1K Fairytale Collection

Sight line from: 2.1B Children's Services Desk

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

2.1D Children's Fiction/I Can Read/In Between Books, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Fiction/I Can Read/In Between Books					
shelving, retail, 60" mobile units, for children's fiction	2.0	sections	25.00	50	
shelving, 66", for children's fiction	56.0	sections	10.30	577	
shelving, 66", for children's genre fiction & series	14.0	sections	10.30	144	
shelving, 66", for children's large type	1.1	sections	10.30	11	
shelving, 45", for I Can Read books	45.4	sections	10.30	467	
shelving, 45", for In Between books	18.1	sections	10.30	187	
shelving, 66", built-in spinners, for paperbacks	9.0	sections	10.30	93	
computers @ stack ends	4.0	wkstn	16.00	64	
receipt printers	6.0	printers	0.00	0	
parent/child lounge chairs	4.0	seats	38.00	152	
seats @ 2-place tables	6.0	seats	38.00	228	
total:					1,974

2.1E Children's Nonfiction Books

2,776 sq. ft.

This space will contain seating and shelving for the children's circulating nonfiction books. Students in elementary and middle school will draw heavily on this collection for school assignments as well as personal interest reading. The shelving needs to be spaced generously to accommodate numerous visitors.

All shelving will be 66" high for child-friendly access. Seating at 2-place and 4-place tables for reading and study by elementary and middle school-age children will be located adjacent to the shelving.

Stand-up computer workstations at stack ends will be located in this space.

Occupancy: 10 – 35 people

Proximity to:
2.1D Children's Fiction Books
2.1G Children's World Languages

Sight line from: 2.1B Children's Services Desk

Acoustics: This area will be less noisy and active than Children's Fiction or Children's Media. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

2.1E Children's Nonfiction Books, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Nonfiction Books					
shelving, 66", 12" deep, for children's nonfiction	160.0	sections	11.25	1,800	
parent/child lounge chairs	2.0	seats	38.00	76	
computers @ stack ends	4.0	wkstns	16.00	64	
receipt printers	6.0	printers	0.00	0	
seats @ 2-place tables	10.0	seats	38.00	380	
seats @ 4-place tables	12.0	seats	38.00	456	
total:					2,776

2.1F Children’s Group Study Area

1,016 sq. ft.

This area will be used by groups of students who need to work together on class assignments. Two-place and 4-place tables and computer workstations will be located here for their use. The space needs to be within sight from the Children’s Services Desk and near the Children’s Reference collection.

There will also be four enclosed Group Study Rooms on this floor of the Library to provide additional group work space to students.

Occupancy: 10 – 30 people

Proximity to: 2.1H Children’s Reference

Sight line from: 2.1B Children’s Service Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Do not use task lighting at tables. Provide one laptop computer power connection at each table. This space should have wireless access.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Group Study Area					
computers @ sit-down workstations	6.0	wkstns	38.00	228	
printer, print release & payment station	1.0	printers	28.00	28	
seats @ 2-place tables	12.0	seats	38.00	456	
seats @ 4-place tables	8.0	seats	38.00	304	
total:					1,016

2.1G Children's World Languages

632 sq. ft.

This space will contain books, magazine and audiovisual materials for children in languages other than English. It will correspond to the World Languages area for adults on the First Floor. Children from families whose native languages are not English as well as their parents and other adult family members will seek out this space. It needs to be clearly recognizable, to ensure easy access by new Library visitors. The space should include generous wall display space for exhibits of art, crafts and images from around the world.

Occupancy: 6 - 20 people

Proximity to: 2.1D Children's Fiction Books
2.1E Children's Nonfiction Books

Sight line from: 2.1B Children's Services Desk

Acoustics: This area will be less noisy and active than Children's Fiction or Children's Media. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

2.1G Children's World Languages, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's World Languages					
shelving, 66", 12" deep, for children's world languages F & NF	22.4	sections	11.25	252	
shelving, 66", for children's language learning DVDs	1.5	sections	11.25	16	
shelving, 66", for children's language learning audio	1.6	sections	11.25	18	
shelving, 54", slanted for periodical current issue display	1.0	sections	10.30	10	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	2.0	printers	0.00	0	
parent/child lounge chairs	4.0	seats	38.00	152	
seats @ 2-place tables	4.0	seats	38.00	152	
total:					632

2.1H Children's Reference

1,431 sq. ft.

The Children's area will include a collection of reference books for children and their families, housed on mid-height shelving adjacent to the Children's Services Desk. Reader and study seating at 1-place, 2-place and 4-place tables will be located here to provide convenient seating to users of the collection.

A prominent feature of this area will be special shelving for the Library's collection of books that are Newbery and Caldecott Award winners.

Occupancy: 8 – 32 people

Adjacencies: 2.1B Children's Services Desk
2.1I Children's Copy Machine

Proximity to: 2.1F Children's Group Study Area

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. Space must have wireless access.

2.1H Children's Reference, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Reference					
shelving, 66", 12" deep, for reference books	9.4	sections	11.25	106	
shelving, 45", 12" deep, for reference books	6.0	sections	11.25	67	
shelving, 66", for Special Collections (Mother Goose, Newbery & Caldecott Awards)	4.0	sections	10.30	42	
seats @ 1-place tables	10.0	seats	38.00	380	
seats @ 2-place tables	6.0	seats	38.00	228	
seats @ 4-place tables	16.0	seats	38.00	608	
total:					1,431

2.1I Children’s Copy Machine

165 sq. ft.

This space will contain one standard black and white photocopier machine and one color for use by children, a closed caption TV for the vision impaired and a work counter with a lockable storage cabinet below.

This area needs to be adjacent to the Children’s Reference collection and visible from the Children’s Services Desk so that staff may readily assist children, as needed.

Occupancy: 1 – 3 people

Adjacencies: 2.1H Children's Reference

Sight line from: 2.1B Children's Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, to isolate noise generated by the copy machines and attendant equipment.

Lighting: Provide 50 foot-candles average, measured at work counter height.

Technology/Audiovisual/Power/Data: Provide dedicated electrical circuits for photocopier machine.

The equipment planned for this space includes:

Photocopier machine
 CCTV

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Copy Machine					
copy machines, 1 B&W and 1 color	2.0	copiers	45.00	90	
work counter with storage below	1.0	counter	25.00	25	
closed caption TV at 1-person table	1.0	CCTV	38.00	38	
chair at CCTV	1.0	chair	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					165

2.1J Children's Media

812 sq. ft.

This area will be one of the busiest in Children's Services, used by many children and their families. It will offer DVDs, music compact discs, books on tape and on CD, AV kits and other media collections for children in 66" high AV display and browsing bin shelves. This will be a high-use, busy space with strollers and family groups with small children browsing through the shelves. It will be important to provide wide aisles between the shelving. Proximity to the Second Floor Lobby and clear visibility from the Children's Services Desk are important.

Occupancy: 8 - 24 people

Proximity to: 2.1A Lobby – 2nd Floor

Sight line from: 2.1B Children's Services Desk

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

The equipment planned for this space includes:

Multimedia workstations

2.1J Children's Media, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Media					
shelving, 66", for DVDs	21.7	sections	11.25	244	
shelving, 66", browser bins, for music on compact discs	5.4	sections	11.25	61	
shelving, 66", for books on CD and tape	6.3	sections	11.25	70	
shelving, 66", for book and cassette kits	9.0	sections	11.25	102	
shelving, 66", browser bins, for new media formats	4.2	sections	11.25	47	
parent/child lounge chairs	2.0	seats	38.00	76	
sit-down workstations/multimedia stations	4.0	wkstns	38.00	152	
printer, print release & payment station	1.0	printers	28.00	28	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	2.0	printers	0.00	0	
total:					812

2.1K Fairytale Collection

418 sq. ft.

The Children’s Fairytale book collection will be housed here, adjacent to Children’s Fiction, on 66” high shelves. This will be a favorite haunt for many parents and children. Parent/child seating and 2-place reader tables will be located here.

Occupancy: 4 – 8 people

Proximity to: 2.1D Children’s Fiction Books

Sight line from: 2.1B Children’s Services Desk

Acoustics: This area will be less noisy and active than Children’s Fiction or Children’s Media. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Fairytale Collection					
shelving, 66", 12" deep, for fairytales	22.2	sections	11.25	250	
computers @ stack ends	1.0	wkstns	16.00	16	
receipt printers	1.0	printers	0.00	0	
parent/child lounge chairs	2.0	seats	38.00	76	
seats @ 2-place tables	2.0	seats	38.00	76	
total:					418

2.1L Picture Books

2,700 sq. ft.

This space will be devoted to serving the Library's youngest clientele: babies, toddlers, preschoolers and younger elementary school age children as well as their parents and caregivers. Located in a highly visible space within the Children's Services area, it needs to be child-friendly, safe and secure and acoustically separated from the areas for adults. It needs to be laid out so that it "contains" its visitors, preventing young children from wandering away unattended. There must be a clear line of sight into this space from the Children's Services Desk.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Oversize lounge chairs will be located here so parents may sit and read with their young children. The toddler tables and chairs in this area need to be dimensioned for use by young children, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat

The space needs to be adjacent to the Family Space and Parent Collection and near to the Family Restroom.

Occupancy: 10 – 30

Adjacencies: 2.1M Family Space
2.1N Parent Collection
2.1Q Children's Program Room (Stroller Parking area)

Proximity to: 2.1P Family Restroom
2.1Q Children's Program Room

Sight line from: 2.1B Children's Services Desk

Acoustics: Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff.

Technology equipment planned for this area includes:

2.1L Picture Books, continued

Public access computer workstation (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse

Components:

Space	# Units		SF/Unit	SF Needed	Total
Picture Books					
shelving, 45", 12" deep, for picture books	97.2	sections	11.25	1,094	
shelving, 45", for board books	12.6	sections	10.30	130	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	4.0	printers	0.00	0	
seats @ 4-place toddler tables, round	16.0	seats	38.00	608	
seats @ trestle table, 6-place	6.0	seats	38.00	228	
parent/child lounge chairs	4.0	seats	38.00	152	
children's hassock	8.0	seats	38.00	304	
window seats	4.0	seats	38.00	152	
total:					2,700

2.1M Family Space

1,168 sq. ft.

This space is intended to give parents and children additional comfortable seating space to explore the collection, read together and listen to recorded versions of books while they read along in the original. Oversize lounge chairs and reader seating will be available here. Adjacency to the Picture Book collection will make this a destination for many parents and children.

Acoustical shielding of this space from the general public area should be considered since parents and children will be reading aloud and adult visitors may become engaged in conversations as they wait for their children.

Occupancy: 10 - 20

Adjacencies: 2.1L Picture Books
2.1N Parent Collection
2.1O Children's Magazines

Sight line from: 2.1B Children's Services Desk

Acoustics: Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area needs to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future equipment moved here from another part of the library.

Technology equipment included in this space:

Multimedia workstations

2.1M Family Space, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Family Space					
parent/child lounge chairs	2.0	seats	38.00	76	
seats @ 2-place tables	4.0	seats	38.00	152	
seats @ 4-place tables	8.0	seats	38.00	304	
2-place sofa loveseat	4.0	seats	38.00	152	
children's hassock	6.0	seats	38.00	228	
sit-down workstations/multimedia stations	6.0	wkstns	38.00	228	
printer, print release & payment station	1.0	printers	28.00	28	
total:					1,168

2.1N Parent Collection

240 sq. ft.

In this space, parents will be able to browse among books, magazines and audiovisual items that address topics related to parenting. Oversize lounge chairs and 2-place tables will be placed here for parents and children. Often, a family will come to the Library to allow one child to attend a library program while the parent and other children browse.

Occupancy: 2 - 6

Adjacencies: 2.1L Picture Books
2.1M Family Space

Sight line from: 2.1B Children's Services Desk

Acoustics: N/A

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future equipment moved here from another part of the library. This space should have wireless access.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Parent Collection					
shelving, 66", for parent books	7.5	sections	10.30	77	
shelving, 54", slanted for periodical current issue display	1.0	sections	10.30	10	
parent/child lounge chairs	2.0	seats	38.00	76	
seats @ 2-place tables	2.0	seats	38.00	76	
total:					240

2.10 Children’s Magazines

173 sq. ft.

Current and back issues of magazines for children will be shelved here on sloping display shelves, along with parent/child lounge chairs and 2-place tables. This area is intended to complement the adjacent Family Space.

Adjacencies: 2.1M Family Space

Sight line from: 2.1B Children’s Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Magazines shelving, 54", slanted for periodical current issue display	2.0	sections	10.30	21	
parent/child lounge chairs	2.0	seats	38.00	76	
seats @ 2-place tables	2.0	seats	38.00	76	
total:					173

2.1P Family Restroom (1)

N/A

One single-occupancy restroom is needed, adjacent to the Children's programming spaces and near the Picture Book area, for convenient use by a parent and child.

Occupancy: 1 – 3 people (1 adult and 2 children)

Adjacencies: 2.1Q Children's Program Room
2.1R Children's Activity & Crafts Room

Proximity to: 2.1L Picture Books

Sight line from: 2.1B Children's Services Desk

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

2.1Q Children's Program Room

1,110 sq. ft.

This area will provide space for many different kinds of children's activities and programs including story hour presentations, class visits and audio-visual programs, with audiences of up to 75 children. An adjacent crafts area will support activities that need water and other materials that tend to need clean-up. In general, children and parents will sit on the floor while Library staff read and tell stories or watch video programming. At other times, folding tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations.

Programs for larger audiences of children or families will be presented in one of the Library's meeting rooms on the Lower Level. Convenient access, therefore, from the Children's Area to the meeting rooms is desirable.

The Program Room needs acoustical separation from the main children's space. This can be achieved either by creating a room with walls or by placing the space in an alcove. If the storytelling area is located in a separate room, the room should have a window in the wall to allow parents to observe the program without disrupting the performance.

The space should be child-friendly and scaled to complement smaller scale programs. The performer's space needs to be at the farthest point from the entrance, with the audience facing away from the entrance, to minimize distractions when latecomers arrive.

The storyteller will need space for a table adjacent to the performing space, for displays of books and props. There also needs to be space, either inside the room or just outside, for ten strollers. If storage cabinets are included in the space, consider placing bulletin boards on the cabinet doors.

The area needs to be carpeted since children will sit on the floor while they listen to the stories. Although the room can be considered an open access area, it may be useful to design the space with sliding pocket doors to allow some acoustical enclosure during programs.

Occupancy: 75 people

Adjacencies: 2.1P Family Restrooms

Proximity to: 2.1L Picture Books
2.1R Children's Activity & Crafts Room

Acoustics: This programming space will generate noise before, during and following programming events. The space should be designed to minimize noise spillage outside the children's area. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at 30" above floor surface, with dimmable lighting controls to support programming activity. Provide accent downlighting, operable by library staff, for use during programming.

2.1Q Children's Program Room, continued

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted communications and power outlets or recessed, flush floor-mounted outlets, for use by library staff in programming.

The space will need adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability, wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception and video programming. TV screen should be permanently mounted not on a cart

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Program Room					
stroller parking	10.0	strollers	12.00	120	
floor seating	75.0	floor seats	10.00	750	
window/perimeter bench seating	15.0	seats	10.00	150	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
tables, folding, lightweight, 6' x 2'	2.0	tables	24.00	48	
storyteller/performer space	1.0	space	30.00	30	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,110

2.1Q1 Children’s Programming Equipment and Storage

100 sq. ft.

A secure storage area is needed adjacent to both the Program Room and the Activity and Crafts Room for storage of media equipment and large props used in children’s programming.

Occupancy: 0

Adjacencies: 2.1Q Children’s Program Room
 2.1R Children’s Activity and Crafts Room

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 40” above floor. Consider motion-activated lighting controls in this space.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff.

Components:

Programming Equipment and Props Storage					
secure space for media equipment and programming props and supplies				100	
total					100

2.1R Children’s Activity and Crafts Room

874 sq. ft.

This space is intended for group activities, similar to the Storytelling Area. The two spaces need to be adjacent. This area will be outfitted to support activities that involve the use of water, paints, glue and other “wet” supplies and materials. The floor must be a hard surface, such as vinyl, that can be tolerate spills and repeated cleaning.

A large, double sink and work counter with lockable storage cabinets for art and crafts supplies is needed in the space.

Occupancy: 45 people

Adjacencies: 2.1P Family Restrooms
2.1Q1 Children’s Programming Equipment and Storage

Proximity to: 2.1S Children’s Services Staff Workroom

Acoustics: This space will generate noise before, during and following programming events. The space should be designed to minimize noise spillage outside the children’s area. Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at 30” above floor surface.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted communications and power outlets or recessed, flush floor-mounted outlets, for use by library staff in programming. A mobile AV cart will sometimes be used in this area to present video programs.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Activity and Crafts Room					
stacking chairs	45.0	seats	15.00	675	
tables, folding, lightweight, 6' x 2'	10.0	tables	0.00	0	
counter w sink & lockable storage above/below, 6'L x 2.5'D	1.0	counter	25.00	25	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
cupboards, 18"d, for crafts supplies & projects storage	6.0	sections	15.00	90	
stroller parking	6.0	strollers	12.00	72	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					874

2.1S Children's Services Workroom

1,200 sq. ft.

This space will be the primary workspace for the Children's Services staff assigned to the Central Library. It will contain modular office workstations, 9' x 10' and 8' x 8', for staff, a shared desktop publishing workstation, flat files, shelving, a work table and work counter.

The space needs to be reasonably close to the Children's Services Desk, the Children's Program Room and the Staff Conference Room.

Adjacencies: 2.1T Children's Services Librarian III Office

Proximity to: 2.1B Children's Services Desk
2.1Q Children's Program Room
2.1U Staff Conference Room – 2nd Floor
2.1R Children's Activity & Crafts Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Services Workroom					
workstations, 9' x 10', with chairs, for children's librarians	3.0	desk	112.50	338	
workstations, 8' x 8', with chairs, for children's staff	5.0	desk	80.00	400	
workstation, 2.5' x 6', for desktop publishing shared use, with chair	1.0	desk	36.00	36	
work table, 6' x 3', with 8 chairs	2.0	table	40.00	80	
book truck parking for reshelving	18.0	trucks	8.00	144	
work counter, 12' x 2.5', with sink and storage above and below	1.0	counter	60.00	60	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
flat files, one 10-drawer stack, for posters, artwork	1.0	files	46.00	46	
shelving, 84", for programming book collection	2.0	sections	10.00	20	
shelving, 84"	4.0	sections	10.00	40	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	12.0	lockers	2.00	24	
total:					1,200

2.1T Children’s Services Librarian III Office

110 sq. ft.

This office will be the workspace for the Children’s Services Librarian III, assigned to supervise the day-to-day operations of the Central Library Children’s Services Area. It will contain a desk, with a return and credenza, which occupies an 8’ x 8’ footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The office needs to be close to the Children’s Services’ Workroom to give the Supervisor quick access to staff and volunteers under his or her supervision and vice versa. The office should also be directly accessible to Children’s Services public space, to allow the Supervisor to move quickly between the public and office spaces.

The Supervisor will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 2 people

Adjacencies: 2.1S Children’s Services Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children's Services Librarian III Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.1U Staff Conference Room – 2nd Floor

130 sq. ft.

This space will be used by each of the staff working groups assigned to the Second Floor for staff meetings, hiring interviews, planning sessions and other times when groups of staff must meet to discuss procedures, policies, or projects.

Occupancy: 0 – 8 people

Proximity to: 2.1S Children’s Services Workroom
 2.2G Teen Services Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Standard electrical outlets for staff use. Data drops for laptop access and future ceiling mounted projector if required. This space needs to provide wireless access for Library staff with laptop computers.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Conference Room - 2nd Floor					
conference table, 8-person	1.0	table	130.00	130	
chairs @ conference table	8.0	chairs	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
total:					130

2.1V Children's Outdoor Terrace

N/A

Children's Services needs an adjacent outdoor space that children and their families can use on an individual basis and that Children's staff can use for programming. The Terrace needs to be visible from the Children's Services Desk. All aspects of safety and security need to be considered including safety of those using the space, which is located on the second floor, security of library materials, etc.

Technology/Audiovisual/Power/Data: Provide standard, exterior power outlets. Also provide wireless access.

Sight line from: 2.1B Children's Services Desk

2.2A Teen Service Desk and Seating

3,272 sq. ft.

Teen Services will be as important at the new Central Library as Children's Services. This space, which will contain the Teen Service Desk and seating areas, needs to be visible from the Second Floor Lobby, and centrally located to provide proximity to the Teen Project Room and Program Room, the Teen Staff Workroom and the Second Floor Closed Stacks. Two self check-out devices will be located here.

This will be a busy place visited by many youth, especially during the afternoon, evening and weekends. Many conversations will take place, making acoustical separation from the rest of the Library a critical consideration.

The interiors and finishes need to be appealing to teens, with substantial wall space available for exhibits and art work by youth. Seating areas should be distributed through the space, some adjacent to the Teen Collection, with ample aisle space for book bags, backpacks, skateboards and other paraphernalia brought into the space.

Special furniture and equipment in this area will include a large screen television and a cabinet for storage of board games.

Occupancy: 1 – 2 staff; 20 – 80 public

Adjacencies: 2.2B Teen Computers
2.2C Teen Collection

Proximity to: 2.2D Teen Project Room
2.2E Teen Program Room
2.2G Teen Services Workroom

Sight lines from: 2.1A Lobby – 2nd Floor
2.2F Teen Outdoor Terrace
2.3A – D Group Study Rooms – 2nd Floor

Acoustics: This area will draw numerous teens on a regular basis. Quiet conversations will be allowed, although the staff will encourage noisy groups to move into one of the group study rooms or outside the building. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer.

Lighting: Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power

2.2A Teen Service Desk and Seating, continued

connection at each reader seat. This space should wireless ready. Provide cable TV drop in this area. This space needs to have wireless access.

Technology equipment in this area includes:

- Computer workstations, monitor, keyboard, and mouse and printer, at service desk
- Telephone handsets at service desk
- Express self checkout stations
- Large screen television
- Vocera System

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Service Desk and Seating					
service desk, 2 staff positions, with chairs	2.0	position	90.00	180	
shelving, 45", built into desk, for @ desk reference books	1.2	sections	10.30	12	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
express self checkout station	2.0	machine	45.00	90	
display cases, glass-enclosed, wall-mounted	2.0	cases	20.00	40	
seats @ 4-place tables, round	24.0	seats	38.00	912	
teen lounge chairs	24.0	seats	38.00	912	
seats @ 2-place tables, rectangular	24.0	seats	38.00	912	
window seats	4.0	seats	38.00	152	
TV, large screen, on movable base	1.0	TV	30.00	30	
cabinet, open, for board game storage	1.0	cabinet	20.00	20	
total:					3,272

2.2B Teen Computers

636 sq. ft.

This space will contain sixteen sit-down computer workstations (some configured as multimedia workstations) in one or two clusters and one networked printer for teens to use. This equipment must be adjacent to, or easily monitored from, the Teen Services Desk and oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or three teens will sit facing a monitor, so generous space is required at each workstation. Simple stools are needed for seating at the computers, rather than task chairs.

Occupancy: 4 – 20 people

Adjacencies: 2.2A Teen Services Desk

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables.

The technology equipment planned for this area includes:

- Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and wire management
- Networked printers
- Print release stations
- Print payment stations
- PC Reservation Stations

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Computers					
sit-down workstations/multimedia stations	16.0	wkstns	38.00	608	
printer, print release & payment station	1.0	printers	28.00	28	
total:					636

2.2C Teen Collection

1,424 sq. ft.

This space will contain the Library's extensive collection of books, media and periodicals for teens. Materials will be shelved on 78" and 60" high shelves, with a highly visible group of mobile, display shelving for new and popular materials. Mid-height sloping shelves will hold current issues of periodicals that are of interest to this age group. Computers at stand-up stations at stack-ends will provide quick access to the Library's online catalog.

The space needs physical separation from other areas, especially those intended for quiet reading and contemplation. At the same time, it needs to be adjacent to the Teen Desk to allow staff to monitor activity in the area.

For school assignments and serious study, many teens will use the Group Study Rooms or work at reader tables in the nearby seating area

Occupancy: 6 – 18

Adjacency: 2.2A Teen Services Desk

Acoustics: This area will draw numerous teens on a regular basis. Quiet conversations will be allowed, although the staff will encourage noisy groups to move into one of the group study rooms or outside the building. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer.

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Six compact computer workstations located at stack-ends for convenient online catalog look-ups will be located here. This space needs to have wireless access.

Technology equipment included in this space:

Computer workstations, stand-up, at stack ends

2.2C Teen Collection, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Collection					
shelving, retail, 60" mobile units, for teen F & NF	4.0	sections	25.00	100	
shelving, 78", for teen fiction	28.4	sections	10.30	293	
shelving, 78", for teen genre fiction	14.1	sections	10.30	145	
shelving, 78", for teen nonfiction	44.0	sections	10.30	453	
shelving, 78", for teen parent books	1.6	sections	10.30	16	
shelving, 78", for teen world languages	7.3	sections	10.30	75	
shelving, 78", for teen literacy/easy books	7.8	sections	10.30	80	
shelving, 66", built-in spinners, for paperbacks	6.9	sections	10.30	72	
shelving, 78", for DVDs, NF interfiled with NF books	1.4	sections	11.25	16	
shelving, 66", browser bins, for music on compact discs	6.8	sections	11.25	76	
shelving, 78", for books on CD and tape	2.6	sections	11.25	29	
shelving, 66", browser bins, for new media formats	1.1	sections	11.25	12	
shelving, 54", slanted for periodical current issue display	2.5	sections	10.30	26	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	4.0	printers	0.00	0	
total:					1,424

2.2D Teen Project Room

560 sq. ft.

Teens will use the equipment here to work on school or personal projects that involve computer technology. Visibility from the Teen Services Desk is important, through use of interior glazing on at least one side of the room. Technology-related programs and training sessions may also take place here.

Occupancy: 4 – 20 people

Proximity to: 2.2A Teen Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. Avoid glare on CRT screens.

Technology/Audiovisual/Power/Data: The room must have adjustable lighting levels and ceiling-mounted video projection. The space need to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming, wireless communications connectivity, and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels

Technology equipment included in this space:

Public access computer/multimedia workstations (sit-down), each including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse
Networked printers
Scanner for S-T imaging
Photocopy machines
PC reservation workstations

2.2D Teen Project Room, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Project Room					
sit-down workstations/multimedia stations	4.0	wkstns	38.00	152	
printer, print release & payment station	1.0	printers	28.00	28	
scanner for S-T imaging	1.0	scanner	12.00	12	
tables, lightweight, 6' x 3'	4.0	tables	0.00	0	
stacking chairs	16.0	seats	11.00	176	
work counter, 12' x 2.5', with sink and storage above and below	1.0	counter	50.00	50	
cubbyholes, wall-mounted, for project storage, 4/stack	5.0	stacks	8.00	40	
copy machines	2.0	copiers	45.00	90	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					560

2.2E Teen Program Room

1,161 sq. ft.

Programming for teens will be a major component of Teen Services, with many events taking place in this space. Movie nights, poetry slams, book discussion groups and many other activities will be held, attracting many youth. The space needs to be outfitted as a multipurpose meeting room, with stacking chairs, folding tables, tackable wall surfaces, white boards and a podium. Food and drink will be served at most events. An adjacent refreshment prep area is therefore essential.

A ceiling-mounted DVD projector (or current technology) and ceiling-mounted projection screen are needed here.

Occupancy: 100 people

Proximity to: 2.2A Teen Services Desk

Sight line from: 2.1A Lobby – 2nd Floor

Acoustics: The space will be used frequently for programming and need to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment will include the following:

Video projector, ceiling-mounted

Video projection screen, ceiling-mounted, motorized

Wiring and cabling to support wireless network, CATV reception, library online catalog demonstrations and interactive Internet demonstrations

2.2E Teen Program Room, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Program Room					
stacking chairs	100.0	seats	11.00	1,100	
tables, folding, lightweight, 6' x 2'	20.0	tables	0.00	0	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
podium	1.0	podium	9.00	9	
projector, video/data, ceiling-mounted	1.0	projector	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
kitchen counter with sink, shelving above and below, 8' x 2.5'	1.0	counter	40.00	40	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,161

2.2F Teen Outdoor Terrace

N/A

Teens will need an outdoor space adjacent to Teen Services that they can use for quiet reading or for chatting with their friends. The Terrace needs to be visible from the Teen Services Desk. All aspects of safety and security need to be considered including safety of those using the space which is located on the second floor, security of library materials, etc.

Technology/Audiovisual/Power/Data: Provide standard, exterior power outlets. Also provide wireless access.

Sight line from: 2.2A Teen Services Desk

2.2G Teen Services Workroom

623 sq. ft.

This space will be the primary workspace for the Teen Services staff assigned to the Central Library. It will contain modular office workstations, 9' x 10' and 8' x 8', for staff, flat files, shelving, a work table and work counter.

The space needs to be adjacent to the Teen Services Supervisor Office and near the Teen Services Desk and the Staff Conference Room.

Occupancy: 1 – 3 people

Adjacencies: 2.2H Teen Services Supervisor Office

Proximity to: 2.1U Staff Conference Room – 2nd Floor
2.2A Teen Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Services Workroom					
workstation, 9' x 10', with chair, teen librarian	1.0	desk	112.50	113	
workstations, 8' x 8', with chairs, for teen staff	2.0	desk	80.00	160	
work table, 6' x 3', with 4 chairs	1.0	table	40.00	40	
book truck parking for reshelving	8.0	trucks	8.00	64	
book truck parking for YA staff	3.0	trucks	8.00	24	
work counter, 8' x 2.5', with sink and storage above and below	1.0	counter	40.00	40	
flat files, one 10-drawer stack, for YA posters, artwork	1.0	files	50.00	50	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, industrial, for YA programming props and supplies	6.0	sections	12.00	72	
shelving, 84"	4.0	sections	10.00	40	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	4.0	lockers	2.00	8	
total:					623

2.2H Teen Services Supervisor Office

110 sq. ft.

This office will be the workspace for the Teen Services Supervisor, assigned to supervise the day-to-day operations of the Central Library Teen Services Area. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The office needs to be close to the Teen Services' Workroom to give the Supervisor quick access to staff and volunteers under his or her supervision and vice versa. The office should also be directly accessible to Teen Services public space, to allow the Supervisor to move quickly between the public and office spaces.

The Supervisor will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 2 people

Adjacencies: 2.2G Teen Services Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Teen Services Supervisor Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.3A	Group Study A – 2nd Floor	120 sq. ft.
2.3B	Group Study B – 2nd Floor	120 sq. ft.
2.3C	Group Study C – 2nd Floor	120 sq. ft.
2.3D	Group Study D – 2nd Floor	160 sq. ft.

The Library will need numerous spaces in which small groups of students as well as the general public can work together in rooms that are acoustically separate and outfitted with a conference table. Spaces A through C need to accommodate four to six people. Space D needs to accommodate six to eight people. Each space will be wired and cabled to allow laptop computer use.

The rooms should be placed along major paths of travel in the public space and should be within sight of the floor’s Information Desk. At least one wall of each room needs to be glass enclosed from floor to ceiling for visibility.

Occupancy: Room A – C: 4 - 6 people each; Room D: 6 – 8 people

Adjacencies: To each other

Sight line from: 2.2A Teen Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other patrons. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Provide four wall-mounted power receptacles in each room, to supply power to laptop computers or other portable electronic devices. This space should be wireless ready.

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Group Study A - 2nd Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

- 2.3A Group Study A – 2nd Floor, continued
- 2.3B Group Study B – 2nd Floor, continued
- 2.3C Group Study C – 2nd Floor, continued
- 2.3D Group Study D – 2nd Floor, continued

Space	# Units		SF/Unit	SF Needed	Total
Group Study B - 2nd Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

Space	# Units		SF/Unit	SF Needed	Total
Group Study C - 2nd Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

Space	# Units		SF/Unit	SF Needed	Total
Group Study D - 2nd Floor					
seats @ 4-place conference tables	8.0	seats	20.00	160	
white board, full-height	1.0	board	0.00	0	
total:					160

2.4 Public Restrooms – 2nd Floor

N/A

The public restrooms on the Second Floor need to be directly adjacent to the Second Floor Lobby. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Children's Services will also have a Family Restroom for children and their families to use.

Occupancy: meet or exceed local code requirements

Adjacencies: 2.1A Lobby – 2nd Floor

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting levels at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

2.5 Closed Stacks – 2nd Floor

428 sq. ft.

This space will house shelving for secure storage of the Children’s and Teen secondary collections.

The space needs a work counter with computer workstations for staff use while working in the room. Direct adjacency to a staff elevator is important for efficient retrieval of items requested on the public service floors.

Occupancy: 1 – 2 people

Proximity to: 2.1B Children’s Services Desk

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data:

Technology equipment in this space will include the following:

PC workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Closed Stacks - 2nd Floor					
shelving, 84", for Children's Secondary Collection	36.4	sections	10.30	375	
shelving, 84", for Teens Secondary Collection	1.2	sections	10.30	12	
work counter, 8' x 3'	1.0	counter	40.00	40	
computer workstation at counter, with chair	1.0	wkstn	0.00	0	
total:					428

2.6A Library Administration Reception

397 sq. ft.

This office will act as an initial point of contact for visitors to the County Library Administrative staff. Two workstations will be located here, one for a receptionist and one for an Administrative Secretary. Visitors to the Library's other management staff will frequent stop here to ask for directions to a specific office. The reception area needs to be visible from the Second Floor lobby and centrally located with simple pathways from this location to the rest of the administrative wing of the floor.

Lounge chairs in the space will enable visitors to the County Library or Associate County Librarian to wait in this area prior to their appointments.

Occupancy: 1 – 2 staff; 0 – 6 public

Adjacencies: 2.6B County Librarian's Office
2.6F Administration Storage and Work Space

Proximity to: 2.6 Library Administration Offices generally
2.7A Development Office
2.8A Business Office
2.9A Adult Services Office
2.10A Youth Services Office
2.11 Community Libraries Offices generally

Sight line from: 2.1A Lobby – 2nd Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Special consideration should be given to the acoustical treatment of the area surrounding the secretary's workstation, to cushion it from the sound generated at the receptionist's desk.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Library Administration Reception					
workstation, 8' x 8', with chair, for receptionist	1.0	desk	80.00	80	
workstation, 10' x 10', with chair, for secretary	1.0	desk	125.00	125	
lounge chairs	4.0	seats	38.00	152	
occasional table	2.0	tables	0.00	0	
coat closet	1.0	closet	40.00	40	
total:					397

2.6B County Librarian's Office

237 sq. ft.

This space is the office of the County Librarian. It will function both as the director's office and as a semi-public space for meetings and conferences with Library visitors. It should be located adjacent to Library Administration Reception, in which the Librarian's administrative support staff will be located as well as seats for visitors.

The office needs a desk with a return, a task chair, lateral files, guest chairs, a conference table and full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone handset.

The Librarian will conduct many small meetings in this space, with staff, elected officials, representatives from other governmental agencies, donors and the public. The office must be comfortable both as a workspace for the Librarian and as a meeting room space for his or her visitors. The furnishings and finishes in this room need to be appropriate to its purpose.

Occupancy: 1 - 8

Adjacencies: 2.6A Library Administration Reception

Proximity to: 2.6C Associate County Librarian's Office
2.6E Administration Conference Room
2.7A Development Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
County Librarian's Office					
desk with return, 8' x 10'	1.0	desk	60.00	60	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
conference table, small with 2 chairs	1.0	table	60.00	60	
shelving, 84"	5.0	sections	10.30	52	
files, lateral, 4-drawer	1.0	cabinets	15.00	15	
total:					237

2.6C Associate County Librarian's Office

191 sq. ft.

The Associate County Librarian is the County Library's second most senior administrative position, who manages the Library in the absence of the County Librarian and also manages services, staff and facilities of branch libraries.

The Associate Librarian's office needs to be located adjacent to Library Administration Reception. The office needs a desk with a return, a task chair, a lateral file, guest chairs. A 4-person conference table and full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone handset.

Occupancy: 1 - 4

Proximity to:

- 2.6A Library Administration Reception
- 2.6B County Librarian's Office
- 2.6E Administration Conference Room
- 2.6F Administration Storage and Work Space
- 2.6D Central Library Manager Office
- 2.6G Facilities Planning Office
- 2.8A Business Office
- 2.9A Adult Services Office
- 2.10A Youth Services Office
- 2.11 Community Libraries Offices generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Associate County Librarian's Office					
desk with return, 8' x 10'	1.0	desk	80.00	80	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	3.0	chairs	25.00	75	
shelving, 84"	2.0	sections	10.30	21	
files, lateral, 4-drawer	1.0	cabinet	15.00	15	
total:					191

2.6D Central Library Manager’s Office

135 sq. ft.

This office will be the workspace for the Central Library Manager. It will contain a desk, with a return and credenza, which occupies an 8’ x 8’ footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Central Library Manager oversees public service in the Central Library. The office needs to be directly accessible from Library Administration Reception.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Proximity to:
 2.1A Lobby – 2nd Floor
 2.6A Library Administration Reception.
 2.6C Associate County Librarian Office
 2.6E Administration Conference Room
 2.6F Administration Storage and Work Space

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Central Library Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
shelving, 84"	2.0	sections	10.30	21	
chairs, guest	2.0	chairs	25.00	50	
total:					135

2.6E Administration Conference Room

480 sq. ft.

This room will provide meeting space for Library administrative staff, in groups of 8 to 24 people. The County Library will hold meetings here regularly as will the Associate County Librarian and the Library's managers. The space must have proximity to these individuals' offices and to Library Administration Reception. This will be a heavily used room and should be conveniently located for all managers.

Four conference tables are needed that can be grouped together or used separately, with 24 task chairs on casters that can be nested together when not in use.

The room needs to be wired and cabled for multimedia presentations, with Internet access. White boards on two walls are needed.

Occupancy: 0 - 24 people

Proximity to:

- 2.6B County Librarian's Office
- 2.6C Associate County Librarian's Office
- 2.6D Central Library Manager's Office
- 2.6G Public Information Office
- 2.7 Development Office
- 2.8 Business Office
- 2.9 Adult Services Office
- 2.10 Youth Services Office
- 2.11 Community Libraries Office
- 2.14 Volunteer Services Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Technology equipment in this room:

AV projection screen, ceiling mounted, for Powerpoint™ presentations, video

Components:

Space	# Units		SF/Unit	SF Needed	Total
Administration Conference Room					
conference tables, 6-person	4.0	tables	120.00	480	
chairs @ conference tables	24.0	chairs	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
total:					480

2.6F Administration Storage and Work Space

322 sq. ft.

This room will be a common workspace that will house photocopy machines, a work counter with a fax machine, shredder, lateral files and a work table, all available to Library administrative staff on the second floor. The space and its contents will be overseen by the Administrative Secretary.

Occupancy: 1 - 4 people

Adjacencies: 2.6A Library Administration Reception
2.8G Public Information

Proximity to: 2.6C Associate County Librarian Office
2.6D Central Library Manager Office
2.6G Facilities Planning Office
2.9A Adult Services Office
2.10A Youth Services Office
2.11 Community Libraries Offices generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

- Fax machine
- Photocopy machines
- Shredder

Components:

Space	# Units		SF/Unit	SF Needed	Total
Administration Storage and Work Space					
files, lateral, 4-drawer	8.0	cabinet	15.00	120	
photocopy machines	2.0	copier	45.00	90	
work counter, 12' x 2.5', with storage above and below	1.0	counter	60.00	60	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
work table, 6' x 3'	1.0	table	40.00	40	
chairs at work table	4.0	chairs	0.00	0	
shredder	1.0	shredder	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					322

2.6G Facilities Planning Services

381 sq. ft.

This space will be the office for the Library system's Building Services staff, who will work with the County Department of Public Works and Planning to oversee the Library's capital construction projects, both large and small. Three office workstations are needed here as well as a work table with four chairs.

Occupancy: 1 - 6 people

Proximity to:
 2.6A Library Administration Reception
 2.6C Associate County Librarian Office
 2.6E Administration Conference Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Facilities Planning Services					
workstations, 8' x 8', with chairs, for Facilities Planning staff	3.0	desks	80.00	240	
work table, 6' x 3', with 4 chairs	1.0	table	40.00	40	
flat file for floor plan storage, 10-drawer	1.0	cabinet	50.00	50	
files, lateral, 4-drawer	2.0	cabinet	15.00	30	
shelving, 84"	2.0	sections	10.30	21	
total:					381

2.7A Development Office

677 sq. ft.

This office will house the Development Office staff, two Library Assistants and two Analysts, who will be responsible for development and fundraising activities on behalf of the County Library. The staff will work under the supervision of the Development Manager. Library staff, donors, representatives from the Friends of the Library and of grant-making organizations will be frequent visitors to this office. Donors must be able to easily find this space from the Second Floor lobby.

The space must function both as a workspace for the staff assigned here and as a comfortable reception space for visitors.

Occupancy: 2 - 4 people

Adjacencies: 2.6B Development Manager's Office

Proximity to: 2.6A Library Administration Reception.
2.6B County Librarian Office
2.6E Administration Conference Room

Sight line from: 2.1A Lobby – 2nd Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Development Office					
workstation, 8' x 8', with chairs, for LA	2.0	desk	80.00	160	
workstations, 10' x 8', with chairs, for analysts	2.0	desk	100.00	200	
lounge chairs	4.0	seats	38.00	152	
occasional table	2.0	tables	0.00	0	
coat closet	1.0	closet	20.00	20	
files, lateral, 4-drawer	4.0	cabinet	15.00	60	
photocopy machine	1.0	copier	45.00	45	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
total:					677

2.7B Development Manager’s Office

110 sq. ft.

This office will be the workspace for the Library’s Development Manager. It will contain a desk, with a return and credenza, which occupies an 8’ x 8’ footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Development Manager oversees the Library’s development program. The office needs to be directly accessible from Library Administration Reception.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation. The Development Manager will frequently hold or participate in meetings with donors, corporate and non-profit fund-giving entities and government grant-makers. The Manager’s Office needs to be furnished appropriately for this purpose.

Occupancy: 1 - 2 people

Adjacencies: 2.6A Development Office

Proximity to: 2.6A Library Administration Reception
 2.6B County Librarian Office
 2.6E Administration Conference Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Development Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.8A Business Office

1,363 sq. ft.

This office will house the Business Office staff, a receptionist, account clerks, staff analysts and an office aide, who will handle the County Library's accounting, budgeting and personnel records processing. The staff will work under the supervision of the Business Office Manager.

This space will be the first point of contact for Library job candidates and prospective employees. The furnishings and finishes need to present a comfortable environment for these individuals as they wait for an interview. The space will also be the full-time work area for the Business Office staff and needs to provide a comfortable work environment.

Occupancy: 5 - 12 people

Adjacencies: 2.8B Business Office Manager's Office
2.8C Human Resources Manager's Office
2.8D Business Office Storage and Work Space
2.8E Business Office Interview Room A
2.8F Business Office Interview Room B

Proximity to: 2.6A Library Administration Reception
2.6C Associate County Librarian Office
2.6E Administrative Conference Room

Sight line from: 2.1A Lobby – 2nd Floor
2.14 Volunteer Services

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at each staff workstation

2.8A Business Office, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Business Office					
workstation, 9' x 10', for staff analysts	3.0	desk	112.50	338	
workstation, 8' x 8', for Business Office staff	8.0	desk	80.00	640	
workstation, 6' x 2.5', for office aide	1.0	desk	33.75	34	
lounge chairs	4.0	seats	38.00	152	
occasional table	2.0	tables	0.00	0	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
coat closet	1.0	closet	40.00	40	
files, lateral, 4-drawer	8.0	cabinet	15.00	120	
total:					1,363

2.8B Business Office Manager's Office

135 sq. ft.

This office will be the workspace for the Business Office Manager. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Business Office Manager oversees the operations of the Library Business Office, which includes accounting and budgeting, personnel and human relations. The office needs to have proximity to the Human Relations Manager's Office and to Library Administration Reception.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Adjacencies: 2.8A Business Office

Proximity to: 2.6E Administration Conference Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Business Office Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84" or one lateral file, 4-drawer	2.0	sections	10.30	21	
total:					135

2.8C Human Relations Manager's Office

110 sq. ft.

This office will be the workspace for the Human Relations Manager. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Human Resources Manager oversees personnel management for the Library system, which includes recruiting and selection of staff, performance evaluation and discipline. The office needs to have proximity to the Business Office Manager's Office and to Library Administration Reception.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Adjacencies: 2.8A Business Office
 2.8E Business Office Interview Room A & B

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Human Relations Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84" or one lateral file, 4-drawer	2.0	sections	10.30	21	
total:					110

2.8D Business Office Storage and Work Space

332 sq. ft.

This space will support and complement the Business Office, providing storage space for files, a work counter and work table at which Business Office staff can perform tasks that require work space not accommodated within their office workstations, such as collation and distribution of job announcements, employee handbooks, budget documents, financial report binders, and other publications. Personnel files and invoice archives will be kept in this space, which will require an additional level of security.

Occupancy: 1 - 2 people

Adjacencies: 2.8A Business Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Business Office Storage and Work Space					
files, lateral, 4-drawer	16.0	cabinet	15.00	240	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
sink in work counter	1.00	counter	0.00	0	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
printer at counter	1.0	Printer	0.00	0	
scanner at counter (or current technology)	1.0	Scanner	0.00	0	
work table, 6' x 3'	1.0	table	40.00	40	
chairs at work table	4.0	chairs	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
shredder	1.0	shredder	0.00	0	
total:					332

2.8E Business Office Interview Room A 110 sq. ft.
2.8F Business Office Interview Room B 110 sq. ft.

The County Library is a large organization of several hundred employees. Employment interviews are an ongoing activity required to keep positions filled throughout the system. Two rooms are needed that are dedicated to personnel interviews and for confidential conversations with and among employees. Each room must be acoustically separated from adjacent spaces and equipped to accommodate audio and possibly videotaping of interviews.

A conference table and four chairs are needed in each room.

The door to each room should have a small window that can be covered, as needed, and a slotted sign at the entrance to indicate whether or not the room is in use.

Occupancy: 0 - 6 people

Adjacencies: 2.8A Business Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Data port for PC or laptop
 Conference phone
 Capacity for future video interviewing equipment

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Business Office Interview Room A					
conference table, 4-person	1.0	table	110.00	110	
chairs at conference table	4.0	chairs		0	
Total:					110

Space	# Units		SF/Unit	SF Needed	Total
Business Office Interview Room B					
conference table, 6-person	1.0	table	120.00	110	
chairs at conference table				0	
Total:					110

2.8G Public Information Office

217 sq. ft.

This office will be the workspace for the Library's Public Information Officer. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Public Information Officer handles Library publicity and community information activities, supervising the graphic artists and duplication staff. The office needs proximity to Library Administration Reception, the Administration Conference Room and Administration Storage and Work Space.

This staff member will frequently need to write press releases, meet with representatives of other organizations and Library staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Adjacencies: 2.6F Administration Storage and Work Space

Proximity to: 2.6A Library Administration Reception
2.6E Administration Conference Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Public Information Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
work table, 8' x 3'	1.0	table	40.00	40	
fax machine on small table (or current technology)	1.0	fax	12.00	12	
chairs, guest, at desk	1.0	chairs	25.00	25	
files, lateral, 4-drawer	3.0	cabinets	15.00	45	
shelving, 84"	3.0	sections	10.30	31	
total:					217

2.9A Adult Services Office

674 sq. ft.

This space will be the primary workspace for the Adult Services staff. It will contain modular office workstations, 9' x 10' and 8' x 8', for staff, flat files, shelving, a work table and work counter.

The space needs to be adjacent to the Adult Services Manager Office and near the County Librarian Office and Library Administration Storage and Work Space.

Occupancy: 2 – 5 people

Adjacencies: 2.9B Adult Services Manager's Office

Proximity to: 2.6 Library Administration

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Adult Services Office					
workstations, 8' x 10', with chairs, for adult services librarians	3.0	desks	100.00	300	
workstations, 8' x 8', with chairs, for adult services staff	2.0	desks	80.00	160	
work table, 8' x 3'	1.0	table	50.00	50	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
shelving, 84"	8.0	sections	10.30	82	
printer, networked, at work counter	1.0	printer	0.00	0	
files, lateral, 4-drawer	2.0	cabinet	15.00	30	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					674

2.9B Adult Services Manager's Office

135 sq. ft.

This office will be the workspace for the Adult Services Manager. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Adult Services Manager oversees adult collection development and programming for the Library system, and supervises Literacy Services, Senior Services, Career Services, services to correctional institutions and California History and Genealogy. The office needs to be adjacent to the Adult Services Office and have proximity to Library Administration Reception as the Manager often meets with salespeople or other public representatives.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 3 people

Adjacencies: 2.9A Adult Services Office

Proximity to: 2.6 Library Administration

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Adult Services Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

2.10A Youth Services Office

1,786 sq. ft.

This space will be the primary workspace for the Youth Services staff. It will contain modular office workstations, 9' x 10' and 8' x 8', for staff, flat files, shelving, a work table and work counter.

The space needs to be adjacent to the offices of the Youth Services Manager Office, the Children's and YA Coordinators, the School Liaison LIII and near Library Administration.

Occupancy: 4 - 12 people

Adjacencies: 2.10B Youth Services Manager Office
2.10C YA Coordinator Office
2.10D School Liaison LIII's Office
2.10E Children's Coordinator's Office

Proximity to: 2.6 Library Administration

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse, barcode readers at workstations
Telephone handsets

2.10A Youth Services Office, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Youth Services Office					
shelving, 84", for youth services professional collection	15.0	sections	10.30	155	
shelving, 66", 12" deep, for First Copy Plan books	10.0	sections	10.30	103	
shelving, industrial, for programming props and supplies	12.0	sections	12.00	144	
workstations, 8' x 10', with chairs, for youth services librarians	7.0	desks	100.00	700	
shelving, 84", for youth services librarians	7.0	Sections	10.3	72	
workstations, 8' x 8', with chairs, for youth services staff	4.0	desks	80.00	320	
workstation, 8' x 8',with chairs, for bookmobile staff	1.0	desks	80.00	80	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
work table, 8' x 3', with 8 chairs	1.0	table	50.00	50	
photocopy machine	1.0	copier	45.00	45	
printer, networked, at work counter	1.0	printer	0.00	0	
flat files, one 10-drawer stack, for YA posters, artwork	1.0	files	50.00	50	
files, lateral, 5-drawer	1.0	cabinet	15.00	15	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,786

2.10B Youth Services Manager Office

135 sq. ft.

This office will be the workspace for the Youth Services Manager. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Youth Services Manager oversees children's and teen collection development and programming for the Library system, and supervises Children's and Young Adult Services, Day Care Center Outreach and coordination with schools. The office needs to be adjacent to the Youth Services Office and have proximity to Library Administration Reception, as the Manager often meets with salespeople or other public representatives.

The Manager will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 3 people

Adjacencies: 2.10A Youth Services Office
 2.10C YA Coordinator Office

Proximity to: 2.6 Library Administration

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Youth Services Manager's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

2.10C YA Coordinator Office

110 sq. ft.

This office will be the workspace for the YA Coordinator Office. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The YA Coordinator will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Adjacencies: 2.10A Youth Services Office
 2.10B Youth Services Manager Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
YA Coordinator's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.10D School Liaison Librarian III's Office

110 sq. ft.

This office will be the workspace for the School Liaison LIII. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The YA Coordinator will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Adjacencies: 2.10A Youth Services Office
 2.10B Youth Services Manager Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
School Liaison LIII's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.10E Children’s Coordinator’s Office

110 sq. ft.

This office will be the workspace for the Children’s Services Coordinator. It will contain a desk, with a return and credenza, which occupies an 8’ x 8’ footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The YA Coordinator will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 2 people

Adjacencies: 2.10A Youth Services Office
 2.10B Youth Services Manager Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Children’s Services Coordinator’s Office					
desk with return, 8’ x 8’	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.11A Community Libraries Office

700 sq. ft.

This space will be the primary workspace for the Community Libraries Services staff. It will contain modular office workstations, 9' x 10' and 8' x 8', for staff, flat files, shelving, a work table and work counter.

The space needs to be adjacent to the Community Libraries Managers Offices and near the Associate County Librarian Office and Library Administration Storage and Work Space.

Occupancy: 2 - 6 people

Adjacencies: 2.11B – D Community Libraries Managers Offices

Proximity to: 2.6 Library Administration

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstations, including CPU, monitor, keyboard, printer and mouse
Telephone handsets

Components:

Space	# Units		SF/Unit	SF Needed	Total
Community Libraries Office					
workstations, 8' x 10', with chairs, for community services librarians	2.0	desk	100.00	200	
workstations, 8' x 8', with chairs, for community services staff (librarians, trainees, SLA, Floaters, OA)	4.0	desk	80.00	320	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
work table, 8' x 3'	1.0	table	50.00	50	
chairs at work table	4.0	chairs	0.00	0	
printer, networked, at work counter	1.0	printer	0.00	0	
files, lateral, 4-drawer	2.0	cabinet	15.00	30	
book truck parking	6.0	trucks	8.00	48	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					700

2.11B Community Libraries Manager Office 1	135 sq. ft.
2.11C Community Libraries Manager Office 2	135 sq. ft.
2.11D Community Libraries Manager Office 3 (Shared)	211 sq. ft.

These offices will be the workspaces for the County Library's four Community Libraries Managers. Each office will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed in each office, as well as two sections of full-height shelving.

The Community Libraries Managers oversee services provided at the County Library's branch libraries. Three Managers (Metro, East, and West) will have assigned office space in the Central Library and one (Mountain) will have office space in a branch library, with auxiliary desk space at Central. The Managers' offices need to be adjacent to each other and to the Community Libraries Office. They should also have proximity to Library Administration Reception.

The Managers will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The offices, therefore, needs acoustical separation.

Occupancy: 1 - 3 people each

Adjacencies: 2.11A Community Libraries Office
To each other

Proximity to: 2.6 Library Administration generally

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components of each space:

Space	# Units		SF/Unit	SF Needed	Total
Community Libraries Manager Office 1					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

- 2.11B Community Libraries Manager Office 1, continued
- 2.11C Community Libraries Manager Office 2, continued
- 2.11D Community Libraries Manager Office 3, continued

Space	# Units		SF/Unit	SF Needed	Total
Community Libraries Manager Office 2					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

Space	# Units		SF/Unit	SF Needed	Total
Community Libraries Manager Office 3					
desk, shared with return, 12' x 8'	1.0	desk	120.00	120	
chair, task	2.0	chairs	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	4.0	sections	10.30	41	
total:					211

2.12 Staff Training Center

1,286 sq. ft.

This space will be a primary training room for Library staff throughout the County Library, in which staff will receive orientation and training on new features of the online catalog, the Library website and many other electronic resources. The space should be outfitted similarly to the Computer Labs on the Lower Level. Thirty computer workstations will be provided here, on individual tables. The workstations will be oriented toward one end of the room. Teaching space, with a desk and computer, white board and ceiling-mounted projection screen, will be available. The Professional Collection will be outside the Staff Training Center; it should not be inside the training room as someone would have to wait to use the collection if there is a training session going on. The back issues of periodicals for the professional collection will be housed in the Periodicals and Government Documents Collection on the fourth floor.

Occupancy: 0 – 30 people

Proximity to: 2.1A Lobby – 2nd Floor
2.15A Staff Lounge

Acoustics: This space will be used for computer based training and workshops on a regular basis. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The room must have adjustable lighting levels, and ceiling-mounted video projection. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, wireless communications connectivity, and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment in this area includes:

Computer workstations (sit-down), each including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse
Networked printers

PC workstation and printer for instructor, including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Video and still projection equipment, ceiling-mounted, for PowerPoint™ presentations and interactive online demonstrations, or an Egan™ Smart Board

Projection screen, ceiling-mounted

2.12 Staff Training Center, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Training Center					
computers @ sit-down workstations	30.0	wkstns	38.00	1,140	
printers, networked	2.0	printers	12.00	24	
projector, video/data, ceiling-mounted	1.0	projector	0.00	0	
projection screen, ceiling-mounted	1.0	screen	0.00	0	
tackable wall surfaces, wall-length	1.0	unit	0.00	0	
white board, wall-length	1.0	board	0.00	0	
podium and computer for instructor	1.0	podium	36.00	36	
literature racks, wall-mounted	2.0	racks	6.00	12	
trash/recycle containers, large	2.0	containers	6.00	12	
Outside Center, at entrance:					
Shelving, 84", for Library professional collection	6.0	Sections	10.3	62	
total:					1,286

2.13A Information and Referral

460 sq. ft.

This space will be the primary workspace for the Information and Referral staff. It will contain modular office workstations, 8' x 8', for staff, flat files, shelving, a work table and work counter. This office will receive occasional visits from staff from other community agencies.

Occupancy: 3 people

Proximity to: 2.1A Lobby – 2nd Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, networked laser printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Information and Referral					
workstations, 8' x 8', for information and referral staff	3.0	desks	80.00	240	
files, lateral, 4-drawer	6.0	cabinets	15.00	90	
shelving, 84"	8.0	sections	10.30	82	
work table, 6' x 3'	1.0	tables	40.00	40	
chairs, task, at work table	4.0	chairs	0.00	0	
lockers, half-height, stacked 2-high, 12" w x 15" deep	4.0	lockers	2.00	8	
total:					460

2.13B Information and Referral Coordinator's Office

110 sq. ft.

This office will be the workspace for the I & R Coordinator. It will contain a desk, with a return and credenza, that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The I & R Coordinator oversees the activities of the Information and Referral staff. The Coordinator will frequently be required to prepare reports, analyze statistics, and conduct private conversations with representatives of other agencies and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 2 people

Adjacencies: 2.13A Information and Referral

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Information and Referral Coordinator's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

2.14A Volunteer Services Office

362 sq. ft.

This space will be the primary workspace for the Volunteer Services staff. It will contain modular office workstations, 8' x 8', for staff, flat files, shelving, a work table and work counter.

The space needs to be adjacent to the Volunteer Coordinator Office and within sight from the Second Floor Lobby.

Occupancy: 2 – 4 people

Adjacencies: 2.14B Volunteer Coordinator Office

Proximity to: 2.6E Administrative Conference Room

Sight line from: 2.1A Entrance Lobby
2.8 Business Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Volunteer Services Office					
workstations, 8' x 8', with chairs, for volunteer staff	2.0	desks	80.00	160	
table, 2-person, with chairs, for intake	1.0	table	50.00	50	
supply cabinets, 2-door	3.0	cabinets	20.00	60	
work counter, 8' x 2.5', with storage above and below	1.0	counter	40.00	40	
work table, 6' x 3'	1.0	table	40.00	40	
chairs at work table	4.0	chairs	0.00	0	
lockers, half-height, stacked 2-high, 12" w x 15" deep	6.0	lockers	2.00	12	
total:					362

2.14B Volunteer Coordinator Office

126 sq. ft.

This office will be the workspace for the Volunteer Coordinator. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Volunteer Coordinator manages the County Library's corps of volunteers and oversees activity in the Volunteer Services Office. The office needs to be adjacent to the Volunteer Services Office to give the Coordinator quick access to the staff and volunteers under his or her supervision. The Coordinator will interview prospective volunteers, prepare reports, analyze statistics and prepare training presentations. The office, therefore, needs acoustical separation.

This service needs high visibility from the Second Floor Lobby to make it easy for prospective volunteers to find the office.

Occupancy: 1 - 2 people

Adjacencies: 2.14A Volunteer Services Office

Proximity to: 2.6E Administration Conference Room

Sight line from: 2.1A Lobby – 2nd Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Volunteer Coordinator's Office					
desk with return, 8' x 8'	1.0	desk	80.00	80	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					126

2.15A Staff Lounge

1,633 sq. ft.

The Library staff needs an area to prepare meals and take breaks during their work shifts. Volunteers will also use the space for breaks and rest periods. The space needs both individual and table seating, with a quiet ambience with sufficient space for several individuals to enjoy the space without disturbing each other. It should be reasonably adjacent to the staff elevator.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library to prevent cooking smells from being dispersed through other parts of the facility. This space needs to be within the staff-only zone on the Second Floor, so that staff can go to and from the Staff Lounge without traveling through public space.

Occupancy: 15 – 60 people

Adjacencies: 2.15B Staff Kitchen
2.16 Staff Restrooms
2.17 Staff Lockers – 2nd Floor

Proximity to: 2.12 Staff Training Center
Near vertical transportation

Acoustics: Ensure that noise and conversation in this space does not intrude into the building's public spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured at 30" above floor surface.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Telephone handset

2.15A Staff Lounge, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Lounge					
tables, 4-person	8.0	tables	80.00	640	
chairs @ 4-person tables	32.0	chairs	0.00	0	
lounge chairs	24.0	chairs	38.00	912	
television, wall-mounted	1.0	TV	0.00	0	
vending machines	4.0	machines	12.00	48	
shelving, 54", slanted for magazine & newspaper display	2.0	sections	10.3	21	
bulletin board, wall-mounted	1.0	board	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					1,633

2.15B Staff Kitchen

232 sq. ft.

This Kitchen will serve the adjacent Staff Lounge, in which many Library staff will regularly prepare and eat lunch or dinner. It needs a full complement of appliances including two refrigerators, two microwave ovens, a dishwasher, an oven and ample counter space.

Occupancy: 2 - 6 people

Adjacencies: 2.15A Staff Lounge

Acoustics: Ensure that noise and conversation in this space does not intrude into the building's public spaces. Wall and ceiling surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured at 30" above floor surface.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Kitchen					
kitchen counter with sink and cabinets above and below, 20' x 2.5'	1.0	counter	100.00	100	
range top and oven	1.0	oven	0.00	0	
refrigerator, full-size	2.0	units	36.00	72	
microwave oven, counter top or wall-mounted	2.0	units	0.00	0	
Dishwasher, built-in	1.0	Unit	0.00	0	
trash receptacles, large	2.0	units	12.00	24	
recycle bins, large	2.0	units	12.00	24	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					232

2.16 Staff Restrooms

N/A

Two multiple-occupancy staff restrooms are needed to serve the staff assigned to the Second Floor, located reasonably close to the staff work areas on the floor and adjacent to the Staff Lounge. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Each restroom requires a towel dispenser, a parcel/purse shelf, coat hanger and bench for changing clothes.

Adjacencies: 2.15A Staff Lounge

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building, including the Staff Work Room and Foundation Work Space. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

2.17 Staff Lockers - 2nd Floor

100 sq. ft.

Lockers are needed for staff assigned to the Second Floor, especially staff without a private office. The locker area needs to be close to the Staff Lounge and to the staff elevator.

Occupancy: 4 - 10 people

Adjacencies: 2.15A Staff Lounge

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 30" above floor surface.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Lockers - 2nd Floor					
lockers, half-height, stacked 2-high, 12" w x 15" deep	50.0	lockers	2.00	100	
total:					100

3.0 Third Floor

3.1 Lobby – Third Floor

550 sq. ft.

The public will arrive on the Third Floor via a public elevator and possibly by public stairs that lead from the First Floor. Both the elevator and the stairs need to arrive at the Third Floor lobby, to provide visitors with a coherent, self-evident orientation to the floor as they enter the space. The Lobby must be within the Library's secure zone, so that customers may carry unchecked-out books and media materials between floors, if they wish.

Incoming patrons need to be able to see the information Desk and the main cluster of public access computers as they enter the floor. Public restrooms will be adjacent to the lobby. A wall-mounted exhibit case will be located along the circulation path from the lobby into the public space.

Occupancy: 4 - 20

Adjacencies: 3.11 Public Restrooms – Third Floor

Proximity to: 3.3 Copy and Business Services Center
3.10 Community Conference Room

Sight lines to: 3.2A Information Desk – Third Floor
3.4 Public Computers – Third Floor
3.6 Adult Nonfiction 000 - 899
3.7 Poetry Center
3.8 Career Center
3.9A-D Group Study Rooms

Acoustics: Noise and conversations in lobby should not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 foot-candles are required.

Signage: Locate a directory of the Third Floor in this area and make this feature the same in design and location for all floors. The directory shall be located prominently so that those exiting the elevator or climbing the stairs see it.

Technology/Audiovisual/Power/Data: Provide utility electrical outlets in this area for custodial service.

3.1 Lobby – Third Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Lobby - Third Floor					
circulation space	1.0	space	500.00	500	
display unit, wall-mounted, for posters and announcements of Library events	1.0	unit	50.00	50	
total					550

3.2A Information Desk - Third Floor

288 sq. ft.

There will be two public service points on the Library's third floor - the Information Desk and the Career Center Desk. The Information Desk needs to be clearly visible and easily approached by visitors as they enter the floor, either by the elevator or the stairway. This will be a three-person desk. Low reference book shelving should be placed directly adjacent to the desk for frequently used reference tools. The desk will be staffed every hour the library is open with one to three people, depending on the level of business.

Staff must be able to move quickly from the desk to the public access computers and to the reference and circulating book collections on the floor. The features and configuration of the desks need to comply with the specifications described in this report's *General Design Considerations: Service Desks*, to ensure that the drawers, files and other needed components are included. The desk will be equipped with computers, printer and telephone.

The Third Floor reference collection and Public Computers need to be adjacent to the desk. Line of sight adjacency is needed from the desk to as many as possible of the third floor public spaces. Areas for which visual control are particularly crucial include the Copy and Business Service Center, Adult Fiction and Genre collection, Adult Nonfiction Collection and the Group Study Rooms. Lighting levels at the desk counter must enable staff and patrons to read printed materials with ease without impairing computer monitor readability.

Occupancy: 1 - 3 staff ; 2 - 6 public

Adjacencies: 3.2B Reference Collection – Third Floor
3.4 Public Computers – Third Floor

Proximity to: 3.2C Business Reference
3.12 Closed Stacks – Third Floor
3.13 Reference Staff Workroom – Third Floor

Sight lines to: 3.1A Lobby – Third Floor
3.3 Copy and Business Service Center
3.5 Adult Fiction and Genre
3.6 Adult Nonfiction 000 - 899
3.7A - D Group Study Rooms

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and both cheerful and serious conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

3.2A Information Desk - Third Floor, continued

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff position. This space should have wireless access.

Technology equipment in this space will include the following:

- Online computer workstations at desk
- Barcode readers
- Printer, networked
- Telephone handsets
- Vocera System
- Built-in CPU holder mounted under the work surface

Components:

Space	# Units		SF/Unit	SF Needed	Total
Information Desk – Third Floor					
service desk, 3 staff positions, with chairs	3.0	positions	90.00	270	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
shelving, 45", built into desk, for @ desk reference books	0.6	sections	10.30	6	
total:					288

3.2B Reference Collection - Third Floor

5,240 sq. ft.

This space contains the reference collection assigned to the third floor, on 84" and 45" high shelving. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help all customers with their research. Seating at 2-place and 4-place reader tables will be located here for the convenience of researchers. Express self check-out stations will be provided in this area for the convenience of customers on the Third Floor.

Tables should be arranged so that there is an easy, convenient location near reference stacks so heavy books can be opened for consultations without having to carry them a great distance. Wherever possible, incorporate consultation tables at the ends of stacks. Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Proximity to the Business Reference collection and to the Copy and Business Service Center is needed.

This area will offer quiet space for concentrated study or long-term reading. The paths of travel through the space need to skirt the space, so that passersby do not distract those using the reference collections.

Occupancy: 10 – 25 people

Adjacencies: 3.2A Information Desk – Third Floor

Proximity to: 3.2C Business Reference
3.3 Copy and Business Service Center
3.6 Adult Nonfiction 000 – 899

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

3.2B Reference Collection - Third Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Reference Collection - Third Floor					
shelving, 45", for reference books	114.9	sections	10.30	1,184	
shelving, 84", for reference books	116.9	sections	10.30	1,204	
shelving, 45", for telephone directories	11.1	sections	10.30	114	
computers @ stack ends	4.0	wkstns	16.00	64	
receipt printers	4.0	printers	0.00	0	
express self checkout station	2.0	machine	45.00	90	
seats @ 2-place tables	36.0	seats	38.00	1,368	
seats @ 4-place tables	32.0	seats	38.00	1,216	
total:					5,240

3.2C Business Reference

1,299 sq. ft.

This space will be an adjunct to the Reference Collection, containing specialized business and financial resources. Computers in this area will offer access to business databases and reference collection selected to meet the needs and interests of business people. This will provide a quiet seating area with 1-place and 4-place tables as well as lounge chairs.

Tables should be arranged so that there is an easy, convenient location near reference stacks so heavy books can be opened for consultations without having to carry them a great distance. Wherever possible, incorporate consultation tables at the ends of stacks. Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Occupancy: 8 – 20 people

Proximity to: 3.2A Information Desk – Third Floor
3.2B Reference Collection – Third Floor
3.3 Copy and Business Service Center

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should be wireless ready.

Technology in this area will include:

Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer
Print release station
Print payment station

3.2C Business Reference, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Business Reference					
shelving, 84", for business reference books	31.7	sections	10.30	327	
computers @ sit-down workstations, with chairs	6.0	wkstns	38.00	228	
printer, print release & payment station	1.0	printers	28.00	28	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	2.0	printers	0.00	0	
lounge chairs	4.0	seats	38.00	152	
occasional tables	6.0	tables	0.00	0	
seats @ 1-place tables	6.0	seats	38.00	228	
seats @ 4-place tables	8.0	seats	38.00	304	
total:					1,299

3.3 Copy and Business Services Center

582 sq. ft.

This space will provide customers with a retail-like center for copying and report presentation services. Four copy machines will be located here, three standard black and white copiers and one color copier, and four computer workstations with presentation software. The Library may establish this as a vendor-operated service. A service counter and work counter and storage will also be needed here.

The primary audiences for these services will be business people and students. Adjacency to Business Reference, therefore, will be needed. The copy equipment will be available to the general public, as well.

Occupancy: 1 staff; 4 – 12 public

Proximity to:

- 3.1A Lobby – Third Floor
- 3.2B Reference Collection
- 3.2C Business Reference
- 3.8 Career Center

Sight line to: 3.2A Information Desk – Third Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, to isolate noise generated by the copy machines and attendant equipment.

Lighting: Provide 50 foot-candles average, measured at work counter height.

Technology/Audiovisual/Power/Data: Provide dedicated electrical circuits for each photocopy machine. Provide power and data for point of sale (POS) line for debit machine.

The equipment planned for this space includes:

- Photocopy machines
- Change machine
- Debit card dispenser

3.2 Copy and Business Services Center, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Copy and Business Services Center					
copy machines	4.0	copiers	45.00	180	
change machine	1.0	unit	4	4	
computer/presentation workstations, with chairs	4.0	wkstns	45.00	180	
debit card dispenser/refiller	1.00	unit	4	4	
work counter with storage above and below	1.0	counter	50.00	50	
fax machine, public, on counter	1.0	fax machine	24.00	24	
closed caption TV at 1-person table	1.0	CCTV	38.00	38	
chair at CCTV	1.0	chair	0.00	0	
service desk, 1-person	1.0	position	90.00	90	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					582

3.4 Public Computers – Third Floor

1,208 sq. ft.

Thirty computer workstations for the public will be located on the Third Floor. They should be located adjacent to the Information Desk Area to allow staff to help patrons, as needed, and to monitor public use of the equipment. The computers may be separated into two or more clusters, to break up the massing of the equipment and to allow for some privacy for users.

Two network printers with print release and print pay stations will be located centrally among the workstation clusters to allow patrons to purchase and pick up any printing they request.

Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Adjacencies: 3.2A Information Desk – Third Floor

Sight line from: 3.1A Third Floor Lobby

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This space needs to be wireless ready.

The technology equipment planned for this area includes:

- Public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer
- Print release station
- Print payment station
- PC reservation workstations

Components:

Space	# Units		SF/Unit	SF Needed	Total
Public Computers - Third Floor					
computers @ sit-down workstations, with chairs	30.0	wkstns	38.00	1,140	
scanner for S-T imaging	1.0	scanner	12.00	12	
printer, print release & payment station	2.0	printers	28.00	56	
total:					1,208

3.5 Adult Fiction and Genre

6,996 sq. ft.

The adult fiction collection, both hardback and paperback, will be shelved here, on 84" high shelving. Displays of selected books on slat-wall stack ends will be used in this area to allow spot highlighting of the collection and maximize the space's display and merchandising potential. Paperbacks will be shelved on rotating spinners mounted in standard shelving units to allow this material to be integrated into the overall collection. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Stand-up public access computers will be located at stack ends, for convenient online catalog look-ups.

New fiction books, new mysteries and other genre fiction, will be shelved on the Library's First Floor, visible from the entrance, for quick and convenient browsing.

Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Occupancy: 15 - 40

Sight line from: 3.2A Information Desk – Third Floor

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Two stand-up computers are planned for this space, placed on compact stands attached to stack ends. This space needs to have wireless access. Electrical and data drops at each seat for laptop access

Technology equipment in this area will include:

Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer
Receipt printers

3.5 Adult Fiction and Genre, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Adult Fiction and Genre					
shelving, 84", for fiction	372.7	sections	10.30	3,839	
shelving, 84", for mysteries, science fiction, westerns, series	69.3	sections	10.30	713	
shelving, 84", for large type	52.1	sections	10.30	536	
shelving, 66", built-in spinners, for paperbacks	11.6	sections	10.30	120	
computers @ stack ends	12.0	wkstns	16.00	192	
receipt printers	8.0	printers	0.00	0	
lounge chairs	8.0	seats	38.00	304	
occasional tables	4.0	tables	0.00	0	
seats @ 2-place tables	20.0	seats	38.00	760	
seats @ 4-place tables	12.0	seats	38.00	456	
window seats	2.0	seats	38.00	76	
total:					6,996

3.6 Adult Nonfiction 000 – 899

16,551 sq. ft.

Circulating nonfiction books assigned to the Third Floor will be shelved here on 84" high shelves, with a maximum 6 shelves per section. Slat-wall stack ends will be used here to maximize the space's display and merchandising potential. The various segments of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Lounge chairs and 1-place, 2-place and 4-place tables will be distributed through the area to allow patrons to sit and work in locations close to the materials that are relevant to their research.

Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Stand-up public access computers at stack ends will provide convenient online catalog look-ups.

The Poetry Center needs to be located adjacent to the shelving that houses works of poetry.

Occupancy: 36 – 88 people

Adjacency: 3.7 Poetry Center

Proximity to: 3.2B Reference Collection

Sight line from: 3.2A Information Desk – Third Floor

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide electrical and data drops at each seat for laptop access. This

3.6 Adult Nonfiction 000 – 899, continued

space needs to have wireless access. Electrical and data drops at each seat for laptop access.

Technology equipment in this space will include the following:

Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer
 Receipt printers

Components:

Space	# Units		SF/Unit	SF Needed	Total
Adult Nonfiction 000 - 899					
shelving, 84", for nonfiction	1,269.0	sections	10.30	13,071	
computers @ stack ends	18.0	wkstns	16.00	288	
receipt printers	16.0	printers	0.00	0	
lounge chairs	10.0	seats	38.00	380	
occasional tables	6.0	tables	0.00	0	
seats @ 1-place tables	8.0	seats	38.00	304	
seats @ 2-place tables	32.0	seats	38.00	1,216	
seats @ 4-place tables	32.0	seats	38.00	1,216	
window seats	2.0	seats	38.00	76	
total:					16,551

3.7 Poetry Center

1,642 sq. ft.

Poetry has a special place in Fresno's cultural life. Numerous nationally recognized poets have made Fresno their home and a thriving Poetry Center affiliated with California State University at Fresno offers ongoing live readings and lectures to the community. The new Central Library will honor this facet of community life with a special reading area on the Third Floor. In this space, published poetry and archival materials will be exhibited and circulating volumes of poetry will be displayed on mobile retail shelving.

The space needs to be designed to work both as a quiet reading area with lounge chairs and 2-place tables and as a programming space in which poetry readings can be held. The furniture and finishes here should be upgraded from the standard seating areas to denote that this is a special area.

Occupancy: 12 – 40 people

Adjacencies: 3.6 Adult Nonfiction

Sight line from: 3.1A Lobby – Third Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide electrical and data drops at each seat for laptop access. This space needs to have wireless access. Electrical and data drops at each seat for laptop access.

3.7 Poetry Center, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Poetry Center					
display cases, glass-enclosed, wall-mounted	2.0	cases	20.00	40	
shelving, retail, 60" mobile unit, for book displays	2.0	S/S sections	25.00	50	
lounge chairs	24.0	seats	38.00	912	
occasional tables	12.0	tables	0.00	0	
seats @ 2-place tables	12.0	seats	38.00	456	
window seats	4.0	seats	38.00	152	
computers, stand-up	2.0	wkstns	16.00	32	
receipt printers	2.0	printers	0.00	0	
raised area, 10' x 10', for programming	1.0	space	100.00	100	
total:					1,642

3.8 Career Center

2,133 sq. ft.

The Library's Career Center is a primary resource for job seekers throughout the region. In the new Central Library, this service will expand, with an increased collection of both reference and circulating books, an extensive collection of test preparation guides, computers that can be used for job searches and resume preparation, reader and study seating and information on job postings, adult education class announcements and tutoring opportunities.

A one-person service desk will be located near the entrance to the space.

The Career Center needs to be close to the Copy and Business Services Center and visible from the Third Floor Lobby.

Occupancy: 10 – 40 people

Proximity to: 3.3 Copy and Business Services Center

Sight line from: 3.1 Lobby – Third Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

3.8 Career Center, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Career Center					
service counter, 1-person	1.0	position	50.00	50	
shelving, 45", built into desk, for @ desk reference books	0.6	sections	10.30	6	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
shelving, 84", for career reference books	7.9	sections	10.30	82	
shelving, 84", for career and test prep books	46.5	sections	10.30	479	
computers @ sit-down workstations	8.0	wkstns	38.00	304	
printer, print release & payment station	1.0	printers	28.00	28	
computers @ stack ends	2.0	wkstns	16.00	32	
receipt printers	2.0	printers	0.00	0	
lounge chairs	4.0	seats	38.00	152	
occasional tables	6.0	tables	0.00	0	
seats @ 1-place tables	6.0	seats	38.00	228	
seats @ 2-place tables	20.0	seats	38.00	760	
total:					2,133

3.9A	Group Study A	120 sq. ft.
3.9B	Group Study B	120 sq. ft.
3.9C	Group Study C	120 Sq. ft.
3.9D	Group Study D	160 sq. ft.

The Library will need numerous spaces in which small groups of students as well as the general public can work together in rooms that are acoustically separate and outfitted with a conference table. Spaces A through C need to accommodate four to six people. Space D needs to accommodate six to eight people. Each space will be wired and cabled to allow laptop computer use.

The rooms should be placed along major paths of travel in the public space and should be within sight of the floor’s Information Desk. At least one wall of each room needs to be glass enclosed from floor to ceiling for visibility.

Occupancy: Room A – C: 4 - 6 people each; Room D: 6 – 8 people

Sight line from: 3.1 Lobby
3.2.A Information Desk – Third Floor

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other patrons. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Provide four wall-mounted power receptacles in each room, to supply power to laptop computers or other portable electronic devices. This space should be wireless ready.

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Group Study A - Third Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

Space	# Units		SF/Unit	SF Needed	Total
Group Study B - Third Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

- 3.9A Group Study A, continued
- 3.9B Group Study B, continued
- 3.9C Group Study C, continued
- 3.9D Group Study D, continued

Space	# Units		SF/Unit	SF Needed	Total
Group Study C - Third Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

Space	# Units		SF/Unit	SF Needed	Total
Group Study D - Third Floor					
seats @ 4-place conference tables	8.0	seats	20.00	160	
white board, full-height	1.0	board	0.00	0	
total:					160

3.10 Community Conference Room – Third Floor

489 sq. ft.

The space will serve as a conference room for groups of 10 to 20 people. It needs to be directly accessible from the meeting room lobby, for use on its own or in conjunction with larger meetings and programs that take place in the Large Community Meeting Room.

This space needs the same level of audiovisual and other presentation equipment, including adjustable lighting levels, ceiling-hung video projection and assistive listening device capability. It should be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources.

Occupancy: 10 – 20 people

Proximity to: 3.1 Lobby – Third Floor

Acoustics: This space will be used frequently programming and public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. Controls for this equipment must be independently operable within each subdivided area. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

3.10 Community Conference Room – Third Floor, continued

Technology equipment will include the following:

- Video projectors, ceiling-mounted
- Video projection screens, ceiling-mounted, motorized
- Audio projection and amplification
- Overhead transparency and Powerpoint™ presentation devices
- Assistive listening devices and charging unit

- Wiring and cabling to support wireless network, CATV production, interactive distance learning class reception, library online catalog demonstrations and interactive Internet demonstrations
- Teleconference equipment, audio and video
- Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Community Conference Room - Third Floor					
stacking chairs	24.0	seats	20.00	480	
tables, folding, lightweight, 6' x 2'	20.0	tables	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
podium	1.0	podium	9.00	9	
total:					489

3.11 Public Restrooms – Third Floor

N/A

The public restrooms on the Third Floor need to be directly adjacent to the Third Floor Lobby. Each restroom needs to meet County requirements for quantity of fixtures and stalls. Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers, a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: meet or exceed County requirements

Adjacencies: 3.1A Lobby – Third Floor

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting levels at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

3.12 Closed Stacks – Third Floor

302 sq. ft.

This space will house shelving for secure storage of a portion of the Adult collections assigned to the Third Floor, although most of the collection on this floor will be shelved in the open access area.

The space needs a work counter with computer workstations for staff use while working in the room. Direct adjacency to a staff elevator is important for efficient retrieval of items requested on the public service floors.

Occupancy: 2 - 4 people

Proximity to: 3.2A Information Desk – Third Floor
 3.13 Reference Staff Workroom - 3rd Floor

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data:

Technology equipment in this space will include the following:

PC workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Closed Stacks - Third Floor					
shelving, 84", for reference books in closed stacks	9.9	sections	10.30	102	
work counter, 8' x 3'	1.0	counter	40.00	40	
computer workstation at counter	1.0	wkstn	0.00	0	
book truck parking	20.0	trucks	8.00	160	
total:					302

3.13 Reference Staff Workroom – Third Floor

1,868 sq. ft.

This space will be the primary workspace for the Information Services staff assigned to the Third Floor. It will contain modular office workstations, 9' x 10', 8' x 8' and 6' x 2.5', for staff, shelving, a work table and work counter. The Telephone Virtual Reference service will be located in this space, including a circular reference desk and shelving unit.

The space needs to be adjacent to the Third Floor Supervisor Office and near the Information Desk and the Staff Conference Room.

Occupancy: 6 – 15 people

Adjacencies: 3.12 Closed Stacks - 3rd Floor
3.14 Third Floor Supervisor Office
3.16 Staff Restrooms

Proximity to: 3.2A Information Desk – Third Floor
3.15 Staff Conference Room – Third Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at each staff workstation
Fax machine (or equivalent)

3.13 Reference Staff Workroom – Third Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Reference Staff Workroom - Third Floor					
workstations, 9' x 10', with chairs, for Third floor librarians	5.0	desk	112.50	563	
workstations, 8' x 8', with chairs, for Third floor staff	4.0	desk	80.00	320	
workstations, 8' x 8', with chairs, for additional project staff	2.0	desk	80.00	160	
workstations, 2.5' x 6', with chairs, for volunteers	4.0	desk	36.00	144	
work tables, 6' x 3', with 4 chairs each	2.0	tables	40.00	80	
telephone/virtual reference staff desks, @ shelving wheel	4.0	desks	36.00	144	
telephone virtual reference shelving wheel, 66", for reference books	2.4	unit	10.30	25	
shelving, 84", for Telephone/Virtual Reference	2.0	sections	10.30	21	
book truck parking for reshelving	24.0	trucks	8.00	192	
work counter, 12' x 2.5', with sink and storage above and below	1.0	counter	60.00	60	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84"	12.0	sections	10.00	120	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	14.0	lockers	2.00	28	
total:					1,868

3.14 Third Floor Supervisor Office

135 sq. ft.

This office will be the workspace for the Third Floor Supervisor. It will contain a desk, with a return and credenza, which occupies an 8' x 8' footprint. One task chair and two guest chairs will be needed, as well as two sections of full-height shelving.

The Third Floor Supervisor oversees public service on the Third Floor of the Library. The office needs to be close to the Third Floor Staff Workroom to give the Supervisor quick access to staff and volunteers under his or her supervision and vice versa. Proximity to the Third Floor Staff Conference Room is highly desirable.

The Supervisor will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 - 3 people

Adjacencies: 3.13 Reference Staff Workroom – Third Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Reference Supervisor's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	2.0	chairs	25.00	50	
shelving, 84"	2.0	sections	10.30	21	
total:					135

3.15 Staff Conference Room – Third Floor

160 sq. ft.

This space will be used by each of the staff assigned to the Third Floor for staff meetings, hiring interviews, planning sessions and other times when groups of staff must meet to discuss procedures, policies, or projects.

Occupancy: 0 – 8 people

Proximity to: 3.13 Reference Staff Workroom – Third Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Standard electrical outlets for staff use. Data drops for laptop access and future ceiling mounted projector if required. This space needs to provide wireless access for Library staff with laptop computers.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Conference Room - Third Floor					
conference table, 8-person	1.0	table	160.00	160	
chairs @ conference table	8.0	chairs	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
total:					160

3.16 Staff Restrooms

N/A

Two multiple-occupancy staff restrooms are needed to serve the staff assigned to the Third Floor, located reasonably close to the staff work areas on the floor. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Each restroom requires a towel dispenser, a parcel/purse shelf, coat hanger and bench for changing clothes.

See also the *General Design Considerations* section of this report for specifications of restrooms.

Proximity to: 3.13 Reference Staff Workroom – Third Floor

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building, including the Staff Work Room and Foundation Work Space. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

4.0 Fourth Floor

4.1 Lobby – Fourth Floor

550 sq. ft.

The public will arrive on the Fourth Floor via a public elevator and possibly by public stairs that lead from the First Floor. Both the elevator and the stairs need to arrive at the Fourth Floor lobby, to provide visitors with a coherent, self-evident orientation to the floor as they enter the space. The Lobby must be within the Library's secure zone, so that customers may carry unchecked-out books and media materials between floors, if they wish.

Incoming patrons need to be able to see the Fourth Floor Information Desk, the Public Computers, the Periodicals and Government Documents Desk, and the entrance to the California History and Genealogy Room as they enter the floor. Public restrooms need to be adjacent to the Lobby. A wall-mounted exhibit case will be located along the circulation path from the lobby into the public space.

Occupancy: 4 - 20

Adjacencies: 4.13 Public Restrooms – Fourth Floor

Proximity to: 4.8 Community Conference Room – Fourth Floor

Sight lines to:

- 4.2A Information Desk – Fourth Floor
- 4.3A Periodicals and Government Documents Desk
- 4.3B Periodicals and Government Documents Collections
- 4.5 Public Computers – Fourth Floor
- 4.7A-D Group Study Rooms
- 4.12A California History and Genealogy Room

Acoustics: Noise and conversations in lobby should not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 foot-candles are required.

Signage: Locate a directory of the Fourth Floor in this area and make this feature the same in design and location for all floors. The directory shall be located prominently so that those exiting the elevator or climbing the stairs see it.

Technology/Audiovisual/Power/Data: Provide utility electrical outlets in this area for custodial service.

4.1 Lobby – Fourth Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Lobby - Fourth Floor					
circulation space	1.0	space	500.00	500	
display unit, wall-mounted, for posters and announcements of Library events	1.0	unit	50.00	50	
total:					550

4.2A Information Desk – Fourth Floor

198 sq. ft.

There will be three public service points on the Library's Fourth Floor – the Fourth Floor Information Desk, the Periodicals and Government Documents Desk and the California History and Genealogy Desk. The Information Desk needs to be clearly visible and easily approached by visitors as they enter the floor, either by the elevator or the stairway. This will be a two-person desk. Low reference book shelving should be placed directly adjacent to the desk for frequently used reference tools. The desk will be staffed every hour the library is open.

Staff must be able to move quickly from the desk to the public access computers and to the reference and circulating book collections on the floor. The features and configuration of the desks need to comply with the specifications described in this report's *General Design Considerations: Service Desks*, to ensure that the drawers, files and other needed components are included. The desk will be equipped with computers, printer and telephone.

The reference collection stacks need to be adjacent to the desk. Line of sight adjacency is needed from the desk to as many as possible of the public spaces. Areas for which visual control are particularly crucial include the Public Computers, the Adult Nonfiction Collection and the Group Study Rooms. Lighting levels at the desk counter must enable staff and patrons to read printed materials with ease without impairing computer monitor readability.

Occupancy: 1 - 2 staff; 2 - 4 public

Adjacencies: 4.2B Reference Collection
4.5 Public Computers

Proximity to: 4.4 Copy Machines – Fourth Floor
4.9 Reference Staff Workroom – Fourth Floor
4.14 Closed Stacks – Fourth Floor

Sight lines to: 4.1 Lobby – Fourth Floor
4.3A Periodicals and Government Documents Desk
4.6 Adult Nonfiction 900 – 999; Biography
4.7A - D Group Study Rooms

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and both cheerful and serious conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

4.2A Information Desk - Fourth Floor, continued

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff position. This space should have wireless access.

Technology equipment in this space will include the following:

- Online computer workstations at desk
- Barcode readers
- Printer, networked
- Telephone handsets
- Built-in CPU holder mounted under the work surface

Components:

Space	# Units		SF/Unit	SF Needed	Total
Information Desk - Fourth Floor					
service desk, 2 staff positions	2.0	positions	90.00	180	
shelving, 45", built into desk, for @ desk reference books	0.6	sections	10.30	6	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
total:					198

4.2B Reference Collection - Fourth Floor

4,316 sq. ft.

This space contains the adult reference collection assigned to the Fourth Floor, on 84" and 45" high shelving. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help all customers with their research. Seating at 2-place and 4-place reader tables will also be located here for the convenience of researchers. This area will also include flat files for map and poster storage, a wall-mounted map display and express self check-out stations.

This area will offer quiet spaces for concentrated study or long-term reading. The paths of travel through the space need to skirt the space, so that passersby do not distract those using the reference collections.

Tables should be arranged so that there is an easy, convenient location near reference stacks so heavy books can be opened for consultations without having to carry them a great distance. Also where possible incorporate consultation tables at the ends of stacks. Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Occupancy: 18 – 60 people

Adjacencies: 4.2A Information Desk – Fourth Floor
4.4 Copy Machines – Fourth Floor

Proximity to: 4.6 Adult Nonfiction 900 - 999; Biography

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

4.2B Reference Collection - Fourth Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Reference Collection - Fourth Floor					
shelving, 45", for reference books	50.6	sections	10.30	521	
shelving, 84", for reference books	51.4	sections	10.30	530	
flat files, 10-drawer, for maps, posters and other large format storage	4.0	cabinets	50.00	200	
map display, wall-mounted, hinged 12' x 4'	1.0	unit	96.00	96	
computers @ stack ends	28.0	wkstns	16.00	448	
receipt printers	4.0	printers	0.00	0	
express self checkout station	2.0	machine	45.00	90	
seats @ 2-place tables	32.0	seats	38.00	1,216	
seats @ 4-place tables	32.0	seats	38.00	1,216	
total:					4,316

4.3A Periodicals and Government Documents Desk

195 sq. ft.

This desk will serve customers who need assistance accessing the Library's periodicals, newspapers and government documents collections. This will be a 2-person desk. Low reference book shelving should be placed directly adjacent to the desk for frequently used reference tools. The desk will be staffed every hour the library is open, with one to two people.

Staff must be able to move quickly from the desk to the public access computers and to the periodicals and documents collections on the floor. The features and configuration of the desks need to comply with the specifications described in this report's *General Design Considerations: Service Desks*, to ensure that the drawers, files and other needed components are included. The desk will be equipped with computers, printer and telephone.

The periodicals and documents reference collection stacks need to be adjacent to the desk. Line of sight adjacency is needed from the desk to the lobby, computers, microfilm/fiche readers/copiers, and reader seating associated with Periodicals and Government Documents.

Occupancy: 2 staff; 2 – 4 public

Adjacencies: 4.3B Periodicals and Government Documents Collections
4.6 Public Computers – 4th Floor

Proximity to: 4.9 Reference Staff Workroom – Fourth Floor
4.14 Closed Stacks – Fourth Floor

Sight line to: 4.1 Lobby - 4th Floor
4.2A Information Desk – Fourth Floor

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and both cheerful and serious conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff position. This space should have wireless access.

4.3A Periodicals and Government Documents Desk, continued

Technology equipment in this space will include the following:

- Online computer workstations at desk
- Barcode readers
- Printer, networked
- Telephone handsets
- Built-in CPU holder mounted under the work surface

Components:

Space	# Units		SF/Unit	SF Needed	Total
Periodicals and Government Documents Desk					
service desk, 2 staff positions	2.0	positions	90.00	180	
shelving, 45", built into desk, for @ desk reference books	0.3	sections	10.30	3	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
total:					195

4.3B Periodicals and Government Documents Collections 8,410 sq. ft.

Most of the Library's large collection of periodical back files and government documents will be shelved in open access shelving, both freestanding and compact, in this area. This will be a major change in the way that the Library organizes access to these important collections, offering direct access to the public rather than retrieving material on request. A portion of each collection will be shelved in closed access, especially titles that are vulnerable to theft and vandalism or materials that is physically fragile.

Most of the federal documents will be available only in digital format. Computer workstations dedicated to document access will be located here, as well, to make this material available. Banks of cabinets will house documents on microform. Additional cabinets will house newspapers on microfilm. Microfilm reader/printers will be located close to the cabinets for customer use.

This area will also provide comfortable seating at lounge chairs and at 4-place tables for periodical and newspaper browsing. This various segments of this space need to be zoned so that researchers and browsers each have their own space. Tables should be arranged so that there is an easy, convenient location near document and periodical stacks so documents and periodicals can be opened for consultations without having to carry them a great distance. Wherever possible, incorporate consultation tables at the ends of stacks. Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Occupancy: 24 – 70 people

Adjacencies: 4.3A Periodicals and Government Documents Desk

Proximity to: 4.4 Copy Machines – 4th Floor

Sight line from: 4.1 Lobby – 4th Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles. Provide lower lighting levels in microfilm reader area.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and

4.3B Periodicals and Government Documents Collections, continued

data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should have wireless access.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Periodicals and Government Documents Collections					
shelving, 84", for ready reference documents	4.0	sections	10.30	41	
shelving, 84", for government document open shelving	75.0	sections	10.30	773	
shelving, 84", compact, for government document open shelving	337.5	sections	6.00	2,025	
shelving, 54", slanted for periodical current issue display	33.3	sections	10.30	343	
shelving, 54", newspaper current issue display	3.0	sections	10.30	31	
shelving, 84", for periodical back files	164.0	sections	10.30	1,689	
computers @ sit-down workstations for periodical research	8.0	wkstns	38.00	304	
computers @ sit-down workstations for document research	8.0	wkstns	38.00	304	
computers @ sit-down workstations for map access	2.0	wkstns	38.00	76	
printer, print release & payment station	1.0	printers	28.00	28	
computers @ stack ends	4.0	wkstns	16.00	64	
receipt printers	4.0	printers	0.00	0	
microfilm/fiche reader/printer	5.0	reader/prtr	38.00	190	
microfiche copier	1.0	fiche copier	38.00	38	
microfilm cabinets, 11-drawer, for newspapers on MF	12.0	cabinets	13.00	156	
microfiche cabinets, 8-drawer, for documents on fiche & CDRom	5.6	cabinets	13.00	73	
microfilm cabinets, 11-drawer, for documents on MF	2.0	cabinets	13.00	26	
map cases for map documents	5.0	cabinets	36.00	180	
map case for rolled maps	1.0	cabinets	18.00	18	
lounge chairs	26.0	seats	38.00	988	
seats @ 4-place tables	24.0	seats	38.00	912	
seats @ 4-place table, oversize, for map consultation	4.0	seats	38.00	152	
total:					8,410

4.4 Copy Machines – Fourth Floor

173 sq. ft.

Two copy machines with a work counter and storage cabinet, attendant equipment for making change and issuing debit cards, will be located here. Visibility into the space from the main path of travel is important, to deter inappropriate behavior and vandalism.

Adjacencies: 4.2B Reference Collection – Fourth Floor

Proximity to: 4.2A Information Desk – Fourth Floor
 4.3B Periodicals and Government Documents Collection

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, to isolate noise generated by the copy machines and attendant equipment

Lighting: Provide 50 foot-candles average, measured at work counter height.

Technology/Audiovisual/Power/Data: Provide dedicated electrical circuits for each photocopier machine. Point of sale technology for debit cards should be considered

The equipment planned for this space includes:

- Photocopier machines
- Change machine
- Debit card dispenser

Components:

Space	# Units		SF/Unit	SF Needed	Total
Copy Machines - Fourth Floor					
copy machines	2.0	copiers	45.00	90	
change machine	1.0	unit	4	4	
debit card dispenser/refiller	1.00	unit	4	4	
work counter with storage below	1.0	counter	25.00	25	
closed caption TV at 1-person table	1.0	CCTV	38.00	38	
chair at CCTV	1.0	chair	0.00	0	
trash/recycle containers, large	2.0	containers	6.00	12	
total:					173

4.5 Public Computers – Fourth Floor

1,132 sq. ft.

Twenty-eight computer workstations for the public will be located on the Fourth Floor. They should be located adjacent to the Information Desk Area to allow staff to help patrons, as needed, and to monitor public use of the equipment. The computers may be separated into two or more clusters, to break up the massing of the equipment. Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Two network printers with print release and print pay stations will be located centrally among the workstation clusters to allow patrons to purchase and pick up any printing they request.

Adjacencies: 4.2A Information Desk – Fourth Floor
4.3A Periodicals and Government Documents Desk

Sight line from: 4.1 Lobby – Fourth Floor

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This space needs to be wireless ready.

The technology equipment planned for this area includes:

- Public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer
- Scanner for S-T imaging
- Print release station
- Print payment station
- PC reservation workstations

Components:

Space	# Units		SF/Unit	SF Needed	Total
Public Computers - Fourth Floor					
computers @ sit-down workstations, in 2 groups	28.0	wkstns	38.00	1,064	
scanner for S-T imaging	1.0	scanner	12.00	12	
printer, print release & payment station	2.0	printers	28.00	56	
total:					1,132

4.6 Adult Nonfiction 900 – 999; Biography

9,305 sq. ft.

Circulating nonfiction books assigned to the Fourth Floor will be shelved here on 84” high shelves, with a maximum 6 shelves per section. Slat-wall stack ends will be used here to maximize the space’s display and merchandising potential. The various segments of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Lounge chairs and 1-place, 2-place and 4-place tables will be distributed through the area to allow patrons to sit and work in locations close to the materials that are relevant to their research. Provide ample aisle space for book bags, backpacks, briefcases and other paraphernalia brought into the space.

Stand-up public access computers at stack ends will provide convenient online catalog look-ups.

Occupancy: 10 - 35

Proximity to: 4.2B Reference Collection

Sight line to: 4.2A Information Desk – Fourth Floor

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide electrical and data drops at each seat for laptop access. This space needs to be wireless ready. Electrical and data drops at each seat for laptop access.

Technology equipment in this space will include the following:

Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer
Receipt printers

4.6 Adult Nonfiction 900 – 999; Biography, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Adult Nonfiction 900 - 999; Biography					
shelving, 84", for nonfiction	543.9	sections	10.30	5,602	
shelving, 84", for oversize books	32.1	sections	10.30	331	
computers @ stack ends	16.0	wkstns	16.00	256	
receipt printers	16.0	printers	0.00	0	
lounge chairs	10.0	seats	38.00	380	
occasional tables	6.0	tables	0.00	0	
seats @ 1-place tables	8.0	seats	38.00	304	
seats @ 2-place tables	32.0	seats	38.00	1,216	
seats @ 4-place tables	32.0	seats	38.00	1,216	
total:					9,305

4.7A	Group Study A – Fourth Floor	120 sq. ft.
4.7B	Group Study B – Fourth Floor	120 sq. ft.
4.7C	Group Study C – Fourth Floor	120 sq. ft.
4.7D	Group Study D – Fourth Floor	160 sq. ft.

The Library will need numerous spaces in which small groups of students as well as the general public can work together in rooms that are acoustically separate and outfitted with a conference table. Spaces A through C need to accommodate four to six people. Space D needs to accommodate six to eight people. Each space will be wired and cabled to allow laptop computer use.

The rooms should be placed along major paths of travel in the public space and should be within sight of the floor’s Information Desk. At least one wall of each room needs to be glass enclosed from floor to ceiling for visibility.

Occupancy: Room A – C: 4 - 6 people each; Room D: 6 – 8 people

Adjacencies: To each other

Sight line from: 4.2A Information Desk – Fourth Floor

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other patrons. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Provide four wall-mounted power receptacles in each room, to supply power to laptop computers or other portable electronic devices. This space should be wireless ready.

Components of each room:

Space	# Units		SF/Unit	SF Needed	Total
Group Study A - Fourth Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

- 4.7A Group Study A – Fourth Floor, continued
- 4.7B Group Study B – Fourth Floor, continued
- 4.7C Group Study C – Fourth Floor, continued
- 4.7D Group Study D – Fourth Floor, continued

Space	# Units		SF/Unit	SF Needed	Total
Group Study B - Fourth Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

Space	# Units		SF/Unit	SF Needed	Total
Group Study C - Fourth Floor					
seats @ 6-place conference table	6.0	seats	20.00	120	
white board, full-height	1.0	board	0.00	0	
total:					120

Space	# Units		SF/Unit	SF Needed	Total
Group Study D - Fourth Floor					
seats @ 4-place conference tables	8.0	seats	20.00	160	
white board, full-height	1.0	board	0.00	0	
total:					160

4.8 Community Conference Room – Fourth Floor

489 sq. ft.

The space will serve as a conference room for groups of 10 to 20 people. It needs to be directly accessible from the meeting room lobby, for use on its own or in conjunction with larger meetings and programs that take place in the Large Community Meeting Room.

This space needs the same level of audiovisual and other presentation equipment, including adjustable lighting levels, ceiling-hung video projection and assistive listening device capability. It should be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources.

Occupancy: 10 – 20 people

Proximity to: 4.1 Lobby – Fourth Floor

Acoustics: This space will be used frequently programming and public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. Controls for this equipment must be independently operable within each subdivided area. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment will include the following:

- Video projectors, ceiling-mounted
- Video projection screens, ceiling-mounted, motorized
- Audio projection and amplification
- Overhead transparency and Powerpoint™ presentation devices
- Assistive listening devices and charging unit
- Wiring and cabling to support wireless network, CATV production, interactive distance learning class reception, library online catalog demonstrations and interactive Internet demonstrations
- Teleconference equipment, audio and video
- Telephone handset

4.8 Community Conference Room – Fourth Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Community Conference Room - Fourth Floor					
stacking chairs	24.0	seats	20.00	480	
tables, folding, lightweight, 6' x 2'	20.0	tables	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
podium	1.0	podium	9.00	9	
total:					489

4.9 Reference Staff Workroom – Fourth Floor

2,708 sq. ft.

This space will be the primary workspace for the Information Services staff assigned to the Fourth Floor. It will contain modular office workstations, 9' x 10', 8' x 8' and 6' x 2.5', for staff, shelving, a work table and work counter. The space needs to be adjacent to the Fourth Floor Supervisor Office and near the Information Desk and the Staff Conference Room.

Several staff will work primarily in this space, checking and processing periodicals, newspapers and government documents.

Occupancy: 10 – 21 people

Adjacencies: 4.10 Fourth Floor Supervisor Office

Proximity to:

- 4.2A Information Desk – Fourth Floor
- 4.3A Periodicals and Government Documents Desk
- 4.11 Staff Conference Room – Fourth Floor
- 4.14 Closed Stacks – Fourth Floor
- 4.15 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

- PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
- Telephone handset at each staff workstation
- Fax machine

4.9 Reference Staff Workroom – Fourth Floor, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Reference Staff Workroom - Fourth Floor					
workstations, 9'x10', for Fourth floor reference/periodicals/documents librarians	8.0	desk	112.50	900	
workstations, 8' x 8', for Fourth floor reference/periodicals/documents staff	11.0	desk	80.00	880	
workstations, 8' x 8', for additional project staff	2.0	desk	80.00	160	
periodicals/newspapers check-in workstation, 8' x 10'	1.0	wkstns	100.00	100	
workstations, 2.5' x 6', for volunteers	4.0	desk	36.00	144	
work tables, 6' x 3'	2.0	tables	40.00	80	
book truck parking for reshelving	24.0	trucks	8.00	192	
work counter, 12' x 2.5', with sink and storage above and below	1.0	counter	60.00	60	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84"	12.0	sections	10.00	120	
trash/recycle containers, large	4.0	containers	6.00	24	
lockers, half-height, stacked 2-high, 12" w x 15" deep	24.0	lockers	2.00	48	
total:					2,708

4.10 Fourth Floor Supervisor Office

110 sq. ft.

This office will be the workspace for the Fourth Floor Supervisor. It will contain a desk, with a return and credenza that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The Fourth Floor Supervisor oversees Information service on the Fourth Floor of the Library. The office needs to be close to the Fourth Floor Staff Workroom to give the Manager quick access to staff and volunteers under his or her supervision and vice versa.

The Supervisor will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1 – 2 people

Adjacencies: 4.9 Reference Staff Workroom – Fourth Floor
 4.11 Staff Conference Room – 4th Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Fourth Floor Supervisor's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

4.11 Staff Conference Room – Fourth Floor

160 sq. ft.

This space will be used by each of the staff working groups assigned to the Fourth Floor for staff meetings, hiring interviews, planning sessions and other times when groups of staff must meet to discuss procedures, policies, or projects.

Occupancy: 0 – 8 people

Adjacencies: 4.10 Fourth Floor Manager’s Office
 4.12C California History Supervisor’s Office

Proximity to: 4.9 Reference Staff Workroom – Fourth Floor

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Standard electrical outlets for staff use. Provide data drops for laptop access and future ceiling mounted projector, if required. This space needs to provide wireless access for Library staff with laptop computers.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Staff Conference Room - Fourth Floor					
conference table, 8-person	1.0	table	160.00	160	
chairs @ conference table	8.0	chairs	0.00	0	
white boards, wall-mounted	2.0	boards	0.00	0	
tackable wall surfaces	1.0		0.00	0	
total:					160

4.12A California History and Genealogy Room

4,176 sq. ft.

This space will be one of the new Library's most special places, a destination point for many Library visitors. Its customers will include genealogy researchers from throughout the Central Valley, local history buffs, individuals interested in the history of their homes and neighborhoods, students completing school assignments, fans of William Saroyan and many others who wish to consult the treasures archived here.

The entire collection in this area will be reference. The space will need a set of theft security portals at the public entrance. Library staff and genealogy volunteers will staff a two-person service desk. A portion of the California History and Genealogy book collection will be shelved in this space, although most of the collection will be housed in closed stacks. Seating should be arranged so that staff can see those using library materials; careful placement of seating will prevent theft and mutilation of valuable library materials.

Environmental conditions with the entire complex of California History and Genealogy spaces must maintain temperature and humidity ranges that are acceptable for preserving archival materials. See the *General Design Considerations* section of the program for more specific information regarding these conditions.

Local history and genealogy research depend increasingly on electronic technology as more and more archival records are digitized and made available over the Internet. Computer workstations and microform reader/printers will be available to support this research. In addition, the entire space needs to have wireless access to support researchers who bring their own laptop computers to the Library.

Seating at 2-place and 4-place tables is needed as well as at lounge chairs. Some tables may have lock-down devices for laptops to allow researchers to move freely to and from the collection without concern that their computers will be stolen. This space needs to be furnishings and finishes that are upgraded from the standard quality throughout the building to underscore the importance of the space.

Occupancy: 1 - 2 staff; 10 – 40 public

Adjacencies: 4.12B California History Staff Workroom
4.12E Genealogy Staff Workroom
4.12F California History and Genealogy Closed Stacks

Proximity to: 4.12C California History Supervisor Office
4.12D Genealogy Librarian Office
4.13 Public Restrooms – Fourth Floor

Sight lines to: 4.1 Lobby – Fourth Floor
4.12H Saroyan Room

Acoustics: Library users expect quiet for serious, extended research. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Special attention to low UV level lighting is needed in this area, to protect collections while ensuring that visitors can easily read and view visual materials.

4.12A California History and Genealogy Room, continued

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This space needs to be wireless ready.

The technology equipment planned for this area includes:

Public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer

Print release station

Print payment station

PC reservation workstations

Components:

Space	# Units		SF/Unit	SF Needed	Total
California History and Genealogy Room					
security portals, for theft detection system	1.0	portal	36.00	36	
lockers, full-height, for visitors	20.0	lockers	5.00	100	
copy machine	1.0	copier	45.00	45	
closed caption TV at 1-person table	1.0	CCTV	38.00	38	
chair at CCTV	1.0	chair	0.00	0	
service desk, 2 staff positions	2.0	positions	90.00	180	
shelving, 45", built into desk, for @ desk reference books	0.6	section	10.30	6	
brochure rack, mounted at service desk	1.0	rack	12.00	12	
chair, guest, @ service desk	1.0	seat	25.00	25	
card catalog cabinets, for obituary file and other special indexes	8.0	cabinets	20.00	160	
shelving, 45", for reference books	61.9	sections	10.30	638	
shelving, 84", for reference books	63.3	sections	10.30	652	
lounge chairs	4.0	seats	38.00	152	
occasional tables	2.0	tables	0.00	0	
seats @ 2-place tables	16.0	seats	38.00	608	
seats @ 4-place tables	12.0	seats	38.00	456	
computers @ sit-down workstations	16.0	wkstns	38.00	608	
scanner for S-T imaging	1.0	scanner	12.00	12	
printer, print release & payment station	1.0	printer	28.00	28	
computers @ stack ends	4.0	wkstns	16.00	64	
receipt printers	4.0	printer	0.00	0	
microfilm/fiche reader/printer	4.0	wkstns	38.00	152	
microfilm cabinets, 11-drawer, for genealogy and local history materials on MF	8.0	cabinets	13.00	104	
allowance for display of historic objects (e.g., grandfather clock, vitrines, etc.)	1.0	space	100.00	100	
total:					4,176

4.12B California History Staff Workroom

1,614 sq. ft.

This space will be the primary workspace for the California History staff. It will contain modular office workstations, 9' x 10' and 8' x 8', for staff, shelving, and a work table and work counter. The space needs to be adjacent to the California History and Genealogy Room, California History Supervisor Office and California History and Genealogy Closed Stacks. Proximity to the Genealogy Staff Workroom is important as well as to the Staff Restrooms.

Generous work space is essential here, as is storage space for flat files and lateral files that contain valuable collections of pamphlets and other ephemeral materials that staff will constantly draw upon to help researchers.

An enclosed donation sorting and processing space is needed, to ensure that dust and insects brought in with donated items does not reach the collection.

Occupancy: 3 – 9 people

Adjacencies: 4.12A California History and Genealogy Room
4.12C California History Supervisor Office
4.12F California History and Genealogy Closed Stacks

Proximity to: 4.12E Genealogy Staff Workroom
4.15 Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at each staff workstation
Fax machine

4.12B California History Staff Workroom, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
California History Staff Workroom					
workstations, 9' x 10', for California History librarians	3.0	desks	112.50	338	
workstations, 8' x 8', for California History staff	2.0	desks	80.00	160	
workstations, 2.5' x 6', with 4 chairs, for volunteers	4.0	desk	36.00	144	
work tables, 6' x 3', with 4 chairs	2.0	tables	40.00	80	
book truck parking for reshelving	8.0	trucks	8.00	64	
work counter, 12' x 2.5', with sink and storage above and below	1.0	counter	60.00	60	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
shelving, 84"	12.0	sections	10.00	120	
mending/processing space	1.0	space	200.00	200	
donation sorting space	1.0	space	400.00	400	
trash/recycle containers, large	4.0	containers	6.00	24	
lockers, half-height, stacked 2-high, 12" w x 15" deep	12.0	lockers	2.00	24	
total:					1,614

4.12C California History Supervisor Office

110 sq. ft.

This office will be the workspace for the California History and Genealogy Supervisor. It will contain a desk, with a return and credenza that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The California History Supervisor oversees public service in the California History and Genealogy Department of the Library. The office needs to be close to the California History and Genealogy public space and Staff Workroom to give the Supervisor quick access to the public as well as to the staff and volunteers under his or her supervision and vice versa.

The Supervisor will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1- 2 people

Adjacencies: 4.12B California History Staff Workroom
 4.11 Staff Conference Room – 4th Floor

Proximity to: 4.12A California History and Genealogy Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
California History Supervisor's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

4.12D Genealogy Librarian Office

110 sq. ft.

This office will be the workspace for the Genealogy Librarian. It will contain a desk, with a return and credenza that occupies an 8' x 8' footprint. One task chair and one guest chair will be needed, as well as two sections of full-height shelving.

The Genealogy Librarian manages genealogical reference service in the California History and Genealogy Department of the Library. The office needs to be close to the California History and Genealogy public space and the Genealogy Staff Workroom to give the Librarian quick access to the public as well as to the staff and volunteers under his or her supervision and vice versa.

The Librarian will frequently be required to prepare reports, analyze statistics, review lists of new materials and conduct private conversations, with customers and with staff. The office, therefore, needs acoustical separation.

Occupancy: 1- 2 people

Adjacencies: 4.12E Genealogy Staff Workroom

Proximity to: 4.12A California History and Genealogy Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	# Units		SF/Unit	SF Needed	Total
Genealogy Librarian's Office					
desk with return, 8' x 8'	1.0	desk	64.00	64	
chair, task	1.0	chair	0.00	0	
chairs, guest, at desk	1.0	chairs	25.00	25	
shelving, 84"	2.0	sections	10.30	21	
total:					110

4.12E Genealogy Staff Workroom

904 sq. ft.

This space will be the primary workspace for the Genealogy staff. It will contain worktables for the lead volunteers, shelving, and a work table and work counter. The space needs to be adjacent to the California History and Genealogy Room, Genealogy Librarian Office and California History and Genealogy Closed Stacks. Proximity to the California History Staff Workroom is important as well as to the Staff Restrooms.

Generous work space is essential here, as is storage space for flat files and lateral files that contain valuable collections of pamphlets and other ephemeral materials that staff will constantly draw upon to help researchers.

An enclosed donation sorting and processing space is needed, to ensure that dust and insects brought in with donated items does not reach the collection.

Occupancy: 3 - 9 people

Adjacencies: 4.12A California History and Genealogy Room
4.12D Genealogy Librarian Office
4.12F California History and Genealogy Closed Stacks

Proximity to: 4.12B California History Staff Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset at each staff workstation
Fax machine (or equivalent)

4.12E Genealogy Staff Workroom, continued

Components:

Space	# Units		SF/Unit	SF Needed	Total
Genealogy Staff Workroom					
work tables and chairs, 3' x 6', for lead volunteers	4.0	tables	36.00	144	
work counter processing station with chair, 3' x 8' for periodicals/mending volunteer	1.0	stations	60.00	60	
workstations, 2.5' x 6', for volunteers	4.0	desks	40.00	160	
shelving, 84", for reshelving	8.0	trucks	8.00	64	
work counter, 8' x 2.5', with sink and storage above and below	1.0	counter	40.00	40	
fax machine at counter (or current technology)	1.0	fax	0.00	0	
donation sorting space	1.0	space	400.00	400	
trash/recycle containers, large	2.0	containers	6.00	12	
lockers, half-height, stacked 2-high, 12" w x 15" deep	12.0	lockers	2.00	24	
total:					904

4.12F California History and Genealogy Closed Stacks

5,895 sq. ft.

This space will house shelving for secure storage of the California History and Genealogy collection that is not shelved in the open access space. All shelving will be freestanding, 84" high. Some shelving will be deep to accommodate archival box storage and newspaper back files. Microfilm cabinets, flat files and lateral files will also be stored here.

This area must be secure and accessible only to California History and Genealogy staff. Adjacency to the California History and Genealogy Room and the two staff work rooms is critical.

Occupancy: 2 - 4 people

Adjacencies: 4.12A California History and Genealogy Room
 4.12B California History Staff Workroom
 4.12G California History and Genealogy Vault

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
California History and Genealogy Closed Stacks shelving, 84", for books in closed stacks – 5 sh/section	382.5	sections	10.30	3,940	
shelving, 84", for books in closed stacks – 4 sh/section	53.1	sections	10.30	547	
shelving, 84", 18" deep, for archival box storage	48.0	sections	12.00	576	
shelving, 84", 18" deep, for newspaper backfiles	36.0	sections	12.00	432	
files, lateral, 4-drawer, for pamphlets, historic photos and other ephemera	20.0	cabinets	15.00	300	
flat files, 10-drawer, for maps, posters and other large format storage	2.0	cabinets	50.00	100	
total:					5,895

4.12G California History Vault

495 sq. ft.

Some materials in this collection will require an added level of security due to their value or physical fragility. A secure room is needed, adjacent to the closed stacks, for storage of these items.

Both the Closed Stacks and the Vault must maintain environmental conditions that are acceptable for archival materials. See the *General Design Considerations* section of the program for more specific information regarding these conditions.

Occupancy: 0 - 1 person

Adjacencies: 4.12F California History and Genealogy Closed Stacks

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	# Units		SF/Unit	SF Needed	Total
California History Vault					
shelving, 84", for books in closed stacks - 5 sh/section	25.5	sections	10.30	263	
shelving, 84", for books in closed stacks - 4 sh/section	3.5	sections	10.30	36	
shelving, 84", for additional secure storage	19.0	sections	10.30	196	
total:					495

4.12H Saroyan Room

1,489 sq. ft.

The Library's collection of the books, letters, manuscripts and artifacts associated with the writer William Saroyan is a unique and priceless resource. This space will be the repository for this collection. Locked, glass-front bookcases will hold his published works. Exhibit cases will display treasures from the collection and objects that evoke the world that Saroyan wrote about. The library anticipates gifts of Saroyan realia. During Design Development, the details of display cases and exhibits will be developed.

Lounge chairs and 4-place tables will be available for visitors as they peruse the collection and displays.

This room will be kept locked and access by appointment. Secure glass will allow views into the room. This space will be pointed out as a part of every tour of the Library, yet its security must be high. It must have enough space to accommodate a group of 30 students. The Library and the Saroyan Society will hold events in the space. Its furnishings and finishes need to meet the demands of a public, ceremonial space.

The Room must be visible from the service desk in the California History and Genealogy Room.

Occupancy: 2 - 30 people

Sight line to: 4.12A California History and Genealogy Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide electrical and data drops at each seat for laptop access. This space needs to have wireless access. Electrical and data drops at each seat for laptop access.

4.12H Saroyan Room, continued

Technology equipment in this space will include the following:

Computer workstations will not be located here. Provide data and power outlets for future flexibility.

Components:

Space	# Units		SF/Unit	SF Needed	Total
Saroyan Room					
shelving, 78", locked cases, for Saroyan collection	4.0	sections	10.30	41	
lounge chairs	4.0	seats	38.00	152	
seats @ 4-place tables	12.0	seats	38.00	456	
exhibit space for freestanding exhibits	1.0	space	600.00	600	
display cases, glass-enclosed, freestanding	4.0	cases	40.00	160	
display cases, glass-enclosed, wall-mounted	4.0	cases	20.00	80	
display space, wall-mounted, for posters, 2-dimensional items	1.0	space	0.00	0	
total:					1,489

4.13 Public Restrooms – Fourth Floor

N/A

The public restrooms on the Fourth Floor need to be directly adjacent to the Fourth Floor Lobby. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: meet or exceed County requirements

Adjacencies: 4.1 Lobby – Fourth Floor

Proximity to: 4.12A California History and Genealogy Room

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting levels at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

4.14 Closed Stacks – Fourth Floor

1,528 sq. ft.

This space will house shelving for secure storage of a portion of the Adult collections assigned to the Fourth Floor, although most of the collection on this floor will be shelved in the open access area.

The space needs a work counter with computer workstations for staff use while working in the room. Direct adjacency to a staff elevator is important for efficient retrieval of items requested on the public service floors.

Occupancy: 2 - 4 people

Proximity to:
 4.2A Information Desk - 4th Floor
 4.3A Periodicals and Government Documents Desk
 4.9 Reference Staff Workroom – Fourth Floor

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data:

Technology equipment in this space will include the following:

PC workstation

Components:

Space	# Units		SF/Unit	SF Needed	Total
Closed Stacks - Fourth Floor					
shelving, 84", for reference books in closed stacks	9.9	sections	10.30	102	
shelving, 84", 12" d, for periodical back files	33.0	sections	10.30	340	
shelving, 84", 15" d, for newspaper back files	36.0	sections	12.00	432	
shelving, 84", for periodical & newspaper sorting and temporary shelving	6.0	sections	10.30	62	
shelving, 84" for Sams Photofacts, wiring diagrams	16.0	sections	10.30	165	
microfiche cabinets, 8-drawer, for documents on fiche & CDRom	22.4	cabinets	13.00	291	
work counter, 8' x 3'	1.0	counter	40.00	40	
computer workstation at counter	1.0	wkstn	0.00	0	
book truck parking	12.0	trucks	8.00	96	
total:					1,528

4.15 Staff Restrooms

N/A

Two multiple-occupancy staff restrooms are needed to serve the staff assigned to the Fourth Floor, located reasonably close to the staff work area on the floor. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Each restroom requires a towel dispenser, a parcel/purse shelf, coat hanger and bench for changing clothes.

See also the *General Design Considerations* section of this report for specifications of restrooms.

Adjacencies: 4.9 Reference Staff Workroom – Fourth Floor

Proximity to: 4.12B California History Staff Workroom

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations: Restrooms*.

APPENDIX A Fresno Central Library Collection Growth Plan

	Adult	Teen	Children	Total
Total Book & Media Collection:				919,500
Media				61,500
Books				858,000
Books	729,300	25,740	102,960	858,000
A85%/YA3%/J12%				
Media	46,125	4,305	11,070	61,500
A75%/T7%/J18%				
Total	775,425	30,045	114,030	919,500
% of Total Collection	84%	3%	12%	
Books	Adult	Teen	Children	Total
Browsing/New Books	30,000	800	400	31,200
Fiction	90,200	6,000	12,000	108,200
Mysteries, SciFi, Westerns, Series	16,760	3,000	3,000	22,760
Nonfiction/Biographies/Holidays	409,505	8,700	32,000	450,205
Oversize	4,500			4,500
Careers and Jobs/Test Prep	10,000			10,000
World Languages	32,500	1,400	7,200	41,100
New Americans/ESL	7,500			7,500
Large Type	10,000		220	10,220
Paperbacks	10,000	4,000	4,000	18,000
Literacy/Easy Books	7,500	1,490		8,990
Parent	1,200	300		1,500
Fairytales			4,000	4,000
Picture Books			17,500	17,500
Board Books			2,275	2,275
In Between			8,750	8,750
I Can Read			3,500	3,500
Reference	35,635	50	1,215	36,900
Business Reference/Investments	4,000			4,000
Talking Books Reference	50			50
California History & Genealogy	59,500			59,500
Saroyan Room	500			500
Special Collections (Children's)			6,900	6,900
Total Books	729,350	25,740	102,960	858,050
Audiovisual Media				
Videos/DVDs	20,000	500	5,000	25,500
Language Learning Video/DVDs	500		250	750
Music on Compact Discs	10,000	2,500	1,500	14,000
Books on CD/Tape, F & NF	10,000	500	1,000	11,500
Language Learning Audio	750		250	1,000
Book & Cassette Kits	0		1,000	1,000
New Media Formats	4,875	575	2,300	7,750
Total AV	46,125	4,075	11,300	61,500
Total Books & AV Media:	775,475	29,815	114,260	919,550
Recorded Books (Talking Book)	38,500	4,000	7,500	50,000

APPENDIX B Fresno Central Library Collection and Shelving Needs

All shelves = 3 ft long, except retail display @ 5 ft										
Each section = single-sided, calculated @10.3 or 11.25 SF; retail display shelving @ 25 SF per S/S section										
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	SF Needed	SF/Sec
Circulating Books										
Adult Books										
1.10	Browsing Collection - Fiction	6,000	50%	3,000	60"/4 sh - mobile unit, on	5	600	30.0	750.0	25
1.10	Browsing Collection - Fiction	12,000	50%	6,000	78"/6 sh	6.5	923	51.3	576.9	11.25
1.10	Browsing Collection - Nonfiction	3,000	50%	1,500	60"/4 sh - mobile unit, on	5	300	15.0	375.0	25
1.10	Browsing Collection - Nonfiction	9,000	50%	4,500	78"/6 sh stationary shelves	6.5	692	38.5	432.7	11.25
3.5	Fiction for Adults	76,670	70%	53,669	84"/6sh	8	6,709	372.7	3,838.8	10.3
3.5	Genre (Mystery,SciFi,Westerns,Short Stories)	14,246	70%	9,972	84"/6sh	8	1,247	69.3	713.3	10.3
L.6A	Fiction for Adults - secondary collection	13,530	90%	12,177	84"/6sh , compact	8	1,522	84.6	507.4	6
L.6A	Genre - secondary collection	2,514	90%	2,263	84"/6sh , compact	8	283	15.7	94.3	6
3.6	Nonfiction Adults 000-899, 3rd Floor - open stacks	243,655	75%	182,742	84"/6sh	8	22,843	1,269.0	13,071.1	10.3
L.6A	Nonfiction Adults 000-899, 3rd Floor - secondary collection	42,998	90%	38,698	84"/6sh , compact	8	4,837	268.7	1,612.4	6
4.6	Nonfiction Adults 900-999/biog, 4th Floor - open stacks	104,424	75%	78,318	84"/6sh	8	9,790	543.9	5,601.9	10.3
L.6A	Nonfiction Adults 900-999/biog, 4th Floor - secondary collection	18,428	90%	16,585	84"/6sh, compact	8	2,073	115.2	691.0	6
4.6	Oversize Books	4,500	75%	3,375	84"/5sh	7	482	32.1	331.1	10.3
3.8	Career Books/Test Preparation	10,000	67%	6,700	84"/6sh	8	838	46.5	479.2	10.3
1.13	World Languages - Fiction	16,250	67%	10,888	78"/6 sh	8	1,361	75.6	778.8	10.3
1.13	World Languages - Nonfiction	16,250	67%	10,888	78"/6 sh	8	1,361	75.6	778.8	10.3
1.13	New Americans /ESL	7,500	67%	5,025	78"/6 sh	8	628	34.9	359.4	10.3
3.5	Large Type	10,000	75%	7,500	84"/6sh	8	938	52.1	536.5	10.3
1.10	Paperbacks in Browsing	5,000	67%	3,350	66"/blt-in spinners w 6 tiers*	16	209	11.6	119.8	10.3
3.5	Paperbacks, Fiction & Genre	5,000	67%	3,350	66"/blt-in spinners w 6 tiers*	16	209	11.6	119.8	10.3
1.14A	Literacy Collection/Easy Books F & NF	7,500	67%	5,025	78"/6 sh	8	628	34.9	359.4	10.3
2.1N	Parent Collection	1,200	75%	900	66"/5sh	8	113	7.5	77.3	10.3
Adult Circulating Books Subtotal:		629,665		466,423			58,585	3,256	32,205	

APPENDIX B Fresno Central Library Collection and Shelving Needs

All shelves = 3 ft long, except retail display @ 5 ft										
Each section = single-sided, calculated @10.3 or 11.25 SF; retail display shelving @ 25 SF per S/S section										
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	SF Needed	SF/Sec
Teen Books										
2.2C	Teen Browsing F & NF	800	50%	400	60"/4 sh - mobile unit, on casters**	5	80	4.0	100.0	25
2.2C	Teen Fiction	5,850	70%	4,095	78"/6 sh	8	512	28.4	292.9	10.3
2.2C	Teen Genre	2,900	70%	2,030	78"/6 sh	8	254	14.1	145.2	10.3
2.2C	Teen Nonfiction	8,450	75%	6,338	78"/6 sh	8	792	44.0	453.3	10.3
2.2C	Teen Parent	300	75%	225	78"/6 sh	8	28	1.6	16.1	10.3
2.2C	Teen World Languages	1,400	75%	1,050	78"/6 sh	8	131	7.3	75.1	10.3
2.2C	Teen Literacy/Easy Books	1,490	75%	1,118	78"/6 sh	8	140	7.8	79.9	10.3
2.2C	Teen Paperbacks/Graphic Novels/Manga	4,000	50%	2,000	66"/blt-in spinners w 6 tiers*	16	125	6.9	71.5	10.3
Total Teen Books		25,190		17,255			2,062	114	1,234	
Children's Books:										
2.1D	Children's Browsing	400	50%	200	60"/4 sh - mobile unit, on casters**	5.0	40	2.0	50.0	25
2.1D	Fiction	12,000	70%	8,400	66"/5sh	10	840	56.0	576.8	10.3
2.1D	Genre/Series	3,000	70%	2,100	66"/5sh	10	210	14.0	144.2	10.3
2.1E	Nonfiction/Biographies/Holidays	32,000	75%	24,000	66"/5sh, 12" dp	10	2,400	160.0	1,800.0	11.25
2.1K	Fairytales	4,000	75%	3,000	45"/3sh, 12" dp	15	200	22.2	250.0	11.25
2.1D	Large Type	220	75%	165	66"/5sh	10	17	1.1	11.3	10.3
2.1G	Children's World Languages F & NF	7,200	70%	5,040	66"/5sh, 12" dp	15	336	22.4	252.0	11.25
2.1L	Picture Books	17,500	75%	13,125	45"/3sh, 12" dp	15	875	97.2	1,093.8	11.25
2.1L	Board Books	2,275	75%	1,706	45"/3sh	15	114	12.6	130.2	10.3
2.1D	In Between	3,500	70%	2,450	45"/3sh	15	163	18.1	186.9	10.3
2.1D	I Can Read	8,750	70%	6,125	45"/3sh	15	408	45.4	467.3	10.3
2.1D	Paperbacks	4,000	65%	2,600	66"/blt-in spinners w 6 tiers*	16	163	9.0	93.0	10.3
Total Children's Books		94,845		68,911			5,765	460	5,055	
Total Circulating Books:		749,700		552,590			66,412	3,831	38,494	

All shelves = 3 ft long, except retail display @ 5 ft										
Each section = single-sided, calculated @ 10.3 or 11.25 SF; retail display shelving @ 25 SF per S/S section										
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	SF Needed	SF/Sec
Reference Book Collections:										
1.8	Welcome/Information Desk - @ desk	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
1.15A	Talking Book Reference	50	100%	50	45"/3sh, built into desk	7	7	0.8	8.2	10.3
2.1B	Children's Reference - @ desk	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
2.1H	Children's Reference on higher shelves	789	100%	789	66"/4sh, 12" dp	7	113	9.4	105.7	11.25
2.1H	Children's Reference on lower shelves	376	100%	376	45"/3 sh, 12" dp	7	54	6.0	61.5	10.3
2.1H	Children's Special Collections	340	100%	340	66"/4sh, 12" dp	7	49	4.0	45.5	11.25
2.5	Children's Secondary Collection	6,560	100%	6,560	84"/6sh	10	656	36.4	375.4	10.3
1.13	World Languages Reference - @ desk	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
1.13	World Languages Reference	1,000	100%	1,000	78"/6 sh	8	125	6.9	71.5	10.3
2.2C	Teen Reference	50	100%	50	45"/3sh, built into desk	7	7	1.2	12.3	10.3
2.5	Teen Secondary Collection	500	100%	500	84"/6sh	10	50	2.8	28.6	10.3
3.2A	Information Desk, 3rd Floor - @ desk	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
3.2B	Reference Collection, 3rd Floor - open stacks, low	7,240	100%	7,240	45"/3 sh	7	1,034	114.9	1,183.6	10.3
3.2B	Reference Collection, 3rd Floor - open stacks, high	14,729	100%	14,729	84"/6sh	7	2,104	116.9	1,204.0	10.3
3.2C	Business Reference/Investments/Directories	4,000	100%	4,000	84"/6sh	7	571	31.7	327.0	10.3
3.2B	Telephone Directories	700	100%	700	45"/3 sh	7	100	11.1	114.4	10.3
3.8	Career Center Reference - @ Desk	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
3.8	Career Center Reference	1,000	100%	1,000	84"/6sh	7	143	7.9	81.7	10.3
3.13	Telephone Reference	200	100%	200	66"/4sh or shelving wheel	7	29	2.4	24.5	10.3
3.12	3rd Floor - closed stacks	1,250	100%	1,250	84"/6sh	7	179	9.9	102.2	10.3
4.2A	Information Desk, 4th Floor - @ desk	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
4.2B	Reference Collection, 4th Floor - open stacks, low	3,186	100%	3,186	45"/3 sh	7	455	50.6	520.9	10.3
4.2B	Reference Collection, 4th Floor - open stacks, high	6,479	100%	6,479	84"/6sh	7	926	51.4	529.6	10.3
4.3A	Periodicals & Government Documents - @ desk	25	100%	25	66"/4sh	7	4	0.3	3.1	10.3
4.3B	Periodicals & Government Documents - open stacks	500	100%	500	84"/6sh	7	71	4.0	40.9	10.3
4.14	4th Floor - closed stacks	1,250	100%	1,250	84"/6sh	7	179	9.9	102.2	10.3
4.12A	California History and Genealogy @ des	25	100%	25	45"/3sh, built into desk	7	4	0.6	6.1	10.3
4.12A	California History and Genealogy - open stacks, low	3,902	100%	3,902	45"/3 sh	7	557	61.9	637.9	10.3
4.12A	California History and Genealogy - open stacks, high	7,973	100%	7,973	84"/6sh	7	1,139	63.3	651.8	10.3
4.12F	California History and Genealogy - closed stack	40,163	100%	40,163	84"/5sh	7	5,738	382.5	3,939.8	10.3
4.12F	California History and Genealogy - closed stacks, oversize	4,463	100%	4,463	84"/4sh	7	638	53.1	547.2	10.3
4.12G	California History and Genealogy - vault item	2,678	100%	2,678	84"/5sh	7	383	25.5	262.7	10.3
4.12G	California History and Genealogy - vault items, oversize	298	100%	298	84"/4sh	7	43	3.5	36.5	10.3
4.12G	California History Newspaper backfile	N/A	100%		84"/6sh, 15" d	n/a	648	36.0	432.0	12
4.12H	California History and Genealogy - Saroyan Room	500	100%	500	78"/6 sh	7	71	4.0	40.9	10.3
	Children's Reference & Special Collections Subtotal	7,374		7,374			772	46	487	10.3
	Adult/Teen Reference Subtotal:	42,283		42,283			6,001	426	4,385	10.3
	California History and Genealogy Subtotal:	60,000		60,000			9,219	630	6,555	10.3
	Reference Books Subtotal:	109,657		109,657			15,993	1,103	11,427	10.3

All shelves = 3 ft long, except retail display @ 5 ft										
Each section = single-sided, calculated @10.3 or 11.25 SF; retail display shelving @ 25 SF per S/S section										
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	SF Needed	SF/Sec
Media										
Adult Media:										
1.11	DVDs	20,000	50%	10,000	78"/6 sh	10	1,000	55.6	572.2	11.25
1.13	Language Learning DVDs	500	50%	250	78"/6 sh	10	25	1.4	14.3	11.25
1.11	Music on Compact Discs	10,000	65%	6,500	66"/AV browse w 4 sh	20	325	27.1	279.0	11.25
1.11	Books on CD/Tape, F & NF	10,000	65%	6,500	78"/6 sh	7	929	51.6	531.3	11.25
1.13	Language Learning Audio	750	65%	488	78"/6 sh	7	70	3.9	39.9	11.25
1.11	New Media Formats	4,875	33%	1,609	66"/AV browse w 4 sh	15	107	8.9	92.1	11.25
Total Adult Media:		46,125		25,346			2,455	148	1,529	
Teen Media										
2.2C	DVDs - NF only	500	50%	250	78"/6 sh	10	25	1.4	14.3	11.25
2.2C	Music on Compact Discs	2,500	65%	1,625	66"/AV browse w 4 sh	20	81	6.8	69.7	11.25
2.2C	Books on CD/Tape, F & NF	500	65%	325	78"/6 sh	7	46	2.6	26.6	11.25
2.2C	New Media Formats	575	33%	190	66"/AV browse w 4 sh	15	13	1.1	10.9	11.25
Total Teen Media:		4,075								
Children's Media:										
2.1J	DVDs	5,000	65%	3,250	66"/5sh	10	325	21.7	223.2	11.25
2.1J	Music on Compact Discs	1,500	65%	975	66"/AV browse w 3 sh	20	49	5.4	55.8	11.25
2.1J	Books on CD/Tape, F & NF	1,000	75%	750	66"/5sh	8	94	6.3	64.4	11.25
2.1J	Book & Cassette Kits	1,000	65%	650	66"/4sh	6	108	9.0	93.0	11.25
2.1J	New Media Formats	2,300	33%	759	66"/AV browse w 3 sh	20	38	4.2	43.4	11.25
2.1G	Language Learning DVDs	250	70%	175	66"/5sh	8	22	1.5	15.0	11.25
2.1G	Language Learning Audio	250	75%	188	66"/5sh	8	23	1.6	16.1	11.25
Total Children's Media:		11,300		6,559			636	48	495	11.25
Total Media Collection:		61,500		31,905			3,091	196	2,024	
Total Books & Media:		920,857		584,495			69,503	4,027	40,518	

All shelves = 3 ft long, except retail display @ 5 ft										
Each section = single-sided, calculated @10.3 or 11.25 SF; retail display shelving @ 25 SF per S/S section										
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	SF Needed	SF/Sec
Other Collections:										
Periodicals & Newspapers Current Issue Display										
4.3B	Adult English Language Periodicals	400	100%	400	54"/ 4sh slanted	1	400	33.3	343.3	10.3
4.3B	Adult English Language Newspapers	24	100%	24	54"/ 4sh slanted	0.67	36	3.0	30.7	10.3
1.13	Adult World Languages Newspapers	12	100%	12	54"/ 4sh slanted	0.67	18	1.5	15.4	10.3
1.13	Adult World Languages Periodicals	48	100%	48	54"/ 4sh slanted	1	48	4.0	41.2	10.3
2.2C	Teen Magazines	30	100%	30	54"/ 4sh slanted	1	30	2.5	25.8	10.3
3.8	Career Magazines	24	100%	24	54"/ 4sh slanted	1	24	2.0	20.6	10.3
2.1O	Children's English Lang Magazines	24	100%	24	54"/ 4sh slanted	1	24	2.0	20.6	10.3
2.1G	Children's Languages Magazines	12	100%	12	54"/ 4sh slanted	1	12	1.0	10.3	10.3
2.1N	Parent Magazines	12	100%	12	54"/ 4sh slanted	1	12	1.0	10.3	10.3
Total Mag & Nsp Display:		586		586			604	50.3	518.2	
Periodicals & Newspapers Backfiles										
4.3B	Periodical Backfiles - open stacks	N/A	100%		84"/6sh, 12" d	n/a	2,952	164.0	1,689.2	10.3
4.14	Periodical Backfiles - closed stacks	N/A	100%		84"/6sh, 12" d	n/a	594	33.0	339.9	10.3
L.7A	Periodical Backfiles - closed stacks	N/A	100%		84"/6sh, 12" d, compact	n/a	1,782	99.0	594.0	6
L.7A	Periodical Backfiles - closed stacks	N/A	100%		84"/6sh, 15" d, compact	n/a	594	33.0	297.0	9
4.14	Newspaper Backfiles - closed stacks	N/A	100%		84"/6sh, 15" d	n/a	648	36.0	432.0	12
4.3B	Newspapers on Microfilm	12 cabinets	100%	12	microfilm cabinets, 11-drawer	n/a	216	12.0	432.0	36
							6,786	377	3,784	
Government Documents										
4.3B Government Documents (US & CA) - print collection:										
4.3B	Open Access - freestanding shelves (50% collection)	120,000	100%	120,000	84"/6sh	N/A	1,350	75.0	772.5	10.3
4.3B	Open Access - compact shelving	480,000	100%	480,000	84"/6sh, compact	N/A	6,075	337.5	2,025.0	6
L.6A	Closed Access - freestanding shelving (50% collection)	120,000	100%	120,000	84"/6sh	N/A	1,350	75.0	772.5	10.3
L.6A	Closed Access -compact shelving	480,000	100%	480,000	84"/6sh, compact	N/A	6,075	337.5	2,025.0	6
4.3B	Open access - Documents on microfiche/CDRom	N/A	N/A	N/A	microfiche cabinets, 8-drawer	N/A	N/A	5.6	100.8	18
4.14	Closed access - Documents on microfiche/CDRom	N/A	N/A	N/A	microfiche cabinets, 8-drawer	N/A	N/A	22.4	403.2	18
4.3B	Documents on microfilm	N/A	N/A	N/A	microfilm cabinets, 11-drawer	N/A	N/A	2.0	72.0	36
							14,850	855	6,171	

All shelves = 3 ft long, except retail display @ 5 ft										
Each section = single-sided, calculated @10.3 or 11.25 SF; retail display shelving @ 25 SF per S/S section										
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	SF Needed	SF/Sec
Microfilm										
4.12A	California History & Genealogy	shown as cabinets in spaces summary								
Microfiche										
4.12A	California History & Genealogy	shown as cabinets in spaces summary								
Talking Book Library										
1.15A	Recorded Books - Adult	38,500	55%	21,175	84"/8sh	6	3,529	147.0	1,514.6	10.3
1.15A	Recorded Books - Teen	4,000	55%	2,200	84"/8sh	6	367	15.3	157.4	10.3
1.15A	Recorded Books - Children's	7,500	55%	4,125	84"/8sh	6	688	28.6	295.1	10.3
2.15A	Library Professional Collection	575	100%	575	84"/6sh	8.0	72	4.0	41.1	10.3
2.10A	Youth Services Professional Collection	2,160	100%	2,160	84"/6sh	8.0	270	15.0	154.5	10.3
L.6A	Temporary Book Collection	12,000	75%	9,000	84"/6sh, 12" d, compact	n/a	1,782	99.0	594.0	6
1.19E	Bookmobile Collection	12,000	75%	9,000	84"/6sh	12.0	750	41.7	429.2	10.3
							7,457	351	3,186	10.3
Total Linear and Square Ft Needed:							99,200	5,660	54,177	
* paperbacks are on spinners built in to standard shelving sections, each section holds 2 spinners with 288 volume capacity										
** new & popular books are displayed on DS retail-style units, 5' long x 3' deep - furniture not standard shelving										

APPENDIX C Fresno Central Library Public Seating Needs

Space		Seating Type	# Tables	# Seats	SF/Seat	SF Needs
Reader Seating:						
For Adults						
1.10	Browsing/Marketplace	lounge chairs	0	6	38	228
1.10	Browsing/Marketplace	bench seats	0	6	38	228
1.10	Browsing/Marketplace	2-place tables, rectangular	6	12	38	456
1.10	Browsing/Marketplace	4-place tables, rectangular	2	8	38	304
1.11	Media Collection	bench seats	0	6	38	228
1.14A	Literacy Center	lounge chairs	0	4	38	152
1.14A	Literacy Center	1-place tables	12	12	38	456
1.14A	Literacy Center	2-place tables, rectangular	6	12	38	456
1.15A	Talking Book	lounge chairs	0	3	38	114
1.15A	Talking Book	2-place tables, rectangular	2	4	38	152
1.15A	Talking Book	4-place tables, rectangular	1	4	38	152
1.13	World Languages	lounge chairs	0	8	38	304
1.13	World Languages	2-place tables, rectangular	8	16	38	608
1.13	World Languages	4-place tables, rectangular	3	12	38	456
3.2B	Reference Collection - 3rd Floor	2-place tables, rectangular	18	36	38	1368
3.2B	Reference Collection - 3rd Floor	4-place tables, rectangular	8	32	38	1216
3.2C	Business Reference	lounge chairs	0	4	38	152
3.2C	Business Reference	1-place tables	6	6	38	228
3.2C	Business Reference	4-place tables, rectangular	2	8	38	304
3.5	Adult Fiction and Genre	lounge chairs	0	8	38	304
3.5	Adult Fiction and Genre	2-place tables, rectangular	10	20	38	760
3.5	Adult Fiction and Genre	4-place tables, rectangular	3	12	38	456
3.5	Adult Fiction and Genre	window seats	0	2	38	76
3.6	Adult Nonfiction 000 - 899	lounge chairs	0	10	38	380
3.6	Adult Nonfiction 000 - 899	1-place tables, rectangular	8	8	38	304
3.6	Adult Nonfiction 000 - 899	2-place tables, rectangular	16	32	38	1216
3.6	Adult Nonfiction 000 - 899	4-place tables, rectangular	8	32	38	1216
3.6	Adult Nonfiction 000 - 899	window seats	0	2	38	76
3.7	Poetry Center	lounge chairs	0	24	38	912
3.7	Poetry Center	2-place tables, rectangular	6	12	38	456
3.7	Poetry Center	window seats	0	4	38	152

APPENDIX C Fresno Central Library Public Seating Needs

Space		Seating Type	# Tables	# Seats	SF/Seat	SF Needs
3.8	Career Center	lounge chairs	0	4	38	152
3.8	Career Center	1-place tables, rectangular	6	6	38	228
3.8	Career Center	2-place tables, rectangular	10	20	38	760
4.2B	Reference Collection - 4th Floor	2-place tables, rectangular	16	32	38	1216
4.2B	Reference Collection - 4th Floor	4-place tables, rectangular	8	32	38	1216
4.3B	Periodicals and Government Documents	lounge chairs	0	26	38	988
4.3B	Periodicals and Government Documents	4-place tables, rectangular	5	24	38	912
4.3B	Periodicals and Government Documents	4-place tables, oversize	1	4	42	168
4.6	Adult Nonfiction 900 - 999; Biography	lounge chairs	0	10	38	380
4.6	Adult Nonfiction 900 - 999; Biography	1-place tables, rectangular	8	8	38	304
4.6	Adult Nonfiction 900 - 999; Biography	2-place tables, rectangular	16	32	38	1216
4.6	Adult Nonfiction 900 - 999; Biography	4-place tables, rectangular	8	32	38	1216
4.12A	California History and Genealogy Room	lounge chairs	0	4	38	152
4.12A	California History and Genealogy Room	2-place tables, rectangular	8	16	38	608
4.12A	California History and Genealogy Room	4-place tables, rectangular	6	12	38	456
4.12H	Saroyan Room	lounge chairs	0	4	38	152
4.12H	Saroyan Room	4-place tables, rectangular	2	8	38	304
Adult Seating subtotal:				639		24298
For Teens						
2.2A	Teen Space	4-place table, round	6	24	38	912
2.2A	Teen Space	teen lounge chairs	0	12	38	456
2.2A	Teen Space	2-place tables, rectangular	6	12	38	456
2.2A	Teen Space	window seats	0	4	38	152
Teen Seating subtotal:				52		1976

Space		Seating Type	# Tables	# Seats	SF/Seat	SF Needs
For Children						
2.1D	Children's Fiction	parent/child lounge chairs	0	4	38	152
2.1D	Children's Fiction	2-place tables, rectangular	3	6	38	228
2.1E	Children's Nonfiction	parent/child lounge chairs	0	2	38	76
2.1E	Children's Nonfiction	2-place tables, rectangular	5	10	38	380
2.1E	Children's Nonfiction	4-place tables, rectangular	3	12	38	456
2.1G	Children's World Languages	parent/child lounge chairs	0	4	38	152
2.1G	Children's World Languages	2-place tables, rectangular	2	4	38	152
2.1H	Children's Reference	1-place tables, rectangular	10	10	38	380
2.1H	Children's Reference	2-place tables, rectangular	3	6	38	228
2.1H	Children's Reference	4-place tables, rectangular	4	16	38	608
2.1J	Children's Media	parent/child lounge chairs	0	2	38	76
2.1K	Fairytale Collection	parent/child lounge chairs	0	2	38	76
2.1K	Fairytale Collection	2-place tables, rectangular	1	2	38	76
2.1L	Picture Books	4-place toddler tables, round	4	16	38	608
2.1L	Picture Books	trestle table, 6-place	1	6	38	228
2.1L	Picture Books	parent/child lounge chairs	0	4	38	152
2.1L	Picture Books	children's hassock	0	8	38	304
2.1L	Picture Books	window seats	0	4	38	152
2.1M	Family Space	parent/child lounge chairs	0	2	38	76
2.1M	Family Space	2-place sofa loveseat	0	4	38	152
2.1M	Family Space	2-place tables, rectangular	2	4	38	152
2.1M	Family Space	4-place tables, rectangular	2	8	38	304
2.1M	Family Space	children's hassock	0	6	38	228
2.1N	Parenting Collection	parent/child lounge chairs	0	2	38	76
2.1N	Parenting Collection	2-place tables, rectangular	1	2	38	76
2.1O	Children's Magazines	parent/child lounge chairs	0	2	38	76
2.1O	Children's Magazines	2-place tables, rectangular	1	2	38	76
Children's Seating subtotal:					150	5700

APPENDIX C Fresno Central Library Public Seating Needs

Space		Seating Type	# Tables	# Seats	SF/Seat	SF Needs
Group Study/Tutoring Rooms Seating:						
2.1F	Children's Group Study Area	2-place tables, rectangular	6	12	38	456
2.1F	Children's Group Study Area	4-place tables, rectangular	2	8	38	304
2.3A	Group Study Room A - 2nd Floor	6-place conference table	1	6	20	120
2.3B	Group Study Room B - 2nd Floor	6-place conference table	1	6	20	120
2.3C	Group Study Room C - 2nd Floor	6-place conference table	1	6	20	120
2.3D	Group Study Room D - 2nd floor	4-place conference table	2	8	20	160
1.14C	Tutoring Room A	2-place tables, rectangular	1	2	38	76
1.14D	Tutoring Room B	2-place tables, rectangular	1	2	38	76
1.14E	Tutoring Room C	2-place tables, rectangular	1	2	38	76
1.14F	Tutoring Room D	4-place tables, rectangular	2	8	20	160
3.9A	Group Study A - 3rd Floor	6-place conference table	1	6	20	120
3.9B	Group Study B - 3rd Floor	6-place conference table	1	6	20	120
3.9C	Group Study C - 3rd Floor	6-place conference table	1	6	20	120
3.9D	Group Study D - 3rd Floor	4-place conference table	2	8	20	160
4.7A	Group Study A - 4th Floor	6-place conference table	1	6	20	120
4.7B	Group Study B - 4th Floor	6-place conference table	1	6	20	120
4.7C	Group Study C - 4th Floor	6-place conference table	1	6	20	120
4.7D	Group Study D - 4th Floor	4-place conference table	2	8	20	160
Group Study/Tutoring Rooms Seating:					112	1548
Reader Seating Total:					953	
Meeting Room/Programming Seating:						
L.1B	Auditorium	fixed auditorium seats		350	12.5	4375
L.2A	Large Meeting Room	stacking chairs		250	14	3500
L.3A	Mid-size Meeting Room A	stacking chairs		50	15	750
L.3B	Mid-size Meeting Room B	stacking chairs		50	15	750
2.1Q	Children's Program Room	floor seating		75	10	750
2.1R	Children's Activity and Crafts Room	stacking chairs		45	15	675
2.2E	Teen Program Room	stacking chairs		100	11	1100
3.10	Conference Room - 3rd Floor	stacking chairs		24	20	480
4.8	Conference Room - 4th Floor	stacking chairs		24	20	480

Space	Seating Type	# Tables	# Seats	SF/Seat	SF Needs
Reader Seating By Chair Type:					
		Adults	Teens	Children	Total
	parent/child lounge chairs	0	0	24	24
	2-place sofa loveseat	0	0	4	4
	teen lounge chairs	0	12	0	12
	lounge chairs	115	0	0	115
	1-place tables, rectangular	40	0	10	50
	2-place tables, rectangular	258	12	48	318
	4-place tables, rectangular	212	0	44	256
	4-place table, round	0	24	0	24
	4-place toddler table, round	0	0	16	16
	trestle table, 6-place	0	0	6	6
	children's hassock	0	0	14	14
	window seats	8	4	4	16
	bench seats	12	0	0	12
	4-place & 6-place conference table seats	78	0	0	78
	Total:	723	52	170	945
				Lounge	197
				Table	650
				Group	98
	Grand Total:				945

APPENDIX D Fresno County Library Public Computers and Other Public Access Equipment

		Equipment Type	Units	SF/Seat	SF Needed
Open Access Computers					
1.8A	Public Computers - 1st Floor	sit-down workstations	30	38	1140
1.10	Browsing/Marketplace	stack-end workstations	6	16	96
1.11	Media Collection	sit-down workstations/multimedia station	4	38	152
1.11	Media Collection	stack-end workstations	6	16	96
1.13	World Languages	sit-down workstations/multimedia station	8	16	128
1.13	World Languages	stack-end workstations	4	16	64
1.14A	Literacy Center	sit-down workstations	6	38	228
1.14A	Literacy Center	stack-end workstations	2	16	32
1.15A	Talking Book	sit-down workstations, with adaptive technology enhancements	2	38	76
1.15A	Talking Book	sit-down workstations/multimedia stations	2	38	76
2.1C	Children's Computers	sit-down workstations in 2 groups of 10	20	38	760
2.1D	Children's Fiction	stack-end workstations	4	16	64
2.1E	Children's Nonfiction	stack-end workstations	4	16	64
2.1F	Children's Group Study Area	sit-down workstations	6	38	228
2.1G	Children's World Languages	stack-end workstations	2	16	32
2.1J	Children's Media	sit-down workstations/multimedia station	4	38	152
2.1J	Children's Media	stack-end workstations	2	16	32
2.1K	Fairytales Collection	stack-end workstations	1	16	16
2.1L	Picture Books	stack-end workstations	2	16	32
2.1M	Family Space	sit-down workstations/multimedia station	6	38	228
2.2B	Teen Computers	sit-down workstations/multimedia station	16	38	608
2.2C	Teen Computers	stack-end workstations	2	16	32
2.2D	Teen Project Room	sit-down workstations/multimedia stations	4	38	152
3.2B	Reference Collection - 3rd Floor	stack-end workstations	4	16	64
3.2C	Business Reference	sit-down workstations	6	38	228
3.2C	Business Reference	stack-end workstations	2	16	32
3.4	Public Computers - 3rd Floor	sit-down workstations in 2 groups of 15	30	38	1140
3.5	Adult Fiction and Genre	stack-end workstations	12	16	192
3.6	Adult Nonfiction 000 - 899	stack-end workstations	18	18	324
3.7	Poetry Center	stand-up workstations	2	16	32
3.8	Career Center	sit-down workstations	8	38	304
3.8	Career Center	stack-end workstations	2	16	32
4.2B	Reference Collection - 4th Floor	stack-end workstations	4	16	64
4.3B	Periodicals and Government Documents	sit-down workstations for periodical research	8	38	304
4.3B	Periodicals and Government Documents	sit-down workstations for documents research	8	38	304
4.3B	Periodicals and Government Documents	sit-down workstations for map access	2	38	76
4.3B	Periodicals and Government Documents	stack-end workstations	4	16	64
4.5	Public Computers - 4th Floor	sit-down workstations in 2 groups of 14	28	38	1064
4.6	Adult Nonfiction 900 - 999; Biography	stack-end workstations	16	16	256
4.12A	California History and Genealogy Room	sit-down workstations	16	38	608
4.12A	California History and Genealogy Room	stack-end workstations	4	16	64
Open Access Subtotal:			317		9640

APPENDIX D Fresno County Library Public Computers and Other Public Access Equipment

		Equipment Type	Units	SF/Seat	SF Needed
Training Computers					
1.8B	Computer Lab A		24	38	912
1.8C	Computer Lab B		24	38	912
	Training Computers Subtotal:		48		1824
Total Public Computers:			365		11464
Other Public Equipment:					
1.1C	Service Center/Tax Forms/Copier	CCTV	1	38	38
1.1C	Service Center/Tax Forms/Copier	copier	2	45	90
1.7A	Circulation/Self Checkout/Reserves	express checkout station	8	45	360
1.15A	Talking Book Library	Braille with CCTV	1	38	38
1.15A	Talking Book Library	Braille printer	1	38	38
2.1B	Children's Services Desk	express checkout station	2	45	90
2.1I	Children's Copy Machine	copier	2	45	90
2.1I	Children's Copy Machine	CCTV	1	38	38
2.2B	Teen Space	copier	2	45	90
2.2B	Teen Space	express checkout station	2	45	90
3.2A	Information Desk - 3rd Floor	express checkout station	2	45	90
3.3	Copy and Business Services Center	copier	4	45	180
3.3	Copy and Business Services Center	presentation workstation	4	45	180
3.3	Copy and Business Services Center	fax machine	1	24	24
3.3	Copy and Business Services Center	CCTV	1	38	38
4.3B	Periodicals and Government Documents	microfilm/fiche reader/printer	5	38	190
4.3B	Periodicals and Government Documents	microfiche copier	1	38	38
4.2A	Information Desk - 4th Floor	express checkout station	2	45	90
4.4	Copy Machines - 4th Floor	copier	2	45	90
4.4	Copy Machines - 4th Floor	CCTV	1	38	38
4.12A	California History and Genealogy Room	copier	1	45	45
4.12A	California History and Genealogy Room	microfilm/fiche reader/printer	4	38	152
4.12A	California History and Genealogy Room	CCTV	1	38	38
	Other Subtotal:		49		2079
	Copy Machines:		13		
	Express Self Checkout Stations:		16		
	Microfiche/film Reader/printers:		9		
	Fax Machine:		1		
	Presentation Workstation:		4		

APPENDIX D Fresno County Library Public Computers and Other Public Access Equipment

		Equipment Type	Units	SF/Seat	SF Needed
Printers - networked					
1.8A	Public Computers - 1st Floor	printer, print release & payment statio	2	28	56
1.8B	Computer Lab A	printer, print release & payment statio	1	28	28
1.8C	Computer Lab B	printer, print release & payment statio	1	28	28
1.10	Browsing/Marketplace	receipt printer	4	0	0
1.11	Media Collection	printer, print release & payment statio	1	28	28
1.11	Media Collection	receipt printer	8	0	0
1.13	World Languages	printer, print release & payment statio	1	28	28
1.14A	Literacy Center	printer, print release & payment statio	1	28	28
1.14A	Literacy Center	receipt printer	2	0	0
1.15A	Talking Book	printer, print release & payment statio	1	28	28
2.1C	Children's Computers	printer, print release & payment statio	2	28	56
2.1D	Children's Fiction	receipt printer	6	0	0
2.1E	Children's Nonfiction	receipt printer	6	0	0
2.1F	Children's Group Study Area	printer, print release & payment statio	1	28	28
2.1G	Children's World Languages	receipt printer	2	0	0
2.1J	Children's Media	printer, print release & payment statio	1	28	28
2.1J	Children's Media	receipt printer	2	0	0
2.1K	Fairytales Collection	receipt printer	1	0	0
2.1L	Picture Books	receipt printer	4	0	0
2.1M	Family Space	printer, print release & payment statio	1	28	28
2.2B	Teen Space	printer, print release & payment statio	1	28	28
2.2B	Teen Space	receipt printer	4	0	0
2.2D	Teen Project Room	printer, print release & payment statio	2	28	56
3.2B	Reference Collection - 3rd Floor	receipt printer	4	0	0
3.2C	Business Reference	printer, print release & payment statio	1	28	28
3.2C	Business Reference	receipt printer	2	0	0
3.4	Public Computers - 3rd Floor	printer, print release & payment statio	2	28	56
3.5	Adult Fiction and Genre	receipt printer	8	0	0
3.6	Adult Nonfiction 000 - 899	receipt printer	16	0	0
3.7	Poetry Center	receipt printer	2	0	0
3.8	Career Center	printer, print release & payment statio	1	28	28
3.8	Career Center	receipt printer	2	0	0
4.2B	Reference Collection - 4th Floor	receipt printer	4	0	0
4.3B	Periodicals and Government Documents	printer, print release & payment statio	1	28	28
4.3B	Periodicals and Government Documents	receipt printer	4	0	0
4.5	Public Computers - 4th Floor	printer, print release & payment statio	2	28	56
4.6	Adult Nonfiction 900 - 999; Biography	receipt printer	16	0	0
4.12A	California History and Genealogy Room	printer, print release & payment statio	1	28	28
4.12A	California History and Genealogy Room	receipt printer	4	0	0
4.12H	Saroyan Room	printer, print release & payment statio	1	28	28
Receipt printers:			102		
Networked printers/print release/payment stations:			24		

APPENDIX E
Square Footage Conversion Factors

Item	Conversion Factor
Shelving, single-sided section, 3' wide	10.3 SF to 11.25 SF/ section
Display shelving, double-sided, retail-type, 5' long x 3' wide	50 SF / item
Volumes per Linear Foot:	
Books, adult, fiction and nonfiction	8 volumes / linear foot
Books, reference	7 volumes / linear foot
Books, new and display	5.0 to 6.5 volumes / linear foot
Books, international languages	8 volumes / linear foot
Books, paperback, on spinners inset into regular shelving	16 volumes / linear foot
Books, children's, fiction and nonfiction	10 volumes / linear foot
Books, children's picture books	15 volumes / linear foot
DVDs, compact discs in AV browse bins	10 to 20 volumes / linear foot
Audiobooks and books on CD	7 volumes / linear foot
Language learning audio material	7 volumes / linear foot
Periodicals, current display	1 title / linear foot
Periodicals, backfiles, in pamphlet boxes	2.5 boxes / linear foot
Newspapers, current display	1 title / 1.5 linear foot
Seating:	
@ 4-place table	38 SF / seat
@ 1-place carrel	38 SF / seat
Lounge chair	38 SF / seat
@ 4-place round table	38 SF / seat
@ 4-place round toddler table	38 SF / seat
Meeting room seating	11 SF to 15 SF / seat
Storytelling seating	10 SF / seat
Computers and other equipment:	
Public access computer, sit-down	38 SF / workstation
Public access workstation, stand-up	16 SF / workstation
Homework Center workstation	38 SF / workstation
Technology Training workstation	38 SF / workstation
Self check-out workstation	45 SF / workstation
Staff office system workstations, 9' x 10'	90 SF/ workstation
Staff office system workstations, 8' x 10'	80 SF/ workstation
Staff office workstations, 8' x 8'	56 SF to 72 SF / workstation

APPENDIX F
Artwork in the New Central Library

A. Existing Artworks to Accommodate in the New Library:

1. Connie Davies Memorial Collection of Beatrix Potter Figures
2. Renzi Sculpture, Children Reading Books
3. Lion Head carved figures from original Carnegie Library (2)
4. "Bibliocosmos" mural
5. Bancroft Pacific States map (framed, in stairwell)
6. Painting by Rolin Pickford, Exterior of Carnegie Library
7. Painting by Rolin Pickford, Interior of Carnegie Library with Sarah McCardle, first County Librarian

B. Library Collections that Contain Art:

1. Saroyan Collection
2. Nell Strother Mother Goose Collection

C. New Artwork to Accommodate:

Living Kaleidoscope

Catalog Card Project

D. Possible Display Items

Large Model Ship

Current case is 60 ¼" wide by 22 ¾" deep by 80 ¼" high

If the current case is not used the model could be in a case 60 ¼ " wide by 22 ¾" deep by 49 ¼" high

APPENDIX G Library Vehicle Requirements

Delivery & Receiving	Parking Only	Temp City Parking Permig					Parked At (now)	Parked At (Future)	Type	Make	License No			
			Equip No	Budget	Assigned	Driver								
		X	KB	P Pondexter	21416	7510	Pool	Pool/P Pondexter	Central	Central	Midsize 4 door sedan	Taurus	1097992	
		X	KB	Mail Van	12636	7510	Dely/Mail Van	Redmond	Central	Central	1 Ton Cargo Van	Dodge3500	1053693	
			KB	Ford Van	12637	7520	SJVLS/Dely	J. Chandakham	Sunnyside	Central	Full size 1 Ton Cargo Van	Ford E350	1102787	
			JH	Chevy Van	41781	7511	Mtce	Pool--Ernie	Central--Red Lo	Central	1/2 Ton Cargo Van	Ford Aero		
			JH	Chevy Van	1762	7510	Mtce	G. Leal	Central--Red Lo	Central	1/2 Ton Mini Cargo Van	Chevy	1045258	
		X	JH	Ford Van	2611	7510	Mtce	Pool	Central	Central	1 Ton Parcel	Ford E350	1011466	
		X	KB	T Sterling	21418	7510	Pool	Pool/T Sterling	Central	Central	Midsize 4 door sedan	Taurus	1109451	
		X	KB	Sedan	91380	7511	Pool	Pool	Central	Central	Intermediate Size 4 door seda	Malibu	1032004	
		X	KB	Sedan	11558	7511	Pool	Pool	Central	Central	Midsize 4 door sedan	Taurus	1097817	
		X	KB	Sedan	01573	7511	Pool	Pool	Central	Central	Midsize 4 door sedan	Taurus	1042519	
		X	KB	Sedan	01574	7511	Pool	Pool	Central	Central	Midsize 4 door sedan	Taurus	1042545	
			JH	Dodge Van	91742	7511	Mtce	Pool	Central--Red Lo	Central	Midsize 1/2 Ton Cargo Van	Dodge	1032002	
		X	JH	Dodge Van	91752	7511	Mtce	J. Hinojos	Central	Central	Midsize 1/2 Ton Cargo Van	Dodge	1031988	
			JH	Chevy Van	91748	7511	Mtce	Pool--Franco	Central--Red Lo	Central	1/2 Ton Mini Cargo Van	GMC	1031982	
		X	KB	Tech	91749	7511	Tech Svc	Pool	Central	Central	1/2 Ton Mini Cargo Van	GMC	1031980	
		X	KB	Woodruff	02622	7511	Dely	Woodruff	Central	Central	1 Ton Cargo Van	Ford E350	1042392	
					3608	7510	BKM	J. Tyner	Rd. Yard #8[4]	Central	Bookmobile	Beechcraft	3MBA482	
					3613	7511	BKM/Youth	Tish Smith	Pvt Parking	Central	Bookmobile, Freightliner	Specialty	1045288	
				New			Delivery			Central	1 Ton Cargo Van			
				New			Delivery			Central	1 Ton Parcel			
				New			Delivery			Central	1 Ton Cargo Van			
				New			Tech Svc			Central	1/2 Ton Cargo Van			
				New			Tech Svc			Central	1 Ton Cargo Van			
				New			Pool			Central	Midsize 4 door sedan			
				New			Pool			Central	Midsize 4 door sedan			
				New			Pool			Central	Midsize 4 door sedan			
			KB	Ford Van	42645	7510	Dely	R.Bell	Clovis	Clovis	1 Ton Cargo Van	Chevy	1070344	
			JH	Chevy Van	91747	7511	Mtce	Pool--Eric	Clovis	Clovis	1/2 Ton Mini Cargo Van	GMC	1031979	
					2648	7511	BKM/	K. Maj	Co. Yard	Co. Yard	E-350 Bus	1990 Ford	1069685	
			KB	Ford Van	02621	7520	SJVLS/Dely	M. Clark	Fig Garden	Fig Garden	1 Ton Cargo Van	Ford E350	1032049	
			KB	Sedan	91379	7511	Pool	Pool	Gillis	Gillis	Intermediate Size 4 door seda	Malibu	1032005	
			JH	Chevy Van	91751	7511	Mtce	Chandavong	Kearney Park	Kearney Park	1/2 Ton Mini Cargo Van	GMC	1031992	
					3615	7511	BKM/Lit/Aprer	Jim Teague	Clovis Rd. Yard	Mendota	Bookmobile, 2002 Freightliner	Quality Van	1119467	
			JH	Chevy Van	91750	7511	Mtce	Pool	Sunnyside	Sunnyside	1/2 Ton Mini Cargo Van	GMC	1031981	
Peak loading at dock:					1 Bookmobile, 1 Maintenance, 1 Delivery, 1 Outside Vendor									

APPENDIX H

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