

Service Core Layer

This layer forms a kind of backdrop for the other layers of the plan. It starts near the entry with the staff workroom, which sits directly behind the circulation desk. Unlike most existing branches, the staff work room has large glass doors to monitor the need for help at the desk. This layer also includes other enclosed rooms such as the mechanical room and group study/small meeting rooms and a major part of the adult collection stacks.

KIT-OF-PARTS DESIGN GUIDELINES

These guidelines have been developed to communicate the program and space planning requirements of branch libraries to the staff and design teams and to simplify the design process. Though it provides the same information as the Library's traditional building program, it combines the space program requirements for each of the functional areas or 'kit-of-parts' components of the library with its organizational, environmental and equipment requirements in one place to make the program easier to understand and use.

Because service requirements and use patterns vary from branch to branch the final detailed program and the area required for each branch will differ to some degree, primarily within the Public Service Area (PSA). As in the past the Library should be able to create each program with enough flexibility and freedom to respond to a branch's specific needs. Some branches will need more seating while others more collection space or meeting space.

Typical branches will range from 16,000 SF to 18,000 SF (there is also a 12,000 SF standard for smaller services areas that are not predicted to grow). The following Kit-of-Parts program description represents one example within this range, a 17,500 SF facility with relatively high public seating demand and circulation rates and no need for additional classrooms. A test-fit plan was developed to confirm the gross area requirements and to help illustrate one way to achieve the new "Interior Planning and Design Concept" that is described after the program. This plan can be found on page IV - 67.

The guidelines for interior construction, which follow the program, describe the problems commonly found in the branches today and provide recommendations for durable finishes and materials. The "Interior Planning and Design Concept" narrative and accompanying plan diagrams provide recommendations for improving the functional organization, plan configuration, and treatment of the spaces within the typical branch to:

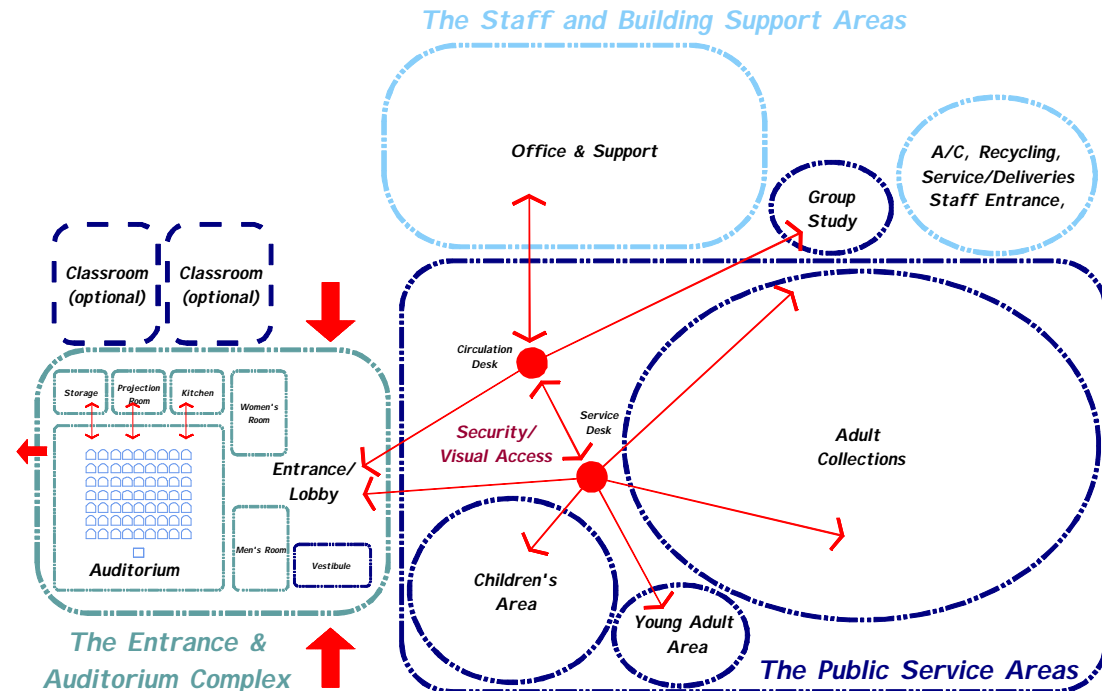
- Create greater consistency in branch design and quality,
- Improve patron's perceptions of the branches by making them more attractive and interesting looking,
- Better promote ("market") the collections
- Improve staff service efficiency and accessibility
- Make public spaces easier to understand and convenient to use,
- More clearly define various patron areas and levels of activity in an open-plan environment.

Programming and Design Guidelines

The branch library program is divided into three groups of related functional areas that address the variety of staff and patron activities found in a typical branch library, and include:

- The Entrance and Meeting Room Complex
- The Public Service Areas (Adult, Young Adult and Children's areas)
- The Staff and Building Support Areas

The following 'Kit of Parts' diagram shows the overall relationship of these areas to each other and emphasizes the importance of clear visual access between areas:



KIT OF PARTS

The Entrance and Auditorium Complex:

As the public entry and reception area of the library it must be very easy to locate and approach from the street and parking lot and should look both inviting and safe. Because it is a high-traffic area and provides the first impression of the library, it must have especially attractive and durable low maintenance finishes.

It includes the principal building entry and vestibule(s), the lobby/foyer, the auditorium and related storage and support spaces and the public toilet facilities. It should be possible to visually monitor the entry and lobby/foyer spaces from either the circulation or the reference service desks, preferably from both. In some older branches it will be necessary to install closed-circuit security cameras to achieve this goal. The auditorium is a very important public resource that provides a multipurpose space the library system, the city and various agencies and interest groups can use to communicate with and support the local community.

The Entrance and Auditorium should be designed to be secured from the rest of the building at night. This requires a dedicated HVAC system or an individually controlled zone served by the central system.

Where required, classroom spaces should be located within the entry complex to minimize disruption of quieter patron areas and provide after-hours access, and provide a large 20-seat conference/meeting room that can be divided for smaller programs. The auditorium will be used for larger gatherings of more than 20 people.

Building Entry (Exterior)

The principal public entry should be well lighted and clearly visible from the parking lot and pedestrian access from at least one street. It should be convenient to a drop-off/pick-up lane and accessible parking. The entry should have no steps.

However, customers feel most secure when they know they can be seen from within an occupied portion of the library. This is especially important at night. It is recommended that the approach to the entry should provide a clear view into the public area of the library. In cases where there is a secondary public entry an adjacent staff area should have windows facing the second entry.

Vestibule - 100 to 130 SF

The vestibule should be a minimum of 7-feet deep and 14-feet wide, 8-feet by 16-feet is preferred. The vestibule ceiling height should be no less than is 8'-6", but a height of 10'-0" or that matches the Lobby/Foyer is preferred.

The Vestibule and Lobby floor finish should be made of durable easily maintained finishes, such as tile, brick pavers, or terrazzo. The Vestibule should have a recessed aluminum and carpet tread walk-off mat that can be removed by staff only for cleaning. The Vestibule ceiling finish must be of moisture resistant materials such as epoxy painted veneer plastered drywall, metal, wood etc., not acoustic tiles.

The Vestibule should include:

- Exterior and interior sets of glazed double doors and sidelights with hold-open devices. These must meet accessibility requirements; automatic doors are preferred
- All exterior doors shall be fitted with intrusion devices linked to the central alarm system at the circulation desk and to a security service vendor.
- Hours of operation should be indicated with vinyl letters on the interior surface of the right sidelight (as seen on entry). The design should be consistent for all branches.
- A dedication plaque on the right-hand wall
- A fireman's repeater panel recessed into the left-hand wall and linked to the main fire alarm panel located in the mechanical room.
- A secondary vestibule not visible from a service desk should be monitored with a vandal-resistant video camera.

Lobby/Foyer - 450 to 600 SF

This space should be from 14'-0" to 18'-0" in width. The ceiling should be a minimum of 10'-0", with 12' preferred. Special clerestory or vaulted designs can be 16' to 20' in height. Finishes should be the same as the vestibule with the exception of the ceiling, which should have some acoustic tile or other acoustic finish to mitigate the effects of large groups and hard finishes.

The Lobby is an exhibit area and should be relatively bright, utilizing dramatic accent and spot lighting to draw attention to various displays. The Lobby should include:

- A set of aluminum glazed double doors and sidelights - these doors lead into the library proper and will normally be held open during regular library hours and can be swinging or sliding doors.
- An exhibit case - minimum size 42" high, 35" wide, 12" deep with three adjustable glass shelves and internal light. (manufacture and finish to match the next two items)

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- A freestanding display unit - approx. 60" high, 24" wide, 12" deep with 8-12 slots for handout material.
- A public bulletin board - approx. 36" high, 24" wide recessed or flush wall mounted with lockable glass enclosure.
- A large photomural - featuring a recognized local landmark or scene.
- A dual height drinking fountain (accessible) - wall mounted with drain to prevent spillover.
- A public phone (handicapped accessible).

Public Restrooms -2 @ 200 SF

Finishes include ceramic tile floors and moisture resistant full height walls, 2'x2' moisture resistant acoustic tile ceilings using an aluminum grid (8'-6" ht.), drywall soffits and recessed fluorescent fixtures over the sink counters and at the rear wall of stalls. Partitions for these rooms should run to and be sealed at the structure above and include sound insulation. Each restroom should include:

- A solid core wood door in hollow metal frame, push/pull hardware and locks
- One handicapped accessible and one standard size toilet stall with wall mounted fixtures (so that each will provide fixtures of suitable height for children). The men's room will also include a urinal mounted at accessible height.
- Painted steel panel stalls and screens, with stainless steel coat hooks and toilet accessories including double-roll toilet tissue holders.
- Sanitary napkin and tampon dispensers with changeable coin operation and disposal at each women's stall.
- Two sinks mounted in Corian counters with soap dispensers and full-length wall-mounted mirrors.
- A wall-mounted warm air hand dryer.
- A recessed paper dispenser and disposal unit.
- Floor drain.
- Diaper changing area.

Janitor's Closet - 60 SF

The janitor's closet should be a minimum of 5'-0" wide, with an 8'-0" ceiling. Finishes include ceramic tile floor and base, epoxy painted on cement panel walls and water-resistant drywall ceiling. The room should include:

- A mop sink with wall-mounted faucet's and hose unit.
- Wall-mounted bucket and mop holders.
- 24 linear feet of wall-mounted shelves for supplies.
- Floor drain.

Auditorium Grouping- Auditorium 1,500 SF (100 seats) meeting space

Besides its primary use as a large meeting space for library-sponsored programs such as films, lectures, children's story-hours and crafts, and classes it can also serve as a meeting place for community organizations. It must be designed so that it can be used in many ways and in a variety of configurations. For flexibility and to avoid excessively long sightlines the space should have a level floor and be close to square in configuration. A minimum ceiling height of 12 feet required with 14 to 20 feet recommended.

The room should be accessed from double doors within the Lobby/Foyer and capable of isolation from the Library's Public Service Area, both acoustically and functionally. A secondary emergency exit is required, with an alarm. The Auditorium should have direct access to a Serving Area, a Control/Projection Booth and a Storage Room. Depending on the mechanical design of the facility, a separate Mechanical Room may be needed for the Entry Lobby and Auditorium Complex.

The floor finish should be a durable and easy to clean material such as commercial grade sheet vinyl, hardwood, quarry tile or porcelain tile. Walls should have a Sound Transmission Class rating of at least STC 50 to control disturbing noise for adjacent Lobby or Restroom spaces. Wall finishes should also be durable and if drywall construction is used panels should be a minimum of 5/8-inch thickness of double panel design and have a vinyl wall covering finish. If hard surfaces such as plaster, brick or block masonry or wood panels are used additional sound absorbing wall treatments should be provided to avoid making the space too acoustically lively (mounted starting at 7'-0" above the floor).

The preferred ceiling treatment is a four-foot wide painted drywall soffit surround at the perimeter of the room and a center section of two-foot square acoustic tiles. If the roof structure is exposed as a ceiling finish additional acoustic treatment should be provided at this surface (ex. perforated and insulated metal deck) or elsewhere (suspended acoustic battens or wall panels).

General lighting should be a dual system of glare-free fluorescent fixtures with incandescent fixtures on dimmers for note taking etc. Preferred fluorescent fixtures are indirect pendant type to reduce glare, though recessed fixtures with baffles can also be used. Other lighting should include spotlights for presenters and recessed and/or track lighting for art exhibits and wall displays. Lighting should be controlled from the room entry, lighting control booth and lectern.

The Auditorium should include the following furnishings and equipment:

- 100 stacking chairs and at least eight 24" x 72" folding conference tables suitable for computer use, and a portable powered and lighted media control lectern.
- Voice amplification system with simple amplifier (in adjacent Control/Projection Booth) , four microphone inputs located for presenters, a hand-held microphone and lavalier and stand, and ample ceiling mounted speakers within the room.
- A cable television drop, using double coaxial cable, and an electrical outlet at the front focal point of the room.
- Computer projection unit.
- Tackable fabric-wrapped wall panels at all walls with presentation rails mounted at 42" height, and picture rails at 96" height. 54" x 96" white board at the front wall.
- Wall with writeable, projectable surface that is easily maintained.
- Projection screen with bottom holdback anchors to reduce keystoneing. Minimum size of screen as required to assure the closest viewer is not closer than two times the width and the farthest no more than six.
- Three 20-foot long recessed floor troughs set at quarter points parallel to the sidewalls to provide power and data at auditorium tables for training.
- A single-faced easily readable analog electrical clock displaying the date/day of the week plus time of day.

Serving Area - 80SF to 100 SF

This area is provided to serve luncheons and refreshments during meetings and should be at the rear of the Auditorium and concealed from view by users. The area should have a 3'-0" door that can be held open and locked. It should have an acoustical tile ceiling at 8'-0" to 9'-0" height, floor finish that matches the meeting space and epoxy painted walls. The room should be equipped with:

- Eight to ten feet of plastic laminate finished counter surface, with base and wall cabinets for storage,
- A deep single-bow, steel or aluminum, sink for preparations and cleanup,
- Electrical outlets for coffee and heating trays,
- Small full-size refrigerator with ice-maker and microwave convection unit
- Kitchen exhaust ventilation unit.

Storage Room - 100 SF to 120 SF

The Storage Room provides a place for stackable chairs and folding tables when not in use. The room should be finished like the serving area and have lockable double doors for convenience. The room should be equipped with:

- Rolling storage units for stacking chairs,
- Ten to fifteen linear feet of 12" deep wall mounted storage shelving above the chair storage units
- A lockable cabinet for crafts materials and supplies for children's programs.

Auditorium Control/Projection Booth - 100 SF

This room should also be at the rear of the Auditorium located so that projection equipment is centered on and perfectly parallel to the projection screen at the front of the room. The room should have a clear un-tinted safety plate glass window at least five feet wide and three feet high. It should be set no less than 42" or more than 54" above the floor and angled out at the top facing the auditorium. There should be sufficient space to maneuver using two projection equipment carts under this window (no projection shelf). The room should have a 3'-0" door that swings out into the auditorium to conserve space.

There should be a recessed (shielded source) incandescent light in the middle of the booth and a similar fixture at the window, both controlled by dimmers from a light control panel and from a switch at the door. The floor finish should be dark vinyl composition tile and the walls and acoustic ceiling should be painted a flat dark color. The room should be equipped with:

- The amplifier for the Auditorium voice system, with input for recording performance, set to the right side of projector on a full-length shelf or counter with storage below in easy reach from the operator at the window,
- A public address system monitor, which is compatible with the public address system in the Reading room. The system should be designed to allow a video-cassette recorder player and other audiovisual devices to be plugged into the PA system. A speaker will be provided for monitoring the meeting room with a cut-off to allow isolation of the booth. (The main system should override the auditorium amplifier for emergency and closing announcements),
- Auditorium lighting control panel, including dimmers for incandescent lights, located next to the amplifier,
- A lockable cabinet for supplies and equipment,
- Peg board and hooks or similar system for storage of cords and reels.

Classroom (optional) - 960 SF (dividable)

Because of unusually heavy local demands for teaching/training space some branches may provide a classroom. This room should be accessed from the Lobby/Foyer directly or from a short connecting corridor and have two remotely located doors so that the room can be divided into two spaces that are approximately 20' x 24'. The movable dividing partition should be panel type with acoustic seals stacked in a recess to one side of the room. If necessary, the room can be accessed from a staff-controlled locked door in the Public Service Area, but access to this room should not pass through the areas restricted to staff. The floor finish should be carpet tile. The walls should have a vinyl finish on drywall construction run to the structure and acoustically insulated. The ceiling should have a two feet wide drywall soffit around the perimeter of the room and at the dividing partition with 2' x 2' acoustical tile center sections at a height of least 10'-0". Lighting should be indirect pendant-mounted linear fluorescent fixtures to minimize glare. The room should be equipped with:

- 30 stacking chairs,
- 12 - 24" x 72" folding conference tables,
- 2 - 42" x 96" whiteboards with marker rails (one each side),
- 2 - 30" x 60" instructor's desks (one each side),
- 2 - 18" x 36" x 72" lockable storage cabinets (one each side).

The Public Service Area (Adult, Children's and Young Adult Areas)

The Public Service Area is the largest component of the Library and is an open-planned space that serves three groups of patrons - adults, children and young adults. There should be a much clearer distinction between the Adults and the Children's Areas than exists in the systems current branches and a more clearly defined "turf" area for Young Adults. This can be achieved by creating alcoves of seating formed by surrounding them with related collections and special displays that will also help to define them. Though most of the shelving to be provided will be double-faced, to avoid misunderstanding, the amounts of shelving in each area are described in the number of single-faced sections required to meet storage needs.

The seating areas for all the age levels should be relatively easy to monitor from the Reference/Information Service Desk. The Children's Area should be visible from both this desk and the Circulation Desk. Shelving that might block sightlines to seating areas should be no higher than 48". The Children's Area is further divided into a Tot's Area (Pre-school age) and an

Intermediate Area (Elementary School age). Though the Young Adult Area has its own Fiction Collection (predominantly paperbacks) and limited Periodicals and Media Collections, it is, in a sense, a transition area that relates more to Adult Non-fiction Reference, Media and Periodical collections than those in the Children's Area.

Branches should have as few fixed partitions as possible, and wherever possible these partitions should be drywall construction. This will simplify any furniture rearrangement and/or alterations required in the future. The partitions anticipated include those that divide the PSA from the Staff Office and from the meeting rooms and mechanical room which should be acoustically insulated to control disturbing noise.

Recommended finishes include carpet tile, preferably in a random pattern and medium tone, painted drywall partitions and 2' x 2' acoustic tiles with drywall soffits at ceiling height changes and edges. Some new branches have provided exterior brick finishes within the Lobby/Foyer walls and the columns within the Public Service Area. This is a good strategy for avoiding damage and is recommended especially in high traffic areas. Minimum ceiling height should be 10'-0" with a raised central area of approximately 20'-0" recommended to be placed near the center of the public space. An exception can be made for branches with sloped roofs and ceilings which can start as low as 8'-6". If the designer chooses an exposed structure such as a painted metal deck and steel structure or exposed stained wood structure, additional acoustic treatment should be provided, such as fabric-wrapped panels hung from overhead and/or on wall surfaces above shelving height.

The preferred mode of lighting at stacks and seating areas located under the lower ceilings is pendant mounted, indirect linear fluorescent fixtures. Fixtures that provide additional direct light contribution should be screened or baffled with parabolic diffusers to avoid glare at computers. Recessed linear fixtures are also acceptable, but must have baffles to control glare. The best way to avoid shadows is to have fixtures run perpendicular to stack ranges. There are many options for lighting spaces under higher ceilings including high intensity indirect fixtures such as metal halide mounted at sidewalls, higher mounted pendant fixtures such as linear fluorescents, or individual point source indirect/direct HID fixtures. Task Lighting can be provided at desks and computer workstations, but these fixtures must be very durable and difficult to abuse or dismantle by users. Supplemental accent and display lighting is later described for these areas of the program.

*Adult Area**Inner Lobby - "Sales and Transactions Area"- 1,250 SF*

This is the entry to the Public Service Area and it should look very open and inviting, providing an unobstructed view of the areas beyond. It includes the security system, Circulation Desk functions and "Express Check-out Station" and various displays of new books and media for all age groups. This area should have more displays than found in current branches and should be designed to market materials like a bookstore. It should utilize additional spotlights and high-intensity pin lights, such as halogen fixtures to accent displays and create a sense of drama, sparkle and excitement. The equipment and furnishing in this area include:

- Pre-sorted book return slots and depressible collector bins for media and adult books, with an additional slot provided for children's books, if possible. The preferred arrangement is for these to empty directly into the Staff Workroom. If this is not possible, the return slots can be provided at the Circulation Desk.
- Book Security System equipment with recessed power source and entrance and exit aisles that meet TAS requirements. All equipment shall be compatible with the Library's existing system and installed according to the manufacturer's requirements to avoid conflict with surrounding computer equipment (approx. 8-foot separation), metal finishes (including shelving and door frames) or books and media that have not been desensitized during check out.
- Directory - A 24" deep x 48"-60" wide, 39" high unit with slots for branch program flyers and pre-printed handout materials. The directory should be part of the signage system for the branch with changeable titles and numbers. It should include a floor plan silk-screened on the back face, which must be oriented in the same direction as the actual interior layout.
- Display shelving and units including -
 - Book Sales shelves - 3 SFS (3-high) slant display and solid top.
 - New and Featured Children's Books and Media - 4 to 6 SFS (3-high) slant display with solid top for additional displays located to help define the Tot and Intermediate areas.
 - New and Featured Adult and Young Adult Books and Media - 4 to 6 SFS (3-high) slant display with solid top for additional displays located to help define these areas.
 - Media Towers - Option for 1 CD listening unit and 1 DVD viewing unit as manufactured by "Lift".

- New "Best Sellers" book bins and towers - 1 approx. 20" x 36" x 42" high bin and an approx. 6' x 6' x 5' high stepped unit similar to the one used at the Renner-Frankford Branch, set as stand alone pieces within the main traffic pattern.
- Self-Checkout "Express Check-out" - An approx. 18" deep x 36" wide by 36" high standup counter to support a card swipe and a desensitizer unit for customers use.
- Circulation Desk - 1-3 Associates II normally staff this desk to provide for check out and return of library materials, payment of fines, and registration for library cards. It should be prominently placed near the entry of the Inner Lobby (preferably on the right side as patrons exit) located in front of glazed doors to the Staff Workroom for efficiency and to provide backup help when needed. The desk should have an opening to the Public Service Area. The Circulation Desk can be constructed of custom millwork or with a library furniture manufacturer's system using a custom front shell facing the public and standard library modules behind. Power and data cables will be concealed behind the shell with grommets provided at the work surface. The desk should be 36" deep and 28'-30' long (measured along the inside edge of the counter) with most of its work surface at 39" height for staff standing or at high stools. There should be three 48" wide staff work positions with at least one 24" wide storage unit between each workstation. One of these staff positions will be at 36" height for side approach ADA access or 28'-34" height with a 19" deep knee space on the public side. The Fines and Registration workstation should be closest to the entry and includes:
 - 1 computer for checking online delinquency records, and entering patron data into the registration file, with one 110 volt outlet and power bar, and data drop.
 - 1 wand for check in, with 110 volt outlet.
 - 1 cash register (15" high, 15" wide, 17" deep), recessed below transaction height.
 - Minimum of 1-24" storage unit with lockable drawer and 6 linear feet of open shelving.
 - 1 high posture chair.
 - 1 book truck.

The Check Out area functions include checking out library materials, reviewing patron data in the registration file, and checking in materials to be renewed. Equipment for its two workstations will include:

- 2 computers for check out and check in, with one 110 volt outlet and power bar and data drop each.
- 2 recessed desensitizing units (3" high, 7" wide, 10" deep) (no power required).
- 1 telephone.
- 1 electric buzzer to Workroom, Staff Lounge and Custodian's Room.
- Minimum of 2-24" storage units each with lockable drawer and 6 linear feet of open shelving.
- 2 posture chairs (1 high and 1 standard height).
- 2 book trucks.

Additional equipment within the Circulation Desk area includes:

- 4 SFS of shelving (5 shelves high) for reserves (materials on hold.)
- 1 bulletin board for notices clearly visible to patrons.
- 1 single-faced analog electrical clock with day/date of the week and time of day.
- Lighting control panel (here or directly inside the Staff Workroom.)

Information Desk and Adult Computer Area - 1,300 SF

This is the "information center" of the branch and should accommodate 2-3 staff members at any time. It includes an Information Desk prominently located just beyond the "Sales and Transaction" area (new materials and browsing) and Circulation Desk, a cluster of public computer workstations and related printing and copying equipment. This desk should look inviting (not like a barrier) and should be placed so that traffic will flow to it and by it easily. It should look different than the Circulation Desk and have lower transaction and work surfaces.

The small office desks still in use at some older branches do not have the physical presence or the wire-management capabilities required. However, a large combined desk set at 39" high can tend to put off customers, especially children. The Dallas Public Library has had good experience using open-landscaped furnishings, such as the "Ethospace" system manufactured by Herman Miller, for information desks. This design approach is recommended because it provides a flexible and attractive solution that will help differentiate this desk for the Circulation Desk. The Information Desk area should include the following furnishings and equipment:

- A U-shaped furniture system enclosure (12' wide front and 8' sides) with wood veneer or fabric finish and integral wire management system, to create 2 work stations, 36" height at front (transaction) panels and 30" height in front of side return work surfaces,
 - 2 corner work surfaces with grommets and adjustable keyboard trays for computer use.
 - 1 front work surface set between the corner units.
 - 2 side return work surfaces with mobile or under-hung drawer and file units.
 - 2 computers for accessing specialized library indexes to collection and ready reference computer, checking the online catalog, placing reserves on library materials, and accessing other library data bases, with two 110-volt outlets and power bars and data drops.
 - 2 phones, each with portable earphones, 110-volt outlet and transformers, and signal cables.

- Note that a range of 42" high reference shelves (4 SFS), which are included in the Adult Collection should be placed a few feet behind the Information Desk, to help screen the work area and provide convenient ready reference materials.

The Information Desk should be surrounded by public computer workstations and be near the Children's area and the Reference Collection. A central location is appropriate because the staff provides library users of all ages with information and reader's guidance, in person at the desk and by telephone, and more frequently in the future using their computers. It will also make it easier for the staff to assist customers using public computers, to monitor and help customers in both the adult and children's reading areas and to help them search for materials in the library's collections.

There will be public computers elsewhere in the branch but this area is the primary location and will be used by adults, young adults and older children. The minimum number of public access computers at even the smallest branch should be ten. While all the branch's workstations will be networked, they should be arranged physically to support a variety of functions efficiently and to avoid excessive waiting periods for public use. This furnishings and equipment related to the Adult Computer Area at a large standard branch will include:

- A minimum of 3 computers with small printer available for convenient use, closest to the entry. These should be set up in 30" deep, 42" wide furniture system workstations at stand-up height (39") and furnished with stools to promote short-term use.

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- A minimum of 7 computers behind the Information Desk should serve multiple uses including catalog and Internet access. These should be set up in 30" deep, 48" wide furniture system workstations at approx. 30" height with low dividers between stations for groups of six, or at four-seat "amoeba" style tables (approx. 5'-6" square). These stations will be furnished with five-star caster base chairs such as the Steelcase Sensor chair or KI Vertebra chair.
- 1 high-capacity Laser Printer and card reader set on a 30" deep, 36" wide, 36" high furniture system workstation with lockable storage cabinets for printer paper.
- 1 high capacity photocopier and card reader unit. The copier should have a special cover to accommodate printing books without damaging their spines.

Sub-total - 11-13 seats

New Book, Media and Current Periodical Reading Area "The Living Room"- 840 SF

This collection and reading area should be located just past the Inner Lobby. It is meant to be a very relaxed browsing and listening area. Like the Children's and Young Adults reading areas it should be located adjacent to the "front" exterior wall. In the new planning concept this is referred to as the "storefront layer" because it should have large windows facing out to customers approaching the branch from the parking lot and street, providing natural light and creating attractive views into the library. These areas will have supplemental lighting to draw attention to their colorful collections and displays. This area will include the following furnishings and equipment:

Seating - should be located in an alcove defined by surrounding display shelving for media and current periodicals, and should include:

- 2 four-seat "amoeba" style reading/listening tables (approx. 5'-6" square), with flip-up outlets to accommodate electronic devices, and chairs - 8 seats
- 6 upholstered lounge chairs and 2 occasional tables - 6 seats

Sub-total - 14 seats

Collections - All the collections in this area are housed in special shelving for media and periodicals and newspapers in slant or stepped display units including:

- 4 SFS video (4 high, 42") - 340 videos (430 holdings)
- 4 SFS video (6 high, 66") - 520 videos (650 holdings)
- 4 SFS CD and cassette (10 high, 66") - 1,800 pieces (2,250 holdings)
- 14 SFS periodical and newspaper (5 high, 66") - 200 titles (200 holdings)

Adult Stacks and Reading Area - 5,850 SF

Seating - Furnishings in this area can be traditional wood library equipment or more modern laminate and steel library or office systems or a combination of these options. The seating area should be located between groups of stack ranges. It should be in view but some distance from the service desk area to avoid disturbing noise, with lounge seats furthest away:

- 6 two-seat tables or table/carrels (3' x 5') and chairs - 12 seats
- 2 four-seat tables (min. 3' x 5', rec. 3.5' x 6') and chairs - 8 seats
- 4 upholstered lounge seats and 2 occasional tables - 4 seats

Sub-total - 24 seats

Collections - Stack ranges should be spaced 5'-6" on center. All shelves should be 10" nominal depth with the base shelf tilted out for easy access and a canopy top to control dust and for display use. End panels should be wood veneer with solid edges and display shelf brackets. Collections in this area include:

- Fiction and Non-fiction Stacks - 322 SFS (6-high) - 41,860 vol. (52,325 vol. holdings)
- Biography - 11 SFS (6-high) - 1,430 vol. (1,787 vol. holdings)
- Special Collections - 20 SFS (3-high) - 1,300 vol. (1,625 vol. holdings)
- Reference - 48 SFS (3-high) - 2,400 vol. (2,400 vol. holdings)

Sub-total - 401 SFS - 46,990 vol. functional storage capacity - (58,137 vol. holdings)

Note - This includes shelving to store approximately 8,000 vol. (approx. 10,000 vol. holdings) of Youth Non-fiction materials interfiled with the adult collections.

Conference Training Room - 400 SF

This is a multi-purpose room that can be divided into two spaces to accommodate meetings, training sessions and study groups of various sizes. It will have an aluminum framed glazed wall and doors facing the PSA, so that it can be easily monitored by staff at the Information Desk. The room should have a general ceiling height of 10'0" with drywall soffits at 8'-0" to accommodate the borrowed light and doorframes and the movable room divider partition. Finishes include carpet tile and vinyl wall covering. The room will include the following furnishings and equipment:

- 4 four-seat meeting tables (3' x 5')
- 20 armless meeting room chairs
- Approx. 24 linear feet of built-in counter surface (24" deep, 29" height) with plastic laminate finish and hardwood edge, grommets, outlets at data drops for six work positions for laptops used for training
- 2 - 48" x 72" white boards (one at each end of the room)

Sub-total - 20 seats

Children's Area

The Children's Area should be an inviting, friendly, colorful, and fun place that children will remember and ask to visit frequently. The Tot's area is the place where many children get their earliest introduction to the world of books. It should also provide computers to access introductory learning game programs. Recent studies have proven that there is a direct correlation to children's use of the library and their future success. A key mission of the public library, which supports local schools, is not only to develop children's reading skills but also to create a love for reading.

The design challenge for the Tot's area is to create an environment that is exciting and active, yet cozy and protected. The space should flow freely with lots of places for children to explore and sit on the floor with books and toys. Furnished seating areas should be broken into small corners or alcoves created by low shelving (3 high, 42"-48"). Lower shelving (2 high, 32'-36") can be used at windows and elsewhere to provide a flat surface or open bin tops for additional picture book and toy displays and storage, and play surfaces.

Some libraries have created small-protected reading enclosures that respond to young children's natural desire to pretend. These can be used for impromptu story telling for small groups or as play areas. A good example is the "red barn" at the Ironwood Branch of the Richmond Public Library in British Columbia. It creates a theme with a highly visible and memorable design feature that is abstract enough to leave children free to use their imaginations. The Dallas Library can create a similar feature for its branches with built-in construction, or it can use a modular system such as the "KinderSystem" Loft as manufactured by Gressco Ltd.

The Intermediate Area should retain some of the playfulness and the casual fun feel of the Tot's Area but must clearly look like the place for the "big kids", with its own special displays periodicals and book collections, in somewhat higher shelving (42"-66"). It must provide seating that can be used for casual browsing and reading and also for homework assignments and group study. One or two computers should be provided so that the children can access the catalog and learn to do information research at their own pace. These workstations should be large enough to allow a librarian or caregiver to provide one-on-one help. Flat screen computers are recommended because they require less space and don't block views as much as full-size units.

Tots Area (Pre-school) - 840 SF

Seating:

- 1 four-seat round table (30" diameter, 19" high) - 4 seats (11 ¾" high)
- 3 lounge seats (1 adult size) - 3 seats
- 2 computer workstations (for introductory programs) - 2 seats

Sub-total - 5 seats

Informal reading/play and "Drop-in" Story Area -Area defined by built-in shelving and/or playful "theme" construction

- Built-in carpeted steps or loose cushions to accommodate 4-6 children and an adult
- Light wood frame and colorful displays to define this special feature

Collections:

- 24 SFS (3 high) with slant-top "roof" display - 4,320 vol. (5,400 holdings)
- 13 SFS (2 high) at windows - 1,560 vol. (1,950 holdings)

Sub-total - 37 SFS - 5,880 vol. (7,350 holdings)

Intermediate Area (Elementary School) - 840 SF

Seating:

- 1 four-seat "amoeba" style reading/listening tables (approx. 5'-0" square), with flip-up outlets and chairs - 4 seats (25 ¾" high)
- 1 four-seat round reading table (42" diameter) - 4 seats (25 ¾" high)
- 3 lounge seats and an occasional table - 3 seats

Sub-total - 11 seats

Collections:

- 12 SFS (3 high) - 816 vol. (1,020 holdings)
- 32 SFS (5 high) - 4,320 vol. (4,340 holdings)

Sub-total - 44 SFS - 5,136 vol. (5,360 holdings)

Young Adult Area - 450 SF

This area should not be near the Intermediate Children's area or the Tot's area. It should be fairly easy to monitor from the Information Desk. Though YA seating and collections are considered part of the Youth Services program it is a transition area and should be relatively close to the Adult

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Media and Periodicals area, Reference area, Computers and collections. It should not be directly adjacent to quiet reading areas for adults. Furnishings and equipment shall include:

Seating:

- 1 four-seat table (with flip-up outlets and data drops for two laptops or media devices) - 4 seats
- 4 upholstered lounge chairs - 4 seats

Sub-total - 8 seats

Collections:

- 14 SFS (6 high) for YA Fiction books and paperbacks - 1,800 vol. (2,250 holdings)

Staff and Building Support Area

These spaces house the staff work areas and building support spaces needed to operate the branch and are generally not accessible to the public. The new interior-planning concept places these in the "Service Backdrop Layer" of the plan at the "rear" of the branch.

Staff Workroom - 1,260 SF

This is an open plan office space located behind the Circulation Desk. It should have a pair of glazed aluminum framed doors to access and monitor the desk area, and a single 36" solid core wood or hollow metal door leading directly to the Public Service Area. It should have a 36" aluminum or hollow metal exterior door with a peephole and electric buzzer to serve as a staff entry and delivery point. This entry area should provide enough space to accommodate two or three stacks of tote boxes of library materials (each approx. 12 ½" high, 14" wide, 21" deep). This room should have windows that cover at least ¼ the width of the exterior wall to create a pleasant work environment and to provide improved site security.

The minimum ceiling height should be 9'-0". Ceilings should be acoustic tile, floor finish - carpet tile and painted drywall partitions. Recommended lighting is 2'x4' recessed fluorescent fixtures with parabolic diffusers. The equipment and furnishings should include:

- Assistant manager's workstation consisting of a 6'x 8' cubical with -
 - 1 24" deep, 36" long front work surface with mobile or under-hung pencil drawer and file cabinet and 18" deep, 36" wide overhead binder bin

- 1 36" corner computer work surface with 18" deep, 36" wide overhead binder bin
- 1 24" deep, 36" long side work surface
- 1 24" deep, 60" long rear work surface with mobile or under-hung box drawer and file cabinet
- 1 posture chair
- 1 computer, 1 phone
- Five L-shaped workstations for Information Specialists and Associate II staff consisting of -
 - 1 24" deep, 36" long front work surface with mobile or under-hung pencil drawer and file cabinet and 18" deep, 36" wide overhead binder bin
 - 1 36" corner computer work surface with 18" deep, 36" wide overhead binder bin
 - 1 24" deep, 36" long side work surface with mobile or under-hung box drawer and file cabinet
 - 1 posture chair
 - 1 computer, 1 phone (for Information Specialists)
- Two L-shaped workstations to be shared by Associate I and Associate II staff consisting of -
 - 1 24" deep, 36" long front work surface with mobile or under-hung box drawer and file cabinet
 - 1 36" corner computer work surface with 18" deep, 36" wide overhead binder bin
 - 1 24" deep, 36" long side work surface with mobile or under-hung pencil drawer and file cabinet and 18" deep, 36" wide overhead binder bin
 - 1 posture chair
 - 1 computer
- Two work table units behind previous workstations, each consisting of -
 - 1 30" deep, 60" long work surface with 2 24" deep, 30" wide base cabinets and 2 18" deep, 30" wide overhead binder bins
- Six five-drawer lateral file cabinets
- Twenty-four SFS of shelving (6 high) for back-issue periodicals, collection transfer and processing etc.
- Six double height metal lockers for staff use
- Eight book trucks

Manager's Office - 120 SF

This office should have glassed door to provide a view of the staff workroom and if possible it should be located on an exterior wall with a window. The room should be equipped with:

- One L-shaped workstation consisting of -
 - 1 24" deep, 36" long front work surface with mobile or under-hung pencil drawer and file cabinet
 - 1 36" corner computer work surface
 - 1 24" deep, 36" long side work surface with mobile or under-hung pencil drawer and file cabinet
 - 1 18" deep, 48" long 2-drawer lateral file credenza unit at rear wall
 - 1 posture chair
 - 1 computer, 1 phone
- Two side chairs
- Small conference table

Staff Lunchroom and Kitchen - 250 SF

This room should be directly adjacent to and accessible from the staff workroom and it should have at least 6 linear feet window. A ceiling height of 9'-0" is recommended. Ceilings should be acoustic tile, floor finish - sheet vinyl or vinyl tile and painted drywall partitions. Recommended lighting is recessed, compact fluorescent down lights with fluorescent strip task lighting under wall cabinets.

The kitchen should include approximately 12 linear feet of residential-type plastic laminate base and wall cabinets with a standard range and self-cleaning oven with a ducted residential-type vent hood, a dishwasher, sink and garbage disposal, microwave, and a 19-cubic foot refrigerator with icemaker. Space and an outlet should be provided for a soft drink vending machine that will be provided by the Library. The staff room should include the following furnishings:

- 3 - 36" square tables and 6 stacking chairs
- 3 lounge chairs and an occasional table
- 1 magazine rack
- 1 wall clock

Staff Restroom - 70 SF

This unisex restroom should be accessible from the staff workroom, and preferably near the staff lunchroom. Finishes include ceramic tile floor and walls set on moisture resistant full height gypsum board partitions with sound insulation. Ceiling should be painted moisture resistant gypsum

board at a minimum height of 8'-0". This should be an accessible facility with a 36" wide solid core door in a hollow metal frame with a privacy level handle hardware set. The room should include the following equipment:

- A wall mounted accessible water closet
- A wall mounted accessible sink
- A wall mirror
- A recessed paper dispenser and disposal unit
- A floor drain
- A small cabinet

Staff Coat Closet - 10 SF

This includes a 24" deep, 48" wide coat closet with overhead shelf and wood louvered doors.

Custodian's Storage - 60 SF

This space should be a minimum of 5'-0" wide, with painted gypsum board partitions and an 8'-0" acoustical tile ceiling with a 1' wide, 4' long recessed fluorescent light fixture. This room provides storage space for a vacuum cleaner, floor buffer for office cleaning functions and approx. 24 linear feet of wall-mounted shelves for tools and janitorial supplies.

Staff Storage - 60 SF

This space should be accessible to the staff workroom. It should be a minimum of 5'-0" wide with painted gypsum board partitions and an 8'-0" acoustical tile ceiling with a 1' wide, 4' long recessed fluorescent light fixture. This room should be lockable with a wall-mounted key box, and should provide storage for miscellaneous equipment such as tote boxes and shipping boxes, approximately 40 linear feet of wall shelving for stationary and clerical supplies, and a safe large enough to accommodate the following items:

- One Cash drawer form cash register - 15" wide, 15" deep, 3" high,
- Two locked boxes - 10 ½" wide, 7 ½" wide, 2 ¼" high,
- Three money bags - 12" wide, 9 ½" deep, 2" high

Telephone and Computer System Closet - 40 SF

This room houses the telephone system and backboard and the library computer system control unit and communication equipment, as well as security and fire panels. Access should be provided from the staff workroom only with a 36" wide door with storage room lockset that swings out to provide maximum interior clearance. The room should have a vinyl tile floor, painted gypsum wall partitions and 8' 0" high acoustical tile ceiling with a 1' wide, 4' long fluorescent lighting fixture. The room should be sufficiently ventilated to prevent overheating of equipment.

Electrical Closet - 40 SF

A separate room is recommended to house electrical panels and equipment to avoid compromising the security of the telephone and computer system closet. Access should be provided from the staff workroom or mechanical room only with a 36" wide door with storage room lockset that swings out to provide maximum interior clearance. The room should have a vinyl tile floor, painted gypsum wall partitions and 8' 0" high acoustical tile ceiling with a 1' wide, 4' long fluorescent lighting fixture.

Book Drop Room - 60 SF

Wherever practical a branch should be provided with an outside chute that feeds into a book drop room. This room should be located so that the book return chute is easy for the public to find and safe to use and to avoid vandalism. Access should be provided only to staff with a 36" wide door with storage room lockset that swings out to provide maximum interior clearance. The room should also contain a telephone jack as well as a table for the server unit and a chair. The room should have a vinyl tile floor, painted gypsum board wall partitions and 8' 0" high gypsum board ceiling (minimum I-hour fire rated) with a 1' wide, 4' long fluorescent lighting fixture. The room should include the following:

- Mosler Depository Model 1112SD or equal book drop,
- External sign with the following wording - "Return Books Here When Library Closed",
- Dry fire suppression system.
- Telephone jack
- Table for server
- Chair

Mechanical Room - 400 SF

This room should have one secured interior door and a double exterior door. It should have concrete masonry walls and partitions for durability and to help reduce noise transmission. The overhead should be exposed with industrial fluorescent fixtures. Finishes should be epoxy paint walls and deck painted floors. Ample floor drains, utility outlets and a telephone jack should be provided to support regular maintenance and repairs.

INTERIOR SIGNAGE AND WAY-FINDING SYSTEMS

Though a library should be designed so that it is easy for customers to understand, signage is required to orient the customers to the library facility and guide them with minimum support from library staff. Good signage helps maximize staff utility and customer convenience. The design of all signage and graphics should be compatible with the building design and its interior finishes and should take into consideration furnishings and equipment that might obstruct visibility.

The permanent signage that designates rooms and spaces as well as directional and informational signs must comply with TAS regulations to address the requirements of the Americans with Disabilities Act. These signs must have a width-to-height ratio for letters and numbers of 3:5 to 1:1 and a stroke width-to-height ratio between 1:5 and 1:10. Accessible elements of the building, such as restrooms must display the international symbol of accessibility.

Overhead signs must be placed a minimum of 89 inches above the floor. Wall signs at doors should be mounted at 60 inches above the floor to the centerline of the sign on the latch side of any doors. These signs must have raised numbers and letters and accompanying Grade 2 Braille. The characters and backgrounds of permanent signs must be of contrasting colors and have matte, non-glare finishes.

The Library should seriously consider establishing a more consistent standard for signage and graphics throughout the system that provides for some level of variation to respond to existing architectural and interior context. Planning Library Interiors, by Carol R. Brown, is an excellent reference source for library furnishings and signage planning and design. It identifies Modulex/ASI Sign Systems and Changeable Sign Systems, which is a manufacturer, and product we recommend as a standard of quality and flexibility that can be use for the Library's future specifications.

Various types of building signage should be designed in a coordinated manner and should address the following areas and types of information:

- Building directory and map - To identify the major functional areas and arrangement of the library
- Area and directional signage - Usually large overhead and wall mounted signs to identify, highlight and/or guide patrons to major functional areas such as the children's area, media collection and service desks.

- Room signs and room numbers - To identify the functions and services in staff and public rooms and to identify rooms that not accessible to the public.
- Informational signs - To announce events and identify procedures and instructions, operating hours, provide warnings and restrictions.
- Code required and related general signage - Exit signage, elevator signs and restroom signs etc.
- Stack signage - Range finding signs at stack end panels, in-stack aisle signs to identify collection breaks, and snap-on shelf inserts to identify periodical titles, media collections categories etc. Stack end signs should be easy to modify with moveable letters and numbers or changeable printed inserts. They should identify a minimum of the following information:
 - The main category of the collection (ex. Reference, Adult Non-Fiction etc.), this may also include simple color coding,
 - The call numbers to be found on each side of the range of shelving,
 - The sequential number of the range used by librarians to provide quick location information to customers.

The following general rules should be applied to library signage and graphics:

- Use both capitals and lower case letters,
- Always arrange text horizontally, never vertically,
- When signs are meant to be viewed from a distance the size of lettering should be 1 inch in height for every 25 feet,
- Keep sign messages short and use consistent language, terms and phrases that customers will understand without assistance,
- Directories and maps should be oriented identical to the building (e.g. map north should match north in the building), and should use the same terms found within the library spaces,
- Signs should be placed at or close to locations where customers have to make decisions,
- Avoid redundancy; with signage less can be more,
- Avoid negative signs which would send an inappropriate public relations message,
- The materials and systems selected should be easy to install, durable and not subject to fading, and easy to change and augment (i.e. from a proven manufacturer who is likely to be around when this is needed),
- Wherever possible building signage should be compatible with the design of other graphics, such as at display units, donor recognition signs and plaques etc.