LYNNFIELD PUBLIC LIBRARY

LIBRARY BUILDING PROGRAM

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EXECUTIVE SUMMARY

Introduction

The need to address the building deficiencies of the Lynnfield Public Library has been recognized for more than thirty years. In 1988 Library Director Marcia Lindberg observed in her *Lynnfield Public Library Facility Assessment* that "The Library building is now twenty years old. It needs attention…More interior space is needed."

Although some of the building issues noted in the 1988 *Assessment* were addressed in a 1991 capital project space needs have grown even more severe with the passage of another decade.

The library's 1996 *Long Range Plan* notes that shelf and office space was "lost" in the 1991 project's improvements to library access for patrons with disabilities while the fiction collection was relocated to the basement. The *Plan* also lists increased space for collections, renovating space and establishing a program space under "Improve and Maintain the Available Facilities" in its "Prioritization of Needs".

In the summer of 1999 Lynnfield's Capital Needs Building Committee, seeking a long range approach, conformance with state regulations, an integrated solution and maximization of state reimbursement, met with Town Department Heads to identify their building program needs. October 1999 Town Meeting subsequently approved funds to allow consultants to begin groundwork for town capital projects that included the library.

J. Stewart Roberts Associates Inc., Architects were hired in January 2000 to develop schematic drawings and cost estimates for a range library building options and to develop a Building Program for the library. I have been retained by J. Stewart Roberts Associates to assist in the preparation of the Lynnfield Public Library Building Program.

The Building Program describes a process for determining the needs of the library for the next twenty years and delineates the equipment, furniture and space necessary to support library services for that 20 year planning period.

From January through February 2000, I have reviewed and analyzed the library's goals, functions, building facility and site. I have discussed the program with the Library Director, staff and Trustees, examined their Building Analysis Worksheets, cooperatively reviewed the schematics and considered a town resident survey undertaken by the Planning Process Committee.

I am pleased to present my findings and recommendations.

— David M. Hinkley, Assistant Director Wellesley Free Library, L.S., M.L.S.

02/23/00

An Ideal Library:

It is clear that the ability of the Lynnfield Public Library to fulfill its mission depends in large part on the nature of its facility. However, many of its selected service roles cannot be supported in the current building. The library can carry out its mission in the next century through examining library usage, evaluating its specific building needs in terms of chosen service roles and then undertaking a forward-looking building program modeled on an ideal library.

The ideal 21st century library presented in Lynnfield's building program will be a useful combination of many related functions. The building will offer users a wide range of choices and services that accommodates many different needs. In this successful library:

The display of materials emulates a good bookstore. People will select a recent video, CD, interesting book or book-on-tape from an attractive display of new materials. Marketing and display of materials are arranged for easy, convenient browsing. New materials are prominently displayed.

Electronic workstations are arranged within easy reach of a librarian as well as distributed throughout the building. People have access to expert help from an experienced, well-trained librarian to select a useful book, get an answer to a question or learn how to search the Internet.

Users are offered a wide range in the choice of materials on many subjects. People can easily locate a particular book in a collection of thousands in an easy-to-find sequence because the library's collections are uniformly arranged with subject signage.

There are quiet places for people to read a book, study reference material, search databases or the Internet. The library provides acoustically separated and comfortable study locations with optimal lighting and data transmission capabilities.

Children can listen to stories, look at puppet shows, browse with a parent, get help from a librarian, or conduct research on the Internet. An ideal library is mindful of children's special design considerations such as different sized tables and chairs, open activity areas, quiet study locations, and chairs large enough for a parent to read to a child. Picture books with their thin spines, tiny spine lettering and large colorful covers suggest special shelving treatment for easy browsing by children and parents.

Helpful staff members are readily available when people enter the building.

Interesting programs are uninterrupted by the normal activities of the library. Patrons use a meeting area with a sound system and comfortable chairs. The area is large enough for audiences and available when the rest of the library is closed. A nearby area for storage of coats and food service complements the facility.

Efficiently designed work areas aid staff productivity. There are clear sight lines for staff supervision, a central circulation desk close to the exit and an efficient processing area with ergonomically designed staff workstations.

These conceptual elements are common to any public library building ideally designed for users. The Lynnfield Public Library's mission, present usage and future service requirements have determined this program's specific space needs and building objectives.

The Building Program

The Lynnfield Public Library Building Program specifically recommends:

- Designing for a population of 12,000 in 2020
- Adding 4,000 S.F. to the current building to create a 19,000 S.F. facility
- Housing a collection of 76,000 items vs. the current 62,000
- Providing 97 user seats vs. the current 78
- Providing 20 public electronic work stations vs. the current 8
- Adding a dividable library program room seating 75
- Greatly increasing the area for Children's services and collections
- Increasing Young Adult seating and collections
- Increases in "Browsing" , "Large Print" and "Audiovisual" collections
- Creating additional Staff Work areas

Generally, the proposed Lynnfield facility should be designed to afford:

- Flexibility for future changes/expansion such as additional electronic work stations with local and remote access, internal and external communications technology and additional material storage.

- Comfortable, quiet, easily supervised and adequately heated and lighted study areas for long-term use, visible but acoustically isolated.

- Equal convenient access to all services and collections by every library user.

- Easily identifiable services and cohesive collection areas.

The current library building is carefully studied in the Facility Evaluation in Chapter Four and its specific limitations addressed. However, it is important to note that because the building program represents an ideal model for Lynnfield's present and future public library its requirements can also be tested against existing alternative facilities or used as the basis for completely new construction if necessary.

Site and Construction Alternatives

The building program can be realized in any one of three ways:

1. By renovating and expanding the current facility

2. By moving the library to an alternative existing facility

3. By building a new facility

The first alternative is to renovate the current library and construct additional space if the site and structure will support it.

The facility evaluation shows that the facility is currently unable to support the library's mission and can not meet present community demands for library services. It must be renovated and expanded if the library is to remain there.

Nonetheless, there are substantive reasons to retain this centrally located sound facility if the building's structure and site can sustain expansion and comparative construction costs are not prohibitive.

If design professionals determine that the current location cannot support the building program and if acquiring land adjacent to the site is then neither possible nor cost effective, the next two alternatives can also be considered and compared.

The second alternative, moving the library to another existing building, will require careful preliminary analysis. Adequate square footage alone will not fulfill the program's requirements. Building objectives and specified design concepts must also be attainable. Structural requirements specific to libraries as well accessibility and telecommunication concerns must be met. Renovation costs could exceed the cost of new construction.

Both moving to an existing facility and new building construction would provide additional parking and avoid the disruption / temporary relocation costs entailed by working with the current building.

A new building will also have the most integrated and efficient design. Building objectives will be most easily met and it is possible to build a 19,000 square foot library on a single floor, yielding significant service and staffing advantages:

- ❑ All materials are equally accessible
- ❑ The public can see all service choices from the entrance
- ❑ Staff can follow activity levels throughout the building and provide service as it is needed
- ❑ Costly elevators are unnecessary
- ❑ Security of staff, public and materials is improved because all activities are visible from a central service area

The primary disadvantage of a new building is that land acquisition and site preparation can be significant cost factors.

Any alternative selected must be able to fulfill the building program's requirements, which are ultimately based on and embody the Lynnfield Public Library's stated mission.

Chapter One – The Lynnfield Public Library's Mission

The 1996 *Lynnfield Library Long Range Plan* states that:

"The mission of the Lynnfield Library is to make accessible to all patrons of the Library, sources of information which will meet their needs in their pursuit of knowledge, education, and recreation. *Particular emphasis will be given to fulfilling the roles of 'popular materials library' and educational support' for both formal and independent pursuit of learning...*"

To fulfill this mission the Lynnfield Library Planning Process Committee focused on four service roles common to small public libraries and sought by Lynnfield Public Library patrons:

- Popular Materials Library
- Independent Learning Center
- Formal Education Support Center
- Community Information and Activities Center

Each selected library service role has distinct facility requirements and design implications:

- ❏ "Popular Materials" need sufficient collection areas and appealing low density shelving to encourage use.

- ❏ "Independent Learning" and "Formal Education Support" Centers require adequate shelving to support subject depth as well as collaborative electronic workstations. "Independent Learning" in the Lynnfield Public Library includes a local history and genealogy collection. "Formal Education Support" generally requires group and quiet study areas as well as informational resources.

- ❏ A "Community Activities Center" requires at least one library program room designed for a variety of uses.

The 1996 *Long Range Plan* recognizes the current facility's inability to adequately support the four selected service roles. Its "Prioritization of Needs" identifies "Improve and Maintain the Facilities" as one of three major areas of concern. The "Building Needs" and facility related "Goals" listed in the *Plan* include:

❑ "Increased Capacity for Collections"

> Lynnfield does not have enough shelving to fulfill its primary role as a "Popular Materials Library". The "Long Range Plan" also notes that the 1991 relocation of adult fiction to the basement in response to space limitations is incompatible with a "Popular Materials" role.

> "Formal Education Support" and "Lifelong Learning" roles and the *Plan's* "Collection Needs Based on Visioning" all hinge on more collection space for realization.

❑ "Establishing a Meeting Space"

> A library programming room is the essential prerequisite to establishing a "Community Activities Center". In its evaluation of the physical plant the 1996 *Plan* states "perhaps most importantly there has never been a meeting room". This Lynnfield Library need has been formally recognized since 1962 when a Library Facilities Committee report recommended a "1,250 square foot Meeting Room for "library programs."

❑ "Renovation of Space"

> The need to renovate the library is frequently cited. Renovation is required to support any and all service roles. Adequate lighting and controlled acoustics, for example, affect every library user and function. Similarly, "Improved Handicapped Access" through installing automatic entry doors is necessary to allow some patrons to avail themselves of any offered service role.

The current building adequately supports the Local History/Genealogy elements of "Independent Learning" and shelving in adult nonfiction is appropriate for "Popular Materials." However, the library needs to be expanded and redesigned for future flexibility in order to meet the Mission Statement's stipulation that:

"The library must not freeze its program to present conditions and present service areas, but must be alert to anticipating future needs of Lynnfield patrons as well. The Library must also maintain an awareness of the ever expanding scope of information available world wide."

The "Facility Evaluation" in Chapter Four examines the Lynnfield Public Library's existing building problems in detail. The unique aspects of the Lynnfield community and its public library that determined its mission and frame the specific requirements of the building program are considered in the next chapter.

Chapter Two – Lynnfield and Its Public Library
The Community & Its Demographics
Lynnfield Library History
The Lynnfield Public Library Today

The Community and Its Demographics

The Town of Lynnfield is located in the western portion of Essex County fifteen miles north of Boston. Interstate 95/Route 128 and Route 1 intersect in South Lynnfield. Bounded by Peabody and Middleton on the east, by Wakefield and Reading on the west, by North Reading on the north and by Lynn and Saugus on the south, Lynnfield has a total land area of 10.15 square miles.

An elected Board of three Selectmen assisted by a Town Administrator manage the town. Other elected and appointed officials share in town governance while residents actively participate through annual and special town meetings.

The settelement of Lynn End (Lynnfield) was founded in 1630 pursuant to a land grant made by the British Crown to the Massachusetts Bay Colony in 1629. Although primarily a farming community, some "cottage" industries that included shoemaking, a granite quarry, a sash and blind factory and a cider mill were also established.

Lynn End became a semi-autonomous District of Lynn in 1782 and the Town of Lynnfield was incorporated in 1814. Lynnfield remained a slowly growing New England village until the end of World War II when it briefly became the fastest growing town in Massachusetts. The population more than doubled from 3,925 in 1950 to 8,398 in 1960.

Today, Lynnfield is a prosperous and demographically stable suburban "bedroom" community that has successfully resisted industrial and commercial development. 86% of its 1990 work force was employed out of town. 43% of 1990's total work force of 6,021 were managers and professionals while administrative support, sales and technicians accounted for an additional 32%.

The $26,193 per capita income in 1989 was 152% above the state average and the median household income was $58,561. In 1990 more than 90% of the people in Lynnfield's 3,916 households lived in owner occupied housing.

The Metropolitan Area Planning Council (MAPC) estimates that Lynnfield's population will be 11,170 in 2010 and 11,095 in 2020. Massachusetts Institute for Social and Economic Research (MISER) figures project 2,530 in 2010. *Library Building Program assumptions use a mean of figure of 12,000 for the projected library service population twenty years from now.*

The town is racially homogenous, with 97% categorized as "white" and this percentage is projected to remain constant through 2010.

The median age of a Lynnfield resident was 39 in 1990. MISER projections suggest that the current school age population of 5 to 19 year olds will increase from 20% to 27% of the total population in 2010. The proportion aged 65 and older, however, which was 14% in 1990 and is currently estimated at 16% and will grow more slowly to 17% in 2010 (MISER). *Young Adults and Seniors will form increasingly significant Lynnfield library service populations.*

More than 90% of Lynnfield's student population attends public schools at a per pupil expenditure of $5,352 (1997-98). The Town supports two elementary schools, one middle school and one high school. The School Department reported that Lynnfield had 756 elementary, 591 Middle School, and 519 high school students for a total student enrollment of 1,865 in 1998-99. *The choice of "Formal Education Support" as a public library role requires a close liaison between library and school personnel and appropriate public library program choices.*

95% of the population has at least a high school diploma and 41% has a bachelor's degree or higher. ***These educational levels are excellent predictors of intensive library use.***

The prosperous well-educated Lynnfield community will continue intensive library use although future demographic demands appear relatively constant. The Building Program should first resolve current space and program needs and then plan for modest and flexible 20 year growth to accommodate an increasing range of library services, formats and technologies.

Lynnfield is undertaking a building capital needs analysis of its major town departments. Although the library may benefit from a comprehensive solution, its building program is competing with schools and other departments for construction funding. Fortunately, town residents have always actively supported Lynnfield libraries.

Lynnfield Library History

There was a library established in Lynnfield as early as 1795 when an interested group of 70 subscribers assessed themselves annually to support the Lynnfield Social Library. The Lyceum Library that followed merged with the Social Library in 1835. Sadly, the house that contained the joint collection was burned to the ground in 1879.

Private citizens kept library service alive until the State of Massachusetts offered $100 to any town that would appropriate a matching sum to start a free public library. In 1889 the Town of Lynnfield voted to elect a board of library trustees and to accept the state's offer.

The Lynnfield Public Library opened on July 22, 1892 in the Town Hall with a collection of 554 volumes. Town Hall library space was crowded by 1904 and a special town meeting authorized Trustees "to utilize the old school building near the common" as a public library. The building dates from 1856 and still stands as the present library's Children's Room.

In 1910 a reading room was established and made available for literary meetings. 1910 also saw the beginning of library services to South Lynnfield culminating in the opening of a branch library building in 1923.

Lynnfield's population doubled between 1950 and 1960, but library expansion was limited to a small addition in 1959. Inasmuch as library use itself then doubled between 1957 and 1961 a Building Committee was authorized to obtain plans and estimates for a more substantial addition in 1963. A newly expanded main library was dedicated four years later in December 1967. Extensive growth in collections and services followed.

Lynnfield was the first library to join the City of Peabody's 1981 initiative to create joint electronic cataloging among surrounding towns. Library of Congress classification replaced the Dewey Decimal system in the same year for the sake of consistency within the projected multi-library consortium.

Twenty years after it was first proposed by the Head Librarian and Trustees the low level of activity at the South Lynnfield branch led to its closure in 1990. The main library has absorbed the displaced demand.

No additional space has been added to the main library since 1991, when a major capital project undertook a range of renovations, converted unused basement space to book stacks, and improved access for patrons with disabilities.

The Lynnfield Library has evolved and grown throughout its history. Today's active library building must have enough space and flexibility to continue to respond to changing technology and user demands.

The Lynnfield Public Library Today

GOVERNANCE
The Lynnfield Public Library is a department of the town government and is governed by an elected five member Board of Trustees serving three year terms.

The Board's authority is derived from Chapter 78, Sections 10 and 11 of the Massachusetts General Laws. Section 10 states in part: "The Board shall have the custody and the management of the Library...and all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the Board, and all money or property which the town may receive by gift or bequest...shall be administered by the Board."

The Board delegates responsibility for library management, collection development and provision of library services to the public to the Library Director. The Director is an employee of the Town of Lynnfield appointed by and directly responsible to the Board.

TOWN FUNDING
The Town of Lynnfield supports the library with a budget approved by citizens at the annual town meeting in May of each year. The library's total operating budget for FY 2000 was $435,328 or 2% of the town's total annual budget of $20,340,695. Total operating expenses per capita were $38.87 and expenditures for library materials were $6.23 per capita.

COLLECTION
The library has a collection of books, periodicals, videos, audio books and other materials. The book collection has almost 57,000 volumes and all holdings total approximately 62,000 items. The library houses a significant collection of genealogical material and subscribes to 168 print periodicals. The video collection has grown to more than 2000 items. An audio book collection offers over 1000 items to library patrons. 2 CD-ROM workstations, 5 terminals with both Internet and CD-ROM access and subscriptions to 17 electronic periodicals complement the print collection.

The library participates actively in the North of Boston Library exchange (NOBLE) a multi-library consortium.

STAFFING
The Lynnfield library staff is composed of 20 full and part time employees who together are paid as 11.4 full-time equivalents. Staff positions include the Director, an Assistant Director/Head of Reference, Head of Youth Services, Head of Technical Services, Information Services Librarian, Staff Librarian, Senior Library Technician, Library Technician and Page.

The Department of Public Works provides maintenance personnel who work up to 35 hours per week.

Committed volunteers who supplement the library staff contribute nearly 2,000 hours a year to the operation of the library.

Library use in Lynnfield has grown over the last twenty years and continues to intensify. The growth in activities is welcome, but it is increasingly difficult to sustain within the present facility. The next chapter discusses the community's library use as a driving force behind the building program.

Chapter Three - Why the Lynnfield Public Library Needs to Be Improved: Present and Future Library Use in Lynnfield

Lynnfield Public Library Services

The library is open to the public more than any other Lynnfield Town Department– 61 hours each week, including evenings and Saturdays. *At least 92% of town residents have library cards and use the library,* yet it costs only 2% of town expenditures.

Each month the total number of visits to the Lynnfield Public Library almost equals the total number of town residents and the children, young adults, adults, parents and seniors who mingle in one of the last true community centers all have different interests and needs.

The 450 people who use the library every day come to:

- Read newspapers, magazines and books
- Complete school assignments
- Access global and local information on computers
- Ask reference questions– over 60 per day
- Listen to one of the 88 adult or 136 children's programs held in FY 1999
- Borrow materials– over 400 items per day and 122,000 items per year

This intensive use of the library is challenging the capacity of the current facility to meet the long-term growth in demand for an increasing variety of services and material formats.

Increased Use

Circulation of materials is a fundamental measure of library use and Lynnfield is an exceptionally active library by that standard.

Lynnfield's annual borrowing rate of 13 per capita is always among the highest in the NOBLE library network and almost twice the state annual per capita rate of 7.

While the Lynnfield population grew 25% between 1960 and 1999, total library circulation increased about 96%. Annual per capita circulation also grew 85 % between 1960 and 1998.

The 98% growth in library holdings between 1970 and 1999 is even more pronounced. The conversion of basement space in 1991 increased usable library space by only 12% over that same thirty-year period. Moreover, the project added nothing to total shelving capacity because existing book stack aisles were widened at the same time for ADA compliance.

It is not surprising that space for some collections is over crowded and that no collection has room for growth. The relatively stable holdings number of the last ten years means that library shelves are at or beyond capacity and that for every book added a book must be discarded.

This chart shows the 226% increase in library holdings between 1960 and 1999 and its relationship to the 12% total increase in library square footage since 1970:

LYNNFIELD PUBLIC LIBRARY
HOLDINGS AND LIBRARY SQUARE FOOTAGE
1960 - 1999
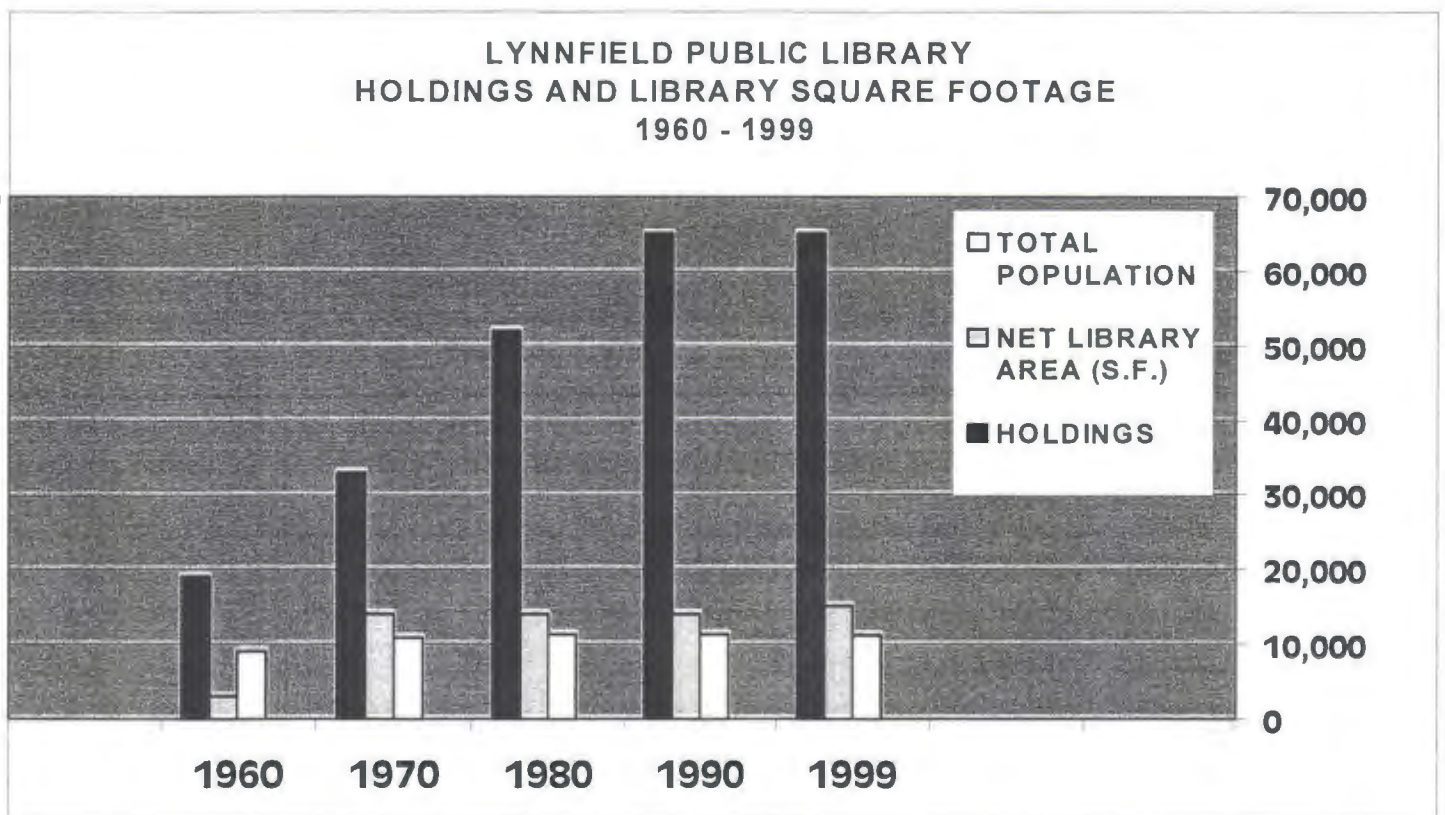
Although the library needs to be expanded to allow future collection growth and to provide an increasing range of services and formats, the facility evaluation in the next chapter shows that the building is already beyond its physical capacity to support present demands.

Chapter Four – Library Facility Evaluation

Site and Building Description
Building History and Building Problems

SITE

The Lynnfield Public Library is centrally located on the Lynnfield Town Common at the corner of Summer Street and Arlington Street. The U.S. Post Office lies directly across Arlington. The Lynnfield Town Hall is proximate on the south side of Summer Street and a nearby shopping area lies to the west of the Common. Two schools are located within a quarter mile of the library.

The library faces Summer Street and the Town Common, a small New England green, to the south. The Common is bordered by other historic structures including the Lynnfield Meeting House. The Center Congregational Church abuts the library on the west and a frame residence is on the north. Arlington Street abuts the site on the east.

The small 12 space library parking lot behind the building is entered from Arlington Street. Library users also parallel park in front of the library on Summer Street or in the Town Hall lot a few hundred feet to the east across Summer Street.

The building's single entrance is on the south side facing Summer Street. There is level access from the sidewalk to both steps and a covered concrete ramp that lead to the entrance.

The level site totals 22,000 square feet - a half an acre - and the building's footprint covers 11,000 square feet of it.

BUILDING DESCRIPTION

The original westernmost portion of the Lynnfield Public Library is a schoolhouse built in 1856 that was taken over for library use in 1905. The small wood frame structure houses the 1,400 square foot Children's Department on its first floor. There is a 300 square foot staff lounge/Trustee meeting room on a small second floor at the southern end of the structure, but the most of the first floor ceiling extends to the roof.

The 1959 single story wood frame addition connects the original library with the "Main Reading Room". The library's entrance is in the south side of this addition. Its 1,000 square feet contain "New Books", audiovisual materials and a Young Adult / Homework area.

In 1967 the 9,000 square foot "Main Reading Room" was built adjoining the eastern side of the 1959 addition. A mezzanine spans the northern portion of the room's large unenclosed public space, but most of its first floor is open to a high curved ceiling. An impressive arched window in the south wall is centered over a Reading Area. The entry/lobby, circulation, reference, periodicals, paperbacks, some adult nonfiction book stacks and a Genealogy Room are also located on the first floor. The balcony level holds the rest of adult nonfiction, an open area used for small group programming and staff offices that include technical services.

1,100 square feet of unused basement space was converted to house adult fiction book stacks in 1991. An elevator connects the basement to the other two levels of the Main Reading Room.

The library's total area is approximately 15,000 square feet and the usable area approximately 11,000 square feet.

LIBRARY BUILDING HISTORY

Many adjustments and additions have been made to the library building since the 1856 schoolhouse was converted for library use in 1905.

In 1910 a reading room was established in the library.

In 1950 wood stoves were removed, bathrooms added and other improvements made to the original "schoolhouse" library.

Additions in 1959 and 1967 were followed in 1991 by the library's share in a Town wide capital project that:

- Addressed ADA accessibility and ADA compliance issues through adding an elevator and widening book stack aisles
- Converted unused basement space for book stacks
- Undertook basic renovations including carpet replacement
- Installed air conditioning
- Relocated the circulation desk

LYNNFIELD PUBLIC LIBRARY BUILDING PROBLEMS SUMMARIZED

The building's exterior harmonizes well with the Town Common and appeals to town residents. The interior has a dramatic space in the main reading room and the facility appears structurally sound. However, the library is an exceptionally active town institution that requires additional space, reconfiguration and renovation to maintain its viability in the 21st century.

This is not surprising. The main library's last major addition was completed more than thirty years ago while throughout the last thirty years library use has intensified as community expectations for library service have expanded and grown more complex.

Audiovisual materials are now shelved beside book collections. Electronic workstations and information technologies *may* replace *some* books, but certainly create additional demands for seating space. Public library services focus increasingly on children, young adults and seniors. Libraries are seen as community centers that habitually include library meeting and programming spaces. Americans with Disabilities are legally entitled to equal physical access to all library services.

Lynnfield itself has changed in thirty years and will continue to do so. However, the current library is an amalgam of additions that render flexible facility responses to change difficult.

The library facility's problems and resulting service limitations include:

- Inadequate space for existing popular collections and no room for collection growth
- Structural limitations on the placement of book stacks that restrict flexibility
- Adult Fiction must be housed in an isolated basement
- Inadequate space for Children's, Young Adult and Senior Services
- No Library Program Room
- Poor lighting and noise resulting from Main Reading Room design
- Interior requires remodeling and reconfiguration
- Staff space for support services is insufficient
- Composite nature of facility impedes visual supervision and functional organization

BUILDING PROBLEMS

Site

The present site is constricted: the building footprint occupies half of it. There is little room for ground floor expansion except in the direction of the small parking lot where traffic flow is already a problem. Patrons often cite parking difficulties. Street parking in front of the building is limited and while parking at the nearby Town Hall appears adequate, seniors and parents with children are particularly reluctant to cross busy Summer Street to get to it.

There may be a high water table or piped watercourse on the northwestern portion of the site.

Accessibility and ADA Compliance
ADA compliance appears generally good following the 1991 renovations, but the entry *requires* automatic doors and should be reconfigured for improved access and security.

Basic Design
The composite nature of the facility makes visual supervision, functional organization of service areas and efficient HVAC problematic. The resulting ratio of nonusable to usable space is also high.

Structural Restrictions
The large open area on the Main Reading Room's first floor is not designed to carry the weight of standard 90" high book stack shelving. The ability of the area to support an extension of the mezzanine is also in question.

This seriously limits present layout and future reconfiguration options for the building as a whole and has forced the shelving of adult fiction and mystery in the basement.

Collections
The adult fiction/mystery collection has adequate space and preferred low density shelving, but its location in a drab isolated basement is antithetical to the library's primary chosen role of "Popular Materials" provider and poses marked security problems.

The overall shortage of space compounded by the building's structural restrictions means that collection space needs cannot be addressed adequately.

The adult nonfiction book collection is reasonably well shelved. However, the audiovisual collection housed in the central 1959 addition is already shelved beyond capacity. Audiovisual material represents only 5% of library holdings and almost 17% of total circulation, but there is no space to expand this active collection. CD's in particular need immediate additional shelving.

The limited "Large Print" (especially important to Seniors), "New Book" and "Young Adult" collections also need immediate enlargement.

Picture Books in the undersized Children's Room form the most badly crowded library collection while children's paperbacks and nonfiction are beyond standard shelving capacity.

The library lacks the capacity to shelve many of its collections suitably now; holdings exceed shelving capacity by about 5,000 items and there is no room for future growth.

Children's

Generally, children's circulation rate is double that of adult materials and print formats will be an enduring format in children's library services, yet children's has the most limited space for collection increases in the current building configuration and the entire area is disproportionately small.

Story programs must be held in the Children's Room because there is no alternative space, making the collection unavailable to other young users. It is very difficult to offer any type of craft activity to children in this limited setting.

Large sections of the Children's Room including the preschool collections are not visible from the Circulation Desk: the room is effectively unsupervised when it is open in the evenings without children's staff.

Children's occupies about 1400 square feet or 10% of the library's space. Typically, children's areas make up 20 to 40% of usable library space.

Young Adult

The Young Adult area is located in the center addition and adjoins Children's. The four seats are inadequate for the two dozen or so young adult patrons who gather to study and meet in the reference/study area of the Main Reading Room. An atmosphere conducive to quiet reading or research becomes very difficult to achieve during the after school hours and most adults leave the library. The YA area lacks enough varied seating, electronic workstations or materials to draw young adults to it to and make the rest of the library more available to other users. Nor is sufficient space available to achieve this.

Nonetheless, the library is especially important to Lynnfield children and young adults. There is no better place for after school gatherings or schoolwork collaboration and the building is ideally located in the center of town.

Program Space

There is no separate program space in the library. Special adult programs such as lectures, performances or discussion groups require moving the reference tables in the Main Reading Room and halt most regular library operations.

Smaller adult library programs including book discussion groups take place on an open area of the mezzanine contributing to ambient noise and using some of the limited library space that could carry full book stacks.

Seating

Total library seating meets minimum state standards. However, the library is used intensively and more seating is desirable. There is no quiet seating except in the Genealogy Room.

Technology

More electronic workstations and category 5 cabling are needed throughout the library. Computer furniture in place is not designed for computer use, wiring or cabling.

Furnishings

Furniture configuration could be more efficient. Furniture is aging, generally lacks electrical or telecommunications capability and contributes little to the character of spaces.

Lighting

Poor lighting in the library is a chronic complaint. Lighting during the day is good and light reflected from the Reading Room ceiling seems to provide adequate ambient lighting. However, downlights give glaring light and task lighting for public and staff is substandard. *Reading, studying or using computers at night is difficult.*

Noise

The design of the Main Reading Room contributes to poor acoustics throughout the library. Sound bouncing off its high curved ceiling carries even normal conversations to other areas of the building.

Infrastructure / Maintenance

Carpeting is worn with unraveling seams and some ceiling tiles are stained. Painting of interior/exterior surfaces is desirable. Downspout and gutter repair is required. There are HVAC system issues (adequacy, control and humidity).

Support Services

Generally, the space for Circulation, Technical Services and the Director is adequate. However, deliveries to Technical Services are inconvenient and the Director is somewhat isolated in present second floor locations.

The Assistant Director, who is also Head of the Reference, shares a workspace with Technical Services and there is no space for an administrative assistant.

It is difficult for the best of staff to work efficiently without offices or separate staff workstations: Reference and Children's librarians have neither.

There has been no staff rest room since the 1991 project absorbed that space.

Staff areas may take up 20 to 25% of a building's usable space. The figure in the Lynnfield Public Library is 10%.

The Library Director, library staff, Library Trustees, the consultant and Lynnfield residents have shaped the facility improvement objectives that follow. Although framed as responses to existing conditions at the present site, the objectives constitute ideal components of any Lynnfield public library building.

Chapter Five – Facility Improvement Objectives and Recommendations

Building Improvement Objectives and Selected Service Roles

The Lynnfield Public Library facility needs to change to achieve its mission and fulfill the public library service roles selected by its 1996 Planning Process Committee. Service roles were prioritized by the Planning Committee as:

1. Popular Materials
2. Lifelong Learning
3. Formal Education Support Center
4. Community Center

Popular Materials

The Planning Committee chose the provision of "Popular Materials" as the library's single greatest service role. The facility can operate as a much more effective "Popular Materials" library by:

❑ Moving adult fiction and mysteries out of a basement.

❑ Providing enough shelving capacity for accelerated collection growth in selected areas and modest long term growth in others.

❑ Increasing the number of popular audiovisual materials for children and adults.

❑ Expanding shelving space and shelving choices in the overcrowded children's picture book and children's fiction/nonfiction stacks.

❑ Enlarging a separate "Browsing" (now "New Books") area of new and high demand items that uses low density shelving and display techniques.

❑ Enlarging the Young Adult collection, focusing on paperbacks.

❑ Expanding the general paperback collection.

❑ Enlarging an easily accessible Large Print collection on middle range shelving with good lighting (of particular interest to Seniors).

Independent Learning and Formal Education Support

The Library's Planning Process Committee also chose "Independent Learning" and "Formal Education Support Center" from the typical roles that have been identified by the American Library Association. Fulfilling these functions will require changes to the present building by:

❑ Providing adult and children's nonfiction print collections adequate in size and subject depth to support student assignments and research by lifelong learners.

❑ Installing additional computer wiring, local and wide area networks and telecommunication capabilities to provide worldwide electronic information to all learners.

❑ Introducing larger collaborative electronic workstations, to be shared by librarians helping people to use the online databases and the Internet.

❑ Adding quiet study seating.

❑ Substantially increasing the area of Children's facilities and zoning it for a variety of activities, materials, and services.

❑ Expanding the Preschool / Parenting collection.

❑ Installing electronic workstations and multimedia computers in Children's.

❑ Creating a visible but acoustically isolated Young Adult area with a study space, electronic workstations, an appealing collection and a variety of seating.

❑ Creating a climate controlled area for historic materials storage.

Community Center

The fourth priority selected for the library by the Planning Committee was "Community Center". There are no separate facilities to support this role and the addition of program room space has been recognized as a central library need for forty years. The building program can address this Lynnfield community need and provide space for library programs by:

❑ Constructing a shared dividable multipurpose library program room for children's storytime/crafts and young adult/adult programs.

❑ Permitting admittance to the program room during times when other library services are not in operation.

❑ Including basic kitchen facilities adjoining the program room.

Access

Convenient access to the building and its services and collections is a fundamental facility requirement. The Lynnfield Public Library needs to address suitable access to all materials for the physically challenged, elderly and temporarily disabled and improve access to the library itself by:

❑ Installing automatic entry doors and reconfiguring the entry for easier access and improved security.

❑ Installing signage and redesigning service desks and other equipment as needed to meet ADA stipulations.

Support Services

Implementing any library service role depends on the ability of the staff to carry out support functions. Staff work area needs should be addressed by:

❑ Adding staff office space for Reference and Children's librarians

❑ Adding some office space for administrative support.

❑ Providing the Assistant Director/Head of Reference with private office space

❑ Moving the Director's Office and Technical Services to first floor locations.

❑ Redesigning the Reference and Children's service desks.

❑ *Carefully designing all staff work areas to assure efficiency and good productivity.*

Site Specific Requirements

Lynnfield Public Library building also has specific Infrastructure and Lighting needs and requires:

❑ Excellent layered lighting levels that avoid glare.

❑ Acoustically redesigned surfaces and the appropriate use of interior glass to control noise levels.

❑ Adequate storage for equipment and supplies.

Additional Recommendations by the Consultant:

Lynnfield is a centrally located building with in good condition with an historic wing. However, the site may not be adequate to support an addition. Deciding whether or not the library should remain at its present location requires that:

- The architect discuss parking issues with the Lynnfield zoning officer in order to develop an approved plan that meets MBLC parking requirements.

- The architect investigate the structural conditions and limitations of the building to develop realistic cost estimates and space planning options.

- The cost of converting unfinished basement space or creating basement space under an addition suitable for future use should be included in cost estimates. Additional basement space will provide current storage/mechanical/maintenance or equipment repairs. Future excavation under an addition will not be feasible after construction.

  The high on site water table and or existing watercourses should be verified before planning additional basement space.

- Special consideration must be given to maintaining the scale and style of the existing building exterior in planning renovations and an addition.

Building Improvement Objectives Summarized

- Adequate collection areas and appealing low density shelving to encourage use
- A Library Program Room accessible after the library is closed
- Expanded Young Adult and Children's service areas
- Expanded Large Print and Audiovisual collections
- Efficiently designed work areas to aid staff productivity
- Optimal lighting, controlled acoustics and clear signage
- Comprehensive design that integrates the composite library building

Generally, the proposed Lynnfield facility should be designed to afford:

- Flexibility for future changes/expansion such as additional electronic work stations with local and remote access, internal and external communications technology and additional material storage.

- Comfortable, quiet, easily supervised and adequately heated and lighted study areas for long-term users, visible but acoustically isolated.

- Equal convenient access to all services and collections by every library user.

- Easily identifiable services and cohesive collection areas.

The next chapter analyzes space needs as the next step in developing a building program that provides for future growth and addresses the inadequacies of the present facility.

Chapter Six — Library Space Needs Assessment

This Chapter Shows How Library Space Needs were Calculated and the Building Program Outline Spreadsheet

The Planning Process

In determining library space needs the following information was considered:

- Staff interviews
- Library standards for similar communities
- Material additions and withdrawals
- Electronic Information Methodologies
- Library Mission and Service Roles

Space Needs Assessment

Determining the size of a public library for the 20-50 year life of the building is a difficult and complex task. A number of considerations go into determining the sizes of the component parts of the building.

- Often 45-50% of total library space is used for storing materials.
- Seating requirements are a significant variable affecting total square footage.
- Space for staff support services will often require 20-25% of the building area to catalog and process new books and magazines, deaccession obsolete and damaged materials, pay bills, place orders or carry out administrative functions.
- Nonassignable space is required to operate the building and varies from 15-30% depending on the building design and aesthetics. Nonassignable space includes walls and support columns; HVAC; stairs and elevators; bathrooms, custodial space, storage and hallways.

To some extent the architectural layout of functional areas and the combinations of functions will affect capacities, so the final capacities will differ from the general estimates contained in this program.

Library capacities and space requirements are educated estimates based on a variety of considerations. The final plans should be compared with program requirements at each stage of the planning. American Library Association Buildings and Equipment Section Standards and experience with other library designs were used as the basis for space requirements in this program.

Material space needs were determined by the following considerations:

Existing shelf space — Measuring the number of existing empty shelf spaces and comparing that number with the annual net additions will indicate the number of years before additional shelf space is needed. The Lynnfield Library has been unable to add to its total holdings for more than a decade.

There is almost no empty shelf space except in adult fiction. Adult nonfiction is at capacity. Although some bottom shelves are available in these areas the use of bottom shelves is inappropriate in a "Popular Materials" library. The "Present Material Capacity" figures in the building outline spreadsheet do include the full use of these shelves, but even with this additional shelving the total library collection exceeds shelving capacity by more than 4,000 items. Children's and Audiovisual collections are especially crowded.

Additional materials and withdrawals — Additions to existing collections projected forward for 20 years consider both opportunities to enhance selected service roles and or the average "net additions" to the collection in recent years. A "net addition" figure is calculated by subtracting total annual withdrawls from the total number of items added each year to the collection.

3,000 items are added to the Lynnfield collection each year, but the lack of available shelving means that 3,000 items must be withdrawn. There have been no "net additions" for many years. Many libraries retain books that have not been used recently and it is appropriate to withdraw these and out of date materials. However, the Lynnfield Public Library must also discard already purchased material that retains value and provides the collection depth needed for "Formal Education Support" and "Lifelong Learning". Flexibility in service roles is very restricted.

The projected building program space requirements support enhanced Children's, Young Adult and Audiovisual service roles in and allow over 700 "net additions" to Lynnfield's book and audiovisual holdings each year for the next twenty years.

The resulting twenty year "net addition" figure is 14,000 items. When added to the existing holdings of approximately 62,000 the projected holdings total 76,000 (excluding microforms). This total figure represents a 1% annual growth rate for the total collection and is appropriate for the high material circulation and library usage rates in Lynnfield.

How material storage requirements are computed:

Intensively used browsing collections are often housed in bookstore type low shelving combining spine out and cover out displays. This type of shelving may store as little as five items per square foot of floor space.

Children's picture books are sometimes stored in display bins for easy front cover browsing, and will therefore require somewhat more space than if stored on conventional shelving. However, ease of browsing may result in higher circulation of these materials, so fewer of the materials will need to be shelved.

Videos, CD's, books on tape and other popular small volume collections may be housed in browser bins for easy selection. These also may require more space than spine out conventional shelving, but may be borrowed more frequently.

Conventional library book stacks often consist of rows of shelving, seven shelves high, spaced 5'-6' on centers, allowing for a 40" or 52" aisle. This type of shelving may accommodate anywhere from 10-15 books per square foot depending on the average thickness of each volume.

In relatively small collections, such as art and reference books, there will only be five rather than seven shelves in each section because of the extra height of the books. These small collections may require additional space.

The book stack area sizes in this program are based on stacks spaced 5' on centers with six shelves (no bottom shelf). Maximum density ranges from 8 (adult) to 10 (children's) books per square foot.

Seating — *Regulations for the Massachusetts Public Library Construction Program* use a table and proportional relation calculations to determine minimum seating requirements. The Lynnfield Public Library should now have now at least 77 seats under this standard and meets it with the existing 78.

The expanded Lynnfield Public Library designed to serve a population of 12,000 will need a *minimum* of 80 seats using the above referenced standard. The high level of Lynnfield Library activity suggests that building program seating far exceed this minimum requirement. Seating for the proposed future program totals 97:

Adult   59
Young Adult   14
Children   24

Electronic work stations are not counted as "seats" under the proposed *Regulations* and are not included in this total. There are also 20 public electronic work stations in the building program: 10 in adult reference, 4 in the adult book stacks, 2 in young adult and 4 in children's reference.

These standards have been used to determine seating space requirements:

Adult table seats	25 sq. ft.
Adult lounge seats	40 sq. ft.
Electronic Work Stations	45 sq. ft.
Electronic Carrels	45 sq. ft.
Child lounge seats	36 sq. ft.
Child table seat	54 sq. ft. per table of four

Spreadsheet for existing and proposed future library facility

The spreadsheet shows approximate sizes necessary to house the collections, seats and services for the next twenty years compared to present capacities. The sizes were calculated by:

Enhancing selected service roles
Projecting an assumed annual net addition rate
Estimating seating based on population and library use
Using standard formulas to calculate space necessary for these functions

The Program / Storytime Room capacity was determined by the staff, who relied on current program attendance figures, by public requests to use the meeting rooms, and by estimating future needs based on the library's mission and recent program attendance.

The chart below shows the sizes and capacities of the various library areas. Areas were derived from standard formulas for seating and material storage from the American Library Association's *Building Blocks for Library Space Functional Guidelines* and the American Library Trustee Association's *Determining Your Public Library's Future Size: A Needs Assessment and Planning Model*.

LYNNFIELD PUBLIC LIBRARY:
COMPARISON BETWEEN PRESENT AND FUTURE
AREAS AND CAPACITIES

FUNCTIONAL AREA	PRESENT AREA IN SQ. FT.	FUTURE AREA IN SQ. FT.	PRESENT MATERIAL CAPACITY*	FUTURE MATERIAL CAPACITY	PRESENT SEATING**	FUTURE SEATING**
Entry	80	80				
Lobby	280	280				
Circulation, Office & Work Area	515	515				
Adult						
Browsing	140	400	700	2000		
Reference and Study	2340	2000	2600	2400	33	33
Reference Workroom		250				
Nonfiction Book Stacks	2000	2400	21000	23000	3	8
Fiction Book Stacks/Paperbacks	1010	1200	13000	14000		
Large Print	70	300	400	2000		
Reading & Magazines	430	430	300	300	6	6
Periodicals Storage	420	100	1000	300		
Audio-Visual (non-print)	200	700	2800	6400		
Local History Collections	450	450	3500	4000	12	12
Adult Total	7060	8230	45300	54400	54	59
Young Adult	225	780	1200	3600	4	14
Children's Services						
Nonfiction/Fiction Book Stacks		1100	7000	10000		4
Picture & Easy Books		400	2600	5700	6	8
Reference & Study		720	200	300	14	12
Media		200	800	2000		
Staff Work & Office	130	380				
Children's Total	1370	2420	10600	18000	20	24
Multi-Purpose Room (Div:25 & 50)***		1100				75
Technical Services	660	660				
Director	190	190				
Assistant Director		150				
Administrative Office		100				
Staff Lounge	300	300				
Total Library Assignable Area	10680	14805				
Non-Assignable Area	4430	4885				
Grand Totals	15110	19690	57100	76000	78	97

*HOLDINGS MAY EXCEED MATERIAL CAPACITY. TOTAL HOLDINGS EXCEED TOTAL MATERIAL CAPACITY BY 5,000 ITEMS. "PRESENT MATERIAL CAPACITY" ASSUMES USE OF BOTTOM SHELVES IN ADULT COLLECTIONS.

**Electronic Work Stations are not included in seating Grand Total according to MBLC standards: There are 14 in Adult, 2 in YA, 4 in Children's

***Multi-Purpose Room Seats are NOT included in seating Grand Total because they are for meetings/programs and not for regular library use

Chapter Seven – General Design Concepts

These guidelines will assist the designers to create a functionally efficient plan for maximum user convenience and staff productivity

Design Concepts

Designing a library often appears to be a struggle to achieve the impossible. A planning document may specify that the new facility have features and qualities that are not compatible with other features and qualities. The challenge which planners and the design team face is to arrive at a balance between seemingly contradictory goals. It often means striving to balance conflicting priorities so that the building exhibits the maximum of each. For example, the building should:

- Provide for the convenience of the library's users while maximizing staff efficiency.
- Provide a modern library with up-to-date technologies but which also reflects the cultural traditions of the community.
- Provide a comfortable and inviting ambiance that encourages use but which allows staff to maintain control and supervision.
- Provide a reference area which invites users to approach librarians with questions but which also provides the option of a private consultation in the reference office.
- Provide an attractive, efficient design for today while leaving open the potential for future expansion at the present site.
- Provide a multi-purpose room that can be supervised when the library is open, yet accessible when the rest of the library is closed.
- Natural light should flood the library, but excessive heat gain from direct sunlight is costly, uncomfortable and damaging to materials.
- Artificial light should be plentiful but without glare.
- HVAC and electrical systems should provide for future expansion, and for increased occupancy.
- Operable windows should be provided for between season ventilation.
- Future expansion capabilities for specific functions such as children's services, book stacks and electronic workstations should be a part of the current plan.

Spatial Relationships and Traffic Flow

Libraries provide an ever-increasing array of services and materials. The design must make it easy for patrons to find and use these materials and services. It must be clear and logical to all, including first-time visitors.

Library Service Choices

The public entrance should flow naturally into the interior of the building. Visible at the entrance, or clearly marked if on another floor, should be the variety of services the Library offers. These services include:

New Materials including Visual Materials and Periodical Display
Circulation - Returning, Borrowing and Registration
Public Access Terminals and other electronic reference resources
Children's and Young Adult Areas
Reference and Information Services

The Entrance Experience

A key design challenge will be the integration of a wide variety of services, while maintaining acoustic separation and good visual control.

Directions to library functions on other levels should be immediately visible from entrances on both floors. Visitors should be able to visually orient themselves to the library's major areas while passing through the entrance area.

- The Lobby/Entrance should be compact and free of visual obstructions for safety and security reasons.
- Traffic flow must be smooth, since those entering and leaving the library or stopping to pick up tax forms or community brochures as well as others moving from one section of the Library to another pose a potential conflict in traffic patterns.
- The decor of the lobby should establish the Library as a friendly place. It should serve as a transition to the quieter areas within.
- Automatic opening doors are useful for handicapped patrons as well as users with armloads of books, but as they tend to stay open longer, cold drafts on patrons and staff in close proximity to the door will have to be eliminated by weather barriers.

Merchandising — Browsing

- New books, audio cassettes, videos, CDs, and special collection displays should displayed with colorful front covers on attractively designed displays.
- Spot highlighting would be useful here.

Circulation and Reference Services

- Visitors should be able to see the circulation desk, and reference areas from the entrance. This visual introduction should be an inviting one featuring views of library materials, terminals and lighted display units instead of the existing cluttered view.

Reference Services and Material Storage

- Terminals to access electronic sources should be readily visible to the person entering the Library.
- Terminals should also be distributed throughout the building for easy access by users in various library areas. Privacy for the public when using terminals is an important consideration.

Technical and administrative functions

- Location of staff work areas is important to efficient operation. Work areas should be close to public services, yet acoustically separate.

- Traffic should not be routed through work areas.

Users:

Those who come to the Library will usually fall into one of the groups described below, and the building design must conveniently accommodate them all:

The Short-term User

Some of the Library's daily users enter with the intention of making only a brief trip, often to return previously borrowed materials. Some wish to pick up reserve books or locate a fact or simple piece of information. Others wish to quickly browse new books or skim magazines and newspapers. Short-term users need good signage as they also use all areas of the library. Perhaps as many as one-third to one-half of the users fall into this category and stay 30 minutes or less.

The Long-term User

The long-term user comes for extended periods of time to browse through collections, read magazines and newspapers, use materials in the Library, access electronic work stations, do research or study. Students will come to study after school or on weekends. These individuals need a quiet environment for their activities. They would especially appreciate small acoustically separated rooms.

Group Participants

Some individuals will come to the Library as a part of a formal or informal group to participate in a particular activity or program. Because groups can cause traffic problems and create congestion, noise, and confusion, access to meeting areas should be carefully planned to avoid routing through reading or stack areas.

Library Staff, Deliveries and Others

Library staff and deliveries will normally use a special entrance. The delivery and staff entrance should be convenient and not visible from the public entrance or from public areas. It should have a buzzer to alert staff to deliveries, and a small storage room to lock delivered parcels.

Flexible Planning and Design

Libraries are organic buildings ever growing and changing. The design should incorporate the following concepts to facilitate change:

Vertical access elements such as elevators, stairs, heating, air conditioning ducts and electrical risers should be kept on the perimeter of the structure to assure future functional flexibility.

A master plan with approved timing for additions should be included in the initial stages of planning to accommodate change and growth both within and in addition to the building being constructed at this time. For example, future expansion in collections, seating and multi-purpose space should each be shown.

Internal change scenarios should also be discussed such as the change from material storage to computer workstations.

Wiring for computers requires both power distribution and low voltage transmission such as telephone lines. These should run in separate conduits. Both should be easily available anywhere in the building. Computer workstations should be capable of easy movement throughout the facility. Such options as fiber optic cabling, carpet tile/flat wiring, power poles, Walker ducts, and floor grids for power should be discussed early in the planning stage.

Special power and communication centers should be identified and receive special design attention early in the planning process. It is necessary to assure sufficient power both overall and per circuit, dedicated circuits, telephone transmission options, filtered, uniform and stable power delivery, ease of equipment exchange for repair and ease of access to clearly labeled circuit breakers. These special areas will include:

- Check out locations
- Reference services
- Staff work areas
- Meeting rooms and multi-purpose rooms
- Security systems
- Local area network center

Flexible Study Areas

The children's story and crafts area should be carefully designed for three very different functions:

- Story hour requires concentration on the story teller with sound separation from other library functions
- Crafts require a floor material that can be easily cleaned and a sink and counter.
- Study requires quiet and staff supervision and control

Future Furnishings

About 10% of the equipment such as seating should be purchased after the first year of occupancy of the library addition in order to respond to the changing needs of library users. People will use the new facility differently than they used the old library and it will take a year before their preferences will be realized.

AREA DESIGNATION: **ENTRANCE / LOBBY**

FUNCTIONS PERFORMED: This will be the point of entry for library users. The entrance will give barrier-free access to the Lobby/Circulation area of the library by people of all ages, persons with disabilities and people in wheelchairs. It should allow the steady flow of pedestrian traffic both in and out of the building.

Users orient themselves to the library and its services/collections.

Library and community informational materials as well as library historical materials displayed.

OCCUPANCY: **Public:** 1-10   **Staff:** None

FURNISHINGS:
Exterior:
     Freestanding book drops
     Bicycle racks
     Clear signage posting the library's hours
     Waste / Recycling receptacles
Interior:
     Entrance: Durable, non-slip mats/carpeting to remove snow and mud from shoes
Lobby:
     Coat Racks
     Electronic Library Directory and Map
     Library Information Kiosk (2' x 2' x 6'H)
     2 Exhibit Cases (28" x 60" x 37"H)
     Display units
     2 Bulletin Boards (4' x 8')
     1 Bench (6' x 18")

USER SEATING: 2

SHELVING: None

EQUIPMENT:
     Public Telephone

CLOSE PROXIMITY TO: Elevator, Circulation, Browsing, Program Room, Rest Rooms

DISTANT FROM: Quiet study areas

AREA REQUIRED: 280 Sq. Ft. (Lobby)
                        80 Sq. Ft. (Entry)

AREA DESIGNATION: ENTRANCE / LOBBY
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MEDIA CAPACITY: None

ARCHITECTURAL FEATURES (Ambience, Environment):
The entrance should be easily identifiable. Automated doors for persons with disabilities are required. Either a double set of doors or an overhang should protect the entrance from inclement weather.

The entrance / lobby should be a welcoming, inviting passageway into the library proportional to the overall dimensions of the building.

Once inside, patrons should be presented with a clear and obvious path to service stations and the elevator. Must be well lighted with clear and leading signage.

Must be wide enough for wheelchairs and strollers. The area leading to the children's room should be wide enough to accommodate the storage of strollers.

Attention to acoustically dampened surfaces in the lobby is especially important.

AREA DESIGNATION: **BROWSING (ADULT)**

FUNCTIONS PERFORMED: Users browsing new items; shelving and display of new books and A/V. This part of the library should resemble a bookstore, with books and media displayed front cover out for maximum visibility. Best seller lists and other items pertaining to current titles will be posted here.

OCCUPANCY: **Public:** 4 - 6   **Staff:** 1

FURNISHINGS:

USER SEATING:

SHELVING:
Display shelving: 36 sections double-faced 3 shelves per section, not lower than 12", not higher than 50", bottom shelf spine out. For sections adjustable height shelving for paperbacks.
1 Flip File Media Browser (200 CD cap.)
Media shelving for video display, with the capacity to shelve 144 videocassettes face-out

EQUIPMENT:
1   Bulletin board

CLOSE PROXIMITY TO: Entrance/circulation desk; reading/magazine area, audiovisual materials.

DISTANT FROM: Quiet study areas.

AREA REQUIRED: 400 Sq. Ft.

MEDIA CAPACITY: 2000 items

AREA DESIGNATION: AUDIO-VISUAL AREA

FUNCTIONS PERFORMED: Audio and video cassettes, compact discs, computer disks, books on tape, and other A-V materials will be displayed and shelved in this area. (Children's audiovisual materials are shelved in the Children's Room. A-V equipment will also be stored in lockable closet adjacent to the Program Room).

OCCUPANCY: **Public:** 4 - 8   **Staff:** 1-2

FURNISHINGS:

USER SEATING: None

SHELVING:
>   Capacity to display and store media in varying formats and sizes: audiobooks, CD's, DVD's, single audiocassettes, sets of audiocassettes with written materials.

EQUIPMENT:

CLOSE PROXIMITY TO: Circulation / Reference desk, Browsing, and Young Adult

DISTANT FROM: Reference area, quiet study areas

AREA REQUIRED: 700 Sq. Ft. (Equipment storage non-assignable)

MEDIA CAPACITY: 6,400 items

ARCHITECTURAL FEATURES (Ambience, Environment): This area of the library requires good staff control and visual supervision.

High traffic area which should receive acoustic dampening.

AREA DESIGNATION: NONFICTION/FICTION BOOK STACKS

FUNCTIONS PERFORMED: Users will browse and look for specific books by call number. May consult online catalog (PAC). Patrons may use electronic workstations or lounge seating for reading or study. Staff will reshelve books as needed.

Large Print Collection shelved separately.

OCCUPANCY: **Public:** 10   **Staff:** As needed

FURNISHINGS:
2	Electronic carrels
2	Electronic workstations
1	28 ½" high 4' x 6' table with 4 chairs (20" seat height)
2	Lounge chairs

USER SEATING: Public: Staff:

SHELVING:
Top bracing or web uprights for all free standing ranges
Double faced steel shelving 90" high
Integral book stop on each shelf
Display end panels and slanted bottom shelves preferred (esp. in Large Print)
Ranges to be spaced 60" on centers. This will leave a 42" wide aisle if 9" shelving is installed. 12" shelving in art and reference areas requires 64" spacing on centers for a minimum 40" aisle width.
Each range not longer than 6 three foot sections for a maximum length of 18'

Large print shelving 66" high, bottom shelf not used

EQUIPMENT:
2	PAC terminals (Stand-up)

CLOSE PROXIMITY TO: Nonfiction to Reference Desk

DISTANT FROM: Children's

AREA REQUIRED: Nonfiction: 2000 Sq. Ft.
                       Fiction and Paperbacks: 1010 Sq. Ft.

BOOK CAPACITY: Nonfiction: 23,000
                       Fiction and Paperbacks: 14,000
                       Large Print: 2000

AREA DESIGNATION: NONFICTION/FICTION BOOK STACKS
Page 2 of 2

ARCHITECTURAL FEATURES:
The stack area should be one continuous orderly block making it simple to find a book.
Signage is critical in this area to separate different genres (e.g. Mystery, Large Print, etc.)
Seating should be dispersed throughout, some window seats are desirable.

Lighting should be parallel to the book stack ranges. Angled low-glare book stack
lighting directly on books rather than the aisles should reach down to bottom shelf.

Lighting for Large Print collection critical.
Large Print collection must be easily accessible.

AREA DESCRIPTION: READING AND MAGAZINES

FUNCTIONS PERFORMED: Here library users will sit and browse magazines and newspapers. As with the Browsing Area, this part of the library should resemble a bookstore, with current magazines being displayed face-out in an attractive manner.

OCCUPANCY: **Public:** 8   **Staff:** 1-2

FURNISHINGS:

2   Lounge Seats
1   28 1/2" high 4'x 6' table with 4 chairs (20" seat height)

USER SEATING: 6

SHELVING:

Sloping display shelves with capacity to display 200 titles for current magazines with storage underneath
2   Newspaper racks

EQUIPMENT:

CLOSE PROXIMITY TO: Browsing area; Reference/Information services area.

DISTANT FROM: Children's Room

AREA REQUIRED: 430 Sq. Ft.

MEDIA CAPACITY: 200 titles

AREA DESIGNATION: GENEALOGY / LOCAL HISTORY COLLECTIONS

FUNCTIONS PERFORMED: For storage of local history collections, portraits, and artifacts; provides a quiet area for the study of materials on local history and genealogy.

OCCUPANCY: **Public:** 1 - 2   **Staff:** 1

FURNISHINGS:

3   Lockable bookcases
3   28 1/2" high 4'x 6' tables with 12 chairs (20" seat height)

USER SEATING: 12 seats

SHELVING:
Shelving to accommodate approximately 3,800 books, including oversize

EQUIPMENT:
1   Electronic work station
1   Microform reader printer
1   Filing cabinet
1   Microform cabinet

CLOSE PROXIMITY TO: Reference/Information Services

DISTANT FROM: Entrance/circulation desk, heavy traffic areas

AREA REQUIRED: 450 Sq. Ft.

MEDIA CAPACITY: 3800 items

ARCHITECTURAL FEATURES (Ambience, Environment): Careful consideration must be given to climate control and protection from strong natural light in this area. There must be room to store and/or display large historical artifacts and portraits here or in the lobby.

AREA DESIGNATION: YOUNG ADULT AREA

FUNCTIONS PERFORMED: This area should be set aside for students in grades 7 and up. The space should be inviting to students by focusing on current recreational reading materials, young adult music and periodical titles as well. Seating should be comfortable and conducive to studying.

OCCUPANCY: **Public:** 11   **Staff:** 1

FURNISHINGS:
2   Adjustable ADA compliant electronic workstations (work surface 26 ½"-
         29 ½" H)
2   Tables 4' x 6'
8   Adult size table chairs
2   Computer chairs
6   Lounge Seats

Coat/backpack racks for 20

USER SEATING: Public: 18   Staff:

SHELVING:
1   Multi-media free-standing display unit
20   66" H   double-faced sections (4 adjustable shelves plus base)

EQUIPMENT:

CLOSE PROXIMITY TO: Reference desk for adequate supervision
                        Easy access to adult reference area without going through
                        quieter adult study areas
                        Adult A-V

DISTANT FROM: Adult study areas

AREA REQUIRED: 780 Sq. Ft.

MEDIA CAPACITY: 3200 paperbacks
                    400 hardback books

ARCHITECTURAL FEATURES: Visible but acoustically isolated

AREA DESIGNATION: CHILDREN'S PARENT AND PRESCHOOL AREA

FUNCTIONS PERFORMED: This area will provide reading matter for children ages 2 to 5 years, as well as material for parents and educators working with children.

OCCUPANCY: Public: 12   Staff: 2

FURNISHINGS:
1	Bin shelving unit (for board books)
1	Floor table (for puzzle making) 10"H
1	Child's lounge table with four chairs
2	Oversized adult chairs (for reading)
2	Child's lounge seats
1	Child's bench
2	Cubby-hole areas (Stimulus shelving)

USER SEATING: Public: 10   Staff:

SHELVING:
Customized cube shelving units for picture books
1	66"H single-faced sections (w/adj. shelves)
20	42"H double-faced sections (w adj. shelves)

EQUIPMENT:
1	Wall clock
10	Floor cushions
1	Large bulletin board

CLOSE PROXIMITY TO: Service Desk, family restroom

DISTANT FROM: Reference and Study Area

AREA REQUIRED: 400 Sq. Ft.

BOOK CAPACITY: 5,300 Easy and Picture Books
                  400 Nonfiction (Parenting)

ARCHITECTURAL FEATURES: Carpeting with extra padding
                            Bright colors

AREA DESIGNATION: CHILDREN'S REFERENCE/STUDY AREA

FUNCTIONS PERFORMED: To provide a reference area for patrons through grade six. This should be a quiet study area where patrons may access encyclopedias, atlases, dictionaries and homework reserves. Internet and word processing capabilities will be available.

OCCUPANCY: Public: 10   **Staff:** 1

FURNISHINGS:
3   Tables (4x6) with 12 chairs
2   Computer workstations adjustable in height (30"W work surface area) ADA compliant
1   Elementary atlas stand
1   Elementary dictionary stand
1   PAC center with 2 terminals 32"H elementary use
1   2 shelf metal book truck

USER SEATING: Public: 14   **Staff:**

  SHELVING:
2   66"H double-faced section (4 adjustable shelves plus base)

EQUIPMENT:
1   Metal 6 1/2 gallon waste receptacle
1   Electric pencil sharpener
1   Floor standing globe
1   Wall-mount map (U.S. & World pull-downs) 51"Hx51"W
1   Public photocopier with secure cabinet for supplies
1   2'x3' recycle bin

CLOSE PROXIMITY TO: Children's non-fiction stack area, Children's media

DISTANT FROM: Program room, picture book area

AREA REQUIRED: 720 Sq. Ft.

BOOK CAPACITY: 300 items

ARCHITECTRURAL FEATURES:

AREA DESIGNATION: CHILDREN'S NONFICTION / FICTION BOOK STACKS

FUNCTIONS PERFORMED: Browsing by children of all ages and parents / educators. Reader's advisory, reference, study, active and passive activities, school class visits. Attractive displays and exhibits.

OCCUPANCY: Public: 10+   **Staff:** 1

FURNISHINGS:

4   Lounge chairs

USER SEATING: 4

SHELVING:
Low level (42"H) flexible/adjustable book stacks and display racks for new materials. Adjustable height shelving not to exceed 66"H for up to 6,000 books.

EQUIPMENT:
1   Stand up height PAC

CLOSE PROXIMITY TO: Children's Reference

DISTANT FROM: Adult Study Areas

AREA REQUIRED: 1,100 Sq. Ft.

BOOK CAPACITY: 7,000 Nonfiction and Fiction

ARCHITECTURAL FEATURES: Acoustical dampening throughout. Tackable walls for exhibits and posters.

AREA DESIGNATION: **CHILDREN'S ROOM MEDIA**

FUNCTIONS PERFORMED: Area where children will have access to a wide range of AV, including CD Roms and video cassettes, compact discs, books on tape and any other AV materials available at the time.

Magazines will be shelved adjacently.

OCCUPANCY: **Public:** 2-4   **Staff:** 1

FURNISHINGS: None

USER SEATING: None

SHELVING:
1   Standard combination display unit for audio and compact discs
3   Hanging bag displayers
2   All-steel (square) video displayer (each holds up to 320 videos)

Sloping display shelves with capacity to display 20 titles for current magazines with storage underneath for 12 issues

EQUIPMENT:

CLOSE PROXIMITY TO: Circulation Desk

DISTANT FROM: Reference study area

AREA REQUIRED: 100 Sq. Ft.

ITEM CAPACITY: 1760 AV items
                            240 magazines

ARCHITECTURAL FEATURES:

AREA DESIGNATION: LIBRARY PROGRAM ROOM

FUNCTIONS PERFORMED: Space for 75 people to be seated audience style. This room will also be used for children's programming, such as storytelling, or as an exhibit space.

The room will be dividable with a folding partition into two sections:

      1 section with seating for 25

      1 section with seating for 50

OCCUPANCY: **Public:** 100   **Staff:** 1-2

FURNISHINGS:

      Raised platform for speakers

      Lectern or podium

      Storage for chairs and A-V equipment

      Small kitchen facility, including a sink, counter, small refrigerator and a lockable storage cabinet below the counter

USER SEATING: 75

SHELVING: None

EQUIPMENT:

1   Projection screens

Stored in lockable closet:

1   TV monitor (27")

1   VCR

1   Multimedia cart

1   Slide Projector

1   Overhead projector

1   Overhead projector cart w/side shelves

1   CD player and earphones

2   Utility carts

CLOSE PROXIMITY TO: Entrance/Lobby, Elevator, and Public restrooms

DISTANT FROM: Reference and quiet study areas

AREA REQUIRED: 1100 Sq. Ft. (Closet storage non-assignable)

MEDIA CAPACITY: None

ARCHITECTURAL FEATURES (Ambience, Environment): This room requires sufficient electrical outlets, and should be wired for phone and data lines. It should be pleasant and easy to maintain, with durable floor surfaces. Windows are not essential here. It must have a separate entrance that can be used when the library is not open.

The portion of the room accommodating 25 should have a large meeting table and a projection screen. This section will be used frequently and should be a comfortable environment for small meetings and discussion groups. Most larger programs will take place in the section for 75.

AREA DESIGNATION: DIRECTOR'S OFFICE

FUNCTIONS PERFORMED: Administrative work, material selection, meetings with 1 to 3 staff members or 1 to 3 patrons. Privacy is important for conversations with staff or patrons. The Small Meeting Room should be located adjacent to the Director's Office for Trustee and other meetings.

OCCUPANCY: Office: 3-4

FURNISHINGS:
1   Desk
1   Upholstered chair
1   Credenza, side files
2   Chairs for visitors
1   Computer work station
1   Adjustable-height chair for work station
1   Work counter for projects, with shelving above
1   Bookcase with wide shelves to accommodate 75-100 books, notebooks, and other materials
1   Coat rack
1   Waste receptacle
        Blinds for all windows or glass enclosures

USER SEATING: 4 seats

SHELVING: None

EQUIPMENT:
1   Computer
1   Printer
1   Telephone

CLOSE PROXIMITY TO: Staff Workroom

DISTANT FROM: Children's Room, Quiet study areas

AREA REQUIRED: 190 Sq. Ft.

MEDIA CAPACITY: 75-100 books

ARCHITECTURAL FEATURES (Ambience, Environment): The Director's Office must have at least one large outside window. This area should not be relegated to a remote area of the library, as interaction with the staff is important.

AREA DESIGNATION: STAFF RESTROOM

FUNCTIONS PERFORMED: Private restroom for staff

OCCUPANCY: Public: 0   **Staff:** 2-4

FURNISHINGS:
1   Double-sink with vanity
2   Toilet stalls

USER SEATING: 2

SHELVING: None

EQUIPMENT:
1   Paper towel dispenser
2   Soap dispensers
1   Wall-mount mirror
1   15 gallon dome top push door waste receptacle
In each stall: coat/purse hook, toilet paper dispenser, sanitary napkin disposal unit

CLOSE PROXIMITY TO: Adjacent to staff lounge

DISTANT FROM: Public areas

AREA REQUIRED: Non-Assignable

BOOK CAPACITY: None

Architectural Features: Non-skid floor
                            Floor drain
                            Ventilation system
                            Grounded outlet near sink

AREA DESIGNATION: MAINTENANCE AREA

FUNCTIONS PERFORMED: Materials and equipment necessary for the maintenance of the building and grounds will be stored here. Some repairs of furniture and equipment will be done. Head custodian will work and keep plans here.

OCCUPANCY: **Public:**   **Staff:** 1

FURNISHINGS:
1	Work table 4' x 6'
1	Workbench 3'x 6' with drawers
1	3 drawer file cabinet
1	Upright clothes locker
1	Small tool storage cabinet 2'D x 1 ½'W x7'H
1	Metal parts storage cabinet
1	Adjustable height task chair
1	Paint storage cabinet

USER SEATING: Public: Staff:

SHELVING:
3	Metal storage shelving units 2'D x 8'L x 7'H

EQUIPMENT:
1	Sink, 3'x 3' with storage underneath
1	Telephone
1	Bulletin board

CLOSE PROXIMITY TO: Delivery / Staff entrance
Elevator
HVAC system
Preferred location on ground floor

DISTANT FROM: Public Service Areas / Meeting Areas / Quiet Study areas

AREA REQUIRED: (Non-assignable)

MEDIA CAPACITY:

ARCHITECTURAL FEATURES: This area should be well lighted with sufficient power outlets to run machinery. It should be air-conditioned and soundproofed to mute work noise. Extra wide doors for easy egress of snowblower, lawnmower, floor cleaning machines, vacuum cleaners, etc.

AREA DESIGNATION: WIRING/EQUIPMENT ROOM

FUNCTIONS PERFORMED: System area where servers, routers and other network equipment can be housed, managed and maintained. Phone system may also be located in this area. Space is needed to move equipment around and to assemble and disassemble equipment when troubleshooting.

OCCUPANCY: **Public:**   **Staff:** 1 (Ordinarily)
                                                          2-3 (When work on system required)

FURNISHINGS:
2   Large bulletin board
2   Cabinet for storing maintenance agreements/information and equipment documentation

USER SEATING: Public: Staff:

SHELVING:
9' Wall mounted shelving for software, manuals and troubleshooting documentation

EQUIPMENT:
3   Wire management racks
         Wall mounted patch panels
1   Workstation for network administration: lap top, stand-up counter and shelves
1   Closet/cabinet for supplies, cables, tools, etc.
         Routers, terminal servers, hubs, DSU's, UPSs, server(s), printer
2   CD towers
         Telecommunications equipment/cabling for sound/video/networking/conferencing systems
1   Network printer
2   Printer cart
         Data jacks for multiple devices
1   Printer cart
1   PC cart
1   Wall phone
1   Waste basket

CLOSE PROXIMITY TO: Outside services: electrical, network, etc.
                        Storage room
                        Meeting room
                        Technical Services

AREA DESIGNATION: WIRING/EQUIPMENT ROOM
Page 2 of 2

DISTANT FROM: Public Areas / Public Service Desks / Study areas

AREA REQUIRED: 100 Sq. Ft (Non-assignable)

MEDIA CAPACITY: 50+ (Manuals and software)

ARCHITECTURAL FEATURES:
Adequate power for extensive equipment needs
Adequate cabling for PC's, printers, networking equipment:
Fiber to the room; Category 5 cabling throughout the building patched to this room
Appropriate fire extinguishing system
Climate control
Anti-static flooring
Dual flooring to allow easy access to cabling in floor
Emergency lighting
Secure Room
Sound proofing (equipment is noisy)
Good lighting

APPENDIX II - LIBRARY LIGHTING & GRAPHICS

Library Lighting

The library may find the following guidelines helpful as it makes decisions about the type of lighting various parts of the library will have:

- Avoid direct sunlight in long term areas. It is unpredictable and difficult to control. Ultra-violet light damages paper and bindings.
- Select lenses carefully to diffuse light and prevent glare.
- Limit light intensity variation in small rooms or in contiguous areas.
- Use low intensity light in non-reading areas, such as traffic aisles.
- Costs for electricity and maintenance will increase, so install fixtures and lenses that make cleaning and lamp replacement simple and burn cool.
- Control glare and reflection by careful selection of diffusers, lovers and light locations. Computer use areas should meet the preferred standards for VDT lighting in Illuminated Engineering Society (EIS) standard practice for office lighting.
- Let users control task lighting.
- The bat-wing reflector spreads light over a wide area and provides good, inexpensive evenly distributed stack lighting when fixtures are mounted directly above and parallel to stack ranges, provided fixture height is correct.
- White ceilings and white walls will increase light, especially in small rooms.
- Visibility in a room is affected by:
    - Size of the room
    - Color and contrast within the room
    - Brightness of lamps
- Select incandescent lamps for concentration (very narrow spots) or spreading of light (flood lamps) and for color rendition.
- Warm white fluorescent lamps (not Deluxe) provide better rendition of skin tones than cool white lamps. Cool white deluxe lamps are even closer to the color of sunlight. Color Rendering Index (CRI) of 75 is preferred.
- Light colored floor materials increase light on books on bottom shelves.
- Indirect light intensity depends on the height and color of the ceiling as well as the brightness of the lamps.
- Maintenance should be considered in selecting and locating fixtures
    - Energy efficiency (electronic ballasts for fluorescent)
    - Life of lamps
    - Cost and ease of replacement
    - Fixture cleaning
- Consider heat gain from lighting in changing lamps or fixtures.

Layered Lighting

The following multi-level approach is sometimes called "layered lighting".

Ambient Lighting

A low level of ambient lighting will provide general illumination. This ambient lighting will be low-glare and accomplished by perimeter luminieres as well as hanging lamps indirectly reflecting light from the white ceiling.

Task Lighting

Non-glare task lighting will be directly related to its specific function, such as illumination of displays, reading surfaces or lounge seating. This can be accomplished by floor or table lamps or recessed ceiling features. Task lighting should be as adjustable as possible including long flexible electrical leads attached to ceiling fixtures so they may be easily relocated when functions change. The user should be able to control task lighting, with lamps on swivel arms.

Wall Wash Display Lighting

Perimeter, ceiling-mounted wall wash book display lighting fixtures should be at least three feet out from the walls and include elliptical reflectors to distribute light evenly on the walls.

Lighting Standards

The Illuminated Engineering Society Handbook suggests the following levels of maintained lighting intensity (taking light loss factors into consideration):

- **Reading Areas:** 30 – 40 foot candles measured horizontally at the desk top.
- **Staff Areas:** 50 foot candles average measured horizontally at the desk top.
- **Public Service Desks:** 50 foot candles average measured horizontally at countertop.
- **Book Stacks:** 6 foot candles minimum measured vertically at a height of 12".
- **Small Conference Room:** 30 – 40 foot candles measured at the desk top with dimmers for AV presentations.
- **Large Multi-Purpose Room:** 40 foot candles average with all lights on separately controlled lighting for the front of the room. Lighting dimmable to 2 foot candles for note taking during AV presentations.
- **Parking Lot:** .6 foot candles average, .15 foot candles minimum measured horizontally on pavement to achieve a 4 to 1 average-to-minimum ratio with no spill light onto adjacent residential properties.

Library Graphics

To a great extent library is a self-service operation. The wide variety of services and great quantity of materials offered by libraries require explanation and guidance.

Graphic signs help users find their way to a particular book with minimal staff assistance. Signs not only facilitate users' speed, but increase staff productivity as well. Lighting, furnishings and colors work together with graphics to assist users in differentiating among services.

For graphics to work effectively they must be planned early in the design sequence to coordinate with furnishings, colors and especially lighting.

The following guidelines should be helpful in planning graphics:

- Consider background and distance in selecting size. One-inch high letters for every fifty feet of visibility would call for two-inch high letters on a sign designed to be seen 100 feet away.
- Consider how the lettering color compares with the background. A dark background sign with white letters is easier to read and avoids the glare reflected from a light background.
- Use a simple, direct, familiar type style that is easily obtainable and easy to read such as Helvetica.
- Graphics can be aesthetically pleasing as well as functional and should be designed to coordinate with the architecture and furniture at an early stage in design development.
- Location, colors, furnishings, lighting and graphics can be helpful in affecting behavior and locating materials. They should be coordinated at an early planning stage not after construction is completed.
- Avoid negative signs, especially large permanent ones.
- Fliers, posters, maps and directories may often be more useful than signs.
- Standard height center point is 54".
- Use capitals and lower case rather than all upper case.
- Use line-of-sight signage in stack areas for quick location of subjects.

Never stack letters one on top of the other. Do not stack letters this way:

B
O
O
K
S

- Arrow panels used to indicate directions should be produced separately from letter panels so that letter panels can be changed without changing arrows.
- Outdoor signs should be lighted, include hours the Library is open and should be perpendicular to traffic. Signs intended to be noticed by people in cars may have to be larger than normal. Outdoor signs are useful reminders of a library's availability, not just its location.
- User categories should be identified and destinations charted in preparation for specifications. Plan by:
    User category
    User destination
    Traffic flow
    Decision points (often pause or turning points in the traffic flow)
    Message
- A sign schedule, specifications and orders should be sent out four months before the building is occupied.
- Individual signs should be consistent with an overall graphics system including outdoor signs, directories, charts, flyers and ground markings.