

BELVEDERE-TIBURON LIBRARY

SPACE NEEDS ASSESSMENT
PHASE 2

BUILDING PROGRAM

March 2007

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Belvedere-Tiburon Library Expansion
Building Program

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I. Executive Summary

The Belvedere-Tiburon Library opened in 1997, a 10,500 square foot facility, located on Tiburon Boulevard that replaced a small storefront branch library that had been operated by the Marin County Free Library. For the past nine years, the Library has provided greatly enhanced service to the residents of Belvedere and Tiburon. The community has enthusiastically responded to the facility and its services. Use of the Library has risen steadily. Standing-room audiences attend Library programs. Collection use increases each year. The facility has become a community landmark and source of community pride.

In 2005, the Library engaged Page + Moris LLC, a library planning firm, to conduct a space needs assessment. That study has identified significant functional deficits within the existing facility. The building lacks the space to adequately serve the current service population. Shelving is at capacity. Collections cannot grow to meet demand. Seating capacity is limited. Service space for children and youth is inadequate. Space for programs and Library events cannot support community interest. Noise and congestion in the public spaces are ongoing. Staff work space is extremely limited and inadequate. Storage space is almost non-existent.

The Library needs to be expanded to meet both current and future service needs. The 2006 space needs assessment recommended the following needs:

- Shelving that accommodates a collection of 90,000 books and AV media items, in a mix of shelving heights and styles that are appropriate to each component of the collection. This will allow the collection to grow over time by approximately 42%.
- Seating capacity of 122, including a combination of table, study and lounge seating that is distributed throughout the public spaces, to double the building's seating capacity.
- Increased public access computers – 59 workstations compared to the current 17 – as well as building-wide wireless access and plentiful distribution of electrical outlets for laptop power supply. Twenty of the computers need to be located in a room that can be used for online training classes.
- Expanded programming space, including enlarging the meeting room to enable accommodating audiences of 100 adults or 150 children, a storytelling space that can serve 30 children and their parents, a conference room for groups of 10 to 14 and four small group study rooms.
- Library staff work space needs to be redesigned and enlarged to accommodate the personnel needs and requirements of the current Library organization. Work space for the Library's numerous volunteer-based activities is also required.
- A modest amount of space is needed for highly desired amenities such as a bookstore and café.
- The total amount of building space needed is 30,999 square feet.

Belvedere-Tiburon Library
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These recommendations were tested and confirmed through a public input process also conducted during 2006. The building program that follows outlines the specific spaces and requirements for an expanded, two-story library facility that will meet the library service needs of Belvedere and Tiburon residents over the next forty to fifty years.

II. Needs Assessment

A. Phase I Findings and Recommendations

1. Introduction and Assessment Methodology

During November - December 2005, Page + Moris toured and observed the Library facility and operations, conducted interviews, reviewed the Library's annual reports, analyzed Library collection and circulation statistics as well as other key indicators of the Library's service levels. Previous space planning work was reviewed and discussed, including a draft building program completed by staff in 2004. The Library's current service levels – collection size, seating capacity, technology access, programming and meeting room capacity and building size – were compared to similar libraries as well as to current library planning practices.

Based on this work, the consultant prepared a space needs summary that incorporates recommendations for the spaces needed that will enable the Library to meet community needs over the next forty to fifty years. The space needs identified are summarized below.

- Shelving that accommodates a collection of 90,000 books and AV media items, in a mix of shelving heights and styles that are appropriate to each component of the collection. This will allow the collection to grow over time by approximately 50%.
- Seating capacity of 122, including a combination of table, study and lounge seating that is distributed throughout the public spaces, to double the building's seating capacity.
- Increased public access computers – 59 workstations compared to the current 17 – as well as building-wide wireless access and plentiful distribution of electrical outlets for laptop power supply. Twenty of the computers need to be located in a room that can be used for online training classes.
- Expanded programming space, including enlarging the meeting room to enable accommodating audiences of 100 adults or 150 children, a storytelling space that can serve 30 children and their parents, a conference room for groups of 10 to 14 and four small group study rooms.
- Library staff work space needs to be redesigned and enlarged to accommodate the personnel needs and requirements of the current Library organization. Work space for the Library's numerous volunteer-based activities is also required.
- A modest amount of space is needed for highly desired amenities such as a bookstore and café.
- The total amount of building space required to meet these needs is 30,999 square feet.

2. Planning Assumptions

The following assumptions were made to quantify the service levels on which the recommendations are based:

Service Area and Population

The Library's primary service area covers the towns of Belvedere and Tiburon. The population of the unincorporated areas of the Tiburon peninsula, however, also uses the Library heavily and should be counted as part of the service population. The following census tracts have been included, therefore, as part of the Library service area:

		Population 2000
Census Tract 1230	Belvedere	2,150
Census Tract 1241/42	Tiburon	8,670
Census Tract 1250	Unincorporated Tiburon Peninsula	6,500
Total		17,320

Source: Association of Bay Area Governments

Population Growth

Since the Library must serve the community for decades to come, the service levels developed need to address future population growth as well as current community needs. To that end, the consultant studied projected population growth to ensure that space needs recommendations would be sufficient to serve the future population as well as current residents.

The Association of Bay Area Governments projects population growth at the census tract level through the year 2030. The most current ABAG projections indicate a small amount of growth in the four census tracts above, projecting that the total population will reach 17,622 by 2030. This represents less than 2% growth over the next two decades. As the project proceeds, further research is needed to confirm the projected population as closely as possible, since the number of young families with children moving into the area over the next several years may add to the current projected increase.

Flexibility

Library service has undergone profound change over the past two decades as electronic technology has been incorporated into library services. Library planners anticipate changes to continue as technology evolves and as community needs change. The library facility must be planned to accommodate service delivery changes that support this evolution. Spaces and building infrastructure must be designed for flexibility, including wide distribution of wiring and cabling, an open design that supports multiple uses and enduring building materials and finishes that hold up over long periods of time.

3. Current Library Facility Assessment

The Library opened in 1997, serving the residents of Belvedere and Tiburon in southern Marin County. Originally a branch outlet for the Marin County



Library, the facility became an independent municipal library after these communities negotiated a withdrawal from the County Library system and established a separate Joint Powers Agency.

The impact of that action is a defining factor in the current facility's ability to meet community service needs. First, the facility's size and configuration reflect its original intended role and purpose. Building features, shelving and seating capacity and both public and staff spaces are sized to support a much smaller, less sophisticated operation than that which has evolved under the independent Belvedere-Tiburon Library Agency. Second, the communities of Belvedere and Tiburon were intimately involved in creating the new Library and, from its inception, have wholeheartedly embraced the new Library as their own. Library use has soared since 1997. People of all ages use the facility at sustained high levels. The facility now has a regional draw with regular users from throughout southern Marin County. Library card registrations and circulation analysis suggest that the basic service population includes not only the residents of Belvedere and Tiburon but also the residents of the unincorporated areas of Tiburon and Strawberry Point.

The 10,500 square foot building is ideally sited along Tiburon Boulevard, pivotally located at the entrance to "downtown," separated from the adjacent Tiburon Town Hall by a 30-space parking lot. The facility's architecture, finishes, furniture and ambience, both exterior and interior, are visually attractive and welcoming. The central public space within the building and the adjacent Fink Reading Room provide a comfortable, charming, human-scale environment that invites visitors to linger and read. The children's area contains delightful, hand-painted murals of storybook characters. The Founder's Room each year hosts hundreds of well-attended programs, community events and art exhibits.

The Library suffers from serious, pervasive overcrowding in every aspect of its operation. Shelving for the collections is at or beyond capacity. Reader and study seating is inadequate, with no opportunities for quiet study areas and only one group study room. The children's area has only 12 chairs and 2 window seats. There are too few public access computers for adults and for children. The popular computer training classes held in the meeting room require labor-intensive set-up by staff before and after each session. Meeting room seating capacity is less than half of what is needed and programming support space is almost non-existent. The crowded conditions result in uncomfortably high noise levels during many of the Library's open hours. Some categories of users who tend to generate noise, such as young children and middle school students, create disturbances that reverberate throughout the building. There is no acoustical separation available to accommodate these users.

Space at the building entrance and in the central circulation space cannot accommodate features and services considered essential to well-planned modern libraries, such as a cluster of self-checkout units, self-service reserve pick-up shelves, retail merchandising browsing shelves or display kiosks. Space is available for only a single book truck with donated books for sale, although the Library receives many donations of books that could be readily sold.

Staff handles all material returns and sorting at the Circulation Desk due to lack of space in the work area. This is an inefficient use of staff time and adds congestion and visual clutter to the service desk area.

Staff workspace is totally inadequate. The building's staff spaces were designed to support a much simpler operation by a much smaller staff. Managers and supervisory staff have no acoustically enclosed space in which to speak confidentially with staff, hold staff meetings or conduct training. Staff works at desks in modular office workstations that are very small and lack the shelving or storage they need to perform their jobs. Unacceptable noise levels, interruptions and the inability to concentrate are constants in the work environment and staff report lower productivity and frustration at not being able to perform their work at a desirable level. It is a tribute to staff members' maturity and collegiality that their working relationships appear to be solid and positive despite the space restrictions, noise and chaotic workroom conditions.

Technical Services staff is particularly adversely impacted by the lack of appropriate workspace, since this is their primary work location and their work involves continual physical activity and movement of materials, supplies and book trucks. The children's services staff have no off-desk workspace at all. They use the Children's Services Manager's desk when she is scheduled away from the building or store their work and their supplies in their cars and homes.

Space for receiving deliveries, unpacking orders, preparing for storytelling programs or creating displays is severely limited. Storage space is almost nonexistent.

The Library Director and Administrative Assistant offices have no public reception point. Visitors must find their way through a maze of staff workspaces to find them.

The building is served by three public restrooms, two at the entrance, each with two cubicles, and one family restroom in the children's area. There are no staff restrooms.

The Library depends heavily on the support of its volunteers. Several active committees provide substantial contributions to the Library service program and to Library revenues, including programming for adults and children, an ongoing film series, rotating art exhibits and computer training. These community activities and support have become hallmarks of the Library, resulting in a constant flow of activity and program attendees. Programs often attract audiences that are too large for the meeting room, forcing the Library to turn people away or otherwise limit attendance. Larger programs and fundraising events must be scheduled for hours that the Library is closed, or held elsewhere, in order to accommodate all attendees. The heavy programming schedule in the meeting room requires the staff to perform room set-up and breakdown on a continual basis. The meeting room kitchen and AV projection equipment and programming storage area are too small and intended to support a much simpler, less active service program.

The Library's art exhibits are mounted in the meeting room, which is in almost constant use. Many times, visitors who wish to view an art exhibition are prevented from doing so since the room is in use more than 50% of the Library's open hours.

Support space for Library volunteers is almost nonexistent. Committees use the meeting room for their business meetings, competing with all programming, training and other events. There is no workspace for volunteers in the building. Staff reports that they underutilize volunteers because they have no way to provide them suitable workspace.

Amenities such as a café or bookstore cannot be accommodated within the current facility.

The Library lacks storage space for maintenance equipment and building supplies. Custodial service staff cannot be accommodated in the building due to lack of space. As a consequence, the Director and Administrative Assistant oversee building maintenance.



Remarkably, despite the building's space limitations, the Library continues to be a primary community gathering place and ongoing source of community pride. It is apparent that the Library is treasured by residents of all ages. Since it opened nine years ago, it has been wildly successful. With appropriate space allocated to both public and support services, the Library's future could be almost unimaginably bright.

4. Library Service and Space Needs/Service Level Recommendations

The following space recommendations have been developed for each of the Library's services and spaces. The attached *Belvedere-Tiburon Library Detailed Spaces Summary* shows the specific square footage allocations that have been made for each space needed in the Library.

A. Collections and Shelving

The Library currently provides a 63,420-volume collection of books and media. The collection is well maintained and has been built to respond to community interests and needs. Shelving for the collection is at capacity, however, which prevents the Library from expanding the collection to meet new and developing community needs. The collection is, in effect, capped at the current level. Without additional shelving capacity, its quality and its physical condition will erode over time.



Evidence of overcrowded shelves is abundant throughout the building. Several needed collections cannot expand to meet growing demand. Some collections overflow onto stack canopy tops, onto the floor or onto book trucks parked next to the stacks. Staff must withdraw items in order to fit new titles on the shelf.

The children's collection shelving is 100% full, with a significant portion shelved too high for children to reach. Children's media collections are tucked into various shelving areas as space has allowed, forcing browsers to hunt for each format.



The Library's strong media collections – audio books on both cassettes and compact discs, music compact discs, DVDs, videos and CD-ROM software – are crammed, for the most part, onto standard shelving that is both difficult to browse and totally filled. Recently returned media items are frequently placed on book trucks or in boxes on reader

tables because there is no shelving space available for them.

Recommendations:

Shelving capacity needs to increase approximately 40% to allow the current collection to grow to meet community needs over time, to fit comfortably on shelving that is appropriate to each part of the collection and to end the need to shelve materials on the bottom and top shelves of every section.

The Library needs to provide shelving that can accommodate a collection of 90,000 books and AV media items. A collection of this size would provide the service population with 5.1 volumes per capita. It represents an overall 42% increase in the collection, with most growth in popular fiction and nonfiction books, books in languages other than English, art books, children’s books, teen books and audiovisual media in several formats for adults, teens and children. Higher circulation rates will keep a greater percentage of the collection off the shelf and mitigate to some degree the collection increases.

Some parts of the collection are likely to be reduced in size over time, such as the adult reference collection and periodical back files. As this occurs, the Library will experience a net savings in shelf space.

Some collections need to be placed on lower shelves, especially in the children’s area. Media collections need to be shelved on medium-height, browser-friendly shelving units. Medium-height, retail-type display shelving is needed for new and popular books for adults, teens and children and browsable shelving is needed for new media formats that may emerge in future years.

The overall increase is broken out below, each recommendation based on input from staff, circulation data and the consultant's understanding of the community and its interests and needs. Appendix D. *Belvedere-Tiburon Library Collection Growth Plan* and Appendix E. *Belvedere-Tiburon Library Collections and Shelving* charts outline the recommendations for collections and shelving in further detail, including assumptions regarding the percentage of each collection in circulation, the type of shelving and the number of items assumed per linear foot.

Adult Circulating Books

Fiction, Classics, Mysteries, Science Fiction	40% increase
Nonfiction, Biographies	20% increase
Paperbacks	no increase
Young Adult Fiction, YA Paperbacks + Graphic Novels	100% increase
International Languages	increase to 3 sections ¹
Oversize	65% increase

Adult Reference Books

Ready Reference/Legal Reference	no increase
Regular Reference	no increase
Local Documents, Local History	no increase
Business Reference	30% increase

¹ Current collection size not available; therefore, calculated amount of shelving needed

Careers, Exam Prep, College Catalogs	16% increase
Consumer Info,	100% increase
Telephone Directories	no increase
Local Authors	200% increase
Map Case	no increase

Children's Books

Biography, Easy Readers, Picture Books, Folklore, Graphic Novels, Holiday Books, Toddler, Fiction, Nonfiction, Special Books	15% to 70% increase
Paperbacks	50% increase
International Languages	100% increase
Reference	no increase

Adult and Young Adult Media

Audio Book Cassettes	50% increase
Audio Book Compact Discs	50% increase
Music CDs	33% increase
DVDs	100% increase ²
Videos	no increase
YA Books on CD and Audio Books	100 items

Children's Media

Audio Book Cassettes	no increase ³
Audio Book Compact Discs	no increase ⁴
CD-ROM Software	no increase
Media Kits	166% increase
DVDs	300% increase
Videos	no increase

Periodicals and Newspapers

The Library's browsing collections of current periodicals and newspapers are very popular. Additional shelving is needed to supplement the display shelves now in use. Slanted display shelving is also needed for a new International Languages area, to accommodate twelve periodicals and newspapers in languages other than English. Shelving is also needed to accommodate growth in the adult periodical back file collection.

The recommendations above will expand the total amount of shelving available within the Library from the current 6,175 linear feet to 8,406 linear feet, a 36% increase. By providing



² Shelving for DVDs and videos is somewhat interchangeable; actual increases and reductions in these two collections can be accommodated within their combined shelving allocations.

³ These two formats have been combined for shelving calculation purposes

⁴ These two formats have been combined for shelving calculation purposes

more “elbow room” for the collections, the Library can anticipate an increase in the overall circulation rate, which will help relieve pressure on the building’s shelving capacity.

B. Public Seating

The Library provides 66 seats for the public – 52 seats in the adult and teen areas and 14 seats in the children’s area. The adult area contains 24 lounge chairs and window seating in the Fink Reading Room. Five four-person reader tables are available. These seats quickly reach capacity once the Library opens. More lounge and table seating is needed.

The children’s area seating capacity is especially deficient, with only two window seats, two round toddler tables and carpeted risers associated with the storytelling area. There are no study tables at which older children can read or study. Elementary school and middle school students migrate from the children’s area to the teen seating in the main public space or to the far end of the adult area, if there is seating available, where they are remote from any staff service desk.

Space for teens has been allocated in the main public area, with a shelving alcove and two four-person tables designated for use by this age. The space is not acoustically separate, however, and lacks lounge seating. Groups of students do not have sufficient space in which they can study together or work on group projects. Inevitably, noise generated by teens travels through the central public space and disturbs other visitors. During good weather, students sit outside the Library on the patio to work together, but when the weather is cold or rainy they have no place to go.

The one enclosed conference room with four seats and a conference table is in constant demand by students and the general public. Additional small conference rooms are needed for group study, tutoring and similar uses.

Recommendations:

Public seating needs to be expanded to provide distinct zones for comfortable reading, quiet study, group study and parent/child reading. The adult areas of the Library need expanded lounge seating adjacent to the fireplace and current periodical display area with ten lounge chairs and a four-person table. A quiet study area is needed with eight one-person study tables. Four-person tables are needed adjacent to the reference collection, in a new International Languages area and the nonfiction collections. A total of 74 seats is needed in the adult areas of the Library.

A separate, acoustically enclosed space for teens is needed with two four-person round tables, two armchairs and casual teen-friendly seats such as beanbag chairs. This area also requires dedicated shelving for the teen collection and two computers. A total of 12 seats is needed in the teen area of the Library.

The children’s area needs a significant expansion of its seating capacity – four four-person study tables next to the children’s reference and circulating book collections, one four-person table adjacent to a new International Languages collection, lounge chairs and/or window seating for parents and children, and armchairs in a new area for parents and teachers. A total of 36 seats is needed in the children’s area of the Library.

The total public seating capacity recommended is 122 seats, approximately twice the current seating capacity, which will provide 6.8 seats per 1,000 people served.

In addition, two special seating areas are recommended - a new Student Study Zone, adjacent to but separate from the teen area, with acoustical separation, study seating for eight students and two computers and four small group study rooms, each with seating for four to eight people at a conference table, three rooms allocated to the adult and teen areas and one allocated to children's.

C. Computers

The Library has 17 public access computers, 12 in the adult area (nine with Internet access) and five in the children's area (three with Internet access). This equipment is in constant demand. The Library is planning to add more computers in the central public space, using flat screen monitors to save space. The children's area, however, cannot accommodate any other workstations although demand for computer access is high among children and families. Students and teens must compete with children and with adults for computer access and the time limits imposed on almost all computers effectively prevent their use for in-depth homework assignments.

Although the Library is wireless-enabled, there are few electrical outlets available to plug in a laptop computer.

The high demand for computer access prevents access to any workstations at which staff can give online demonstrations. The Library's popular computer training classes take place in the meeting room, using laptop computers that must be set up, configured, checked and put away with every session.

Recommendations:

Computer access within the Library needs to triple, from the current 17 to a total of 59 workstations – 12 in the children's area (eight sit-down workstations for children, 2 in the new Family Space and 2 stand-up units at stack-ends), 2 in a new Student Study Zone, 2 in a new Teen Area, 1 adjacent to the Reference Desk for online demos and one-on-one training, 6 stand-up units at stack-ends in the adult book collection, 16 sit-down workstations in the adult open access area and 20 in a new Computer Training Room, which can be used by individuals when training is not in session.

The building must also provide wireless access to patrons who bring their own laptop computers to the Library, with convenient, safe access to electrical power at most seats.

These recommendations will allow the Library to provide over three times as many computers as currently offered, or one computer for every 300 people served.

D. Meeting and Programming Space

Large, Dividable Meeting Room

The Founders Room is one of the most-used, in-demand features of the current facility. Meetings, programs, social events, art exhibits and a multitude of other activities take place in this space on a daily basis. While its location adjacent to the public entrance is

ideal, its maximum seating capacity is 49 people, far less than many of the audiences attracted to the Library's programs.

A larger meeting room is needed, to provide twice the current seating capacity and accommodate 100 people seated auditorium-style, with the ability to partition the room to enable two events to be scheduled at the same time or within close time proximity. Use of an acoustical room divider housed in a wall pocket will be required. A meeting room of approximately 1,275 square feet is needed for the Library.

The expanded meeting room will need an appropriately sized and outfitted catering kitchen, a secure storage room that accommodates chair stacking dollies and folding table trucks, state-of-the-art AV projection equipment in an adjacent secure room and adjacent surge space - in the lobby, in an adjacent outdoor patio or in both locations.

Conference/Board Room

A mid-sized meeting room of approximately 265 square feet, with seating for 10 to 14 people, is needed to support the frequent meetings of Library staff, volunteer committees, the Library Board and other groups associated with the Library.

Group Study/Conference Rooms

Four small conference rooms are needed for public use as well as for staff or volunteers. Each room is allocated between 105 and 160 square feet with four to eight seats and a conference table.

Storytelling/Class Visits Area

The children's area needs space within or adjacent to the children's public space in which groups of up to 30 children and their parents and caregivers can gather for storytelling and similar programs. This can also be used to gather students who are visiting the Library on class visits. The space needs to be approximately 360 square feet in size.

The Library is and will continue to be a prime meeting and gathering place for the community. Generous "social spaces" such as those described above are critical to the Library's success as a community focal point.

E. Staff and Volunteer Work Space

The Library Director and Division Managers each need a private office, to be able to hold meetings without disturbing other staff and to conduct personnel evaluations and other confidential conversations. Permanent full-time and part-time staff requires desks in modular office landscaping. Common workspace is also required for staff and/or volunteers performing physical tasks such as book mending, processing, preparing displays, and preparing for programs or a host of other duties.

A common workspace with office equipment, a work counter, mail distribution sorter, bulletin boards and common-use computer workstations is recommended, adjacent to the Administrative Office and Staff Work areas. Supply storage is needed to support the following functions:

- Office and paper supplies
- Bulk supply storage
- Library records (Library Administration, Technical Services)
- Programming supplies
- Book donations
- Incoming materials (Technical Services)
- Book trucks (Sorting and Returns)
- IT equipment and supplies
- Custodial supplies
- Building maintenance supplies

Additional storage space is needed for:

- Volunteer committees' programming supplies
- Meeting Room chairs, tables and AV Equipment

F. Building Amenities

Café

There is considerable interest in a café or coffee bar associated with the Library, to allow visitors to purchase and consume light refreshments while they browse the collection or read materials they have checked out. A small food service area could be a popular addition to the Library's services, if well designed and integrated into the overall facility and operated by an independent vendor.

A mobile catering cart is recommended, approximately 4' x 6', located in a high-visibility, high-traffic area such as the building lobby. Casual café seating, in the lobby and an adjacent outdoor courtyard, and a counter for laptop users will provide convenient seating for what would certainly be a popular service.

Bookstore

The Library receives many donations of recent, high-quality books. Current space limitations severely limit the number of items that are displayed for purchase at the main public entrance. Many valuable donations are sent to other libraries with stronger book donation sorting capability. A modest allocation of space for display shelving – approximately 85 square feet – would enable the Library to offer an ongoing inventory of for-sale items.

The café and bookstore could be designed as a combined space to leverage interest in both amenities and maximize revenues.

G. Building Size

A facility that will support the needs enumerated above will require a total of 30,999 square feet. This assumes that the building can be designed so that 75% of the floor space is usable and only 25% is unassignable. The *Belvedere-Tiburon Library Spaces Summary* provides the square footages needed for each space in the building. A building of this size would offer the population 1.76 square feet on a per capita basis.

B. Phase II Community Input Process and Findings

During Phase I of the project, the consultant analyzed the current facility to identify how well it supports the community's library service needs. She conducted group and individual interviews with Library staff, interviewed key Library volunteers, met with Library and Foundation Board members, reviewed usage statistics, analyzed collection data, observed public and staff use of the facility, compared current resource levels to current library industry guidelines and best planning practice. Proposed space needs recommendations were developed and discussed with the Library staff and Library Board.

During Phase II, the consultant held a general community meeting and conducted focus groups with key segments of the community to test the draft recommendations against expressed service needs and priorities of both Library users and non-users. In addition, the Library distributed questionnaires to the community during September 2006 to elicit feedback from the public.

The community meeting and focus group sessions were:

Community Meeting	September 20, 2006	25 attendees
Teens	October 24, 2006	50 attendees

Parents of School-Age Children

November 16, 2006

19 attendees

Community Meeting

The meeting was held in the Library's Founders' Room. All 25 attendees identified themselves as Library users. Most indicated that they use libraries throughout southern Marin County as well as the Belvedere-Tiburon Library. All attendees reported that they check out books and 50% said they check out media. A lower percentage - 15% - noted that they read or study in the Library.

Attendees commented on the Library features and services that they believe work well:

- It is an absolute joy to come to this library.
- The staff is very friendly and helpful and works together perfectly.
- The meeting room has a lot of warmth.
- The capacity (size) is not as important as the warmth of the building.

When asked if there were any features or characteristics of the facility that they would like to change, comments included:

- Just the size!
- The kitchen size is inadequate - consult with kitchen users regarding the features and dimensions of a new kitchen
- If we had more space, there would be an opportunity for cooperative ventures; i.e., new programming opportunities
- Can hear toilets flush during programs in the Founders Room because of the placement of the plumbing line
- Acoustics needs to be improved – plumbing and traffic noise
- Need more storage; new libraries have storage where it's supposed to be
- The patio is too noisy due to proximity to Tiburon Blvd.
- Admire the staff for working in such crowded conditions
- Look at innovative solutions for storage; i.e., stacking tables and chairs; seats that come out of the wall, etc.

Discussion followed on aspects of other libraries that attendees had visited that could be considered for Belvedere-Tiburon as well as additional comments about ways that the current facility could be improved.

- Browsing area with slanted, display shelves (Santa Monica)
- Lounge chair seating - like a living room (Mill Valley and Sausalito)
- All 6th and 8th graders in Tiburon have laptops – need tables for them to use this equipment
- There was positive reaction to space for a permanent book sale (Mill Valley and Sausalito)
- Children's Library and a theatre merged; 4th and 5th graders make their own films (Charlotte, North Carolina)
- Public would support a café
- What about using the patio area for a café?
- A green building would be ideal
- Need to improve climate control within the Library; it is very inconsistent.

- Need to retain beautiful landscaping and provide a good indoor/outdoor relationship
- Need more tutoring rooms
- Need space for teens; i.e., homework rooms and study rooms
- A safe and positive space for kids to hang out
- Need more space for children. They are underserved. Need to serve entire community.

The meeting concluded with an exercise in which attendees prioritized space needs for a new facility. Each person was asked to mark up to five services or features that they consider the most important facility space needs to be addressed. The results are shown below, in order of the number of votes for each need.

Increased shelving	12
Larger, improved meeting room/auditorium	11
Improved staff work space	10
Increased space for teens	7
More public seating for children	5
Designated quiet study space	5
Increased group study space	5
Computer training space	5
Increased storage/maintenance space	5
Booksale/retail space	5
Café	4
Increased display and browsing shelves	3
More computers	3
More public seating for adults	2
Improved acoustics in public and staff spaces	1
More space for self-service technology	1
Dedicated exhibit space	0
More restrooms	0

Focus Groups

Redwood High School Leadership Class

On October 24, 2006, consultant Kathryn Page and Jacki Schafer, the Library's Young Adult Librarian, met with approximately fifty Leadership Class students at Redwood High School in Larkspur. The group included freshmen through seniors and represented many teens from Tiburon, Belvedere and surrounding communities.

Approximately one-third of those present (15 students) said that they use a library on a regular basis. About half said they use a library at least twice a semester. Almost all said they use their school library at least twice a semester. Approximately 20 students reported that they use a laptop computer. These students felt that wireless access and laptop plug-in outlets are an important feature for the Library to have.

When asked what they like about the library they use, comments included:

- It is a comfortable place to do homework
- It is quiet with few distractions
- It is organized
- It is easy to use a laptop
- The book displays where the books are face-out

- The library staff “favorites”, because they are generally not well-known titles, but are very good to read

The group was then asked what sort of space in the library would work best for teens, with the following results:

- Booths (padded bench seats with a table)
- Café – everyone loved this idea
- A place where you can talk without feeling guilty
- Study rooms, both small and large
- Soundproof areas that would be good for group study and projects
- More chairs (referring to Corte Madera Library’s small space with just a couple of chairs)

The consultant asked the group what kinds of programs or events for teens they would like to see. Students responded that, for the most part, teens are too busy, with too many time commitments, to come to library programs. Several stated that they prefer to use the library as a place to get away from distractions, either to study alone or in groups. They asked if it would be possible to offer extended open hours during high school finals week, to give students a place to study late in the evening.

Other comments included:

- Middle school students are too noisy – make sure that there is enough seating to allow younger students to work elsewhere
- Would like to see textbooks for high school students, similar to the library’s middle school textbook reserve section
- When a book is assigned in class, they would like to be able to get it on audio (CDs, with multiple copies of audio and in print)
- Would like the library to have a bookstore atmosphere (like Barnes & Noble)
- Would like more computers so they don’t have to bring laptops

Attendees were then asked to prioritize possible library services of interest to teens, assigning the number 1 through 5 to each item. The results are below.

Feature or Service	Average Rank
Plenty of study seating	1.3
Comfortable lounge chairs	1.4
Computers to search the Internet	1.6
Group study rooms to work together with other students	1.6
Computers for word processing	1.8
A separate space for teens	1.9
Nonfiction books for research and study	2.0
A place to buy food and soft drinks	2.0
Places to plug in laptop computers	2.1
Fiction books for teens	2.4
DVDs and videos	2.9
Computers with other software	3.1

Magazines for teens	3.2
Books and media in languages other than English	3.3
Music CDs	3.4
Career prep books	3.4
Library programs for teens (poetry slams, books discussion groups, film nights)	4.1
Other ideas	
Coffee (2); comfortable	
Wireless Internet	
Coffee bar	
Rooms for light conversation	
Make it pretty	
Soundproofing	
Wireless Internet/Wi-Fi	
Music CDs: classical music & albums that are hard to find	
Textbooks from high school (7)	
I think that staff picks, bestsellers or prize winners should be easily accessible and promoted and displayed at the front of each aisle or section.	
Other software:	
Powerpoint (3)	
Microsoft Office (2)	
Photoshop	
Excel	

Library Bookmarks (Mothers Club)

On November 16, 2006, the consultant attended a meeting of the Library's Bookmarks Club. Nineteen mothers of children between the ages of one and eleven participated in a discussion of the library service needs of children and participants' experiences and perceptions of the current Belvedere-Tiburon Library.

Participants first commented on the existing Library's positive aspects:

- The Library is warm, welcoming, comfortable
- This is an intimate community, very local
- Library staff is terrific
- Children's and family programming is awesome
- The Library serves as a community center (there is no recreation center in Tiburon)
- This is a great place for kids to do homework, but space for a homework center would be great

The group then discussed improvements they would make to the Library, if they could:

- Create a "young teen" section
- Keep the current warm, welcoming environment; i.e., warm colors in the interior
- Provide low-height book display area for little kids
- More computers, especially for after school period

- Offer a “mom friendly” café (unanimous agreement)
- Make this facility a “community center” – by that we mean, enhance the library’s people spaces, make it a place people love to visit and be with each other, participating in programs and events.
- Create a larger story hour space or alcove
- Offer more reading nests, nooks and crannies – for children and for children and their parents
- Offer library cards for babysitters; have a “babysitters day”; recommend reading for them and for children
- Increase programming space so there could be more speakers, even if the Library has to charge (examples included speakers on parenting issues, authors, politics, tap local talent)
- Schedule speakers in the daytime or combined with story hour

Other commented included:

- More books on tape and CD
- More DVDs/videos
- Suggestion was made that Bookmarks could buy tapes.
- Maintain the aesthetic of the current Library; keep the warmth of the current building

Community Questionnaire

The Library distributed questionnaires to households in Belvedere and Tiburon during September 2006 to elicit community priorities regarding the various space needs identified by the assessment process. A total of 309 responses were received, which provided the following input.

Additional shelf space for the collections was the highest priority among respondents, with 74% reporting it as “very important”. More space for Children’s Services, including shelving, study and programming space was reported as “very important” by 48% of respondents. Three other needs – an expanded meeting room, more computers and computer training space and more staff and volunteer work space – each received a “very important” rating from 42% to 44% of respondents. Over one-third of respondents (34.3%) felt that more space for teens was “very important” and 29% felt that a café and used book shop are “very important”.

The following table summarizes all responses.

Library Expansion Survey Results				
<i>How Important to You Are the Following?</i>				
	Very Important	Somewhat Important	Not Important	No Opinion
Add more shelf space for the Library collection.	73.8%	16.8%	4.5%	4.9%
Add more spaces for shelving, study and programs in the Children's	47.9%	27.5%	13.9%	10.7%

Room.				
Create more work space for staff and volunteers.	43.7%	39.2%	8.1%	9.1%
Expand the Founder's Room and add more small meeting and quiet study rooms.	42.4%	35.6%	15.9%	6.1%
Add more public computers and create a classroom for computer training classes.	41.7%	37.5%	16.5%	4.2%
Create a special area for Teens and student group study.	34.3%	35.6%	19.7%	10.4%
Create space for a Café and used book shop.	29.4%	30.1%	34.3%	6.1%

III. General Design Considerations

A. Basic Concepts

The Belvedere-Tiburon Library is a place for everyone in the community – a place for children, for youth and for adults of all ages. It supports and encourages a sense of community and provides space for people to come together as well as to read and study on their own. It is more than a collection of books and media - it is a place for the community to exchange ideas and broaden horizons, appreciate the community's cultural and artistic accomplishments, a place for the community to define and celebrate its identity.

The Library offers both traditional and innovative services in an environment that embraces printed material as well as audio and video media and technology-based resources. The Library's physical space must reflect this breadth, with comfortable spaces conducive to quiet study and contemplation as well as open, flexible spaces that support a continuously evolving array of technology.

The design of the expanded Library needs to reflect community values and retain the comfortable, welcoming ambience that characterizes the existing facility. It must be both functional and architecturally sound, a destination point for community members of all ages and cultures, a place that people are drawn to, to browse and to linger, a facility that accommodates the population it serves and supports the many activities of its users.

The community values the architecture and interior design aesthetic of the existing library facility. The design team must preserve the special spaces and ambience of the existing library and ensure that these elements are incorporated into the expanded facility.

Electronic technology is integral to the Library's services. The expanded facility needs to integrate computer workstations and other electronic devices comfortably throughout all spaces, both public and staff. Spaces throughout the building should be designed to support wireless technology.

The library building must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support increasing use anticipated over the next twenty-five years.

B. Exterior and Site Issues

1. Approach and public entrance to the building

The existing building's exterior is one of the most recognizable landmarks in the community and clearly identifies the building as a library. The expanded facility must retain this identity and ensure that the approach and entrance continue to optimize its visibility on the site.

The public entrance must be designed to prevent drafts and outside air from intruding into the occupied spaces of the building. All sets of public entry doors must open automatically. Walk-off mats should be installed in the lobby to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public space of the building.

The main lobby into the building may have more than one entrance. There needs to be, one point of control, however, into the occupied portions of the building, to ensure security for the Library's collections.

2. Staff entrance

The staff entrance needs to be adjacent to the staff work areas and directly accessible from the parking allocated to delivery and service vehicles.

3. Exterior signage

An exterior sign with the name of the Library needs to be located prominently outside the building, integrated into the design, vandal resistant and clearly visible from the street by passersby both day and night.

4. Exterior water and power access

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

5. Landscaping and outdoor reading areas

Provide low-maintenance, drought-tolerant/resistant plantings for the exterior. Avoid massed plantings that block windows or sight lines or may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer is desirable.

Link the building's interior spaces to the site and to adjacent trees and landscaping through windows at grade and/or at the clerestory level. An outdoor courtyard adjacent to the Lobby and Café/Bookstore is required, to provide customers with casual indoor/outdoor space to read, relax and enjoy simple refreshments in an attractive, peaceful setting. This space needs to be outside the theft security point.

6. Lighting

In the parking area, 0.2 foot candles minimum, measured horizontally at pavement level, and no more than a 20-to-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-density discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system. Exterior lighting needs to comply with any pertinent local ordinances but not specified to be excessively bright, disturbing neighbors and contributing to night sky pollution.

7. Maintenance

Exterior building finishes must be durable, and not require frequent painting or staining. Vandal resistant finishes should be considered.

8. Materials return drops

The Library needs materials return slots at the exterior of the building for use by customers whether or not the building is open – one slot connected to automated materials handling equipment and another connected to a manual backup returns system. The slots need to be convenient to customers as they walk into the building and need to empty directly into the Sorting and Returns Area so that staff is able to clear the drops from inside the Library building.

9. Parking and vehicular access

a) Bicycle parking

Provide bicycle parking for up to fifteen bicycles outside the public entrance. Ensure that the racks are visible from the lobby and are lockable.

b) Automobile and motorcycle parking

Dedicated parking for the Library will be determined in cooperation with the Town of Tiburon. There must be an adequate number of properly located and marked handicapped access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements.

c) Service vehicles

Provide one parking space adjacent to the delivery entrance and loading area for Library system vehicles and other service vehicles.

d) Parking traffic patterns

Design the parking lot with clear entrance and exit patterns to avoid vehicular traffic congestion. Ensure that the drive-by return drop lane is separate from general traffic flow so that individuals returning their materials do not block the flow of traffic. The exterior return slots need to be located away from the main public entrance to the building.

e) Passenger pick-up and drop-off

Provide a convenient, safe and sheltered area close to the public entrance where visitors may be picked up or dropped off. This area needs to be separate from the main vehicular traffic lanes of the parking lot and should have a covered walkway to the public entrance.

10. Roof

The roofing system must be designed to last a minimum of fifteen years, with a roof pitched to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures.

If building system equipment is mounted on the roof, access to the equipment must be designed to avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

11. Safety and security

Ensure that public access areas and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps. Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to discourage skateboarding or roller-blading.

12. Trash receptacles and recycling

Locate a locking, gated compound at the building exterior adjacent to, or easily accessible from, the Staff Entrance for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are both screened from view and easily accessible to front-loading garbage pickup vehicles.

Place a receptacle for cigarette disposal and a large trash receptacle near the public entrance, equipped with a locking cover to deter vandalism.

C. Interior Issues

1. Acoustics

Appropriate noise levels and acoustical separation between the various parts of the library are essential. Use all available architectural and design techniques to achieve this goal so that adults, youth and children may use the facility simultaneously without disturbing each other. It is strongly recommended that the architect and interior designer engage an acoustical consultant during the design phase to assist in appropriate design and finishes selection. Noise levels within the building need to comply with levels recommended for the “work/study” building category in the *Encyclopedia of Acoustics* (see *Appendix H: Sources Consulted and Planning Guides Used*).

a) Acoustics and building systems

Consider the acoustical impact when specifying and placing the building's mechanical systems, lighting and plumbing fixtures. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

2. Art work and display

A rotating display of art by local artists is a popular ongoing feature of the Library. Dedicated space in the Main Lobby will provide improved accessibility to these displays.

3. Audiovisual systems

Each room used for meetings or training should have the ability to provide computer screen image projection, slide projection, video monitor display via a mobile media cart with equipment, and cable TV reception. In addition, video conferencing and digital video projection from a ceiling mounted projector is required. Meeting rooms need must be equipped with window treatments that effectively black out the spaces for video viewing.

The rooms that require these capabilities are:

- Community Meeting Room
- Storytelling/Class Visits Area
- Computer Training

4. Building finishes

Use durable building finishes that will stand up to years of heavy use. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require waxing, polishing or frequent repainting. Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas.

5. Clocks

Locate wall-mounted clocks in each major public area and in the staff work areas. A low maintenance, centrally controlled, electronic clock system is desirable.

6. Disabled Access and ADA compliance

The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

7. Drinking fountains

Public drinking fountains need to be located outside security, in the Lobby.

8. Electrical power, cabling and distribution

Equip the expanded building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the library's current and future wiring and

cabling needs. Locate distribution point(s) so that horizontal cable runs do not exceed a maximum of 300 feet.

Over time, the Library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. Library customers need to be able to plug in a laptop computer or an equivalent electronic device at any reader or study location within the building. Use raised flooring (e.g., Flexspace Cablefloor™ or equivalent product) in selected areas of the building and the telecommunications closet to support flexibility in locating equipment and furniture.

Electrical closets must be sized to house electrical and cabling needs for all building systems, including security, power, coaxial cable, telecommunications, emergency wiring and any other systems.

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

Consider inclusion of an emergency generator in the design, sized to support the continued operation of the Library during power disruptions, as advised by the design team's electrical engineer.

a) Wire management

Employ concealed wire management strategies at each workstation for the public and the staff and at each Service Desk. Allow easy access above or at the work surface to power and to library and external networks. Both the Library's permanent computers and customers' laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for Category 6 (100Mbps) universal twisted pair copper.

Provide electrical and data wiring and cabling in the Community Meeting Room, Storytelling/Class Visits Area, the Group Study/Conference Rooms and the Computer Training Room, to support online interactive demonstrations and instruction, projection equipment, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

b) Data network

The Library's data network requirements are extensive and will require standardized jacks and cabling support system. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by staff, but not by the public. Network security and access control are critical. Network access for the Community Meeting Room must be isolated from the Library's internal data network.

The server room requires accessible flooring. Power to this room should be filtered and on dedicated circuits. Equipment racks need 42" of working space both front and back. All racks need 20A circuits with an isolated ground. The room needs continuous air conditioning that ensures a range of 62 to 80 degrees, at 20% to 55% relative humidity.

Wiring flexibility throughout the building is critical to support the Library's extensive technology requirements.

c) Public telephones

A public telephone may be needed, located at the exterior of the building. The design team needs to consult with Library staff during design to determine whether or not this equipment should be installed.

9. Energy conservation and sustainability

The design team must work with the library to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code. Use of motion sensitive lighting in selected areas is desirable, especially in closed offices, conference rooms and similar spaces.

The energy use strategies employed in the building design should not only minimize the building's dependence on energy but also strive to improve the sources of the energy that the building consumes.

a) Life cycle costs

Building design strategies for the building's orientation, energy management system, HVAC system, windows, lighting and building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. Programmable thermostats should be included in the building's HVAC specification.

b) Solar design

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

10. Flexibility, modularity and expandability of design

The building design, both the expansion and the remodeled existing spaces, should be open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as the Library's service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 lbs. per square foot throughout the public spaces. Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A square or rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving for the Library's collections.

11. Floor coverings

Floor coverings should be both attractive and durable. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tile, for low maintenance, with a life expectancy of a minimum of 15 years is required for most public and staff spaces.

Hard surface floor coverings, such as vinyl, tile or stone, as affordable, rather than carpet are needed in the following areas:

- Public Entrance/Lobby
- Community Meeting Room (the floor areas adjacent to the kitchen)
- Refreshment Prep Kitchen
- Café/Bookstore
- Restrooms
- Supplies and Equipment Storage areas
- Staff Entrance
- Computer/Telecom/Server Room
- Booksale/Donations Work Space
- Building Maintenance Workspace
- Custodial Services Storage

12. Electronic workstations for the public

Many Library services are dependent on electronic resources. The Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools have been made available to the Library's users over the Internet. This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The Library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. In addition, many of these units will have attached peripheral equipment, such as printers. Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types.

Most of the Library's computer workstations are sit-down units, comprising a computer workstation with a CPU, flat screen monitor and shared printers. Each unit is programmed at 35 square feet, depending on its intended function. Stand-up computers are programmed at 16 square feet each.

All stations must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation.

The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from Circulation Desks and a measure of privacy for the user.

13. Lighting

The Library's lighting quality is a prime design consideration. Lighting levels within the current facility are considered low by staff and many customers. Lighting levels in the expanded Library should be improved as part of the overall expansion design.

Lighting in the building must be uniform throughout each space, without glare or excessive contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality is retained. It is strongly recommended that the design team engage a lighting consultant with library design experience during the design phase to ensure that appropriate lighting strategies are incorporated into the building.

a) Lighting levels

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

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

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

Circulation Desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Conference/study rooms: 30 – 40 foot-candles average, measured horizontally at desktop.

Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

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

During the design phase of the project, a full-scale mockup of book stack and other lighting strategies proposed by the designers should be built and demonstrated prior to design approval.

b) Lighting fixtures

Lighting fixtures should effectively control glare, through shielded parabolic louvers in downlights, uplighting and other techniques. Indirect lighting throughout the building is preferred. Lighting in intensive computer use areas should meet the “preferred standards” for visual display terminal lighting in the ANSI/IESNA RP-1-1993 standard, “American National Standard Practice for Office Lighting”, which covers situations in which people use computers for 4 or more hours per day.

c) Light sources

Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 and T12 lamps, as appropriate, in warm, medium or cool color, with a color-rendering index of 82, with T5 lamps specified whenever appropriate due to their increased

efficiency. High-output T5 lamps should be considered for indirect lighting but not for downlighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used, to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in inaccessible locations or locations that require special scaffolding for access.

If task lighting is used in the public areas, ensure that it is durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

d) Daylighting and fenestration

Make use of daylighting design principles whenever feasible, to reduce energy costs and to enhance building sustainability, but not at the expense of the preservation of library materials. Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light, however, should not be intrusive. Strategies such as clerestory windows or interior light wells will be preferable to skylights.

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

e) Lighting controls

All lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible, so all lights can be turned off at once at closing. The system needs to be able to be manually overridden. Consider a master control station at or near the circulation desk. These light control switches and panels should be conveniently accessible to staff, but not the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. All of these light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable.

f) Sunlight and shadow study

The design should incorporate the findings of a sunlight and shadow study that identifies the angles of sun and shadow of the site and the proposed building at specific times during the day at several key points throughout the calendar year.

g) Emergency and exit lighting

An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of HID lights. Emergency and exit lighting must meet any applicable state or local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and customers to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

h) Lighting plan review

During design development, the Library may require a lighting plan review once the furnishings and equipment layouts have been completed. This plan should show all ceiling and wall mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan, a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the library planning team.

14. Maintenance

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

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement.

a) Surplus materials stock

The Library requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

b) Trash receptacles and recycling

Color-coded trash and recycling containers will be located at strategic points in the public spaces and the staff work spaces throughout the building.

15. Mechanical and plumbing systems and building environmental controls

a) HVAC system and humidity and temperature criteria

The building needs to be provided with a complete air conditioning, heating and ventilating system. Ventilation units need to be zoned according to use, room orientation, and hours of operation. It is critical that a uniform temperature can be consistently maintained throughout the building regardless of variations in ceiling height.

Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units, as needed.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for HVAC units should be open and provide sufficient free area for proper airflow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Design Conditions:

Outside	Indoor
Summer (ASHRAE 0.1% design day)	75 degrees F +/-2 degrees F
Winter (ASHRAE 0.2% design day)	70 degrees F +/-2 degrees F
Relative Humidity	50% +/-10% RH

b) Indoor air quality and energy conservation issues

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

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

Building commissioning. A rigorous building commissioning process is recommended, to take place at the end of construction, to ensure that the building and its systems function as intended by design.

c) Operable windows

It is desirable that the building includes operable windows in selected locations, for times of emergency power or mechanical failure. The location and quantity of these windows should be discussed during the design phase of the project. Any such windows should be specified as locking. Windows should be operable by Library staff but not the public.

d) Maintenance issues

Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

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

e) Plumbing and restrooms

Restrooms must be easy for the public to find, designed for durability and able to resist vandalism. Single occupancy restrooms for the public should be avoided, unless otherwise specified.

Energy efficient fixtures, such as sensor faucets, should be specified, and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface, tile or vinyl, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. Entrances should be visible from staff service points. Vandal-resistant materials and finishes throughout each restroom are a prime consideration. Library maintenance staff should be able to adjust the water temperature at restroom sinks.

Restrooms must be separately vented and acoustically separated from adjacent spaces. The public restrooms need an adjacent custodial closet with a mop sink and floor drain.

f) Restroom fixtures

- Stainless steel fixtures and partitions are desirable for durability.
- Each public restroom requires hand towel dispensers.
- Waste receptacles must be recessed and/or wall-mounted, and fireproof.
- Hand soap dispensers must be mounted directly over sinks to prevent soap leaks and avoid water drips on the floor.
- These accessories should be wall- or counter-mounted, not imbedded within the sink itself.
- A purse/parcel shelf should be located in each stall.
- Sinks should be equipped with faucets that are activated by motion detectors and timed automatic water shut-off.
- Low flush toilets for water conservation with timed automatic toilet flush capability.
- Baby changing tables are needed in some restrooms, especially in the Children's Room.

16. Openness and sight lines

The building must be able to operate efficiently. Staffed service points will be kept to a minimum and staff stationed at these locations must be able to monitor the maximum possible amount of public space from the Service Desks. Avoid public access spaces that are secluded or cut off from view by staff or from the main public spaces. Non-public areas must be secure, so that the public cannot enter these areas undetected.

17. Public address system

There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the Library as well as emergencies. The PA system must be able to be heard in every part of the library including rest rooms, storage rooms, loading docks, custodial work spaces and staff offices.

18. Safety and security

The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at Service Desks or away from regular paths of travel. Service points must be oriented to allow staff at each service point to see staff at the other service points. Public service spaces in separate rooms, such as the Group Study/Conference Rooms, need

large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both Library staff and by the public.

a) Building safety

Doors into staff spaces and controlled access public spaces must lock, using an automated card key access/proximity reader security system.

The building design must avoid unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents must be protected to prevent illegal entry. A building intrusion security alarm is needed, with a control point at the Staff Entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must collaborate with Library staff to appropriately specify this system.

The security system must accommodate separate use of the Community Meeting Room during hours that the library is closed.

b) Public and staff safety

The Library expansion needs to be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the library should be made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the children's area.

c) Library materials security system

The Library is considering introduction of RFID technology. The building should be equipped, therefore, with a library materials security system that allows staff to deactivate a security sensor in each item as it is checked out, with preference should be given to Radio-Frequency ID systems, and the security area should be wired and cabled accordingly, to accommodate such a system. The deactivated material may then be carried through the security system gates by the customer. If the material carried has not been deactivated, an audible alarm will sound.

The security point should be located adjacent to the Circulation Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff during the design phase to ensure that desired security levels are achieved and that the system does not interfere with any other equipment or operations at the Circulation Desk.

19. Service Desks

The Library's Service Desks – Circulation, Children's Services, Information Services, YA Services and Technology Training Desk - will be prime points of contact between staff and public. Each must be visually prominent, welcoming and spacious. The space allocated for each staffing position includes the position's furniture and equipment, the space for the staff member to sit or stand and the space for members of the public to sit or stand as they interact with the staff member. The desks and counters must have effective wire management to accommodate the most current library technology available.

Each desk must be oriented so that staff at the desk faces customers as they approach the desk for service, with generous queuing space for the public. The Library will emphasize staff mobility, using Vocera™ wireless communications devices and similar strategies to enable staff to move freely throughout the public spaces to assist the public.

The desks should be designed with counter height (approximately 34" high) or desk height (approximately 29" high) staff positions, depending on the activity at each desk. Each desk must have at least one position that accommodates members of the public or staff in wheelchairs.

Each desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material, such as stone or heavy-duty plastic laminate.
- A "purse shelf" for customers to place belongings while they transact business
- "Toe space" at the foot of the desk to accommodate comfortable standing room for customers while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields for each computer terminal to conceal exposed wiring.
- Box and pencil drawers, pigeonholes, knee-holes and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk.
- Counter and shelf depth of approximately 24" to accommodate computer terminals, keyboards and printers with an allowance so staff can achieve an ergonomic position at each service point.

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

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

20. Shelving

Shelving to house the library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. The paint must be applied with an epoxy powder finish. Colors should be standard and compatible with existing shelving.

Shelving uprights will be standard heights of 84" (maximum of 6 adjustable shelves and one base shelf), 78" and 66" (maximum of 4 adjustable shelves and one base shelf) or

45" (maximum of 2 adjustable shelves and one base shelf). Any exceptions to these heights are noted in the program.

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

Shelving is programmed to hold the maximum number of shelves in the year 2030. When the library opens, the top and bottom shelves of many sections will be left empty.

Main aisle widths in public spaces should be 54" to 60", with 42" aisle widths between standard stack ranges and 48" to 60" aisles for high-use collections such as New Books. In staff access spaces, 36" aisles will be sufficient. Changes in code requirements at any governmental level that may be enacted subsequent to this program and throughout midpoint of the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collection. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving will require canopy tops. Picture book shelving may have a sloping display shelf at the top of each section. All public area shelving will require stack end panels with label holders at each end, kick plates and top plates. Alternating slat wall and fabric-wrapped tackable surfaces are needed on stack ends throughout the collection to allow staff to display books, posters and other items. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends or hanging dividers must accommodate various sizes of materials. They must be able to slide easily when shelves are being rearranged and yet not bend or "give" under the weight of the books. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. The lowest shelf of each section will be specified as tilt-up, to facilitate easy reading of book titles on the lowest shelf.

See each space's description as well as the chart in *Appendix E: Belvedere-Tiburon Library Collections and Shelving* for the exact amount and location of each type.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments and installation and the length of time price quotes remain valid.

21. Signage and wayfinding

The Library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Major directional and identification signs, such as signs used to identify Circulation Desks, need to be highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. Major signs must be large enough to be read from the entrance to the Library's public space. Signage must be integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Signs must be easy to move and change as the Library's interior spaces shift over time. Where appropriate, signage should be specified so that Library staff can modify and reinstall signs to reflect changes in layout of the collections and services.

22. Staff workstations and offices

Library Administrative staff, Managers and Supervisors will be assigned private offices. Librarians will be allocated an office systems module workstation. Circulation staff may be allocated a work counter station. Some workstations will be made available for common use, housing equipment that more than one staff member uses, such as a networked printer.

The office system workstation modules will be approximately 8' x 7' or 6' x 6', with an L-shaped horizontal work surface and data, electrical and voice outlets at counter height. The office systems modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to be equipped with task lighting, box and pencil drawers, one mobile pedestal, an ergonomic task chair, with or without arms, tackable partition surfaces (acoustically cushioned), an overhead shelf, a computer, keyboard, printer and telephone handset, as assigned.

23. Storage

The Library requires several types of storage space, including space for storage of building maintenance items, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming and Community Meeting Room furniture, props and supplies. Specific information about these spaces is found in the descriptions of each space.

24. Wall coverings

Durability and appropriateness to the space are prime concerns in the selection of wall coverings. Any painted surfaced should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Public Entrance/Lobby. Tackable wall surfaces should be located throughout the public spaces for use in displays. The architect and interior designer need to consult with the staff during the design phase of the project to determine the exact locations of these surfaces.

IV. Spatial Relationships

Adjacency Diagram – First Level

Adjacency Diagram – Second Level

V. Facility Space Requirements

Spaces Summary

		Square Feet		% of Building
1.1	Public Entrance/Main Lobby	360		
1.2	Community Meeting Room (dividable)	1,275		
1.3	Refreshment Prep Kitchen	232		
1.4	Meeting Room Storage	220		
1.5	Public Restrooms - First Level	IN GSF		
1.6	Café / Bookstore	602		
1.7	Booksale / Donations Workspace	173		
1.8	Courtyard	NA	2,862	12%
2.1	Express Checkout and Reserves	310		
2.2	Circulation Desk	214		
2.3	Sorting and Returns	609		
2.4	New Books / Browsing	729		
2.5	Media Collections	461		
2.6	Public Access Computers - First Level	140		
2.7	Display Kiosk #1	64	2,526	11%

Belvedere-Tiburon Library
Building Program

3.1	Children's New Books	76		
3.2	Children's Media Collection	143		
3.3	Children's Service Desk and Reference Collection	146		
3.4	Children's Public Access Computers	296		
3.5	Children's Reference Collection	277		
3.6	Display Kiosk #2	64		
3.7	Children's Circulating Books	1,174		
3.8	Group Study/Conference Room D	120		
3.9	Children's International Languages Collections	131		
3.10	Family Space	220		
3.11	Picture Books and Easy Readers	613		
3.12	Storytelling and Class Visits Area	360		
3.13	Storytelling and Programming Storage	184		
3.14	Parents and Teachers Collection	81		
3.15	Family Restrooms (2)	IN GSF		
3.16	Children's Patio	NA		
3.17	Children's Services Staff Workroom	289		
3.18	Children's Services Manager's Office	120	4,292	18%
4.1	Library Business Administration Office	205		
4.2	Library Director's Office	234		
4.3	Administration Reception Area	62		
4.4	Foundation Development/Volunteer Office	196		
4.5	Staff Services Center	116		
4.6	Storage/Supply Room	202		
4.7	Conference/Board Room	265	1,279	6%
5.1	Circulation Services Staff Workroom	265		
5.2	Circulation Supervisor's Office	115	380	2%
6.1	Technical Services Work Space	608		
6.2	Technical Services Storage and Supplies	270		
6.3	Technical Services Manager's Office	120		
6.4	IT Repair and Storage	216		
6.5	Computer/Telecom/Server Room	222		
6.6	Volunteers Work Space	162		
6.7	Mail Room/Deliveries	169	1,766	8%
7.1	Staff Entrance/Lockers/Coat Closet	114		
7.2	Staff Lounge	318		
7.3	Staff Restrooms - First Level	IN GSF		
7.4	Building Manager's Office	109		
7.5	Custodial Services Storage	187		
7.6	Building Maintenance Workspace	208	936	4%
First Level Total			14,043	60%
8.1	Lobby - Second Level	175		
8.2	Public Restrooms - Second Level	IN GSF		
8.3	Information Desk	143		
8.4	Public Access Computers - Second Level	460		

8.5	Reference Collection	894		
8.6	Local History Collection	71		
8.7	Display Kiosk #3	64		
8.8	Quiet Study Area	200		
8.9	Magazine and Newspaper Browsing	800		
8.10	Magazine Backfiles	433		
8.11	Adult Circulating Nonfiction Books	1,994		
8.12	International Languages	193		
8.13	Adult Circulating Fiction Books	879		
8.14	Teen Area	609		
8.15	Local Authors	203		
8.16	Group Study/Conference Room A	105		
8.17	Group Study/Conference Room B	120		
8.18	Group Study/Conference Room C	160		
8.19	Computer Training / Additional Public Computers	808		
8.20	Copy Center	120		
8.21	Student Study Zone	286		
8.22	Reference Services Manager's Office	120		
8.23	Public Services Staff Workroom - Second Level	372		
8.24	Staff Restrooms - Second Level	IN GSF	9,207	40%
	Net Assignable Square Feet:	23,249	23,249	
	Gross Square Feet @ 75% Net to Gross SF:	30,999		

VI. Space Descriptions

1.0 Entrance/Lobby Spaces

1.1 Public Entrance/Main Lobby 360 sq. ft.

While the building design may incorporate one or more entry points into the lobby, the building needs a single point of control for public entrance and exiting that is linked to the materials theft system.

The entrance should be well lighted and welcoming, with doors that open automatically. The lobby should be large enough to support traffic to and from the library's public access spaces, the public restrooms and the Community Meeting Room.

Wall-mounted return slots for convenient return of circulating materials, on a 24/7 basis, must be located on the exterior face of the building, adjacent or very near the public entrance. One slot will be connected to automated returns sorting equipment. A second slot will be connected to a manual, backup return system. All returns must drop directly into Space 2.3, Sorting and Returns.

The lobby must be large enough to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the lobby space. The public restrooms and meeting room need to be independent of the building's other spaces and outside the

materials theft security system, so that these areas can be used without compromising library security, independent of the Library's open hours.

The lobby floor should be a hard surface and the distance between the door and the security point far enough that debris carried in on visitors' feet is knocked off as they walk through the lobby. Inset floor grates or mats should be considered for the entrance to facilitate dirt and mud removal as people enter the building.

Two pair of material theft security barriers (one incoming pair and one outgoing pair) are needed, at the point at which visitors exit the Library, with easy access for staff at that desk to meet and intercept customers who have set off the alarm. The theft security system should be compatible with radio frequency inventory control technology, without horizontal cross pieces or other components that encourage climbing or sitting.

Waste receptacles, glass-enclosed display cases, a community information display, a bench and a drinking fountain should be located in the lobby. The entrance needs a covered area to protect visitors from the elements as they enter and exit the building.

The lobby space will be used to display wall-mounted artwork on a rotating basis. Additional circulation space has been included here for this purpose.

1.1 Public Entrance/Main Lobby, continued

Occupancy: 5 - 15

Adjacencies: 1.2 Community Meeting Room
1.5 Public Restrooms
1.6 Café/bookstore

Proximity to: 2.1 Express Checkout
2.2 Circulation Desk
2.3 New Books Browsing
3.0 Children's Area generally
6.4.1 Materials Return and Sorting Area

Sight line to: 2.6 Public Computers

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

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

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

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Public Entrance/Main Lobby				
display cases, glass-enclosed, wall-mounted, 6'w x 5'h x 1.5'd min	2	cases	30	60
theft security portals	2	pair	12	24
floor mats, with minimum 20' walk-off length			NA	NA
seating, bench, 6' x 24", 2-person	2	benches	30	60
circulation space for receptions, surge space during events, wall-mounted art exhibits	1	space	180	180
community information display unit, wall-mounted, with brochure & newspaper racks, bulletin board & storage below, 8'L x 5'H x 1.5'D	1.0	unit	36	36
poster display space, wall-mounted	1	space	0	0
total				360

1.2 Community Meeting Room (dividable)

1,275 sq. ft.

The Library and the community need dedicated space for Library-sponsored programs and community meetings. This space needs to accommodate seating for up to 100 people when chairs are arranged auditorium-style. Movable wall partitions that provide acoustical separation are required to allow the space to be divided into two spaces of the same approximate size. Each smaller space must be directly accessible from the main meeting room entry doors when the wall partitions are in use.

The room needs to be equipped with adjustable lighting levels, ceiling-hung video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. The public entrance to the room should be located so that meeting participants may enter and leave the room through the lobby, outside security, while the Library is closed. The room needs a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An adjacent, enclosable refreshment preparation kitchen is required, with sufficient work space and storage capacity to accommodate the Library's numerous staff and volunteer committees. The kitchen needs a commercial grade double sink, with a high faucet and deep enough to accommodate filling a 30-cup coffee urn, a microwave oven, stovetop with oven, full refrigerator, work counter with commercial size sink and garbage disposal

as well as lockable cabinets above and below the counter and two large-capacity waste receptacles (see Space 1.3).

The floor should be carpeted in all areas except the kitchen and the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required. Some adjacency to the Children's Services public space is desirable, to allow groups of children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

Occupancy: 100 or two groups of 50 each

Seating: 100 stacking chairs

Adjacencies:

- 1.1 Public Entrance/Lobby
- 1.3 Refreshment Prep Kitchen
- 1.4 Meeting Room Storage

Proximity to:

- 1.5 Public Restrooms
- 3.0 Children's Services Area

1.2 Community Meeting Room (dividable), continued

Acoustics: This space will be used constantly for performances, classroom instruction, lectures, children's programming and many other public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space, whether the entire space is in use or the space is divided. The movable wall partitions must have high acoustic separation quality to allow programs or meetings to occur in one space while other another meeting occurs in the other part.

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

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

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

Technology equipment will include, but not be limited to, the following:

- Digital video projectors, ceiling-mounted (2)
- Video projection screens, ceiling-mounted, motorized (2)
- Audio projection and amplification
- Overhead transparency and Powerpoint™ presentation devices
- Assistive listening devices and charging unit
- Wiring and cabling to support wireless network, CATV production, interactive distance learning class reception, library online catalog demonstrations and interactive Internet demonstrations

1.2 Community Meeting Room (dividable), continued

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Community Meeting Room (dividable)				
stacking chairs	100	seats	12	1,200
tables, folding, lightweight, 24" x 60"	24	tables	0	0
podium, movable, on stage	1	podium	0	0
movable wall partitions				GSF
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
chair rails at perimeter of room			0	0
media/projection equipment in secure adjacent room				75
total				1,275

1.3 Refreshment Prep Kitchen

232 sq. ft.

An enclosable serving kitchen is required, located immediately adjacent to the Community Meeting Room. It will be used frequently to prepare refreshments for Library-sponsored programs and other community events. It will need work counters equipped with a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn, a full-size refrigerator, microwave oven, range with oven, work counter and lockable cabinets above and below. The cabinets must accommodate serving platters and other utensils for serving refreshments at Library events and need to lock. A pass-through counter with a roll-down partition is required, at least six feet in length. Access to the kitchen from the building lobby is highly desirable, to allow direct movement of materials in and out of the kitchen by caterers or volunteers.

The Library's numerous volunteer committees will use the meeting room and kitchen frequently. Each group will need storage space and work space to prepare for events and receptions.

Occupancy: 1 - 8

Adjacencies: 1.2 Community Meeting Room

Acoustics: Kitchen activity and noise needs to be buffered from the meeting room during performances and programs.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, and under-cabinet task lighting over counters.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets at 4' intervals along countertop, for use by staff and volunteers.

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Refreshment Prep Kitchen				
work counter, 10' x 2.5', w double sink, commercial grade, dishwasher, cabinets above and below	1	counter	50	50
work table, 5' x 3'	1	table	30	30
refrigerator, full size	1	unit	20	20
microwave oven, on counter	1	oven	0	0
oven with range-top, under counter	1	oven	0	0
storage cabinets for volunteer committees, locking	4	cabinets	20	80
trash containers/recycling containers	2	containers	6	12
caterers' workspace/supplies	1	space	40	40
total				232

1.4 Meeting Room Storage

170 sq. ft.

This space will provide secure storage for stacking chairs on movable dollies, folding tables on mobile table trucks and audiovisual equipment controls associated with the Community Meeting Room.

Hard floor surfaces are required in this space. Double doors or an extra-wide door and immediate access to the Community Meeting Room are also required.

Occupancy: N/A

Adjacencies: 1.2 Community Meeting Room

Acoustics: N/A

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

Technology/Audiovisual/Power/Data: Audio and video equipment controls for Meeting Room. Provide standard, wall-mounted power outlets for use by Library staff.

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Meeting Room Storage				
dollies, stacking, for chairs	10	dollies	6	60
table trucks for folding tables	4	dollies	10	40
equipment racks for meeting room AV equipment	1	rack	10	10
AV cart, mobile	1	cart	10	10
clear space for storage of easels, equipment, other programming supplies				50
total				170

1.5 Public Restrooms – First Level

in GSF

Locate public restrooms for the First Level adjacent to the Public Entrance/Lobby and the Community Meeting Room. Each restroom needs to meet or exceed the number of restroom fixtures required by local code. Single-occupancy public restrooms must be avoided. Restrooms must be designed for durability and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. A large, freestanding waste receptacle is also required. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install towel dispensers and a baby changing counter in both men's and women's restrooms. Parcel/purse shelves or baskets are needed in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building. Pay particular attention to prevention of plumbing noise spillage into the community meeting room area.

Occupancy: To meet code requirements

Adjacencies: 1.1 Public Entrance/Lobby

Proximity to: 1.5 Community Meeting Room
1.6 Café/Bookstore

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

Lighting: Ensure adequate lighting level at sinks and mirrors.

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

See also *General Design Considerations: Restrooms*.

1.6 Café/Bookstore

602 sq. ft.

A café and bookstore adjacent to the public entrance is a highly desirable amenity. Simple refreshments such as coffee, tea, soft drinks and snacks will be offered, either at a permanent sales counter or a mobile cart. Café tables will be available both within the lobby area and on an adjacent outdoor courtyard.

Used books for sale will be displayed in the area, on browsing shelves. Proceeds from the sales will benefit the Library and its programs. Visitors may purchase books at the café sales counter.

The café space and the bookstore space need to be able to operate independent of each other, so that visitors may browse the bookstore shelves when the café is not open for business. Visitors should be able to enter the café and the bookstore from both the lobby and from within the building. Line of sight adjacency from the Circulation Desk is also needed, to allow bookstore customers to pay at the Desk if the café is not open for business.

An adjacent book sale work space is needed nearby, but not necessarily adjacent, with a convenient path of travel, to facilitate the movement of sale books to and from the display shelving.

Occupancy: 4 - 16

Adjacencies: 1.1 Public Entrance/Lobby
1.8 Courtyard

Proximity to: 1.5 Public Restrooms
1.7 Booksale/Donations Workspace

Sightline to: 2.2 Circulation Desk

Acoustics: Noise from the café should be contained within the lobby and not spill into the Library proper.

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

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted communications and power outlets to support telephone and electrical power. This area needs to provide wireless access for laptop computer users.

1.6 Café/Bookstore, continued

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Café/Bookstore				
mobile café cart, approx. 4' x 6' with 4 ft clearance all sides	1	cart	168	168
queuing space	5	people	6	30
counter for café customers with laptops - to seat 4	4	seats	20	80
café seating - 12 seats @ 6 small tables	12	seats	20	240
shelving, 72", wall-mounted, for books on sale	7	sections	12	84
total				602

1.7 Booksale/Donations Workspace 173 sq. ft.

Secure space is needed for receiving, storing and processing book donations. The space needs to accommodate a work table with a computer, telephone and answering machine, four 84" high sections of shelving and clear space for storing and sorting boxes of donated books.

Book donations will be accepted at the Circulation Desk.

Occupancy: 1 - 2

Proximity to: 1.6 Café/Bookstore
 5.1 Public Services Staff Workroom – First Level

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

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

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

Technology in this space will include the following:

- Telephone handset
- Electrical and data outlets for one computer workstation

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Booksale/Donations Workspace				
work table, for book sorting	1	table	40	40
shelving, 84", for sorting and storage	4	sections	10	40
computer workstation	1	wkstn	25	25
book trucks	2	trucks	8	16

recycling/trash containers	2	containers	6	12
clear floor space for incoming donations, temp box storage	1	space	40	40
total				173

1.8 Exterior Courtyard

NA

The Library will have an exterior courtyard, located adjacent to the Café/Bookstore that may be used for casual reading and relaxing. Outdoor cafe tables and benches will be provided, some of which should be shaded by means of umbrellas or architectural elements. At least 50% of the space needs overhead shelter from rain as well as protection from the wind, open space for small programs. All exterior courtyard spaces must be separated and protected from street noise and other acoustical intrusions.

Occupancy: 4 - 10

Adjacencies: 1.6 Café/Bookstore

Acoustics: The courtyard must be protected from street noise.

Lighting: The courtyard should be well-lighted and inviting during all hours that the Library is open.

Technology: This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Exterior Courtyard				
seating, bench, 6' x 24", 2-person	2	benches	30	NA
café seating - 8 seats @ 4 small tables	8	seats	20	NA
total				NA

2.0 Circulation/Adult Services – First Level

2.1 Express Checkout and Reserves 310 sq. ft.

Most customers will check out their materials themselves using the express checkout machines near the Circulation Desk. These machines are similar to bank ATM machines. The equipment consists of a PC workstation, a laser scanner that reads the barcode of each item checked out and the library card of the person making the transaction, a theft system desensitizer and a flat work surface on which the checkout transaction takes place. Each express checkout unit will be wired to the Library's online system. Two additional machines will be located in the Children's Services space.

The machines should be located to the right of the entrance, visually prominent with generous circulation space, and close to the Circulation Desk so that staff can easily assist customers as needed. Each machine needs some physical separation to give customers a sense of privacy as they transact their business. Each station needs an amount of clear work surface on both sides of the checkout device, approximately 1.5' wide x 2' deep on each side, to allow customers to place books, purses, and other belongings while they use the machine. Queuing space for the machines should provide space for up to eight people waiting in line.

Shelving for reserves waiting for pickup will be located adjacent to the self checkout units.

Adjacencies: 2.2 Circulation Desk

Proximity to: 1.1 Public Entrance/Lobby

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

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Technology/Audiovisual/Power/Data: Provide at each station standard communication and power outlets, conveniently mounted under the counter, to support the Library's self-checkout equipment, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter.

Technology equipment in this space will include the following:

Self-checkout machines (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer).

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2.1 Express Checkout and Reserves, continued

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Express Checkout and Reserves				
express self-checkout machines	5	machines	40	200
shelving 72", for reserves	6	sections	10.3	62
queuing space	8	people	6	48
total				310

2.2 Circulation Desk

214 sq. ft.

The Library's Circulation Desk will be the service point that is closest to the public entrance, highly visible and an obvious place for incoming customers to seek help if they need it. The Library's self-checkout machines will be adjacent to the desk.

The desk will be staffed at all times the Library is open. It needs two staff positions, one at counter (stand-up) height and one at desk (sit-down) height. Each staff position needs clear counter surface with six lateral feet, to accommodate both the equipment needed as well as ample open space for customer transactions. Equipment will include an online workstation, two compact printers, one to two theft system desensitizers, a telephone handset, cash register, credit card processing equipment and slotted storage for manuals and brochures.

Staff at this desk will answer directional questions, help customers use the self checkout machines, issue library cards, accept payment of fines for lost and overdue materials, monitor the theft security portals, check out materials for customers who do not wish to use the self checkout machines, explain Library policies and procedures regarding circulation and service hours and provide other assistance, and accept payment for bookstore purchases when the café is closed. Materials return drop slots will be located outside the building entrance, emptying directly into the Sorting and Returns Area. Most check-in and processing of returned material will occur in that space, away from the Circulation Desk.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the desk, with queuing space for eight people, as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the theft security portals and the adjacent staff work areas.

The staff positions must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined in the *General Design Considerations: Service Desks*. The desk counter height needs to accommodate customers or staff in a wheelchair and to allow staff to assist customers who are filling out forms or handling lengthy transactions. One copy machine will be located here for people who need to make photocopies.

Occupancy: 1 - 2 staff; 2 – 10 public

Adjacencies: 2.1 Express Checkout
2.3 Sorting and Returns

Proximity to: 1.1 Public Entrance/Lobby
2.4 New Books/Browsing

- 2.5 Media Collections
- 5.1 Public Services Staff Workroom

- Sight line to:**
- 1.6 Café/Bookstore
 - 2.6 Public Computers

2.2 Circulation Desk, continued

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

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

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

Technology equipment in this space will include, but not be limited to, the following:

- Online computer workstations at counter
- Barcode readers
- Printers on roll-out shelves
- Materials security equipment
- Theft system desensitizers
- Telephone handsets
- Cash register
- Copy machine

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Circulation Desk				
staff counter positions with computer workstations	2	positions	60	120
cash register	1	machine	12	12
display of Library handouts, built into desk	1	unit	6	6
book trucks	2	trucks	8	16
shelving, wall-mounted, behind desk	2	sections	10	20
Copy machine, standard	1	Machine	40	40
total				214

2.3 Sorting and Returns

609 sq. ft.

Customers will be encouraged to return their materials to the Library via return drops along the building exterior. These return drops need to empty directly into the Sorting and Returns space. Two return slots will empty into the space, one that connects to automated return handling equipment and one that connects to a manual backup return unit. Ergonomic depressible book bins will be placed under each slot. Additional bins will be placed close to this location, to be moved into position as bins are filled.

Staff in this area will operate the automated returns sorting equipment, transfer materials from the automated bins to book trucks and sort materials onto trucks prior to re-shelving.

The area needs to be separated from the public space and adjacent to the Circulation Desk. The returns area needs to be designed to prevent the noise of materials dropped through the slots from intruding into either the public or the staff spaces.

The sorting area needs to accommodate up to 20 book trucks at a time. Two returns workstations will be located, with online workstations, desensitizers and other small equipment required for the check-in process. The workstations should be simple worktables with an adjustable height surface since several staff will share the workstation over the course of each day.

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

The Library's incoming and outgoing system deliveries will be processed here. Proximity to the Staff Entrance and Mail Room is therefore important.

Occupancy: 1 – 3 staff

Adjacencies: Building Exterior
2.2 Circulation Desk
5.2 Circulation Supervisor's Office

Acoustics: Customers will return books and audiovisual materials into the return bins located here on a continual basis. The return bins must be cushioned not only to reduce damage to materials but also to muffle noise. Staff will unload bins, sort materials on to book trucks and move trucks in and out of this space all day long. Floor surfaces should be cushioned and smooth to facilitate quiet operations and materials movement. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

2.3 Sorting and Returns, continued

Lighting: Provide 50 foot-candles average, on work surface, measured horizontally at desktop. Avoid glare on computer screens.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power and communications outlets at the sorting counter, 6" to 9" above the work surface.

Technology in this space will include the following:

PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse

Materials theft system desensitizers

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Sorting and Returns				
material returns slot/bin, exterior, attached to automated sorter	1	return unit	10	10
material returns slot/bin, interior, attached to automated sorter	1	return unit	10	10
material returns slot/bin, exterior, for manual returns	1	return unit	10	10
staff workstations for returns & check-ins, 6' x 6'	2	workstn	45	90
book truck parking	20	trucks	8	160
mail & delivery sorting counter, s/s, 10" x 3", & fa	1	counter	40	40
delivery box stacking space (6 stacks @ 4 boxes each)	6	stacks	4	24
shelving, 84" for damaged items and temporary storage	2	sections	10.3	21
automated sorter + check-in equipment	1	unit	200	200
spare return carts for exterior materials return drops	2	carts	12	24
extra return bins for automated sorter	2	bins	10	20
total				609

2.4 New Books/Browsing

729 sq. ft.

This high-profile space will draw many browsers who will stop by to see which new books are available. The space needs high visibility from the public entrance. New circulating books and high interest materials from the adult collection will be displayed here, on 66" high retail merchandising display units, with many books displayed face-out. The shelving needs to be organized for maximum browsability with wide aisles and scattered displays, similar to the layout and ambiance of a well-appointed book store.

The Library's media collections will be located nearby. Often, visitors will visit these areas of the Library exclusively. They should be considered as complementary spaces and have the ambiance of a high profile merchandising space. The Circulation Desk should be nearby, as well, in case customers need to ask staff for assistance.

Occupancy: 10 - 24

Proximity to:
2.2 Circulation Desk
2.5 Media Collections
2.7 Display Kiosk #1

Sight line from: 1.1 Public Entrance/Lobby

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

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

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

Technology in this area will include:

Public access computer and multimedia workstations (sit-down), with flat screen monitor, keyboard, mouse and printer

2.4 New Books/Browsing, continued

Components:

Space	Quantity	Item	SF Item	Total SF Needed
New Books / Browsing				
shelving, retail display, 3' x 6' x 66", for new and popular books, slatwall display @ either end	10	units, 4 sect each	60	570
shelving, 66", for paperbacks, slatwall display @ either end	4	sections	10.3	41
arm chairs	2	chairs	25	50
computer workstations, stand-up @ stack end	2	wkstns	9	18
display tables for featured items, 3' x 3'	2	tables	25	50
total				729

2.5 Media Collections

461 sq. ft.

This will be one of the busiest areas of the library – browsing collections of DVDS, videos, books and music on CD, language learning media and other media formats will

be located here, shelved on media browsing shelves. Audiovisual media for children will be found in the children’s services area.

These high-demand collections will make this a bustling area. It needs to be near New Books Browsing and the Circulation Desk, but not necessarily close to the entrance. The shelving for this material will also accommodate new formats that may be added in future years. This area needs to be placed far from quiet study or reading areas.

Space is needed here for an audio listening station and a multimedia TV/DVD player, for visitors to sample media selections before checking them out. The equipment will be placed on one-place tables. Staff at the Circulation Desk will issue headphones for their use.

Occupancy: 8 -16

Proximity to:
 2.2 Circulation Desk
 3.1 New Books Browsing

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

The media listening and viewing stations should be located at the edge of the area, within sight of the Circulation Desk but out of browsers’ circulation path. Customers will check out lightweight earphones at the Circulation Desk for use with this equipment, to contain noise.

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

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

Technology in this space will include the following:

Two media listening and viewing stations

2.5 Media Collections, continued

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Media Collections				

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shelving, 72" for DVDs	9	sections	10.3	93
shelving, 72" browse bins for compact discs	9	sections	10.3	93
shelving, 72" for audiobooks tape/CD	16	sections	10.3	165
shelving, 72" browse bins for new AV formats	1	sections	10.3	10
arm chairs	2	chairs	25	50
audio listening station	1	station	25	25
multimedia/DVD viewer	1	station	25	25
total				461

2.6 Public Access Computers – First Level

140 sq. ft.

This area will contain four public access sit-down computer workstations that offer access to the online catalog. These workstations are intended for the use of browsers in the New Books, Media and Adult Fiction collections. Additional workstations on the second level will provide Internet access and access to specialized information databases.

The units need to be grouped together for visibility by the public and placed in proximity to the Circulation Desk to allow staff to quickly help customers as needed. Two networked printers will also be needed here.

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

- Occupancy:** 2 - 4
- Proximity to:** 2.4 New Books/Browsing
2.5 Media Collections
- Sight line to:** 1.1 Public Entrance/Lobby
2.2 Circulation Desk

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

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

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

The technology equipment planned for this area includes:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and networked printers

2.6 Public Access Computers – First Level, continued

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Public Access Computers - First Level				
computer workstations, stand-up	4	wkstns	35	140
networked printers/print release stations	2	printers	0	0
total				140

2.7 Display Kiosk #1

64 sq. ft.

The Library plans to actively market its collections and services throughout the building, using retail merchandising furniture and techniques to maximize public access to and awareness of its resources. Attractively designed free-standing display kiosks, located strategically within the public space, will provide focal points for visual displays.

Customers will be able to walk around the display kiosk, read posters and other graphic items that relate to a rotating series of displays – works by a visiting author, current topics or a seasonal display. Books, media, magazines and other items related to each display will be marketed here. The unit may also have workstations with flat screen monitors with an online display of related web sites, which browsers may explore.

The kiosk needs to be mobile, with self-contained wire management and storage for additional copies of handouts and display materials.

Occupancy: 2 - 6

Proximity to: 2.4 New Books / Browsing

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

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

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

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Display Kiosk #1				
kiosk, freestanding to display special projects or services	1	kiosk	64	64
				64

3.0 Children’s Services

3.1 Children’s New Books 76 sq. ft.

This space needs to be located at, or close to, the entrance to the Library’s space for children. It should attract children and their parents with a display of new and exciting books, DVDs, compact discs and other items.

The shelving will be a mix of retail merchandising display units and specialized shelving for magazine display. Adjacent to the shelving, wall-mounted display boards are needed to provide a high-profile space for staff to mount attractive exhibits of children’s art, crafts or similar high-interest displays.

Occupancy: 2 – 6

Adjacencies: Entrance to Children’s Area
3.2 Children’s Media

Sight lines from: 3.3 Children’s Service Desk

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's New Books				
shelving, 3' x 3' x 66", retail display for J new books	2	units, 2 sect each	30	45
shelving, 66", for children's paperbacks	2	sections	10.3	21
shelving, 66" display for magazines, w backfiles	1	section	10.3	10
wall-mounted display boards	2	boards		n.a.
total				76

3.2 Children's Media Collection

143 sq. ft.

Media collections for children and their families will be a popular destination point. DVDs, books and music on CD, AV media kits (books and CD sets) and other media collections for children will be housed here on 66” media browsing and display shelving. This will be a high-use, busy space that will often be visited by family groups, with strollers and small children in tow. It will be important to provide wide aisles between the shelving. Adjacency to the Children’s New Books area is important to enhance the browsing potential of this area.

An audio listening station and a multimedia TV/DVD player will be located here for the use of families who wish to sample media selections before checking them out. The equipment will be placed on one-place tables. Staff at the Children’s Service Desk will issue headphones for their use.

Occupancy: 4 - 10

Adjacencies: 3.3 Children's New Books

Sight lines to: 3.3 Children's Service Desk

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's Media Collection				
shelving, 66" for DVDs	3	sections	10.3	31
shelving, 66" AV browsing for J music CDs	2	sections	10.3	21
shelving, 66" for audio books tape/CD	2	sections	10.3	21
shelving, 66" w hanging rods for AV media kits	1	section	10.3	10
shelving, 66" AV browsing for new AV formats	1	sections	10.3	10
audio listening station, sitdown	1	wkstn	25	25
multimedia/DVD viewer	1	station	25	25
total				143

3.3 Children's Service Desk

146 sq. ft.

This desk will provide a focal point for assistance to children and their families and caregivers in the Library's Children's area. The desk needs to be visually prominent and afford staff at the desk good sight lines into as much as possible of the public space in the area. Even though the staff will rove throughout the space, the desk will provide a starting point for many public transactions. It must, therefore, be clearly visible to both adults and children as they enter the space.

A small collection of tools for ready reference will be shelved on a section of shelving adjacent to the desk. Two self checkout machines will be placed close to the entrance to the space, to allow children and their families to check out materials within the Children's area.

The desk should be near the Children's Services Staff Workroom.

Occupancy: 1 staff; 1 – 4 public

Adjacencies: 3.4 Children's Computers

3.5 Children's Reference Collection

Proximity to: 3.17 Children's Services Staff Workroom

Sight line to: 3.1 Children's New Books
3.7 Children's Circulating Books
3.8 Group Study Room D
3.9 Children's International Languages
3.11 Picture Books
3.12 Storytelling/Class Visits
3.15 Family Restrooms
3.16 Children's Patio

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's Service Desk				
staff desk position with computer workstation	1	position	50	50
display of Library handouts, built into desk	1	unit	6	6
shelving, 45" for ready reference books	1	section	10.3	10
express self-checkout machine	2	machines	40	80
total				146

3.4 Children's Public Access Computers 296 sq. ft.

This space will contain eight sit-down computer workstations and one networked printer for children and their families to use. This equipment must be adjacent to the Children's Desk, oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare. One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

The computers should be configured so that two or three children can cluster at a single workstation, as needed.

Occupancy: 4 - 24

Adjacencies: 3.3 Children's Service Desk

Proximity to: 3.7 Children's Circulating Books
3.8 Group Study /Conference Room D

Acoustics: Machine noise from the computer workstations in this space may spill into adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall,

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

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

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

The technology equipment planned for this area includes:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and networked printers

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's Public Access Computers				
computer workstations, sit down, with 3 low seats @ each	8	wkstns	35	280
printer/print release station	1	prntr	12	12
Print payment station + coin box	1	Station	4	4
total				296

3.5 Children's Reference Collection

277 sq. ft.

Shelving in this area will hold reference books for children and their parents. Table seating in the area will be used by children using the reference materials, although this material may be used anywhere within the Children's area.

The collection needs to be adjacent to the Children's Service Desk.

Occupancy: 2 - 8

Adjacencies: 3.3 Children's Service Desk

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

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

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's Reference Collection				
shelving, 66" for reference books	4	sections	10.3	41
flat file, 10-drawer, for atlases, maps and educational media supplies	1	cabinet	36	36
seating @ 4-pl tables	8	seats	25	200
total				277

3.6 Display Kiosk #2

64 sq. ft.

This kiosk will provide Children’s Services with a focal point for multimedia displays, as part of the Library’s desire to actively market its collections and services. The unit will be designed as part of a “family” of free-standing kiosks, located strategically within the public space.

Children and their parents and caregivers will be able to walk around the display kiosk, read posters and other graphic items that relate to a rotating series of displays – works by a visiting author, current topics or a seasonal display. Books, media, magazines and other items related to each display will be marketed here. The unit may also have workstations with flat screen monitors with an online display of related web sites, which browsers may explore.

The kiosk needs to be mobile, with self-contained wire management and storage for additional copies of handouts and display materials.

In addition, the Children’s Services space needs wall space for poster and artwork display, as well as wall-mounted and ceiling-mounted supports to display flags and banners. The wall display space must be independent of the existing children’s literature mural in the current Children’s Room.

Occupancy: 2 - 6

Adjacencies: 3.7 Children's Circulating Books

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Display Kiosk #3				
kiosk, freestanding to display special projects or services	1	kiosk	64	64
total				64

3.7 Children’s Circulating Books

1,174 sq. ft.

The Library’s collection of circulating books for children will be shelved here, on 66” high shelving. The area will also include four-place tables and two lounge chairs for reading and study by elementary school students and possibly middle school students. The tables need to be slightly lower than adult height tables, 24” to 26” from the floor to the bottom of the table surface. The chairs need to be armless and slightly lower than adult height chairs, 15” to 16” from the floor to the top of the chair seat.

Many students will visit the Library during afternoons and on the weekend. This area, as well as all children’s services space, needs generous aisle widths and paths of travel, to accommodate classes visiting the facility, groups of students walking together as well as backpacks and other items students may carry with them. Middle school students will also visit the Student Study Zone located on the Second Level.

Occupancy: 10 - 20

Adjacencies: 3.6 Display Kiosk #2
3.9 Children’s International Languages

Proximity to: 3.4 Children’s Computers
3.5 Children’s Reference Collection

Sight lines to: 3.3 Children’s Service Desk

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

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

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

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

3.7 Children’s Circulating Books, continued

Technology equipment located in this space will include:

Public access computer workstations (stand-up, mounted on stack end), with flat screen monitor, keyboard, mouse

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's Circulating Books				
seating @ 4-pl tables	8	seats	25	200
seating, lounge chairs/window seating	2	seats	35	70
computer workstations, standup @ stack ends	2	wkstns	9	18
shelving, 66" for J fiction/genre/graphic novels	33	sections	10.3	340
shelving, 66" for J nonfiction/biog/special books	43	sections	10.3	443
shelving, 66" for J folklore books	5	sections	10.3	52
shelving, 66" for J holiday books (shelved in Space 3.13 when not in season)	5	sections	10.3	52
total				1,174

3.8 Group Study/Conference Room D

120 sq. ft.

The Library needs glass-enclosed, acoustically separate spaces in which small groups, both students and the general public, can collaborate on projects that require them to talk with each other. Each of these rooms will be outfitted with a conference table and seating for six. Each room needs to be wired and cabled to allow laptop computer use.

Activity within this space needs to be monitored from the Children's Desk through a large glass window wall.

Three additional Group Study/Conference Rooms will be located on the Second Level.

Occupancy: 2 - 6

Proximity to: 3.4 Children's Computers

Sight lines from: 3.3 Children's Service Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Group Study/Conference Room D				
table, conference	1	table	0	0
seating @ 6-place conference table	6	seats	20	120
total				120

3.9 Children’s International Languages Collection 131 sq. ft.

This space will contain books for children and their families in languages other than English as well as adjacent seating at one four-place table. Adjacency to the Children’s Circulating Book collection is desirable.

Occupancy: 1 - 6

Adjacencies: 3.7 Children’s Circulating Books

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

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

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

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

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

connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's International Languages Collection				
shelving, 66" for J international languages F/NF/picture books	3	sections	10.3	31
seating @ 4-pl tables	4	seats	25	100
total				131

3.10 Family Space

220 sq. ft.

This space is intended to give parents and young children a comfortable seating area, close to the picture book collection, in which they can find books to read and enjoy together. The space may also be used by adults waiting for children who are attending programs in the Storytelling and Class Visits Area.

Two sit-down computers with educational games, two multimedia listening and viewing workstations and a collection of puzzles and toys will also be located here. One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

Acoustical shielding of this space from the general public area is critical since parents and children will often read aloud and adult visitors may become engaged in conversations as they wait for their children.

Wall-mounted display boards are needed here to mount exhibits of children's art, crafts or similar eye-catching displays. A set of donor recognition tiles in the existing Children's Room must be accommodate din this space.

Occupancy: 8 - 12

Adjacencies: 3.11 Picture Books

Proximity to: 3.12 Storytelling/Class Visits Area

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

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Technology in this area will include:

Public access computer and multimedia workstations (sit-down), with flat screen monitor, keyboard, mouse and printer

3.10 Family Space, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Family Space				
lounge seating, parent/child or window seats with under-seat storage	2	chairs	35	70
computer workstations, sit down	2	wkstns	35	70
audio listening station, sit down	1	wkstn	25	25
multimedia/DVD viewer	1	station	25	25
cabinets for puzzle and toy storage	2	cabinets	15	30
total				220

3.11 Picture Books and Easy Readers

613 sq. ft.

This space will house the Library's children's picture book and easy reader collections. Young children, newborns through kindergarteners, will use this space along with their parents and caregivers. The space needs to be safe and secure, acoustically separated and include an open area in which children may sit on the floor. An open space adjacent to this space is needed for families to sit and read together.

There needs to be a clear line of sight into this space from the Children's Desk. The Storytelling/Class Visits Area, will be nearby. Additional open circulation space has been programmed here to give children floor space on which to sit and play. The table and chairs here will be even smaller than in the rest of the youth services space, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Window seating should be considered here so parents may sit and read with their young children.

Occupancy: 6 - 20

Adjacencies: 3.10 Family Space
3.14 Parents and Teachers Collection

Proximity to: 3.12 Storytelling/Class Visits
3.15 Family Restrooms

Sight lines to: 3.3 Children's Service Desk

Acoustics: Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

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

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff.

Public access computer workstation (stand-up, mounted at stack end), monitor, keyboard, mouse and printer

3.11 Picture Books and Easy Readers, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Picture Books and Easy Readers				
seating @ 4-pl tables, round for toddlers	8	seats	22	176
seating, lounge chairs/window seating	2	seats	35	70
shelving, 45" for picture books/toddler books	23	sections	10.3	237
shelving, 66" for easy readers	2	sections	10.3	21
computer workstations, standup @ stack ends	1	wkstn	9	9
open play space for children	1	space	100	100
total				613

3.12 Storytelling and Class Visits Area

360 sq. ft.

In this space, Children's Services staff will present storytelling programs to children and their parents or caregivers. This space will also provide an area for school classes to gather during Library visits, while staff orients them to the Library and its services. The room needs to accommodate 30 children.

The children will sit on risers that ring the space or on the floor. Space is also required for a storyteller and a display table or puppet stage. This needs to be a child-friendly space, cozy and comfortable for children and their families, with sufficient space to park ten strollers. The space should be enclosable but will be left open when programs are not taking place to give children additional space in which to read and use the Library. This space will also be used for video programming. Adjustable lighting and the ability to black out the space, therefore, is important. An adjacent storage area will hold shelving for storytelling books, props and puppets. Additional storage may be built into the risers.

Occupancy: 30

Adjacencies: 3.13 Children's Programming Storage

Proximity to: 3.10 Family Space
3.11 Picture Books
3.15 Family Restroom

Sight line from: 3.3 Children's Service Desk

Acoustics: This programming space will generate noise before, during and following programming events. The space should be designed to minimize noise spillage outside the children's area, without degrading the sound of the performance. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at 30" above floor surface, with dimmable lighting controls to support programming activity. Provide accent downlighting, operable by library staff, for use during programming.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted communications and power outlets or recessed, flush floor-mounted outlets, for use by

library staff in programming. A mobile AV cart will sometimes be used in this area to present video programs.

3.12 Storytelling and Class Visits Area, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Storytelling and Class Visits Area				
tiered, carpeted risers for 30 children and parents	30	spaces	10	300
stroller parking	10	strollers	6	60
total				360

3.13 Storytelling and Programming Storage

184 sq. ft.

An enclosed, lockable storage room is needed adjacent to the Storytelling/Class Visits Area to house programming supplies and props. Shelving for storytelling books, puppets, mobile audiovisual equipment and other items will be kept here.

Occupancy: N/A

Adjacencies: 3.12 Storytelling/Class Visits Area

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

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

Technology in this space will include the following:

Mobile media cart with playback unit

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Storytelling and Programming Storage				
shelving, industrial, 80" for puppets, programming props	6.0	sections	12	72
shelving, 84" for programming book collection	5.0	sections	10.3	52
die cut & lamination equipment, on book trucks	3.0	trucks	6	18
Flat file, 10-drawer, for crafts supplies/posters	1	cabinet	30	30
mobile media cart	1	cart	12	12
total				184

3.14 Parents and Teachers Collection

81 sq. ft.

This space will be used by parents, teachers and others who are responsible for the care of young children. A collection of books, media and magazines on parenting, education and related topics will be found here on 66" high shelving. Adjacency to the picture books collection is required.

Occupancy: 1 - 4

Adjacencies: 3.11 Picture Books

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

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Parents and Teachers Collection				
arm chairs	2	chairs	25	50
shelving, 66" for parent/teacher collection	1	sections	10.3	10
shelving, 66" for parenting magazines, w backfiles	1	section	10.3	10
Shelving, 66" w hanging rods for AV media	1	Section	10.3	10
wall-mounted display boards	1	board	0	0
total				81

3.15 Family Restrooms

in GSF

Two single-occupancy restrooms are needed, adjacent to the Children's area, for use by parents and their children. The restroom entrance needs to be observable from the Children's Desk. Each restroom needs a baby-changing station and one sink at toddler/preschool child height. Paper towel dispenser and light sensor must also be at child height. Slatwall shelving is needed outside the restrooms for pamphlet display.

For security reasons, the door to the restrooms may need an electronic lock that is controlled from the Children's Desk.

Sight Line to: 3.3 Children's Service Desk

Proximity to: 3.11 Picture Books
3.13 Storytelling/Class Visits

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

Lighting: Ensure adequate lighting level at sinks and mirrors.

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

See also *General Design Considerations: Restrooms*.

3.16 Children's Patio

NA

An exterior patio adjacent to the Children's Area is highly desirable, if the space can be designed and laid out to provide a quiet, comfortable space that is suitable for programming or individual reading by children and the parents or caregivers. The current Library has an outdoor patio adjacent to the Children's Room. Its proximity to a major roadway, however, makes it difficult to use due to continuous traffic noise.

The design should explore the possibility of such an exterior space, located directly adjacent to the main Children's area and accessible from the Storytelling/Class Visits Area. The space should accommodate 30 children.

Occupancy: 30

Sight line from: 3.3 Children's Service Desk

Acoustics: The space should be removed from sources of noise so that programming or quiet reading can take place.

Lighting: N/A

Technology: This area needs to provide wireless access for laptop computer users.

3.17 Children's Services Staff Workroom

289 sq. ft.

This space will be the work space for the Library's Children's Services staff. The space will include modular office workstations for two children's staff, a work table with flat file storage below and a work counter with cabinets above and below.

The staff workroom needs to be reasonably close to the Children's Services Desk and adjacent to the Children's Services Manager's Office.

Occupancy: 2 - 4

Adjacencies: 3.18 Children's Services Manager's Office

Proximity to: 3.3 Children's Service Desk

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

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:

PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse

Telephone handsets at each staff desk

Components:

Children's Services Staff Workroom				
workstations, modular, 8' x 7'	2	wkstns	70	140
shelving, 84", for review books, programming supplies	8	sections	10	80
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
work counter, 8' x 3', with sink and cabinets above and below	1	counter	30	30
work table, 8' x 3', with flat file storage below	1	table	40	40
flat file, 10-drawer, for crafts supplies/posters	1	file	0	0
Lateral file, 4-drawer unit	1	Cabinet	15	15
Book trucks	3	Trucks	6	18
trash container	1	container	6	6
total				289

3.18 Children's Services Manager's Office

120 sq. ft.

This space is the Children's Services Manager's work space. This individual supervises the Library's services to children and their families. The Manager will use the office to discuss personnel issues with staff, to plan service programs and write reports. The space, therefore, needs a degree of privacy.

The office needs to be located adjacent to the Public Services Staff Workroom. The office needs a desk with a return, an ergonomic chair, a lateral file, guest chair and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

If the Public Services Staff Workroom cannot be located conveniently to Children's Services and a separate Children's Services staff workroom is needed, this office should be located adjacent to that space.

Occupancy: 1 - 2

Adjacencies: 3.17 Children's Services Staff Workroom

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Children's Services Manager's Office				
desk, computer workstation, printer and task chair	1	desk	64	64
chair, guest	1	chair	20	20
shelving, 84", wall-mounted	2	section	10.3	21
lateral file, 3-drawer unit	1	cabinet	15	15
total				120

4.0 Library Administration

4.1 Library Business Administration Office

205 sq. ft.

This space will be the Library Business Administration work space. This staff member oversees the Library’s finances and payroll, orders supplies, works with vendors and service personnel and manages many details related to Library operations.

The office needs to be located adjacent to Library Administration Reception, the Staff Service Center and Storage and Supplies. It must also be easily accessible from the Library Director’s Office. The office needs a desk with a return, an ergonomic chair, lateral files, two guest chairs, tackable surfaces on all available wall areas and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer, scanner and telephone.

Occupancy: 1 – 3

Adjacencies: 4.3 Administration Reception
4.5 Staff Services Center
4.7 Storage/Supply Room

Proximity to: 4.2 Library Director’s Office

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6” to 9” above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Library Business Administration Office				
desk, peninsula, w computer workstation, printer, scanner and task chair	1	desk	80	80
chairs, guest	2	chairs	22	44
lateral files, 3 drawer units	3	cabinets	20	60
shelving, 84", wall-mounted	2	section	10.3	21
total				205

4.2 Library Director's Office 234 sq. ft.

This space is the Library Director’s workspace. It needs to be located adjacent to Library Administration Reception and the Conference/Board Room. The space should also be

easily accessible the other offices in Library Administration – the Business Manager’s Office, Building Manager’s Office and the Foundation Development/Volunteer Office.

The Director will frequently use the office for meetings - personnel evaluations, discussions with staff regarding policy and procedure, meetings with various volunteers and committees. These meetings will often require confidentiality. The office, therefore, needs a degree of privacy.

The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, a conference table and four guest chairs and three sections of full height, wall-mounted shelving. The Director’s desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 5

Adjacencies: 4.3 Administration Reception
4.8 Conference/Board Room

Proximity to: 4.1 Library Business Administration Office
4.4 Foundation Development/Volunteer Office
7.4 Building Manager’s Office

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6” to 9” above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

4.2 Library Director's Office, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Library Director's Office				

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desk, computer workstation, printer and task chair	1	desk	80	80
credenza	1	credenza	20	20
conference table, 4-place, round	1	table	0	0
chairs, guest, @ conference table	4	chairs	22	88
shelving, 84", wall-mounted	3	sections	10.3	31
lateral file, 3-drawer unit	1	cabinet	15	15
total				234

4.3 Administration Reception Area

62 sq. ft.

This area will provide a waiting area and transition point between the public space of the Library and Library Administration. The space needs to be visible from the main public area and identifiable as the entryway into the Library Director's space.

It will include a pair of lounge chairs for people waiting to meet with either the Director or the Business Manager. A wall-mounted display unit for brochures and other Library publicity will be located here, as well.

Occupancy: 0 -2

Adjacencies: Public Space
4.1 Library Business Administration Office
4.2 Library Director's Office

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: NA

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Administration Reception Area				
display unit for Library handouts and brochures	1	unit	6	6
arm chairs	2	chairs	25	50
table, occasional	1	table	6	6
total				62

4.4 Foundation Development/Volunteer Office 196 sq. ft.

The Library's Foundation staff and volunteers will use this office for individual and small group tasks. The space will be a focal point for volunteer and fundraising activity.

Occupancy: 1 – 6

Proximity to: 4.2 Library Director's Office

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Foundation Development/Volunteer Office				
desk, computer workstation, printer and task chair	1	desk	50	50
work table, 6' x 3', with 4 chairs	1	table	40	40
supply cabinet, 2-door, for supplies storage	2	cabinets	20	40
shelving, 84", wall-mounted	2	sections	10.3	21
lateral file, 4-drawer unit	2	cabinets	15	30
mail distribution sorter, 20-slot unit, wall-mounted	1	sorter	15	15
total				196

4.5 Staff Services Center

116 sq. ft.

This space will provide all Library staff with access to a copy machine, fax machine and common-use work space. The space needs proximity to the Mail Room/Deliveries area and proximity to the First Level staff work spaces. The Second Level staff work space will need proximity via staff elevator.

Occupancy: 0 - 4

Proximity to:
 4.1 Library Business Administration Office
 5.1 Public Services Staff Workroom – First Level
 6.1 Technical Services Workspace

8.22 Public Services Staff Workroom – Second Level

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

Lighting: Provide 50 foot-candles average, on work table, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This area needs to provide wireless access for laptop computer use.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Staff Services Center				
lateral files, 4-drawer units	2	files	15	30
copy machine	1	machine	36	36
work counter, 10'x3', cabinets above and below	1	counter	50	50
fax machine, on work counter	1	machine	0	0
bulletin board, wall-mounted, 8' x 4'	1	board	0	0
total				116

4.6 Storage/Supply Room

202 sq. ft.

This storage area, adjacent to the Business Manager’s Office, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on 84” shelving, in a supply cabinet or stacked in boxes on the floor.

There will also be storage space in the Community Meeting Room and its kitchen for meeting supplies, storage adjacent to the Storytelling/Class Visits Area for children’s programming supplies as well as separate custodial and building maintenance supply areas.

Occupancy: 0 - 2

Adjacencies: 4.1 Library Business Administration Office

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Storage/Supply Room				
shelving, 84", for office + paper supplies, Library forms + publications	12	sections	10	120
shelving, industrial, 80", for bulk supply storage	4	sections	12	48
clear floor space for boxed storage	1	space	30	30
hand truck parking	1	truck	4	4
total				202

4.7 Conference/Board Room 265 sq. ft.

This room will provide meeting space for the Belvedere-Tiburon Library Agency and Library staff, in space that will not compete with the Community Meeting Room or the Group Study/.Conference Rooms. It will include seating for twelve at a conference table.

Occupancy: 0 - 12

Adjacencies: 4.2 Library Director’s Office

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

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at tabletop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment

located here, or to support future equipment moved here from another part of the library. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Conference/Board Room				
conference table	1	table	0	0
seating @ conference table	12	seats	20	240
white board, wall-mounted	1	board	0	0
credenza	1	credenza	25	25
total				265

5.0 Staff Work Spaces

5.1 Circulation Services Staff Workroom 265 sq. ft.

This space will be the principal off-desk work location for Circulation Services staff. Attention to traffic patterns both of staff and book trucks, as well as acoustical and lighting considerations, will be crucial to the success of this work space. The space needs to accommodate four office system workstations, 6' x 6'. Part-time staff may share a workstation, in accordance with their duties. Pages and other part time staff as well as volunteers may also work in this space, either at a workstation or at the worktable.

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

This will be a high traffic area with continual movement of book trucks, delivery bins, boxes of gift books and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff work space should be shielded from view at the Circulation Desk.

There needs to be an entrance into the space from the Circulation Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their work space, the Circulation Desk and the public area.

Occupancy: 2 - 6

Adjacencies: 5.2 Circulation Supervisor's Office
 7.1 Staff Entrance

Proximity to: 1.7 Booksale/Donations Workspace
 2.3 Sorting and Returns
 4.5 Staff Services Center
 7.3 Staff Restrooms

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

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

5.1 Circulation Services Staff Work Room, continued

Technology equipment in this space will include, but not be limited to, the following:

PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse

Telephone handsets at each staff desk

Components:

Circulation Services Staff Workroom				
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
work counter, 6' x 3', cabinets above and below	1	counter	24	24
trash container	1	container	6	6
workstations, modular, 6' x 6', for circulation Lib Assts	4	wkstns	45	180
shelving, 84", for circ problems and snags	3	sections	10	30
supply closet for circ supplies storage	1	closet	25	25
total				265

5.2 Circulation Supervisor's Office

115 sq. ft.

This space is the Circulation Supervisor's work space. This individual supervises the Library's circulation, sorting and shelving operations. The Supervisor will frequently use the office to converse with customers regarding their accounts and other circulation problems. The supervisor will also use the office to discuss personnel issues with staff. The space, therefore, needs a degree of privacy.

The office needs to be located adjacent to the Public Services Staff Workroom and Sorting and Returns. The office needs a desk with a return, an ergonomic chair, a lateral file, guest chair and one section of full height, wall-mounted shelving. The supervisor's desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 2

Adjacencies: 2.3 Sorting and Returns
5.1 Circulation Services Staff Workroom

Proximity to: 2.2 Circulation Desk

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6” to 9” above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Circulation Supervisor's Office				
desk, computer workstation, printer and task chair	1	desk	64	64
chair, guest	1	chair	20	20
shelving, 84", wall-mounted	1	section	10.3	10
safe, floor	1	safe	6	6
lateral file, 3-drawer unit	1	cabinet	15	15
total				115

6.0 Technical Services

6.1 Technical Services Work Space

608 sq. ft.

This space will be the work space of the Library's Technical Services staff. This workgroup is responsible for ordering, cataloging, processing and mending all library materials - books, media, magazines and any other items added to the Library's collections. This is the primary work location of the staff assigned to this department – special attention to natural light and environmental conditions is critical here.

The workstations and common-use areas in Technical Services must be laid out functionally in accordance with efficient and logical workflow, and with sufficient space. Staff will use book trucks, dollies and occasionally low pallets to move materials through the space. Traffic aisles must be wide, to accommodate easy flow of book trucks. Each workstation needs to be large enough to accommodate one book truck, minimum, to be parked within the module. Each workstation needs a mobile pedestal file drawer. See also this report's *General Design Considerations: Staff Workstations* for the office workstation dimensions and specifications.

Adjacency is needed to a separate, secure Storage and Supplies room, to a volunteer work space and to the Technical Services Manager's Office.

Occupancy: 2 - 6

Adjacencies: 6.2 Technical Services Storage

- 6.3 Technical Services Manager's Office
- 6.6 Volunteers Work Space
- 6.7 Mail and Deliveries (or proximity)

- Proximity to:**
- 4.5 Staff Services Center
 - 7.3 Staff Restrooms

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

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:

- PC workstations at each staff desk, including CPU, monitor, keyboard and mouse
- Networked printer
- Telephone handsets at each staff desk

6.1 Technical Services Work Space, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Technical Services Work Space				
workstation, modular, 8' x 8' (2 PT staff + 1 PT vol))	3	wkstns	80	240
workstation, modular, 7' x 7', common-use, w label printer, networked printer	1	wkstn	61	61
shelving, 84" for each modular workstation	3	section	10	30
mending/processing work counter, 10' x 2.5', with 2 positions	1	counter	40	40
storage rack for mending/processing supplies	1	cabinet	20	20
shelving, 84" for in-process materials	5	sections	10	50
shelving, 84" for discarded and withdrawn materials	3	sections	10	30
book truck parking	6	trucks	8	48
paper cutter, on worktable	1	paper cutter	20	20
work counter, 8' x 3', with cabinets above and below	1	counter	30	30
trash/recycling containers	3	containers	8	24
lateral file, 4-drawer unit, for order files	1	cabinet	15	15
total				608

6.2 Technical Services Storage and Supplies

270 sq. ft.

This storage area, adjacent to the Technical Services Work Space, will provide dedicated storage space for supplies needed by the Department and secure storage for in-process materials being added to the collection. Access will be limited to Technical Services staff

Occupancy: 0 - 2

Adjacencies: 6.1 Technical Services Work Space

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Technical Services Storage and Supplies				
shelving, 84" for supplies	6	sections	10	60
shelving, industrial, 80", for boxed supplies	6	sections	10	60

shelving, 84" for in-process materials, secure	12	section	10	120
clear floor space for storage of boxed, donated books (32 boxes, stacked)	1	space	30	30
total				270

6.3 Technical Services Manager's Office

120 sq. ft.

This space is the Technical Services Manager's work space. This individual supervises the Library's Technical Services Department. The Manager will use the office to discuss personnel issues with staff, write reports and plan and analyze departmental activity. The space, therefore, needs a degree of privacy.

The office needs to be located adjacent to the Technical Services Staff Workroom. The office needs a desk with a return, an ergonomic chair, a lateral file, guest chair and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 2

Adjacencies: 6.1 Technical Services Staff Work Space

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

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

Technology equipment in this space will include the following:

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

Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Technical Services Manager's Office				
desk, computer workstation, printer and task chair	1	desk	64	64
chair, guest	1	chair	20	20
shelving, 84", wall-mounted	2	section	10.3	21
lateral file, 3-drawer unit	1	cabinet	15	15
total				120

6.4 IT Repair and Storage

216 sq. ft.

This will be the Library Information Technology Coordinator's work space. Equipment will be repaired and stored here, as well as IT supplies. The Coordinator will need both a desk for writing reports and performing other office tasks. In addition, a work bench will be needed for equipment repair.

Occupancy: 1

Adjacencies: 6.5 Computer Room

Proximity to: 4.5 Staff Services Center
 4.6 Mail and Delivery

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
IT Repair and Storage				
workstation, modular, 8' x 7', for IT coordinator	1	wkstn	70	70
work bench, 8' x 3', for equipment repairs	1	bench	48	48
shelving, industrial, 80" for equipment storage	4	sections	12	48
supply cabinet, 2-door, for IT supplies storage	1	cabinet	20	20
clear space for boxed or large item storage	1	space	30	30
total				216

6.5 Computer/Telecom/Server Room

222 sq. ft.

This space will provide a secure area for the Library's computer and telecommunications equipment, centrally located within the building for efficiency. The room needs adjacency to IT Repair and Storage.

The Library telecommunications/server room will be outfitted with servers to manage library services, workstations, printers, and other features and functions in the new Library.

Adjacencies: 6.4 IT Repair

Acoustics: Acoustically isolate the equipment and systems located in this space from nearby spaces.

Lighting: Provide 50 foot-candles average. Ensure that light levels are even throughout the space. Use light fixtures that minimize energy usage and avoid heat build-up.

Technology/Audiovisual/Power/Data:

Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space. This area needs to provide wireless access for laptop computer use.

Technology in this space will include the following:

- One computer workstation
- Telephone system and patch panels
- Telephone system automated attendant
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Computer network equipment file servers
- Uniform/uninterruptible power supply

Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Computer /Telecom/Server Room				
equipment racks	3	racks	40	120
printer on stand	1	printer	16	16
supply cabinet, 2-door, for IT supplies storage	2	cabinet	20	40
PC at workstation	1	wkstn	16	16
telecom equipment and patch panels, wall-mounted	1		30	30
total				222

6.6 Volunteers Work Space

162 sq. ft.

Volunteers provide support to Technical Services staff on an ongoing basis, handling various mending and processing tasks, both as individuals and as a group. Work space for this activity is needed adjacent to the Technical Services Work Space, outfitted with a work table, computer and supplies.

Occupancy: 1 - 6

Adjacencies: 6.1 Technical Services Staff Workspace

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

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:

PC workstation at desk, including CPU, monitor, keyboard, printer and mouse

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Volunteers Work Space				
work table, 6' x 3', with 4 chairs	1	table	40	40
computer workstation + printer	1	wkstn	35	35
supply cabinet, 2-door, for supplies storage	1	cabinet	20	20
work counter, 6'x3', with sink + cabinets above and below	1	counter	30	30

book truck parking	2	trucks	8	16
shelving, 84", wall-mounted	2	sections	10.3	21
total				162

6.7 Mail Room/Deliveries

169 sq. ft.

This space will serve Library staff, custodial and delivery personnel, and needs to be reasonably close to the Staff Entrance, Sorting and Returns Area and Staff Services Center. Technical Services staff will be adjacent or proximate to the Mail and Deliveries operation. A wall needs to separate the deliveries space from the Technical Services Work Space.

Incoming and outgoing mail and delivery shipments will be dropped off and picked up here. A delivery sorting counter, 8' long x 30" deep, is needed, as well as clear floor space for loading and unloading up to six stacks of delivery tote bins, a wall mounted mail sorting unit and two sections of shelving for temporary storage. The space needs an extra wide door and an overhang at the entrance to protect the area during inclement weather.

Occupancy: 0 – 2

Adjacencies: 6.1 Technical Services Work Space

Proximity to:
 4.5 Staff Services Center
 6.4 IT Repair and Storage
 7.1 Staff Entrance

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

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Library deliveries may be scheduled for off-hours. Effective, safe lighting between the delivery vehicle parking and delivery entrance is crucial.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Mail Room/Deliveries				
mail & delivery sorting counter, 8' x 30"	1	counter	32	32
sorting space for delivery tote bins	6	Bin stacks	6	36
shelving, industrial, to sort + process deliveries, 4' x 18"	3	sections	15	45
clear floor space for receiving & unpacking shipments	1	space	30	30
trash container, large	1	unit	6	6
shelving, 84" for temporary storage (donations, boxes etc.)	2	sections	10	20
total				169

7.0 Staff Support Spaces

7.1 Staff Entrance/Lockers/Coat Closet 114 sq. ft.

Library staff, system delivery and mail personnel and vendors will enter the Library through this space. Adjacent to the entrance there will be staff lockers and a coat closet.

The staff entrance should provide convenient access to the Mail Room/Deliveries area, the Staff Lounge, and Custodial Storage.

Adjacencies: 5.1 Circulation Services Staff Workroom

Proximity to: 4.6 Mail and Deliveries
7.2 Staff Lounge
7.5 Custodial Storage

Acoustics: N/A

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Effective, safe lighting between the staff parking area and staff entrance is crucial.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Staff Entrance/Lockers/Coat Closet				
lockers, half-height, 2 per stack	18	stacks	5	90
coat closet, 6' x 3'	1	closet	24	24
total				114

7.2 Staff Lounge

318 sq. ft.

This area is for Library staff to use for lunch periods or breaks. It will also be available to volunteers when they are working at the Library. The space needs both individual and table seating. It needs a quiet ambience with sufficient space for several individuals to enjoy the space without disturbing each other. It should be near the Staff Entrance and the Staff Restrooms. Staff needs to be able to get to this room without entering the public space of the Library.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library. An adjacent, small outdoor area for staff, screened from public view, is highly desirable.

Occupancy: 0 - 8

Proximity to: 7.1 Staff Entrance
 7.2 Staff Restrooms

Acoustics: Ensure that noise and conversation in this space does not intrude into the building's public spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average. Ensure that light levels are even throughout the space. Use light fixtures that minimize energy usage and avoid heat build-up.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Staff Lounge				
seating @ three 2-place tables	6	seats	22	132
seating @ sofa, 3-person	3	seats	20	60
work counter, 8' x 24", w double sink, commercial grade, cabinets above and below	1	counter	40	40
refrigerator, full size	1	unit	20	20

microwave oven, on counter	1	oven	0	0
toaster oven, on counter	1	oven	0	0
dishwasher, full-size, in cabinet	1	dishwasher	20	20
water dispenser, freestanding	1	dispenser	8	8
trash containers/recycling containers	3	containers	6	18
bulletin board, wall-mounted	1	board	0	0
vending machine, full-size	1	machine	20	20
television, wall-mounted	1	television	0	0
total				318

7.3 Staff Restrooms – First Level in GSF

Two single occupancy staff restrooms are needed, adjacent to the Staff Lounge and reasonably close to the Public Services and Technical Services Staff Workrooms.

The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf and coat hanger in each restroom.

- Proximity to:**
- 5.1 Circulation Services Staff Workroom
 - 6.1 Technical Services Staff Work Space

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

Lighting: Ensure adequate lighting level at sinks and mirrors.

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

See also the *General Design Considerations: Restrooms*

7.4 Building Manager's Office

109 sq. ft.

This space is the Building Manager's work space. This individual oversees maintenance and operations of the Library's physical plant. The Manager will frequently hold conferences in the office with vendors and City staff. It therefore needs a degree of privacy.

The office needs to be located within convenient access to the Library Director's Office and the Building Maintenance Workspace. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, two guest chairs and one section of full height, wall-mounted shelving. The Manager's desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 2

Proximity to:
4.2 Library Director's Office
7.6 Building Maintenance Workspace

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Building Manager's Office				
desk, computer workstation and task chair	1	desk	64	64
chair, guest	1	chair	20	20
shelving, 84", wall-mounted	1	section	10.3	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				109

7.5 Custodial Services Storage

187 sq. ft.

This space will provide storage of custodial supplies, and needs to accommodate a minimum inventory to support custodial staff for two weeks of maintenance. There needs to be a separate, lockable space within the room for secure storage of chemicals or potentially hazardous materials.

The public restrooms on each floor also require a custodial closet with a mop sink, either elevated or at floor level.

This space needs to be conveniently located from the Staff Entrance.

Proximity to: 7.1 Staff Entrance

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 30” above floor surface.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Custodial Services Storage				
shelving, industrial, 80" for supplies & storage	6	sections	12	72
supply cabinet, 2-door, for secure supplies storage	2	cabinet	20	40
clear space for boxed, bulk storage	1	space	50	50
mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
total				187

7.6 Building Maintenance Work Space

208 sq. ft.

This space will be used by the Building Manager to store building maintenance supplies, including lighting fixtures and ballasts, carpet tiles, ceiling tiles and other items needed to efficiently maintain the building. Eight sections of industrial shelving, approximately 4' x 2', along one wall are needed as well as clear floor space for box storage.

Occupancy: 0 - 1

Proximity to: 7.4 Building Manager's Office

Acoustics: Shield this space acoustically to prevent noise spillage into other spaces of the Library.

Lighting: Provide 30 – 40 foot-candles average, measured at 30" above floor surface.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets along the work bench surface for convenient use of power tools.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Building Maintenance Work Space				
work bench, 10' x 3'	1	bench	50	50
shelving, industrial, 80" for building supplies storage	4	sections	12	48
shelving, rack, for light ballasts + other bulky items	4	sections	15	60
clear space for furniture storage	1	space	50	50
total				208

8.0 Adult and Teen Services

8.1 Lobby – Second Level

175 sq. ft.

Library visitors will enter the Second Level by means of a stairway from the First Level or an elevator, both of which must be clearly visible and adjacent to the First Level Lobby. The Second Level Lobby must enable incoming visitors to orient themselves to the services and collections available of the Second Level.

Public restrooms that serve the Second Level will be adjacent to the Lobby. The Information Desk and Public Computers need to be visible from the Lobby. A third display kiosk, similar to the kiosks located on the First Level, should be near the Lobby.

Occupancy: 2 - 8

Adjacencies: 8.2 Public Restrooms – Second Level

Proximity to: 8.7 Display Kiosk #3

Sight line to: 8.3 Information Desk
 8.4 Public Computers

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

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 footcandles are required.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Lobby - Second Level				
circulation space	1.0	space	175	175

8.2 Public Restrooms – Second Level

in GSF

Locate public restrooms for the Second Level adjacent to the Second Level Lobby. Each restroom needs to meet or exceed the number of restroom fixtures required by local code. Single-occupancy public restrooms must be avoided. Restrooms must be designed for durability and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. A large, freestanding waste receptacle is also required. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install towel dispensers and a baby changing counter in both men's and women's restrooms. Parcel/purse shelves or baskets are needed in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building. Pay particular attention to prevention of plumbing noise spillage into the community meeting room area.

Occupancy: To meet code requirements

Adjacencies: 8.1 Lobby – Second Level

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

Lighting: Ensure adequate lighting level at sinks and mirrors.

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

See also *General Design Considerations: Restrooms*.

This two-person desk will be the primary service point on the second level of the Library. It needs to be clearly visible to customers as they enter from the Lobby. The desk must be positioned strategically to allow customers of all ages to easily find and approach the desk and to give staff at the desk as much visual control of the Second Level as possible.

Staff must be able to move quickly from the desk to the public access computers and to the reference and circulating collections. The features and configuration of the desk need to comply with the specifications described in this report's *General Design Considerations: Circulation Desks*, to ensure that the drawers, files and other needed components are included. Both staff positions will be at desk (sit-down) height. Each position needs a computer and telephone. One printer will be shared between the two stations. One stand-up computer adjacent to the desk will be kept available for one-on-one demonstrations, as needed.

The reference collection stacks need to be adjacent. Line of sight adjacency is required from the desk to the Adult Fiction and Nonfiction Book collections, the Group Study/Conference Rooms and the Teen Area.

Occupancy: 1 - 2 staff; 1 - 6 public

Adjacencies: 8.4 Public Computers
8.5 Reference Collection

Proximity to: 8.19 Computer Training
8.23 Public Services Staff Workroom – Second Level

Sight lines to: 8.1 Lobby - Second Level
8.11 Adult Nonfiction Books
8.13 Adult Fiction
8.14 Teen Area
8.16 – 8.18 Group Study/Conference Rooms A – C

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

8.3 Information Desk, continued

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter,

with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff work station in the area. This area needs to provide wireless access for laptop computer users.

Technology equipment in this space will include, but not be limited to, the following:

- Online computer workstations at desk and public workstation for demonstrations
- Barcode reader
- Networked printer
- Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Information Desk				
staff counter positions with computer workstations	2	positions	50	100
display of Library handouts, built into desk	1	unit	6	6
shelving, 66" for ready reference books	2.0	sections	10.3	21
computer workstation, standup for one-on-one demos + training	1	wkstn	16	16
total				143

8.4 Public Access Computers – Second Level

460 sq. ft.

This area will contain twelve public access sit-down computer workstations, with some or all offering full access to the online catalog, the Internet and to specialized information resources mounted on the Library network. The units are grouped together for visibility by the public and placed in proximity to the Information Desk to allow staff to quickly help

customers at the machines. Three printers (two black and white and one color), a print payment station and a supply cabinet need to be accommodated within the space.

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

Additional computers will be available for adults and teens in the Computer Training Room and Teen Area.

Occupancy: 6 - 12

Adjacencies: 8.3 Information Desk

Sight line from: 8.1 Lobby – Second Level

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

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

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

The technology equipment planned for this area includes:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and networked printers

8.4 Public Access Computers – Second Level, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Adult Public Access Computers				
computer workstations, sit down, in groups of 6	12	wkstns	35	420
printers/print release stations mounted on a supply	3	printers	12	36

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cabinet				
Print payment station + coin box	1	Station	4	4
total				460

8.5 Reference Collection

894 sq. ft.

This space contains the adult reference book collection, 1/3 of the volumes on 45" low shelving and 2/3 on 84" high shelving. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help customers with their research. Four-place tables will be located here for the convenience of customers using the reference collection.

Several subject-specific reference collections will be shelved separately – legal, business and investments, career information and consumer information. Each of these special areas needs clear signage and its own area of shelving.

Occupancy: 6 - 18

Adjacencies: 8.3 Information Desk

Proximity to: 8.6 Local History

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

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

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

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Two sit-down computers and one microfilm/fiche reader/printer are planned for this space.

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

8.5 Reference Collection, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Reference Collection				
seating @ 4-pl tables	8	seats	25	200
shelving, 84" for reference books	10	sections	10.3	103
shelving, 45" for reference books	9	sections	10.3	93

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shelving, 84" for legal reference books	2	sections	10.3	21
shelving, 84" for telephone directories	1	sections	10.3	10
shelving, 84" for business ref/investments	2	sections	10.3	21
seating @ 1-place seats @ index tables/work counter (2 seats each for bus/investments, careers + consumer info)	6	seats	25	150
multimedia/DVD viewer, business/investments area	1	station	25	25
computer workstation, sit down, for business reference	1	wkstn	35	35
printer/print release station	1	printer	12	12
Print payment station + coin box	1	Station	4	4
Dictionary stand, on 45" shelving	1	Stand	0	0
shelving, 84" for reference careers/test prep/college catalogs	2	sections	10.3	21
shelving, 84" for circulating test prep books	1	sections	10.3	10
shelving, 84" for consumer information	1	sections	10.3	10
shelving, atlas case, for folios and atlases	4	cases	36	144
map case	1	Case	36	36
total				894

8.6 Local History Collection

71 sq. ft.

Shelving for local history materials and local government documents will be located in close proximity to the Reference Collection.

Occupancy: 1 - 3

Proximity to: 8.5 Reference Collection

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Local History Collection				
shelving, 84" for local history/local documents	2.0	sections	10.3	21
seating @ 2-place table	2	seats	25	50
total				71

8.7 Display Kiosk #3

64 sq. ft.

This kiosk will provide Information Services with a focal point for multimedia displays, as part of the Library’s desire to actively market its collections and services. The unit will be designed as part of a “family” of free-standing kiosks, located strategically within the public space.

Library visitors will be able to walk around the display kiosk, read posters and other graphic items that relate to a rotating series of displays – works by a visiting author, current topics or a seasonal display. Books, media, magazines and other items related to each display will be marketed here. The unit may also have workstations with flat screen monitors with an online display of related web sites, which browsers may explore.

The kiosk needs to be mobile, with self-contained wire management and storage for additional copies of handouts and display materials.

Occupancy: 2 - 6

Proximity to: 8.1 Lobby – Second Level

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Display Kiosk #3				
kiosk, freestanding to display special projects or services	1	kiosk	64	64
total				64

8.8 Quiet Study and Reading 200 sq. ft.

The Library needs a designated area for quiet reading and study. One-place study tables or a continuous work counter will be provided in this area, depending on the layout. While this will be a space for silent study and reading, it is not intended to be a separate room, but an alcove within the larger space.

Occupancy: 8

Adjacencies: None; this space should be well removed from major paths of traffic or active areas.

Acoustics: This area will provide a quiet sanctuary for quiet reading and reflection. The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Quiet Study and Reading				
seating @ 1-place study carrels/tables or counter with dividers	8	seats	25	200
total				200

8.9 Magazine and Newspaper Browsing

800 sq. ft.

This area will be a preferred spot for individuals who are looking for a quiet, comfortable space to read. Magazines and newspapers for adults will be displayed on 78” high shelves. Current issues of magazines will be placed on slanted display shelving and back files will be placed in pamphlet boxes that will be shelves on regular shelving in the adjacent Magazine Backfiles Area. Current and back issues of newspapers will be housed on shelves with Plexiglas hanging display inserts.

Seating will include both four-place tables and lounge chairs. Particular attention needs to be paid to this space’s acoustics, lighting and general atmosphere. It should be set off from the major paths of travel through the building. Adjacency to windows that overlook the exterior site landscaping in highly desirable.

Occupancy: 6 - 14

Adjacencies: To exterior views and landscaping
 8.10 Magazine Backfiles

Acoustics: The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

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

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

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

8.9 Magazine and Newspaper Browsing, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Magazine and Newspaper Browsing				
seating, lounge chairs	10	seats	35	350
tables, occasional @ lounge chairs	8	tables	0	0
seating @ 4-pl tables	4	seats	25	100
shelving, 78" for magazine current issue display	30	sections	10.3	309
shelving, 84" for newspaper display of current/recent issues	2	sections	10.3	21
shelving, 84" for newspaper backfiles	2	sections	10.3	21
total				800

8.10 Magazine Backfiles

433 sq. ft.

Full-height shelving for magazine backfiles will be located here, adjacent to the Magazine and Newspaper Browsing Area. The backfiles will be self-service.

Occupancy: 2 - 4

Adjacencies: 8.9 Magazines and Newspaper Browsing

Acoustics: The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Magazine Backfiles				
shelving, 84" for magazine bound backfiles	14	sections	10.3	144
shelving, 84" for magazine unbound backfiles in pamphlet boxes	28	sections	10.3	288
total				433

8.11 Adult Circulating Nonfiction Books

1,994 sq. ft.

The nonfiction book collection will be shelved here on 84" high shelves, with a maximum 6 shelves per section. Slat-wall stack ends will be used to maximize the space's display and merchandising potential. Computer workstations placed at selected stack range ends will be needed for convenient catalog access.

This area will also offer reader and study seating at four-place tables, wired to allow customers to plug in their laptop computers and similar electronic devices. Another area earmarked for quiet study will offer one-place carrels for additional seating. This space needs to be located away from busy or noise-producing areas, to provide space that encourages quiet reading and reflection.

The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Occupancy: 12 - 30

Adjacencies: 8.10 Magazine Backfiles
 8.12 International Languages
 8.15 Local Authors

Sight line from: 8.3 Information Desk

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

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

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Two stand-up computers are planned for this space.

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

8.11 Adult Circulating Nonfiction Books, continued

Technology equipment located in this space will include:

Public access computer workstations (stand-up, mounted on stack end), with flat screen monitor, keyboard, mouse

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Adult Circulating Nonfiction Books				
computer workstations, standup @ stack ends	2	wkstns	9	18
seating @ 4-pl tables	24	seats	25	600
seating @ lounge chairs	2	seats	35	70
tables, occasional @ lounge chairs	4	tables	0	0
shelving, 84" for adult nonfiction, biographies + YANF	116	sections	10.3	1,195
shelving, 84" for teen nonfiction	6	sections	10.3	62
shelving, 84" for oversize books	3	sections	10.3	31
total				1,994

8.12 International Languages

193 sq. ft.

The Library's collections of books, media and magazines in languages other than English will be located here, adjacent to the Adult Fiction and Nonfiction book collections.

Occupancy: 2 - 4

Adjacencies: 8.11 Adult Nonfiction Books
8.13 Adult Fiction Books

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

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

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

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

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

8.12 International Languages, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
International Languages				
shelving, 84", for international languages books	2	sections	10.3	21
shelving, 84", for English as a Second Language books	1	sections	10.3	10
shelving, 84" for international languages music compact discs	1	sections	10.3	10
shelving, 84" for international languages audio books on tape/CD	1	sections	10.3	10
shelving, 84", for ESL & Language learning tapes	1	sections	10.3	10
shelving, 84" for int'l languages magazine display	2	sections	10.3	21
shelving, 84" for int'l languages magazine backfiles	1	sections	10.3	10
seating @ 4-pl tables	4	seats	25	100
total				193

8.13 Adult Circulating Fiction Books

879 sq. ft.

The fiction book collection for adults, as well as mysteries, science fiction and large print books, will be shelved here on 84" and 72" high shelving with a maximum of six shelves per section (5 shelves high for large print). Slat-wall stack ends are needed in this area to allow spot-highlighting of the collection and to maximize the space's display and merchandising potential. A pair of lounge seats will allow customers to find a convenient seat as they browse.

The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Occupancy: 10 - 20

Adjacencies: 8.12 International Languages

Sightline from: 8.3 Information Desk

Acoustics: This area will be less noisy and active than New Books or Media. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment

located here, or to support future equipment moved here from another part of the library. This area needs to provide wireless access for laptop computer users.

Technology equipment located in this space will include:

Public access computer workstations (stand-up, mounted on stack end), with flat screen monitor, keyboard, mouse

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Adult Circulating Fiction Books				
computer workstations, standup @ stack ends	2	wkstns	9	18
seating, lounge chairs	2	seats	35	70
tables, occasional @ lounge chairs	3	tables	0	0
shelving, 84" for fiction	42	sections	10.3	433
shelving, 84" for mysteries and science fiction	25	sections	10.3	258
shelving, 72" for large print books	8	sections	10.3	82
total				879

8.14 Teen Area 609 sq. ft.

Enhanced service to teens will be an emphasis of the expanded Library. Although teens will be encouraged to use the entire facility, an area is needed that teens will recognize as “their own space”, an area in which teens may read, listen to music, use computers and socialize. This space needs some separation from other areas but needs to be within a clear line of sight from the Information Desk. An adjacent Student Study Zone will be located alongside the Teen Area, to provide dedicated study space for this age group. A music listening post and download center and a large-screen TV/DVD player will be located here.

Paperback and hardback fiction as well as magazines and media materials for young adults will be shelved here. Comfortable seating is needed, including round tables, lounge chairs or padded booths. Two public access computers will be placed here. The Group Study/Conference Rooms will also be frequently used areas in which teens will use the Library, making proximity to the Teen Area desirable.

The space needs acoustical separation from the rest of the Second Level. Glass wall partitions are needed to enclose the space while allowing visual supervision from outside the area.

A one-person service desk will be located here, staffed during peak use periods. Food and drink will be allowed in this area, either from the vending machine in the space or from the Café on the First Level.

Occupancy: 6 - 18

Adjacencies: 8.21 Student Study Zone

Proximity to: 8.16 – 8.18 Group Study/Conference Rooms A - C

Sight lines to: 8.3 Information Desk

Acoustics: This area will draw numerous teens on a regular basis. Quiet conversations will be allowed, although the staff will encourage loud groups to move into one of the group study rooms or outside the building. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer. Give special consideration to interior glazing to create an acoustically separate space for teens.

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

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

8.14 Teen Area, continued

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

Technology in this space will include, but not be limited to, the following:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and printer.

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Teen Area				
computer workstations, sit down	2	wkstns	35	70
printer/print release station	1	printer	12	12
Print payment station + coin box	1	Station	4	4
Listening post/music download center	1	Listening post	25	25
seating, lounge chairs	2	seats	35	70
tables, occasional @ lounge chairs	3	tables	0	0
seating @ 4-pl round tables or padded booths	8	seats	22	176
casual seating (e.g., beanbag, window seat)	2	seats	16	32
Television/DVD player, large-screen, wall-mounted	1	TV	6	6

service desk, 1-person, sit-down height with computer	1	desk	35	35
shelving, 3' x 3' x 66", retail display, for teen new and popular books	0.5	units, 2 sect each	30	15
shelving, 72", for teen hardback fiction	9	sections	10.3	93
shelving, 72", for teen paperbacks	2	sections	10.3	21
shelving, 72" for teen audiobooks tape/CD	1	sections	10.3	10
shelving, 72" for teens new format	1	sections	10.3	10
shelving, 72" for magazine display + backfiles	1	section	10.3	10
wall-mounted display boards	2	boards	0	0
vending machine	1	unit	20	20
total				609

8.15 Local Authors

203 sq. ft.

The Library actively collects published works by local authors. This reference collection will be shelved in glass-enclosed cabinets, located adjacent to the Adult Nonfiction Book collection.

Occupancy: 0 - 2

Adjacencies: 8.11 Adult Nonfiction Books

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

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

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Two stand-up computers are planned for this space.

Components:

Space	Quantity	Item	SF Item	Total SF Needed
Local Authors				
shelving, 84" for local authors	10	sections	10.3	103
display cases, glass-enclosed, wall-mounted, 4' x 4' x 1.5' min	2	cases	20	40
display cases, glass-enclosed, table-mounted, 3' x 5'	2	cases	30	60
total				203

8.16 Group Study/Conference Room A **105 sq. ft.**

The Library needs glass-enclosed, acoustically separate spaces in which small groups can collaborate on projects that require them to talk with each other. Three rooms on the Second Level will be provided, to serve groups of four, six and eight people. Each room needs to be wired and cabled to allow laptop computer use, as needed.

Activity within this space needs to be monitored from the Information Desk through a large glass window wall.

Occupancy: 4

Adjacencies: 8.17 – 8.18 Group Study/Conference Room B - C

Sight lines from: 8.3 Information Desk

Proximity to: 8.14 Teen Area

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

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

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a

tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Group Study/Conference Room A				
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	20	80
multimedia/DVD viewer	1	station	25	25
total				105

8.17 Group Study/Conference Room B

120 sq. ft.

The Library needs glass-enclosed, acoustically separate spaces in which small groups can collaborate on projects that require them to talk with each other. Three rooms on the Second Level will be provided, to serve groups of four, six and eight people. Each room needs to be wired and cabled to allow laptop computer use, as needed.

Activity within this space needs to be monitored from the Information Desk through a large glass window wall.

Occupancy: 6

Adjacencies: 8.16 and 8.18 Group Study/Conference Room A and C

Sight lines from: 8.3 Information Desk

Proximity to: 8.14 Teen Area

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Group Study/Conference Room B				
table, conference	1	table	0	0
seating @ 6-place conference table	6	seats	20	120
total				120

8.18 Group Study/Conference Room C

160 sq. ft.

The Library needs glass-enclosed, acoustically separate spaces in which small groups can collaborate on projects that require them to talk with each other. Three rooms on the Second Level will be provided, to serve groups of four, six and eight people. Each room needs to be wired and cabled to allow laptop computer use, as needed.

Activity within this space needs to be monitored from the Information Desk through a large glass window wall.

Occupancy: 8

Adjacencies: 8.16 - 8.17 Group Study/Conference Room A - B

Sight lines from: 8.3 Information Desk

Proximity to: 8.14 Teen Area

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

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

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Group Study/Conference Room C				
table, conference	1	table	0	0
seating @ 8-place conference table	8	seats	20	160
total				160

8.19 Computer Training/Additional Public Computers

808 sq. ft.

This space will provide a classroom in which Library staff can offer hands-on computer-based training to the public as well as provide equipment and space for technology-based design projects. This training center needs to be glass-enclosed with good visibility from the Information Desk. It will house computer workstations at sit-down tables, arranged in a classroom layout. Each workstation should be wide enough to accommodate two people seated at the computer. In addition, computers with word processing, graphic design software and other applications software will be installed here for general public use.

The space needs printers (one black + white and one color), a print payment station, a supply cabinet and an area in which the trainer can stand. The room needs to be wired to allow the instructor to project a computer screen for online demonstrations of search techniques.

When training is not taking place, the computers will be available for general public use.

Occupancy: 6 - 20

Sight line form: 8.3 Information Desk

Acoustics: This space will be used for computer based training and workshops on a regular basis. It will also be used by individuals when training is not in progress. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space.

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

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

Technology/Audiovisual/Power/Data: The room must have adjustable lighting levels and ceiling-mounted video projection. The space needs to be wired and cabled to support cable TV reception, distance learning events, wireless communications, and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as

recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

This area needs to provide wireless access for laptop computer users.

8.19 Computer Training/Additional Public Computers, continued

Technology equipment in this area includes:

- Public access computer workstations (sit-down), each including CPU, flat screen monitor, keyboard, and mouse
- Networked printer
- Print release and print payment station
- PC workstation and printer for instructor, including CPU, monitor, keyboard, mouse and printer
- Video and still projection equipment, ceiling-mounted, for PowerPoint™ presentations and interactive online demonstrations
- Graphic design workstations and software
- Projection screen, ceiling-mounted
- Telephone handset for instructor

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Computer Training/Additional Public Computers				
computer workstations, sit down	20	wkstns	35	700
printer/print release station	2	printers	12	24
Print payment station + coin box	1	Station	4	4
supply closet	1	closet	30	30
instructor's desk, computer workstation and counter for handouts	1	desk	50	50
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
white board, wall-mounted, interactive	1	board	0	0
total				808

8.20 Copy Center

120 sq. ft.

This space will contain two photocopier machines for the public, a debit card dispenser, a work counter with storage cabinets below and space to accommodate small items such as a stapler and hole punch. During tax season, this will be the Library's tax forms center.

This area needs to be easy to find, somewhat separate for acoustical buffering but not necessarily an enclosed space.

Occupancy: 1 - 5

Proximity to: 8.5 Reference Collection
8.21 Student Study Zone

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

Lighting: Provide 50 foot-candles average, measured at work counter height.

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

The equipment planned for this space includes:

- Photocopier machines
- Change machine
- Debit card dispenser

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Copy Center				
copy machines, standard	2	machines	40	80
debit card dispenser, change machine	1	each	4	4
storage cabinet w work counter & small equipment	1	cabinet	16	16
display unit for tax forms, 5' x 2'	1	unit	20	20
total				120

8.21 Student Study Zone

286 sq. ft

This area will complement the Teen Area, providing designated study seating for teens, in an area that is close to the Teen Services Desk. Two computer workstations will be located here to support student school assignments.

Occupancy: 2 - 10

Adjacencies: 8.14 Teen Area

Proximity to: 8.20 Copy Center

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

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

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

Technology in this area will include:

- Public access computer workstation (sit-down), with flat screen monitor, keyboard, mouse and printer
- AV listening/viewing station

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Student Study Zone				
seating @ 2-place tables, 24" x 42"	8	seats	25	200
computer workstations, sit down	2	wkstns	35	70
printer/print release station	1	pntr	12	12
Print payment station and coin box	1	Station	4	4
total				286

8.22 Reference Services Manager's Office

120 sq. ft.

This space is the Reference Services Manager's work space. This individual manages the Library's Reference Services Division and supervises the information services staff. The Manager will use the office to discuss personnel issues with staff, write reports and plan and evaluate services. It therefore needs a degree of privacy.

The office needs to be located adjacent to the Public Services Staff Workroom on the Second Level. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, one guest chair and one section of full height, wall-mounted shelving. The Manager's desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 2

Adjacencies: 8.23 Public Services Staff Workroom – Second Level

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

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Reference Services Manager's Office				
desk, computer workstation, printer and task chair	1	desk	64	64
chair, guest	1	chair	20	20
shelving, 84", wall-mounted	2	section	10.3	21
lateral file, 3-drawer unit	1	cabinet	15	15
total				120

8.23 Public Services Staff Workroom – Second Level

372 sq. ft.

This space will be the principal off-desk work location for Information Services staff. Attention to traffic patterns both of staff and book trucks, as well as acoustical and lighting considerations, will be crucial to the success of this work space. The space needs to accommodate three 8' x 7' office system workstations. Part-time staff may share a workstation, in accordance with their duties. Pages and other part time staff as well as volunteers may also work in this space, at the worktable. See also this report's *General Design Considerations: Staff Workstations* for the office workstation dimensions and specifications. Locate staff stairway close to this space to provide convenient vertical access between floors.

Occupancy: 2 - 4

Adjacencies: 8.22 Reference Services Manager's Office

Proximity to: 8.3 Information Desk

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

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:
PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse

Telephone handsets at each staff desk

8.23 Public Services Staff Workroom – Second Level, continued

Components:

Belvedere-Tiburon Library
Building Program

Space	Quantity	Item	SF Item	Total SF Needed
Public Services Staff Workroom - Second Level				
shelving, 84" for reference books in closed stacks	1	section	10.3	10
shelving, 84", for office reference collection	1	section	10.3	10
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
work counter, 8' x 3', cabinets above and below	1	counter	30	30
copy machine	1	copier	35	35
trash container	1	container	6	6
workstations, modular, 8' x 7'	3	wkstns	70	210
shelving, 84", for review books, programming supplies	4	sections	10	40
Supply closet, for programming supplies, YA supplies	1	Closet	50	50
total				372

8.24 Staff Restroom – Second Level

in GSF

One single occupancy staff restroom is needed, adjacent to the Staff Workroom.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf and coat hanger.

Adjacencies: 8.23 Public Services Staff Workroom – Second Level

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

Lighting: Ensure adequate lighting level at sinks and mirrors.

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

See also the *General Design Considerations: Restrooms*

Appendix A
Belvedere-Tiburon Library Space Needs Assessment
Community Meeting

September 20, 2006

Facilitator: Kathryn Page
Recorder: Peg McGowan

Number attending: 25 members of the public and 5 Library staff

Kathy Page summarized the findings and recommendations the Library Space Needs Assessment, which was Phase I of the project. The group then participated in a question and answer session that elicited the ideas and priorities of those present regarding improvements to the existing library facility. The questions and answers follow.

1. How many of you are regular library users?

All use the library.

2. How many of you use other libraries? Which ones?

Most use libraries all over the county because of the geography of southern Marin County .

3. For those of you who use the Belvedere-Tiburon Library, what library services do you use?

- All check out books
- 50% check out media
- 15% read or study in the library
- One person noted that she uses the reference collection
- Library is used for book groups or other meetings and programs

4. What is your experience of this library? What works well? What do you like about the facility.

- It's an absolute joy to come to this library.
- Staff is very friendly and helpful.
- Staff works together perfectly.
- Meeting room has a lot of warmth.
- Capacity is not as important as warmth.

5. Is there anything you would like to change?

- Just the size
- Kitchen size is inadequate; consult with kitchen users regarding a new kitchen
- If we had more space, there would be an opportunity for cooperative ventures; i.e., new programming opportunities

- Can hear toilets flush during programs in the Founders Room because of the placement of the plumbing line
- Acoustics needs to be improved – plumbing and traffic noise
- Need more storage; new libraries have storage where it's supposed to be
- Patio is too noisy.
- It would be nice to be able to use the patio, but it's too noisy.
- It is a pleasure to be in this warm space – I appreciate it daily (from a staff member).
- Admire staff for working in such crowded conditions
- Look at innovative solutions for storage; i.e., stacking tables and chairs; seats that come out of the wall, etc.

6. Are there features in other libraries that you would like to see incorporated here?

- Browsing area with slanted shelves (Santa Monica)
- Lounge chair seating - like a living room (Mill Valley and Sausalito)
- All 6th and 8th graders have laptops – need tables for them
- There was positive reaction to space for a permanent book sale (Mill Valley and Sausalito).
- Children's Library and a theatre merged; 4th and 5th graders make their own films (Charlotte, North Carolina)
- Public would support a café.
(Kathy Page noted that library cafes are usually accessible from both inside and outside the library. She also spoke on ways to staff cafes, noting that it is possible for local business to bid on running a library café.)
- What about using the patio area for a café?
- A green building would be ideal. (It was noted that the County Building Dept. would require same.)
- Need to improve climate control; it is very inconsistent.
- Need to retain beautiful landscaping – good indoor/outdoor relationship.
- Need more tutoring rooms.
- Need space for teens; i.e., homework rooms and study rooms.
- A safe and positive space for kids to hang out.
- Need more space for children. They are underserved. Need to serve entire community.

The meeting concluded with attendees prioritizing space needs for a new facility. Each person was asked to mark up to five services or features that they consider the most important facility space needs to be addressed. The results are shown below.

Facility Space Needs

Increased shelving	12
Larger, improved meeting room/auditorium	11
Improved staff work space	10
Increased space for teens	7
More public seating for children	5
Designated quiet study space	5
Increased group study space	5
Computer training space	5
Increased storage/maintenance space	5
Booksale/retail space	5
Café	4
Increased display and browsing shelves	3
More computers	3
More public seating for adults	2
Improved acoustics in public and staff spaces	1
More space for self-service technology	1
Dedicated exhibit space	0
More restrooms	0

Appendix B
Belvedere-Tiburon Library Space Needs Assessment
Redwood High School Focus Group
Leadership Class

October 24, 2006

Kathy introduced herself and talked about the library expansion project. The students were attentive and actively participated.

Number attending: about 50 students

Kathy asked the following questions:

1. How many people currently use a library on a regular basis?

About 15 students said they use the library regularly. About half the students said they use a library at least twice a semester. Just about all the students said they use their school library at least twice a semester.

2. What are the things you like about a library?

It is a comfortable place to do homework

It is quiet with few distractions

It is organized

It is easy to use a laptop

The book displays where the books are face-out

The favorites of library staff because they are generally not well-known titles, but are very good to read

3. How many people use a laptop?

About 20

Wireless access and plug-ins are important

4. What kind of space would be best for teens?

Booths

Café – everyone loved this idea

A place where you can talk without feeling guilty

Study rooms, both small and large

Soundproof areas that would be good for group study and projects

More chairs (referring to Corte Madera Library's small space with just a couple of chairs)

5. What kinds of materials do you use in a library?

Out of print or rare books you can't get at a bookstore or online

Magazines

DVDs for the high school age group; most seem to be for children or adults, not teens

6. What kind of programs would you like to see?

Teens are too busy for the most part to come to library programs
Reiterated that they prefer to use the library as a place to get away from distractions;
good for studying alone or in groups

7. Other comments

During finals they need more room to study
Middle school students are too noisy
Would like to see textbooks for high school students like the library has for middle school kids
When a book is assigned in class, they would like to be able to get it on audio (CDs);
have multiple copies of audio and in print
Would like the library to have a bookstore atmosphere (like Barnes & Noble)
Would like more computers so they don't have to bring laptops
Would like to try extended hours at the library during finals week

Kathy then passed out a one-page survey which the students filled out and returned.
Results are attached.

Feature or Service	Average Rank
Plenty of study seating	1.3
Comfortable lounge chairs	1.4
Computers to search the Internet	1.6
Group study rooms to work together with other students	1.6
Computers for word processing	1.8
A separate space for teens	1.9
Nonfiction books for research and study	2.0
A place to buy food and soft drinks	2.0
Places to plug in laptop computers	2.1
Fiction books for teens	2.4
DVDs and videos	2.9
Computers with other software	3.1
Magazines for teens	3.2
Books and media in languages other than English	3.3
Music CDs	3.4
Career prep books	3.4
Library programs for teens (poetry slams, books discussion groups, film nights)	4.1
Other ideas	
Coffee (2); comfortable	
Wireless Internet	
Coffee bar	
Rooms for light conversation	
Make it pretty	
Soundproofing	
Wireless Internet/Wi-Fi	
Music CDs: classical music & albums that are hard to find	
Textbooks from high school (7)	
I think that staff picks, bestsellers or prize winners should be easily accessible and promoted and displayed at the front of each aisle or section.	
Other software:	
Powerpoint (3)	
Microsoft Office (2)	
Photoshop	
Excel	

Appendix C
Belvedere-Tiburon Library
Parents of School-Age Children Focus Group
(Bookmarks Club)

November 16, 2006

Facilitator: Kathryn Page
Recorder: Peg McGowan

Number attending: 19

1. What are the ages of your children?

Infants to 11 years (pre-school, elementary, early middle)

2. What has been your experience using this library with your children? What has worked well? What hasn't worked well?

- warm, welcoming, comfortable
- intimate community (very local)
- staff is terrific
- programming is awesome
- library serves as a community center (there is no recreation center)
- great place for kids to do homework, but space for a homework center would be great

3. What improvements would you like to see to the facility, especially in the children's services spaces?

- young teen section
- stay warm and welcoming; i.e., warm colors in the interior
- low-height display area for little kids
- more computers, especially for after school
- a "mom friendly" café (unanimous agreement)
- make this a "community center"
- a larger story hour space or alcove
- more reading nests, nooks and crannies
- cards for babysitters; babysitters day; recommend reading for them and for children
- more space so could have more speakers, even if have to charge (speakers: parenting issues, authors, politics, tap local talent); also speakers in daytime or combined with story hour

4. What other comments/suggestions do you have?

- more books on tape and CD
- more DVDs/videos
- Suggestion was made that Bookmarks could buy tapes.
- Discussion of "Birthday Books" program; Bookmarks will consider starting again

5. Do you have any final advice?

- Maintain the aesthetic of the current Library; keep the warmth of the current building

Appendix H

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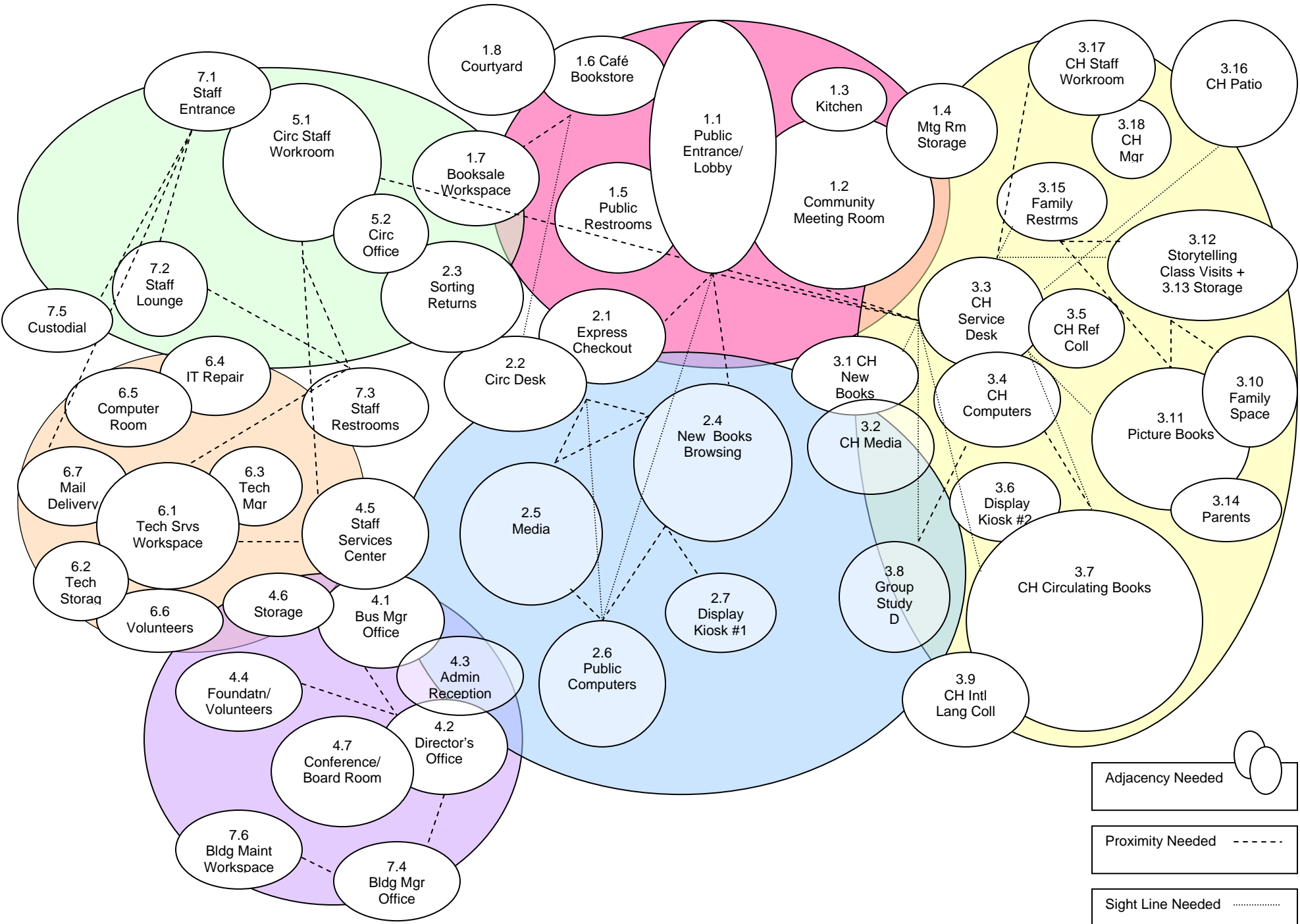
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Core Public Space Children's Space Entry/Meeting Room Public Services Staff Technical Services Library Admin

Entrance/Lobby

Adult/Teen Public Space

Staff Workspace

