

SECTION III: THE FUTURE LIBRARY

The administration of the Montague Public Libraries expects that an addition and renovation of the existing library facility will be planned using this document, *The Montague Public Libraries Building Program*. The intention is that the expanded current library facility will be able to meet the community's needs for the next twenty years.

The review of the community and the information about the current library is included in Section I and Section II of this document to assist in the planning and construction of a library building suitable for Montague. The information should be used to guide the library administration, trustees, building committee and architect as they review various design options. As a planning document *The Montague Public Libraries Building Program* explains the functional details and design considerations unique to the Carnegie Public Library. *The Montague Public Libraries Building Program* helps inform the architect, the library staff, the building committee, and the community at large. The design of the library will require compromise and negotiation. However, to ensure that the finished project reflects the needs of the community and therefore the goals of the library, all discussions should take place within the context of the planning concepts and the basic questions that follow.

SITE AND DESIGN CONSIDERATIONS

Vandermark Consulting recommends a library facility of approximately 13,390 square feet for the town of Montague based on the population projection for the year 2019. Twenty-year projections are required by the *Regulations of the Library Improvement Program - Public Library Construction* (605 CMR 6.00) as issued by the Massachusetts Board of Library Commissioners.

The following factors were considered in developing a library building program for Montague:

- Community demographics and library need
- State and national library standards
- Services and resources provided in similar communities
- Allowance for flexible growth
- Minimum operating cost

A public library should be located conveniently for the best application of its services. A successful library site, like a retail location, should be near, if not on, the community's major pedestrian and traffic routes. Any location on a major traffic thoroughfare has the advantage of being highly visible so people use the library more.

A library adjacent to a park or as part of a municipal complex frequently is less convenient for library patrons. The public is better served if the library is located near commercial businesses that operate with a similar schedule of open hours. A trip to the library can be

combined with other daily business.

Another important issue for public libraries is the availability of off-street parking. Given the continuing role of the automobile as a means of transportation, library planners must accommodate their patrons' cars if the library is going to continue to attract users.

Some of the most important criteria to be evaluated in the selection of the most effective public library site are:

1. Demographic patterns (e.g., is the site in the center of the population and business area of the community?)
2. Site size and configuration (e.g., does the size of the site allow for future needs? A square or rectangular-shaped site is most desirable.)
3. Accessibility (e.g., is there proximity to a major and/or secondary road? Is there space for off-street parking and availability of on-street parking?)
4. Visibility (e.g., can people see the library building well from major traffic routes?)
5. Image (e.g., is the site recognized as having a positive identity such as a landmark building?)

The Carnegie Public Library meets most of the five criteria for a good site for the renovation/addition project. Although it is not at a downtown crossing, the current site is very visible and centrally located on Avenue A, the town's major thoroughfare. The library is a historical building that has been at the current location since 1903. The Building Committee did not seriously consider moving the library to a new site. They are aware of the community commitment to its historical buildings. Of serious concern is a potential lack of space for adequate off-street parking and future expansion at the current site. The municipality should execute the following two options if the site is to work for the size facility recommended by Vandermark Consulting:

- 1) purchase the green apartment building on the east side of the library site, and
- 2) relocate the cannon and memorial that are on the south lawn of the library.

Although a single floor configuration is desirable in designing a building of less than 30,000 square feet, this configuration will not work with the three-floor construction at the current Carnegie Public Library. In the design of the required addition, the architect should provide public access services on one or two floors, rather than on all three floors. Montague will always have a limited staff. Reducing the number of floors that must be staffed is important for controlling on-going costs. The architect's preliminary investigation should include assessing the feasibility of combined library activity areas in the most efficient manner so each of the two service desks, the circulation/information desk and the children's desk, will be able to provide visual control of the main library space on each of the two main floors. Visual control of the areas is important for patron and staff safety and for the most efficient use of staff. An elevator will be needed to provide access to all the levels.

Given the current staffing level (5.3 FTEs) and a minimum workable projection of 7 FTEs, the design should emphasize:

- maintenance of the current main entrance, but also an important new entrance at the back of the building to the off-street parking; this back entrance will become the major entrance to the facility
- centralized circulation of all library materials
- location of service desks that are convenient to staff work areas and library collections and provide maximum visual control of the building
- centralized work areas for staff
- computer equipment located adjacent to service desks for easy staff assistance
- as few fixed interior walls as possible
- unrestricted magazine storage for patron retrieval
- flexible stack and lighting configurations to accommodate growing collections and changing book and media formats
- simple maintenance
- design that meets ADA requirements

Montague has considered seriously only one option in creating the needed facility for Montague: renovate and expand the Carnegie Public Library facility. Although construction of a new facility on a new site probably is the most cost effective long term option for the community, construction of a new building on a new site was not seriously considered. The community has a commitment to continued use of historically significant town buildings. As a component of the information gathering process for writing *The Montague Public Libraries Building Program* Consultant Sondra Vandermark and Director of Library Services Susan SanSoucie met with the Town Administrator Frank Abbondanzio and the Town Planner Robin Sherman. During the meetings both Frank Abbondanzio and Robin Sherman emphasized that the Carnegie Public Library should remain in its current location.

It is very difficult to provide accurate cost estimates about the cost of library construction because so many factors affect any project. Key factors include:

- 1) the elapsed time from developing a project (i.e., hiring the architect and developing the schematic drawings) to developing construction documents for bidding the project to starting the actual construction can be several years. Each library project should allow a minimum of a 5% increase above the original estimate

in the project cost per year. For example, if Montague plans for the library project to be constructed in five years, that will be five consecutive years of 5% cost estimate increases.

2) although renovation construction costs tend to be somewhat less than new construction costs, renovation is not always cheaper. If a major structural problem is discovered in the existing building, costs can escalate.

Montague should hire a structural engineer as soon as possible to answer the following questions and resolve the subsequent issues as part of the engineering review of the structure, mechanical and electrical systems, operations and maintenance costs, and parking:

Can the Structure of the building hold the books? Floors in libraries require a load level of 150 pounds per square foot. By comparison, office buildings frequently handle 50 lbs/sq. ft; schools carry 75 lbs/sq. ft.

Are the Mechanical and Electrical Systems adequate for the needs of the program? Is it possible to be flexible enough to meet the changes brought about by technology? Is the mechanical system cost effective and easy to maintain?

The issue of Operations and Maintenance Costs is very important when one examines the site. The decision has been made to remain in the current building after it has been renovated and enlarged. The life expectancy of the existing systems and the structure should be assessed. Will the roof need to be replaced? How about the windows? Is the electrical system adequate for twenty-year use? Generally a renovation is more economical than new construction, but these "hidden" costs need to be considered for a realistic idea of the cost of expanding the existing facility.

Is there room for adequate Parking on the site? Adequate patron parking for the projected size of the Carnegie Public Library would be a minimum of 35 spaces plus 2 handicapped spaces for a total of 37 patron parking spaces. An additional six parking spaces for staff should be available on-site. Today the Carnegie Public Library has only on street parking for both patrons and staff. There is dangerous off-street parking in a narrow driveway behind the Carnegie Public Library. The driveway should not be considered for meeting the future parking needs of patrons or staff.

Library construction projects funded in part by state library construction grants are required to provide certain information about the site as stated in the *Regulations of the Library Improvement Program - Public Library Construction* (605 CMR 6.00) issued by the Massachusetts Board of Library Commissioners.

The required information includes answers to these questions:

- Are there a plot plan, deed, and title available for the land intended for the addition?

- Is there documentation that a subsurface soil analysis has demonstrated that the site is appropriate for the construction?
- Has an asbestos survey been performed? The cost of any required remediation prior to construction must be factored into the construction budget.
- Are the existing utilities sufficient for the projected space, including gas, power, sewer, water, and telephone? If not, how will utility access be improved to meet the program needs?
- Are there any easements on the property or existing zoning limitations that will affect the fulfillment of program requirements?

Montague officials can begin to provide this information immediately in preparation for proceeding with the renovation and addition of the Carnegie Public Library.

RELATIONSHIPS OF COMPONENT FUNCTIONS AND OPERATIONS

The library should be organized into logical, well-defined service areas. This organization, marked with appropriate identifying and directional signs, makes library materials and services more accessible to the library user. Supervision and security are easier to maintain when services are grouped around major service desks.

Such service areas should be in close proximity to several related functional components. The recommended basic relationships of service areas and specific functional components include:

- The Circulation/Information Desk
 - Entrance
 - Lobby
 - Circulation Work Room/Technical Services
 - Community Meeting Room
 - Reference Collection
 - Public Restrooms
 - Online Public Access Computer (OPAC) Terminals
 - Study Seating
 - Montague Room
 - Computer-Based Materials
 - Non-Fiction Book Stacks
 - Photocopier
 - Quiet Study Rooms

- Materials Display and Selection

- New Books (Browsing Area)
 - Lounge Seating
 - Magazines and Newspapers (Periodicals)
 - Audio-Visual Materials
 - Young Adult Area
 - Fiction Book Stacks

- Children's Area

- Preschool Area
 - Juvenile Materials
 - Study Area
 - Program Area
 - Children's Restroom

The Children's Area should be in close proximity to the community meeting room so that children do not have to parade through the library when they attend a large program.

All of these service areas and their related components should be designed with specific functional goals in mind. The facility design should:

- Include well-defined, highly-visible user service areas to improve access to materials (by designing a functional self-service library), space for materials for the next 20 years, and variety of seating (carrel, table, and lounge).
- Incorporate as much flexibility as possible in the building design to enable the library to respond to changes in information technology and user demands by providing electrical service and distribution systems for a wide variety of electronic services and easily accessible library services for the elderly and handicapped.
- Include well-equipped, well-situated staff workspaces that take every advantage of physical layout and communications technology.
- Provide adequate, convenient parking for users and staff.
- Provide a variety of program and meeting room spaces for library and community activities.

When designing an effective library facility, the architect should take into account the relationship of each service area with the others. Noisy/high activity areas should be buffered from quiet/low activity areas.

NOISY/HIGH ACTIVITY AREAS	BUFFER AREAS	QUIET/LOW ACTIVITY AREAS
ENTRANCE and LOBBY CIRCULATION/ INFORMATION DESK COMMUNITY MEETING ROOM CHILDREN'S AREA NEW BOOK AREA YOUNG ADULT AREA AUDIO-VISUAL AREA	CONFERENCE ROOM BOOK STACKS MAGAZINE and NEWSPAPER AREA REFERENCE COLLECTION	QUIET STUDY ROOMS MONTAGUE HISTORY/ GENEALOGY ROOM

Figure III-1 Service Areas and Noise/Activity Area Relationships

For example, the children's area should not be located close to the quiet study rooms. The chart in Figure III-1 indicates which service areas should be located near to or far from each other for purposes of isolating noisy activities. The next topic, FUNCTIONAL AREAS OF FUTURE LIBRARY, examines each of the spaces in Figure III-1 in more detail.

FUNCTIONAL AREAS OF FUTURE LIBRARY

The following information describes each area of the library. The information is used by the architect to plan a facility that best meets the needs of the community. The discussion of each area designation includes information about furniture, equipment, shelving requirements, the number of seats for patrons and staff, and further details about areas that should be in close proximity to or distant from one another.

DESCRIPTION OF DESIGNATED AREA

Each designated area includes the following information as it relates to its library functions:

FUNCTIONS PERFORMED: Brief description of activities that occur in the area.

OCCUPANCY: The number of public and staff that might be in an area at any given time. The occupancy rate for any area may vary.

PUBLIC: Number of public.

STAFF: Number of staff.

SEATING: Number of seats available for use. According to 605 CMR 6.08 (2)(b) special-use space, such as that allocated to microfilm readers, index tables, computer work stations and other equipment for public access and photocopies shall not be included in calculations for seating.

FURNISHINGS:

FURNITURE: list of furniture to support service provision in each area

EQUIPMENT: list of equipment to support service provisions in each area

SHELVING: linear feet of shelving required to house library materials in each area

CLOSE PROXIMITY TO: Areas that should be near or adjacent to the area being described

DISTANT FROM: Areas that should be far removed from the area being described

BOOK CAPACITY: Number of volumes located in an area

OTHER MATERIALS: Materials other than books that are located in an area

ARCHITECTURAL FEATURES: Description of area with information that helps the architect meet community needs. May include lighting, sound proofing, ventilation, construction materials, and other components

DESIGNATED AREAS

The following information consists of each designated area and its specific functions and requirements.

DESIGNATED AREA: Entrance and Lobby

FUNCTIONS PERFORMED: This area provides access to the library and to the community meeting room. If possible there should be a single entrance/exit for convenience of the patrons and security of the library materials. The doors should be handicapped-accessible. The entrance lobby should be inviting with access to a community bulletin board, display area for artists' exhibits and library displays, and should be visible from the circulation area. The public should be able to quickly orient themselves upon entering the entrance lobby as to where various sections of the library are. Orientation should be assisted with signs and graphics. The entrance lobby should provide for separate entry to the community meeting room. Staff will plan displays and post notices. Patrons will wait here for rides.

OCCUPANCY:

PUBLIC: varies, people entering, passing through to various parts of the building, leaving the building.

STAFF: 0

SEATING: 2-4 on bench—short-term use

FURNISHINGS:

FURNITURE:

bench

community bulletin board

literature display racks

display cases with cork backing for easy exhibit of materials

wastebasket

umbrella stand

EQUIPMENT:

public, handicapped accessible telephone

public, handicapped accessible water fountain

SHELVING: 0

CLOSE PROXIMITY TO: Parking, Community Meeting Room, public restrooms, community bulletin board, Circulation/Information Desk and children's area

DISTANT FROM: Quiet study area, Montague Room, delivery area

AREA REQUIRED: As required by design

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: The architect must make it clear that this is the main entrance to the building. The entrance should be visible to people passing by. The exterior walkway should be well lighted, with lockable book and audio-visual material return slots for patron access when the library is closed. The architect must take safety precautions for this feature in the design of the building. An overhang for patrons waiting in inclement weather for rides should be provided. There should be a bicycle rack near the entrance.

A double door vestibule, with special matting located between the two doors to remove dirt and water from shoes and boots is required. The doors must be ADA compliant.

There should be molding provided for art exhibits. Light colored wall coverings should be considered for the area to show off exhibits. A display area near the entrance should include a keyed map that shows the user the location of all library functions.

A central vacuum system is preferred. There should be space for a water fountain, dedication plaque, and public telephone. Electrical outlets should be available.

The area will be noisy with the activity of patrons entering and leaving the building. Those who come as part of a group to participate in a library program can cause traffic problems within the library. Careful planning to avoid routing everyone through reading or stack areas, and to avoid congestion, noise, and confusion in accessing the Community Meeting Room is required. Noise control is essential.

DESIGNATED AREA: Circulation/Information Desk

FUNCTIONS PERFORMED: The central control point of the library, The Circulation/Information Desk is the first and last area of contact with staff by most of the public. The following activities occur at this desk: charge and discharge all library materials, registration of new borrowers, provision of directional information, answer phone calls, reserve book pick-ups, and collection of fines. There is a need for a clearly identified area for materials being returned. The staff at the Carnegie Public Library also will answer patron reference inquiries from this service desk.

OCCUPANCY:

PUBLIC: varies
STAFF: 3

SEATING: 3 staff

FURNISHINGS:

FURNITURE:

Circulation/Information Desk (counter) that has at least one section that is handicapped-accessible to be designed as part of the project (the architect should consider modular construction for future flexibility)

3 ergonomic adjustable stools
depressible book truck return
clock
3 book trucks
wastebaskets

EQUIPMENT

3 computer stations (2 circulation terminals, 1 PC Workstation with access to Internet)
phone(s)--automated system with hours & current library programs listed
Theft detection system for library materials

SHELVING:

a minimum of 40 linear feet of shelving for books and other materials on hold for patrons and Interlibrary Loans

CLOSE PROXIMITY TO: Entrance to library, children's area, browsing area, public restrooms, staff work area, and current periodicals

DISTANT FROM: Quiet study rooms, Montague Room.

AREA REQUIRED: 400 sq. ft.

BOOK CAPACITY: 250 volumes (materials on hold, or being routed to different part of the library)

OTHER MATERIALS: Audio-visual materials will be checked out and in at this desk; Various files.

ARCHITECTURAL FEATURES: Excellent signs are required for the Circulation/Information Desk. It must be clear to patrons where each library activity related to this service desk occurs. There must be conduit for phones, computer cabling, and electrical wiring. It is very important to have visual control of the public restrooms, entrance and lobby, community meeting room, and the book stacks.

For efficient use of staff, circulation functions for all materials will take place at this service desk. The location of each library activity, user traffic patterns, and orientation to the entrance will be important in making this area work effectively. The location of a theft detection system for library materials should be part of the early design process.

There should be separate areas for charge out vs. returning materials, depressible book trucks, space for three terminals, and light pens. The Circulation/Information Desk must be handicapped accessible and accommodate children. Drawers for fine money, supplies, and registration materials must be included. The design of this area should be developed using staff input. There should be space for lost and found items, and recycling bins.

The Carnegie Public Library staff will provide traditional reference service from this central desk. Access to the Internet and online databases should be available at a PC workstation. It will be challenging for the architect to provide easy access to the reference collection from this desk.

Noise control is important, since this is an area where there is staff and patron conversation, phone conversations, and frequent requests for information.

DESIGNATED AREA: Staff Work Room/Technical Services

FUNCTIONS PERFORMED: Invoicing of library materials, processing of all library materials, linking items to C/WMARS, repairing of materials, weeding, sorting of materials for re-shelving. Finalizing patron registrations, processing Interlibrary Loans, and other library processes.

OCCUPANCY:

PUBLIC: 2 volunteers

STAFF: 3

SEATING: 5 seats

FURNISHINGS:

FURNITURE:

15 linear ft. of counter top that can be used as a work area with cabinets above/below for supplies

1 Large work tables

2 ergonomic stools for use at counter work area

1 desk for the Technical Services/ILL librarian

3 ergonomic chairs (1 for desk and 2 for table)

1 terminal/printer stand

shelf list

1 typewriter stand

3 book carts

1 lateral filing cabinet

wastebaskets

clock

EQUIPMENT:

2 computer workstations for processing (at least one terminal should not be on a desk so staff is not displaced when a terminal is needed—this will improve efficiency and reduce stress)

Printer attached to LAN

Photocopier

1 VCR/TV

fax machine

1 typewriter

paper cutter

phones

SHELVING:

75 linear ft. of shelving for pre-sorting materials to be reshelved

50 linear ft. of shelving for materials in process

CLOSE PROXIMITY TO: Circulation/Information Desk, delivery area

DISTANT FROM: Quiet areas

AREA REQUIRED: 475 sq. ft.

BOOK CAPACITY:

300 volumes for pre-sort

200 volumes for processing

OTHER MATERIALS:

processing supplies

Audio-visual materials for pre-sort

Audio-visual materials for processing

ARCHITECTURAL FEATURES: The work area should be adjacent to the Circulation/Information Desk. Glass can separate the two spaces (architect might consider two-way glass). This is very efficient since staff can see if they are needed at the circulation desk at peak times. However, the architect should consider ways to reduce noise and provide some privacy. It is impractical to provide a desk for each staff person, but it is important that each person have some place to keep his or her own project materials. For example, each staff person might have a filing drawer or some other place to keep materials.

The staff will implement a LAN in the expanded/renovated Carnegie Public Library. In addition, space for a rack for routers/hubs for C/WMARS should be available in this central location. Although space is indicated for a shelf list, it is anticipated that the Montague Public Libraries will automate and there will be no need for a shelf list by the time the facility is expanded and renovated.

The staff work room/technical services area must include a sink. The sink will be used for cleanup from processing library materials and handling of returned library materials that may be soiled.

Counter space should be considered with cabinet space for supplies directly above and below the counter work area. Storage for supplies is essential. Space should be provided for staff mailboxes.

It is highly desirable to have windows in this work area.

DESIGNATED AREAS: Browsing Area/Current Periodicals

FUNCTIONS PERFORMED: This is one of the most popular areas of a public library. Some patrons will select new books and recent periodicals to borrow. Other patrons will read current periodicals and daily newspapers. Materials should be attractively and conveniently displayed.

OCCUPANCY:

PUBLIC: varies 5-10

STAFF: 0

SEATING: 8

FURNISHINGS:

FURNITURE:

4 lounge chairs

1 table

4 chairs for table

3 foot stools

2 low tables

wastebasket

SHELVING:

75 linear ft. of shelving for display of 500 new fiction/non-fiction books including some zigzag shelving and sloped shelving for display

100 linear ft. of sloped periodical shelving for 100 titles plus current year back issues

10 linear ft. of front facing shelving for up to 5 newspapers

CLOSE PROXIMITY TO: Entrance, Circulation/Information Desk, fiction stacks, and audio-visual area

DISTANT FROM: Information/Reference services, quiet study rooms, Montague Room

AREA REQUIRED: 400 sq. ft.

BOOK CAPACITY: 500 volumes

OTHER MATERIALS:

100 periodical titles plus current back year issues

5 newspapers

ARCHITECTURAL FEATURES: This area should be inviting, with comfortable lounge seating and some study tables. Patrons enjoy reading current periodicals and newspapers in a quiet setting. Display shelving should be used for all periodicals, and for a least ten percent (10%) of the new books. If possible the existing fireplace should be a feature in this area.

DESIGNATED AREAS: Audio-Visual Area

FUNCTIONS PERFORMED: Adult patrons select videos, Music CDs, CD-ROMS, and Books-on-Tape for borrowing. Audio-visual collections are one of the most popular collections in public libraries.

OCCUPANCY:

PUBLIC: varies – this is a very popular, high traffic area; must be easily supervised from Circulation/Information Desk

STAFF: 0

SEATING: 0

FURNISHINGS:

EQUIPMENT:

SHELVING:

150 linear ft. of shelving for 900 videos with some zigzag shelving and front display shelving for new materials

200 linear ft. of shelving for 1,200 Books on Tape

50 linear ft. of shelving for 500 CDs and CD-ROMS

CLOSE PROXIMITY TO: Circulation/Information Desk, browsing area/current periodicals

DISTANT FROM: Information/Reference Services, quiet study rooms, Montague Room

AREA REQUIRED: 350 sq. ft.

BOOK CAPACITY: 0

OTHER MATERIALS:

900 videos

1,200 Books on Tape

500 CDs and CD-ROMs

ARCHITECTURAL FEATURES: The area must be easily supervised from the Circulation/Information Desk. Materials should be protected from direct sunlight.

DESIGNATED AREAS: Information/Reference Services

FUNCTIONS PERFORMED: Serious study and research, instruction in use of reference materials, provide answers to questions asked by patrons, phone requests, ready reference collection, one-on-one training for patrons on OPACs, public access PCs, CD-ROM databases, other databases, Internet access. Staff assists patrons with public information, education support and independent learning. Staff provides this service at the Circulation/Information Desk

OCCUPANCY:

PUBLIC: 5-16

STAFF: 1

SEATING: Study seating for 10 patrons

FURNISHINGS:

FURNITURE:

2 carrels

2 carrel chairs

2 square tables

8 chairs for tables

6 workstation desks

6 chairs for workstations/equipment locations

2 lateral files - 4 drawers each

dictionary stand

map/atlas stand

clock

wastebaskets

EQUIPMENT:

6 multimedia workstations for access to all library products (CD-ROM, on-line databases, internet access, and C/WMARS)

network printer

cordless phone

photocopier

SHELVING:

150 linear feet of 42"-44" high shelving for reference materials. The top of the shelving provides a surface to place the heavy reference materials while examined by patrons and staff.

CLOSE PROXIMITY TO: Circulation/Information Desk, Quiet study rooms, public use computers, online public access computers (OPAC), study carrels, reference patrons seating, periodical storage, non-fiction circulating collection, Montague Room.

DISTANT FROM: Fiction collection, entrance to library, browsing collections, current periodicals, audio-visual materials, and the community meeting room

AREA REQUIRED: 775 sq. ft.

BOOK CAPACITY: 800 volumes

OTHER MATERIALS: CD-ROMs located on computer workstations

ARCHITECTURAL FEATURES: This area should have excellent noise control (through acoustical tiles and carpeting) because of conversations between patrons and staff, and with phone reference. There should be excellent visual sight lines from the office desks to public access PCs, and other electronic equipment. Conduit and electric access for ever changing technology should be planned. Lighting must be good for viewing print materials in the reference stacks, but control glare on the computer screens.

Patrons need privacy when they are looking for certain types of information. Wet carrels (carrels with electricity and computer cabling) lined against a wall should be available for their use, and for quiet study. This area should include study tables and chairs for patron use.

Montague provided two workstations in the Carnegie Public Library. Careful consideration must be given to staff input on how they want the workstations with CD-ROM products, Internet access, and on-line databases organized in the new facility.

DESIGNATED AREAS: Montague Room

FUNCTIONS PERFORMED: Quiet space for library patrons to study Montague history and use genealogy materials. The Carnegie Public Library has a valuable collection of local history and genealogy materials that are available, in addition to local newspapers on microfilm.

OCCUPANCY:

PUBLIC: 0-4

STAFF: 0

SEATING: 10

FURNISHINGS:

FURNITURE:

1 table

4 chairs at table

coat hooks

lockable display cabinet

2 lateral files- 4 drawers each

2 microfilm cabinets

clock

wastebasket

EQUIPMENT

1 microfilm reader/printer

CLOSE PROXIMITY TO: Circulation/Information Desk, non-fiction collection

DISTANT FROM: Noisy areas like the children's area, community meeting room, and browsing collections

AREA REQUIRED: 250 square feet

BOOK CAPACITY: 300 volumes

OTHER MATERIALS: 200 plus rolls of microfilm

ARCHITECTURAL FEATURES: This quiet, attractive room should have soundproofing for noise control. The room should have a window and a lockable door, and be visible from the Information/Reference area for supervision and assistance with research questions. This collection should be one of the first to be linked to the materials security system. Built-in shelving for the collection should be considered as part of the design process.

DESIGNATED AREAS: Book Stacks

FUNCTIONS PERFORMED: The stack area contains the adult fiction, non-fiction and large print books. Stacks should be arranged in an orderly way with excellent signs for assisting patrons and staff locate the materials they are looking for.

OCCUPANCY:

PUBLIC: Varies

STAFF: Varies

SEATING: 13 seats

FURNISHINGS:

FURNITURE:

2 OPAC stand-up stations

2 Lounge Chairs

2 rectangular tables

8 chairs for tables

3 carrels

3 carrel chairs

3 step stools

wastebaskets

EQUIPMENT:

2 OPAC terminals

1 printer

SHELVING:

1,250 linear feet of 9" deep, 90" tall double-sided shelving with 7 shelves in each unit for fiction

100 linear feet of 9" deep, 90" tall double-sided shelving with 7 shelves in each unit for large print books.

2,000 linear feet of 10" deep of 90" tall double-sided shelving with 7 shelves in each unit for the non-fiction collection. Fiction and non-fiction stacks should be arranged in separate groupings. No more than five ranges should be connected. Aisles must be a minimum of 36" to meet ADA requirements.

250 linear feet of 8" deep 90" tall double-sided shelving with 7 shelves in each unit for paperback books.

CLOSE PROXIMITY TO: Circulation/Information Desk, Information/Reference Services

DISTANT FROM: Children's area, quiet study rooms, Montague Room

AREA REQUIRED: 2,900 sq. ft.

BOOK CAPACITY: 23,826 volumes

13,250 non-fiction volumes

8,576 fiction volumes

500 large print volumes

1,500 paperback books

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: The adult book stacks should be visible from the Circulation/Information Desk. A variety of seating, including lounge seating, table seating, and carrel seating should be available for patrons who want to look at books while the patron is in the stacks. One OPAC station should have a printer for patrons who want to print out book location information. The OPAC stations can be stand-up locations.

Because the Carnegie Public Library has a limited staff it is important that the area be easy for patrons to locate materials as much as possible by themselves. Good signs are essential. The stacks should be arranged so that the collection flows in a single alphabet for fiction, and Dewey numbers for non-fiction. The staff will decide about the placement of oversized books before the stacks are installed. Wood panels at the end of the metal stacks are desired.

Lighting in this area is very important; book titles and other information must be clearly visible. Top and bottom shelves will not be used for easy access to materials. Provision for signs at the ends of each range of stacks should be included to make it easy for patrons and staff to follow the layout of the collection.

DESIGNATED AREAS: Children's Area

FUNCTIONS PERFORMED: Staff provides assistance to children from age 0-12, their parents or caregivers, teachers, and other adults. The room should accommodate books, periodicals, videos, cassettes, CDs, toys, and puppets. Books on parenting should be included in this area. There should be comfortable seating for both adults and children of various ages. OPAC stations should be available. Children should have access to educational computer games and the Internet.

OCCUPANCY:

PUBLIC: Varies. Users range in age from infant through 6th grade with parents and other adults accompanying them to the library. Large groups must be accommodated during storytimes, school visits, and library programs.

STAFF: 2

SEATING: 21

FURNISHINGS:

FURNITURE:

The children's area service desk should be designed so that it has visual control of much of the children's area and be large enough that two people can work here at peak times. Design of this area should be developed with input from staff.

- 2 ergonomic staff chairs
- 2 tables for very young children 1-5 years old
- 6 chairs for these tables
- 2 tables for older children 6-12 years old
- 8 chairs for these tables
- 3 lounge chairs for children
- 2 love seats for adults (to read to their children)
- 2 carrels for quiet study 8-12 years old
- 2 chairs for carrels
- 3 workstation desks
- 3 chairs for workstations
- 2 book trucks
- Atlas stand
- Dictionary stand
- Display case
- Bulletin Boards
- Clock
- Wastebaskets

EQUIPMENT:

- PC workstation for staff use on the children's service desk
- 3 workstations for children's educational programs, Internet access, CD-ROMs, PAC

SHELVING:

150 linear feet of 42" tall, 12" deep double-sided shelving for picture books and holiday books

20 linear feet of 42" tall, 8" deep shelving for easy readers

675 linear feet of 60" tall, 9" deep shelving for juvenile books (fiction and non-fiction) Shelving should be set aside for new materials, and reference books

50 linear feet of 60" tall, 9" deep shelving for juvenile videos

30 linear feet of 60" tall, 9" deep shelving for juvenile Books-on-Tape

15 linear feet of 60" tall, 12" deep display shelving for current periodicals and recent back issues

Juvenile CDs should be placed in spinner-type units

6 Paperback spinners

CLOSE PROXIMITY TO: Entrance and community meeting room for large programs, near circulation desk

DISTANT FROM: Information/Reference Services, quiet study rooms, Montague Room

AREA REQUIRED: 1,750 square feet

BOOK CAPACITY: 9,800 volumes

200 Reference

4,100 Non-Fiction

2,100 Fiction

1,900 Picture Books

250 Easy Readers

1,000 Paperbacks

250 Parenting shelf

OTHER MATERIALS:

300 videos

300 Books on Tape

150 book/cassettes

100 CDs/CD-ROMs

10 periodical titles

puzzles

toys

The large area should be divided into three distinct spaces:

Combined preschool/parenting area

Picture books/easy readers

Blocks, puppets, puzzles

Toys

Open space for toddlers

Seating for adults

Space for parenting collection

Preschool-sized furniture

Browsing and reading

Lounge seating
Fiction collection
Periodicals
Audio-visual materials

Study and information

Table seating
Non-fiction collection
Computer workstations
Reference collection

COMBINED PRESCHOOL/PARENTING AREA: Preschoolers play with blocks, puppets, puzzles, etc. Parents can browse the parent collection while watching the children. Parents' shelves will have books, videos, and audio-tapes together by subject. There should be space for puzzle storage, toys and toy storage.

CLOSE PROXIMITY TO: picture books and easy readers, juvenile videos and audio-visual material, children's restroom with changing table

DISTANT FROM: Youth services computer equipment, quiet study area, and adult areas of the library

ARCHITECTURAL FEATURES: Since this area is for very young children it should have as many noise prevention features as possible. Materials should be as easy care as possible with stain-resistant finishes. All electrical plugs should be child proof.

BROWSING AND READING: Provide books and other materials to meet children's need for recreational and educational materials. Lounge seating for quiet reading should be provided. This will be part of the Children's area, not a separate room.

DISTANT FROM: Picture book and toddler area, storytime/craft room

STUDY AND INFORMATION: Provide reference materials and quiet study space for student assignments. This will be part of the Children's area, not a separate room.

CLOSE PROXIMITY TO: Youth Services Public Services Desk for assistance with reference materials, and juvenile non-fiction collection

DISTANT FROM: Picture book and toddler area, storytime/craft room

ARCHITECTURAL FEATURES: The Children's area must be attractive to children, with comfortable seating for them. Furniture must be sturdy. Seating for adults must be available. The area should include: a) quiet study area (children's reference), b) book stacks, c) leisure reading area. Room must provide open, conversational group space as well as cozy individual quiet reading space. There must be separation of very young children from older children.

Noise control is essential. The entire room should be carpeted for convenience and safety of small children, and for acoustics. Wall space for children's art is essential. Slatwall end panels are needed in this area for displays. A unisex restroom should be available in the children's area. It must include a changing station.

DESIGNATED AREAS: Children's Programming Area

FUNCTIONS PERFORMED: Provide space for storytime and craft programs for children, and other special activities.

OCCUPANCY:

PUBLIC: 30
STAFF: 2

SEATING: 25 children
FURNISHINGS:

FURNITURE:
6 folding tables (child sized)
30 stackable stools (child sized)
wastebaskets

EQUIPMENT:
VCR/video projector
A drawing easel
papercutter

SHELVING:
Cubby type for small toys, 3 feet high

CLOSE PROXIMITY TO: Children's restroom, public restrooms, toddler and picture book area

DISTANT FROM: Quiet areas of youth services area, quiet study rooms, Information/Reference area, Montague Room

AREA REQUIRED: 400 sq. ft.

BOOK CAPACITY: 0

OTHER MATERIALS: craft supplies

ARCHITECTURAL FEATURES: This room should be separate from Children's area as it can be noisy. A sink for preparation of and clean up after craft programs should be included. A tile floor for easy clean up is desirable in part of the room. This area needs to be designed carefully for ease of maintenance. Tables and stools can be pushed to one side for storytime, or the room can be designed so that crafts are done on one side of the room, storytime on the other. The architect will have to be creative to combine these two functions in an effective manner. Cupboards or a supply closet for supplies are essential. Cable and TV hookup are desired. There will be times when the space is used for videos so it should have room-darkening shades. A blank wall can be used for projection, or a portable screen could be available. Childproof electrical sockets are essential.

DESIGNATED AREAS: Office of the Children's Librarian

FUNCTIONS PERFORMED: Office for children's librarian. This staff person selects all of the children's materials for the branches, in addition to developing services for children.

OCCUPANCY:

PUBLIC: varies

STAFF: 1

SEATING: 2 seats

FURNISHINGS:

FURNITURE:

1 Desk

1 ergonomic desk chair

1 Credenza behind desk

1 Visitor's chair

1 Lateral File 3-drawer

clock

wastebasket

EQUIPMENT:

1 Microcomputer workstation

1 printer

phone

adding machine

SHELVING:

25 linear feet in children's librarian office

CLOSE PROXIMITY TO: Children's Area, Children's Programming Area, Staff Work Room/Technical Services Area

DISTANT FROM: Information/Reference Services, quiet study rooms, Montague Room

AREA REQUIRED: 150 sq. ft.

BOOK CAPACITY: varies (includes materials for storyhours)

OTHER MATERIALS: Professional journals

ARCHITECTURAL FEATURES: This office should be readily accessible for staff and the public. The space should afford a good degree of privacy without isolating the children's librarian from the children's area. The children's librarian would like a big window for visibility. There should be a private lockable door. The area should be well lighted and comfortable.

DESIGNATED AREAS: Young Adult Area

FUNCTIONS PERFORMED: Provide young adults (grades 7-10) with a browsing area which includes fiction and periodicals selected especially for Young Adults. To provide changing displays of non-fiction books of current interest. Space for college catalogs, career information, display area for booklists and handouts. Bulletin boards for young adult oriented displays.

OCCUPANCY:

PUBLIC: 11

STAFF: 0

SEATING: 11

FURNISHINGS:

FURNITURE:

- 3 Lounge chairs
- 2 Square tables
- 8 chairs at tables
- 2 workstations
- Bulletin Board
- Display Case
- 4 Paperback spinners

EQUIPMENT

- 2 PCs for YAs

SHELVING:

- 225 linear feet of 90" tall, 9" deep, double-sided shelving for fiction and non-fiction collections allow for zig zag or face-out shelving for new materials
- 10 linear feet of periodical display shelving for 10 periodical titles plus current year back issues
- 25 linear feet of 90" tall, 9" deep zig zag shelving for CDs

CLOSE PROXIMITY TO: (easily supervised from the Circulation/Information Desk), browsing area, audio-visual area

DISTANT FROM: Children's area, quiet study rooms, Montague Room, remote areas of library

AREA REQUIRED: 450 sq. ft.

BOOK CAPACITY: 1,700 volumes

- 200 Non-fiction

- 750 Fiction

- 750 Paperbacks

OTHER MATERIALS: 10 periodical titles, 200 CDs

ARCHITECTURAL FEATURES: This area should be relaxed, inviting and informal. It should have a young adult identity. It must be easily supervised from a staffed service desk but give the illusion of privacy to the young adults. Perhaps a large window or glass panels can be part of the design that will provide additional visibility. Young Adults tend to be noisy so acoustical treatment is very important. Slatwall end panels should be considered for this area. Consider special colors and furniture to make the Young Adult area a special space.

DESIGNATED AREAS: Community Meeting Room

FUNCTIONS PERFORMED: This space is used for lectures, exhibits, audio-visual presentations, children's and adult programming, concerts, workshops, and meetings. This room should be available to community groups when the library is closed.

OCCUPANCY:

PUBLIC: 100

STAFF: 0

SEATING: 100

FURNISHINGS:

FURNITURE:

100 Stackable chairs

10 folding tables

lectern

clock

room darkening shades for windows

coat rack

wastebaskets

EQUIPMENT

ceiling hung projection screen

sound system

VCR and/or VCR projector

coffee pot and other kitchen equipment

microwave oven

small refrigerator

SHELVING: 0

CLOSE PROXIMITY TO: Parking, entrance to the library, public restrooms, water fountain, Circulation/Information Desk, and if possible, the children's area so children do not need to parade through the library to use the space for large programs.

DISTANT FROM: Quiet study rooms, Information/Reference Services, Montague Room, stacks

AREA REQUIRED: 1,100 sq. ft.

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: There should be storage for chairs and tables when not in use. There should be storage for audiovisual equipment used in this room, including VCR, Video Projector, and Overhead Projector. A projection screen that drops from ceiling, a public address system, and wiring for computer/Internet and cable access are all required.

A small kitchen area with sink, refrigerator, and microwave oven is very desirable. It can fit into one end of the room and be closed off with folding doors when not in use.

Community exhibits can occur in this space. Plan on molding for hanging exhibits and light colored walls to enhance the exhibits. There should be an emergency exit. Lighting should be controlled on several circuits for different uses. Consider both general fluorescent lighting with dimmers and incandescent track lighting for exhibits.

The room should have good acoustics, be as soundproof as possible so that programs will not disturb other library users. Because the room should be available for use even when the library is closed there should be separate control of temperature and air handling. This large space needs excellent ventilation. If at all possible windows should be included in the design. Windows make the Community Meeting Room much more enjoyable as a meeting space.

DESIGNATED AREAS: Conference Room

FUNCTIONS PERFORMED: Small meeting room, staff meetings, larger study groups that need an enclosed, quiet space to talk so they do not bother other library patrons.

OCCUPANCY:

PUBLIC: 15

STAFF: 0

SEATING: 15

FURNISHINGS:

FURNITURE:

4 square tables that can fit together to make a large table

15 chairs

coat hooks

cabinet space (lockable) with counter top

bulletin board/white wall board

clock

wastebasket

CLOSE PROXIMITY TO: Office of the Director of Library Services, kitchenette for refreshments

DISTANT FROM: Noisy areas like circulation area and children's area

AREA REQUIRED: 350 square feet

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: This quiet, attractive room should have soundproofing for noise control. It should be wired for cable and computer use. This might be a good space for small group instruction. It should have a window and a lockable door, and be visible from staff areas for supervision with a glass vision panel next to the door. If possible it should be located in conjunction with Office of the Director of Library Services for use as a trustees meeting room.

DESIGNATED AREAS: Quiet Study Rooms

FUNCTIONS PERFORMED: Patron study in a quiet area. Two small rooms are desirable; each will seat 2 people.

OCCUPANCY:

PUBLIC: maximum of 2 per room
STAFF: 0

SEATING: 4

FURNISHINGS:

FURNITURE:
2 people space should have a 4 linear ft. counter
2 chairs for each space
wastebaskets

EQUIPMENT:
typewriter in one of the rooms

SHELVING: 0

CLOSE PROXIMITY TO: Information/Reference Services

DISTANT FROM: Children's area, community meeting room, circulation desk

AREA REQUIRED: 150 sq. ft. (75 sq. ft. each 2 person area)

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: Quiet space with built-in counter for 2 people. Library patrons are frequently looking for quiet space to study. Quiet study space is essential for the expanded library facility. Task lighting, glass vision panel for security and to lessen the impact of claustrophobia. Good ventilation is essential. Provide electrical outlets for laptop computer use.

DESIGNATED AREAS: Staff Room and Restrooms

FUNCTIONS PERFORMED: Provide a pleasant relaxing area for staff breaks.

OCCUPANCY:

PUBLIC: 2 volunteers

STAFF: 0-6

SEATING: 7 seats

FURNISHINGS:

FURNITURE:

1 table

4 chairs at table

sofa [library needs to provide a place for a staff person that feels unwell to lie down]

low table

clock

wastebaskets

EQUIPMENT:

refrigerator

microwave

coffee pot and other small kitchen appliances

SHELVING: 0

CLOSE PROXIMITY TO: Close to staff workroom if possible, and community meeting room

DISTANT FROM: Quiet study rooms, public service areas

AREA REQUIRED: 250 sq. ft.

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: The staff needs a quiet, restful, and comfortable place to relax on breaks or during a meal. The room should be easy to clean, and include refrigerator, microwave, other small appliances, sink, and cabinets for storage. Provide a staff telephone with intercom for semi-private calls. Cable and TV hookup is desired.

The doors to the staff restrooms should open into a hallway, not into the staff room itself. If necessary due to design restraints the kitchenette can be shared with the community room. This solution is NOT desirable and should only be implemented if there is no other way to provide kitchenette. Staff should have lockers.

DESIGNATED AREAS: Office of the Director of Library Services

FUNCTIONS PERFORMED: Office for Director of Library Services. This space is used to conduct the administrative business of the library (finances, planning, personnel, programming, public relations and building maintenance).

OCCUPANCY:

PUBLIC: varies

STAFF: 1

SEATING: 3 seats

FURNISHINGS:

FURNITURE:

1 Desk

1 ergonomic desk chair

1 Credenza behind desk

2 Visitor's chairs

1 Table

2 chairs for table

lateral file- 4 drawers

clock

wastebasket

EQUIPMENT:

1 Microcomputer workstation

1 printer

phone

adding machine

SHELVING: 10 linear feet in Director's office

CLOSE PROXIMITY TO: Conference Room, staff work room/Technical Services

DISTANT FROM: Office separate from public service areas

AREA REQUIRED: 150 sq. ft.

BOOK CAPACITY: varies

OTHER MATERIALS: Professional journals, Library Administrative files

ARCHITECTURAL FEATURES: This office should be readily accessible for staff and the public. The space should afford a good degree of privacy without isolating the director from the activity of the library. There should be a private lockable door. The area should be well lighted and comfortable. Windows are a priority for this space.

DESIGNATED AREAS: Storage

FUNCTIONS PERFORMED: Provides space for storage of supplies, temporarily displaced furniture, shipping boxes for equipment, seasonal items, maintenance equipment, etc. Consider storage of duplicate copies of materials, items collected for book sales.

OCCUPANCY:

PUBLIC: 0

STAFF: 0

SEATING:

FURNISHINGS:

FURNITURE:

1 work surface (can be old desk or table)

2 chair

2 book trucks

SHELVING: 100 linear feet, double-faced unit with 5-7 shelves each 12" deep (alternatively, wall-mounted shelving is acceptable)

CLOSE PROXIMITY TO: Staff work room, delivery area

DISTANT FROM: Public service areas

AREA REQUIRED: part of non-assignable space

BOOK CAPACITY: for as many as 800 volumes

OTHER MATERIALS:

Miscellaneous storage

Library and office supplies

ARCHITECTURAL FEATURES: Does not have to be well finished. Should be easy to clean, well lighted, dry and secure. This space should be as large as possible. Librarians collect and save a variety of items that may be used only several times a year.

DESIGNATED AREAS: Custodial/Maintenance Closet

FUNCTIONS PERFORMED: A center for maintenance of the building and groups. The area will be used to store bulk building supplies and machinery. The area should be near the controls of heating and ventilation system (HVAC)

OCCUPANCY:

PUBLIC: 0

STAFF: 1

SEATING: 0

FURNISHINGS:

EQUIPMENT:

Mop sink

Central vacuum

Janitor's cart

Step ladder

Mop and bucket

SHELVING:

25 linear feet wall hung shelving 12" deep for cleaning supplies

30 linear feet shelving 24" deep for light bulbs, paper towels and other comfort supplies

CLOSE PROXIMITY TO: Elevator (for moving equipment/supplies easily from one floor to another), public restrooms, delivery area

DISTANT FROM: quiet study areas

AREA REQUIRED: Part of non-assignable space

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: This space requires use of low maintenance materials and the doors should be wide for ease of moving equipment. Additional custodial space will be needed on each floor of the building. (Location, plumbing, and shelving for these closets will be specified as plans develop).

DESIGNATED AREAS: Public Restrooms

FUNCTIONS PERFORMED: Must be handicapped accessible.

ADULT (men and women)

CHILD (unisex with changing station)

OCCUPANCY:

PUBLIC: 3 each

STAFF: 0

SEATING:

FURNISHINGS:

FURNITURE:

EQUIPMENT:

3 Stalls (women) 2 urinals and 1 Stall (men)

2 sinks with paper towel dispensers and wastebaskets

SHELVING: 0

CLOSE PROXIMITY TO: entrance, community meeting room, circulation/information desk

DISTANT FROM:

AREA REQUIRED:

Part of non-assignable space

BOOK CAPACITY: 0

OTHER MATERIALS: 0

ARCHITECTURAL FEATURES: Convenience and security are major considerations. Restrooms should be easy to located. Entrances MUST be visually controlled from a service desk. The adult restrooms must be available to patrons using the community meeting room when the library is closed. In a two-story facility restrooms should be available on each floor for patron convenience and to meet code.

The materials used in construction should be easy to maintain. A separate exhaust and a floor drain are required.

In locating restrooms, particular care should be given to what collections are located underneath the restrooms, in the event plumbing problems occur.

In addition to DESIGNATED AREAS, there are two other types of areas that are essential in any library facility, the Net Assignable Area and Non-Assignable Area. Other important factors are Gross Area and Efficiency of Design. The terms are defined below.

NET ASSIGNABLE AREA: Sum of all areas measured in square feet on all floors of a building assigned to, or useful for, library functions and purposes (for example seating, shelving, and workstations)

NON-ASSIGNABLE AREA: Those areas or rooms necessary for general use and operation of the building (such as the lobby, corridors, stairwells, custodial and mechanical space, and restrooms) but which do not serve direct library functions

GROSS AREA: Sum of all floor areas in square feet included within the exterior walls

EFFICIENCY OF DESIGN: Percent of gross area given over to net assignable space; it is not unusual for non-assignable space to constitute up to thirty percent of a design's gross area, leaving seventy percent for library purposes

Appendix B lists in abbreviated form the Designated Areas described in this section. The square feet, books, and seats are tabulated for each Designated Area providing a total of Net Assignable and Non-Assignable Areas. Appendix B also includes figures for Net-Assignable Area, Non-Assignable Area, and Gross Area. The Efficiency of Design is the result of the final arrangement of all the Designated Areas of the library facility.

ELEMENTS REQUIRING SPECIAL CONSIDERATION

Every library should be designed to meet the needs of the local community. The expanded and renovated Carnegie Public Library in Montague should maintain the historic nature of the Carnegie building and fit within the historic district. At the same time the library site should contribute to convenient access, parking, and space for services. The following information is provided to assist the architect in the design of the best library for Montague.

EXTERIOR CONSIDERATIONS

Montague's main library facility is located in the National Historic District on Avenue A, the main street in the downtown business section. The Carnegie Public Library is inadequate to meet current and future library service needs. Because the community will not support leaving the current facility and site, the community will have to take some action to gain additional land for expansion. Several courses of action should be taken: 1) The town should purchase the green apartment building immediately behind the library; 2) the cannon and memorials on the south lawn should be moved to an acceptable location freeing up that space for the addition; and 3) the library administration and town officials should survey the library land to see exactly how much land is available for the expansion project. Limited space will have a negative impact on the amount on-site parking, a major requirement for good library access. The Carnegie Public Library is a public building available for use by the entire population. It should be welcoming and accessible to all.

Building Exterior

The entrance designated as the main entrance should be obvious to the patron. If possible, there should be an area that provides protection from the weather for people while they are outside and waiting to be picked up. Snow and rainwater from the roof should be channeled away from walkways.

Simple upkeep is of primary concern in every aspect of the design for the Carnegie Public Library building. This principle should carry through to the exterior of the building. Attractive, easy-to-care-for landscaping should be established around the library building. Caring for plantings, mowing the grass, removing the snow and all other operations that affect the town's maintenance budget should be simplified.

The library should provide a bicycle rack with provision for securing bicycles with chain locks. Both electrical and water outlets should be provided outside the building. Outlets should be tamper-proof in design.

Lockable return boxes for books and audio-visual materials should be provided for patrons to return materials when the library is closed and they should be accessible by car. Montague staff requests that return boxes be built into the library in such a way that there is no need to go out of doors to empty the boxes. Therefore, it is very important that the return boxes be fire proof and vandal proof to protect both the library materials and the facility. Provision should be made for efficient trash collection.

Exterior Lighting

Exterior lighting has several functions. The lighting should enhance the appearance of the building and surrounding landscaping, illuminate the main library sign or directional signs in the parking lot, provide security for patrons in the parking lot and on pathways, and minimize vandalism or break-ins of the building.

Lighting should be energy efficient and controlled through a clock system that will turn the lights on and off automatically. Fixtures should be vandal- and corrosion-resistant and have watertight construction.

Parking and Traffic Patterns

Parking convenience is very important to library patrons. Given the continuing emphasis on the automobile as a means of transportation, library planners must accommodate patrons' cars if the library is going to continue to attract users. The Carnegie Public Library has no existing parking lot. There are no parking spaces for the current facility; library patrons must search for parking on the street. The library staff also must search for street parking because there is no staff parking. The library should provide parking based on local zoning regulations or by providing a minimum of one parking space for every 400 square feet of building, whichever results in the greater number of spaces. Handicapped parking spaces are additional. Using this standard, the current Carnegie Library should have a minimum of 14 patron-parking spaces plus two handicapped parking spaces located near the entrance to the library. There should be a minimum of six staff spaces.

The renovated Carnegie Public Library will result in a building of approximately 13,390 square feet. Using the formula of one parking space for every 400 square feet of building will result in 35 on-site patron-parking spaces plus two handicapped spaces. The architect should follow Montague's landscaping and screening requirements for parking lots to protect the character of surrounding areas and to achieve consistency with the existing buildings.

Staff parking, a minimum of six spaces, should be located near a separate staff entrance if possible. The staff entrance should be evaluated as a possible delivery entrance. Using the staff entrance as the delivery entrance will reduce the confusion of deliveries that otherwise might be made at the main entrance.

INTERIOR CONSIDERATIONS

The library should be welcoming, comfortable, and easy to maintain. The architect should design an addition that complements the historic character of the area. Fabrics and finishes should be durable. Because the renovated facility will attract more patrons, there will be heightened interior traffic daily. The library should be carpeted. Experience has shown that a carpeted library is more attractive, quieter, and easier to maintain than a tiled facility. Since static electricity can affect computer terminals, carpeting should be non-static throughout and of a commercial grade. Ceramic tile normally is used in areas where moisture might be expected, such as in restrooms. A tile floor should be considered for a separate craft area in the children's area. Many crafts involve paint, glue, and other messy products that are

difficult to remove from a carpeted area. In the same way, any kitchen facility in the library should have tile floors to simplify cleaning up after food spills.

ADA compliance means that the design of all the library's public areas, including the reading and study area, stacks, reference area, periodicals, and special collections, must comply with the specific spatial requirements of the legislation. It is advisable to exceed the minimum ADA requirements.

Flexibility of Design

The library should have a flexible design, using modular concepts that allow maximum versatility in the use of interior space and ease of control. New technology demands adequate floor grids and conduits for coaxial cables and various other kinds of transmission lines. Electrical outlets should be everywhere, and ergonomic furniture is essential.

The Americans with Disabilities Act (ADA) and state laws require accessibility by handicapped people throughout the building. The architect should meet all of the requirements for this statute. Some impacts of ADA on design include height of periodical shelving, elimination of dead-end shelving, various-height circulation counters, and handicapped-accessible restrooms.

Functional Control with Minimum Staff

The two service desks – circulation/information and children's – should be highlighted with signs, lighting, and furnishings as major orientation points. They must be accessible and highly visible. Personnel at these stations will supervise all public areas. The staff must be able to monitor the entire library visually. The circulation/information desk should provide visual control of the entrance and the public restroom entrances and offer a commanding view of the adult browsing area, audio-visual collection, and current periodicals. In addition, the circulation/information desk staff should have visual control of the adult stack area. The desk also should provide visual control of the reference collection and the Montague Room. It should be close to adult automaton workstations. The children's service desk must have a good view of most of the children's area. Visual control of the craft area and public restrooms is essential for child safety. Consideration should be given to making the main entrance convenient to the new on-site parking. This might result in a major change in orientation away from Avenue A.

Library staff must be involved in the final design of any service desks. Service desks require special files, drawer space, and shelving that need to be installed according to specific library service requirements. Equipment requiring staff assistance may be grouped around or adjacent to the service desks. In addition, the architect should plan the building to avoid corners, niches and other physical obstructions that have a negative impact on sight lines. Supervision of the library with a minimum of staff is of the highest priority.

Security

The building should be secure against normal risks, including fire, flood, vandalism, and break-ins. The current Carnegie Public Library does not have a security system. The ideal

design of the expanded and renovated Carnegie Public Library would allow public access through a single door that is controlled visually by a service desk. The design of the expanded and renovated facility must be mindful of patron and staff safety. There should not be any areas that are hidden from a service desk. The main entrance and public restroom entrances must be visible from one of the two service desks.

Children's safety must be guaranteed in the library. Correct placement of the children's desk will allow visual control over the entrance and exit of the children's area. The entrance to a child-sized restroom also should be visible from the children's service desk.

It is important to provide staff lockers and lockable personal drawers at service stations. Careful consideration should be given to security code or electronic access to non-public areas. Emergency exits should be visible and exit signs should be lighted. Fire exits should be provided with panic bars and buzzer alarms.

The library should have an alarm system with motion detectors linked to the Police Department, and a fire and smoke alarm system should be linked to the Fire Department. The design must meet state and national code for sprinklers and other safety systems. The building must meet local security codes.

Security issues can best be solved by good space planning and architecture that optimizes visual surveillance, creates good stack orientation, and minimizes remote and secluded spaces. The building should be easy to close in the evening for staff without fear of leaving the building with patrons left overnight.

Furnishings

Interior furnishings are an integral part of the design of the library. The interior of the building should be warm and inviting to those who use it, employing beautiful commercial fabrics and carpets, well-designed chairs, tables, carrels, and staff service desks. Furniture that the library buys should be the best that it can afford. It will have to last a long time, and, with increased traffic in a popular library, high quality is a wise investment.

Tentative layouts of furniture and equipment should be made early in the design process before lighting and electrical outlets are finalized. Providing improved access to the library's materials is one of the major reasons that Montague needs an expanded and renovated library facility. Careful attention must be given to the layout and capacity of all of the shelving. Some of the current shelving might be used in the expanded building. Additional shelving should be selected to complement or blend with the current shelving. Special consideration should be given to incorporating front-facing or display units in certain areas, such as the audio-visual section, the new books section, and in the Young Adult and Children's area.

The library needs a variety of seating for all areas. Study and lounge seating should be available in the adult, young adult, and children's areas. Patrons like to have some seating in the stack area, the new book browsing area, and the periodicals and audio-visual areas. Library users appreciate finding a seat near the library material that interests them. Both children and adults like carrels for private study.

As technology demands more space for equipment, library furniture will become less function-specific so that furniture can be adapted rather than discarded. One of the biggest challenges in selecting furniture to house technology is wire management. In choosing furniture that will become electrified/wired, it is important for Montague planners to know what type of equipment will be used and what the equipment requirements are. Space requirements, how the pieces of equipment relate to each other, and the electrical requirements along with the number of receptacles needed to plug in all the equipment must be considered. The architect and library building committee should investigate traditional and non-traditional sources of library furniture in order to make the best selections for Montague.

Communications and Technology

The design of the library must provide for adequate electrical outlets and conduits for electrical and electronic equipment, as well as for telephones, cable TV, and a speaker system for the Community Meeting Room.

A telephone plan should be worked out with administration and the staff. Phones should be available at the service desks, the Director's office, Children's librarians office, staff workroom, and staff lounge. Interior communications by loudspeaker is disruptive to library service. Interconnected internal telephones are preferred.

In the future libraries will require more use of electrical equipment for media, computers, and other devices. Therefore a premium is placed on providing the building with the greatest possible electrical flexibility. It should be possible, with a minimum of alteration, to tap electricity anywhere on the peripheral walls of a floor. Anticipate an increase in the number of computer terminals at all service points. Power supplies to service desks and to OPAC locations should be adequate and isolated from other circuits, because they are used for data transmission. Conduit to these areas should have capacity for additional phone cable, data cable, and television cable. Cable and TV hookups should be provided. The specific number and location of equipment are detailed in the DESIGNATED AREAS portion of this section.

Libraries are finding more and more uses for technology. CD-ROM products are available for both reference and recreational use. Among the materials available are on-line databases with full-text versions of periodicals, newspapers, and health and government documents. The Internet is a major information and recreation service. World Wide Web access attracts new users to the library. These and other technologies require computer workstations and printers. When the libraries automate, expanded access to C/WMARS will require additional workstations and printers.

More conventional technologies include microforms and storage media for periodicals and newspapers. Special reader/printers are required for these media. Copy machines must be available for patron use. A copy machine should be located near the circulation/information desk and the reference collection.

Signs and Graphics

Graphics should be designed to identify the building, announce its services, and orient and instruct the user. Consideration should be given to the style and size of the sign (i.e., how important is it in relation to other signs?). Negative behavior signs (i.e., DO NOT signs) should be avoided.

Interior graphics should be planned carefully to make the facility accessible and understandable to users. The goal should be for the least number of signs, with the fewest words necessary, and with as little library jargon as possible (i.e., "information desk" rather than "reference desk").

Planning for signs and graphics should begin just as soon as the general layout of furniture and equipment is decided. At that point the library staff should review the floor plans in terms of the directional and informational questions most frequently asked. The composition of signs best can be determined from this process.

Signs should be integrated with the interior design and have a consistency of style. Lettering should be legible from wherever the user is likely to see it first. Graphics in the stack area should include end panel signs indicating subject or alphabetical sequence of material in the stacks and range finders to indicate subjects within stack aisles.

Public Meeting Space

A large Community Meeting Room traditionally is an important element of the public library. The Community Meeting Room should be available for use by up to 100 people even when the library is closed. Therefore the Community Meeting Room should be adjacent to the library entrance and public restrooms. Attractive colors and sturdy, moveable furniture are essential.

A conference room for groups of up to 15 would be a good addition to the facility. Staff and the public could use the space for smaller group meetings.

Quiet study rooms are important areas. A minimum of two rooms is essential. Each room should seat a maximum of two people. Good ventilation, noise control, and visual supervision are essential for these small spaces.

Meeting space in the renovated Carnegie Public Library will be well used. Providing accessible and pleasant space for community groups is a popular service in today's library.

Exhibit Space

The public library frequently is the only space in a community for local artists to exhibit their talent. The exhibit space, which might be in the lobby or community room, should have wall covering that permits simple changing of exhibits. In addition, other exhibit areas should be available around the library, some with glass locking cases that allow for individuals to share cherished collections with the community. Exhibit space should be easily supervised from a service desk.

Acoustics

Sound originates both inside and outside the facility. It is important to minimize the effect of street and parking lot activity noises. Noisy areas such as the circulation/information/reference desk, children's area, and the entrance lobby should be insulated acoustically from the main reading areas and quiet study rooms as much as possible. The use of glass in such areas as a quiet study room and conference room can provide basic noise separation while permitting visual control. Sound absorption elsewhere can be achieved by the use of carpeting, acoustical tiles, cushioned seating, and draperies.

All environmental equipment and devices should produce the least amount of noise possible.

Lighting

Library lighting is of major importance to the success of the facility. Good quality functional lighting has three distinct purposes including 1) to attract and direct patrons safely into and out of the building, 2) to orient and direct patrons to the areas where they wish to go in the building, and 3) to provide an environment in which patrons are happy to spend time reading, studying, and browsing.

Interior lighting is provided in four basic ways including 1) accent lighting via spot or flood lights, wall fixtures, and downlights, 2) direct lighting from the fixture onto the task, 3) direct/indirect lighting which is emitted from both the top and bottom of the fixture as in the case of light that illuminates the ceiling as well as directing light on the task, and 4) indirect lighting where the fixture directs all the light onto the ceiling and provides reflected light for illumination.

The combination of both direct and indirect lighting provides interesting spaces. Careful placement and use of light enhances the forms, textures and color of the interiors. In addition to fixtures and lamp selection, the architect should consider wall, ceiling, and floor colors. The lighter the surfaces, the greater the reflectance of light and consequently the less wattage required to illuminate an area. However, care must be taken to select surfaces that will be easy to maintain.

Sunlight should be considered for illumination of the building. Daylight from the North side of the building is typically good for reading. South, West, and East light tends to be harsh and should be controlled. Shades, blinds, or draperies are required normally for such control.

Lighting a historic building, such as the Carnegie Public Library is particularly challenging. The high ceilings require special lighting techniques. Good lighting can make the building welcoming and the space intimate. These are characteristics that the library administration wishes to provide.

Building Materials and Maintenance

Building materials should be durable and chosen for ease of maintenance. The choice of color and texture in both floor and wall coverings should be selected for ease of care and life

expectancy. In a historical building like the Carnegie Public Library selection of traditional colors is important.

Light fixtures must be accessible to allow the changing of lamps and ballasts easily. The shades of task lighting should be able to be cleaned easily.

Provision of custodial space for equipment and supplies should be part of the architect's design for ease of maintenance service. In addition to interior maintenance, there is the need to maintain the exterior grounds. Storage areas for lawn mowers, snow blowers, and other tools for exterior maintenance must be located conveniently near the entrance to the library. As discussed earlier, there is a need for access to exterior water and electricity sources.

There is no dedicated maintenance staff at the Carnegie Public Library. It is particularly important that the building be easy to maintain.

Heating, Ventilation, and Air Conditioning (HVAC)

The renovated Carnegie Public Library must have the most energy-efficient system that will give an even temperature and humidity-control. There should be Carnegie controls for the general building and separate controls for the community meeting room and related areas that can be used when the rest of the library is closed. The HVAC system might be controlled by a computer or time clocks for optimum use of fuel and electricity.

Primary entry and exit should be through a double set of doors with a vestibule between. Baffling from the wind and reduction of heating/cooling loss are desirable because they reduce energy costs.