

Astoria Public Library Renovation Study Report

Part Two: Building Program

“EXPLORE IDEAS, ENGAGE
MINDS, EXCITE IMAGINATION
AT THE ASTORIA LIBRARY”

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I. Executive Summary

The program that follows outlines the spaces and their components, overall building requirements, spatial adjacencies and other facility considerations recommended to enable the City of Astoria to make the most of its existing Astor Library building, located at 450 10th Street. The program calls for a library of 18,122 gross square feet and assumes that 70% of the total square footage will be usable for library services and functions. The program also assumes that both floors of the Astor building will be used and the existing non-ADA compliant mezzanine in the adult services area will be removed. The recommended program will offer the space and services needed to provide Astoria residents with a Library that can meet their needs well into the 21st Century. It incorporates best library planning practices and accommodates the physical collections, seating, programming space and technologies considered necessary for effective library service. The recommended service levels are in the mid-range for successful modern libraries, neither high-end nor minimal. The space allocation is outlined in the *Spaces Summary* on p. 26 and the square footage distribution among the spaces is illustrated in *Appendix F: Space Allocations*

The renovated Library recommended in this program will include:

- Generous browsing capacity for new and popular books and AV media
- Shelving to accommodate a physical collection of 55,025 books and media items
- 101 seats distributed throughout the building with zones for quiet, collaborative and active uses
- 36 public computers, including a combination of desktop workstations, laptops and digital tablets for in-library use
- Dedicated space for the Astoriana local history collection including displays and exhibits of historical photos and other materials
- Convenient, easy to use self checkout machines, self service holds pickup and 24/7 material returns
- Meeting room that seats 125 adults, with appropriate AV media projection capability and sufficient, secure storage
- Three enclosed small group study and conference rooms
- A digital learning / maker space
- An acoustically separate area for children and families, including dedicated programming space for story times and early literacy programs
- Dedicated space for teens
- Used book store managed by the Friends of the Library
- ADA accessibility throughout the building
- Acoustical zoning that supports active, collaborative and quiet use

II. Programming Purpose and Methodology

The building program for the renovated Astoria Library is based on the needs assessment study results summarized in this report. The program incorporates the Astoria community vision for library service and reflects the service priorities most prominently noted by the community. The consultant team has assembled a program that responds to the expressed vision and services considered most important by Astorians. The program recommendations are also in line with current best planning practices for public libraries. These recommendations are summarized in the Service Level Recommendations section of the needs assessment.

The building program is intended to guide and inform the design team regarding the renovated facility requirements, spaces and functionality as well as the desired qualitative aspects of the building. The document is intended as a communications tool between the City and Library staff and the designer team. Over the course of design, both client and architect need to revisit and test the assumptions called out in the program, adapt and modify specifics as planned services are developed and keep a current record of programmatic goals. In this way, the program will accurately reflect the City's goals for the renovated Library.

III. Overall Programming Concepts

A. Site and Context

1. Visibility/Relationship to Surroundings

The Astor Library facility at 450 10th Street is 1.5 blocks off the City's main downtown traffic corridor – Commercial Street and Marine Drive. The building architecture is distinctly civic and identifies the facility as a public building. The Library's architectural integrity and identity should be retained and enhanced by the proposed renovation.

If possible, the renovated structure should include glimpses of interior spaces from the outside to further communicate the building purpose and act as a magnet to draw visitors in to the facility.

2. Access and Entrances

A successful public library can draw scores, if not hundreds, of visitors each day. Planning physical access to the building, parking and the pathways available to pedestrians and vehicles is critical to the building's success. The Astoria Library's dual public entrance sequence should be replaced by a primary public entrance to improve efficiency and provide an entry sequence that gives incoming visitors an appropriate amount of transition space between the exterior doors and the Library interior space as described below.

Public Entrance

The public entrance is the Library's "front door". It must be visually prominent, expansive, well lighted and welcoming. The entrance and lobby are often social spaces in which visitors cross paths with friends and neighbors. Space is needed for casual conversations as well as self-orientation as visitors sort out where in the Library they wish to go, make phone calls or wait for friends or family.

The entrance needs to be close to Library parking and easily accessible to visitors once they have parked their cars. Special care should be taken to ensure easy access by older people, family groups with strollers and physically disabled visitors. A sheltered area outside the building, adjacent to the entrance, is highly desirable for people waiting for a ride either during open hours or after the Library has closed. Bicyclists need protected parking for their bicycles, as well.

Many visitors will approach the renovated Library as pedestrians, from downtown or from their residential neighborhood. Attractive pedestrian pathways are needed from both directions.

Return slots will be located adjacent to the entrance, both outside the building and near the service desk. The exterior returns will enable 24/7 drop-off of Library books and media and require shelter from the elements to protect both customers and materials during dropoff.

Staff and Delivery Entrance

A separate entrance is needed for Library staff to enter the building, for deliveries, vendor visits and service/maintenance functions. This entrance should be at grade, with immediate vehicular access for delivery vehicles and adjacency to the Library mail and delivery space and the staff workroom. A door overhang is needed to protect deliveries and people during poor weather, dimensioned to accommodate the typical delivery vehicles. The door should be secure with a door bell system to alert staff that a delivery has arrived.

Donations

Community members will donate books and other items on an ongoing basis. These donations can be bulky, arriving in several bags or cardboard boxes. A designated donation drop-off point is needed, located at the exterior of the building, preferably adjacent to the staff entrance rather than the Library service desk.

3. Vehicular Access/Parking

Current planning practice indicates that 3 parking spaces for every 1,000 square feet of Library building is generally sufficient to serve most communities. The Library parking lot adjacent to the Astor Building (with 16 spaces), and nearby street parking on both 10th and Exchange Streets (with over 40 spaces) together offer sufficient parking for current use and will continue to do so in the renovated Library.

Secure, covered bicycle parking is needed at the entrance to accommodate 12 to 15 bicycles. Ideally, bike racks should be visible from the lobby to provide informal visual oversight from the interior of the building.

The building renovation should respect the current on-site and nearby parking, retaining clear entrance and exit patterns. Consider providing short term parking close to the public entrance for convenient drop-off or pick-up of reserved material. If short term spaces are allocated, ensure that vehicles that use these spaces do not block general traffic flow. Disabled access parking spaces must meet code and ADA requirements.

Provide a designated parking space adjacent to the staff/delivery entrance and loading area for service and delivery vehicles. Vehicular access to the staff/delivery entrance needs to take into consideration the dimensions and loading/unloading requirements of delivery vehicle needs.

4. Landscaping and Indoor/Outdoor Relationship

The existing building exterior includes attractive landscaping along sides of the building that face 10th Street. The building renovation needs to retain as much of the landscaping as feasible, balancing the need to bring natural light into the lower level with the softening effect that landscaping provides.

Remaining site landscaping should be:

- Low-maintenance
- Drought-tolerant
- Sloped away from the building
- Integrated with parking areas and walkways
- Open and low-profile for safety

B. Operations and Functionality

1. Service Delivery Principles

A public library is a civic building that will serve the community for decades, offering daily service and space to thousands of visitors each week/month/year. It must be designed to support the following principles in an environment of sustained, intense use:

a. Open, welcoming spaces. Public spaces need to welcome the public and draw them in, communicating to everyone who visits that the library is the community’s “living room”, encouraging every visitor to find their place within the facility.



b. Acoustical zoning. The interiors need to be organized to provide quiet areas for concentrated study and comfortable reading, spaces in which casual conversations and other collaborative activity can take place and active, noisy areas. Although acoustical zones often align with user age levels - adults, teens, children and families - all visitors need access both to quieter spaces and spaces in which conversations and higher noise levels are tolerated.



c. Self-explanatory layout / Visibility. Visitors should be able to find their way to the spaces and services they need without reliance on staff to point the way or to building directories. Simple, straightforward pathways, visual cues in the architecture and building finishes, clear major signage and similar imbedded wayfinding strategies minimize the need to ask for directions and optimize building functionality.

d. Operation with minimal staff / Self service / Combined service points. Limited fiscal resources are a given in today's library universe. The building layout and organization must support operation with the fewest number of staff and should include effective incorporation of self checkout technology, self-service holds pickup, self-service returns and check-in and a growing array of similar resources. Library staff is increasingly mobile and interactive with the public, moving through the public space to intercept users with questions. Service desks are becoming more compact and flexible, often with adjustable height counters. Many libraries are adopting compact, concierge-like service points rather than sit-down service desks.



e. Flexible spaces and furniture. As the library's role as a community "third place" develops and evolves, flexible interiors are needed to allow space reconfiguration over time. Dedicated computer workstations giving way to tables and counters for individual laptop users or rolling work tables that can be pushed together or pulled apart over the course of the day. Mobile shelving units on casters are needed to allow collections to be reconfigured or temporarily assembled at different locations.



f. Browsable, accessible collections. Increasing use of mid-height display shelving (60” to 72” high) improves physical access to the collection and browsability. Full-height (78” to 84” high) standard steel shelves are often still needed for parts of the adult collection, although an increasing percentage of items is housed on mid-height display units.



g. Technology and architecture integration. Electronic technology is integral to library service today. Many library visitors carry their own computing devices with them – laptop computers, digital tablets, smart phones – and expect online connectivity as well as power access during their visit. Library spaces typically must provide electrical power outlets at all seats, including lounge seating, in group study and meeting rooms and in casual seating areas throughout the building. Wifi access is standard in public spaces. Typically, separate wireless networks are provided for public use and for internal staff use. Almost universally, libraries provide free, high-speed computer access to the public at desktop workstations reserved for individual use. Increasingly, laptop lending complements these workstations. The building infrastructure must provide power and data distribution that supports all this technology as well as the integrated library system (ILS) that supports the online catalog, information databases, ebook offerings and a multitude of other digital information resources.

Many additional technological resources and features are part and parcel of library services, such as AV/digital projection systems in meeting rooms, flat screen monitors in conference rooms, video game consoles for teens, book and media vending kiosks for self service checkout. The design team needs timely access to a specific, detailed technology program that supplements the building program to appropriately specify the building power and data systems.



h. Functional staff work space. With minimal staff onsite, the building needs an efficient layout of employee work spaces for a productive operation. Sorting and check-in of returned materials, for example, should take place away from the service desk in an enclosed, appropriately sized space, often utilizing automated materials handling technology. The shared staff work room should accommodate desks and work counters of appropriate sizes, located close to public space and the staff/delivery entrance.

2. Number of Floor Levels

At 18,122 square feet, the Library can operate effectively on either one or two floor levels. In general, public library planners prefer a one-level facility for the following reasons:

- A one-level library, up to approximately 20,000 to 25,000 SF, can be effectively managed with a single point of service. This results in fewer staff needed for desk coverage and lower operating costs.
- A one-level library design does not require vertical adjacency strategies, such as elevators and stairs. This results in a higher percentage of space within the building footprint available for library functions and services.

An effective two-story design is possible, as well, as long as the interior layout is thoughtfully developed. Two story layouts provide the following advantages:

- The building footprint can provide between 50% and 80% more square feet for service as a one-story layout.
- Future expansion or partnering space can be incorporated into the design, allowing for phased growth, leveraged collaboration with community partners and incremental increases in operating costs.
- Strategic placement of spaces on the second level – for example, meeting rooms or other controlled access functions – make a single point of service feasible with its attendant cost savings potential.

3. Spatial Relationships Summary

To be successful, the Library's spaces must accommodate needed service components and be organized in functional relationships with each other. The spatial relationship principles below should guide space planning and the building design for either a one-level or two-level facility. The adjacency diagram that follows provides a visual summary of these relationships.

Acoustical and Activity Level Zones

The Library's spaces must be laid out to create distinct zones that support different activity and noise levels so that visitors can find the spaces and environments that match their needs. Active

spaces with exuberant users, such as the children's area, need to be directly accessible from the public entrance and/or central public space. Areas for quiet, concentrated reading and study need to be more removed from the public entrance and main space. Space for group study or collaboration as well as technology-dense areas should be acoustically separate to contain noise.

Central Public Space

Several high-use, high-demand services and spaces need to be adjacent to, or visible from, the public entrance to provide quick, convenient access to visitors. This includes browsing collections of popular and new books and media, self checkout units and holds pickup shelving. The service desk should be visible from the entrance although adjacency is not necessary nor even preferred. Visitors ought to be able to fan out from the entrance and central space to other areas that are immediately identifiable through visual cues and signage – reading areas, public access computers, additional collections. The central space should be open with generous paths of travel and a “marketplace” ambiance that encourages visitors to stroll, explore, encounter friends and neighbors and generally enjoy the space.

Children's Space

The spaces for children and families should be considered a “library within the library”, a self-contained cluster of services designed to serve this audience. Direct access to the space from the public entrance is critical as is effective acoustical separation from the rest of the library. Visibility into children's from the service desk is important. Within the space, distinct areas are needed to serve different age groups, with proper attention paid to each group's interests and needs. Areas targeting toddlers and preschool age children and their families should be contained to minimize opportunities for young children to wander away from adult supervision. Storytelling programs and other events for young children should be conducted close to picture books. Collections and study seating for older children should be defined and separate from programming areas. The family restroom that serves the children's area should be visible from the service desk for security reasons.

Teen Space

Teenagers need space within the Library they perceive as “a room of their own”, both for focused reading and study and for more casual collaboration, socializing and hanging out. These spaces need their own visual, physical and psychological identity and should be acoustically buffered from other parts of the building. At the same time, visibility into the space is essential to ensure a degree of supervision. The teen space may need proximity to the enclosed group study spaces.

Quiet Reading and Study

Quiet reading and study seating is needed by all age groups and has already been described in both children's and teen areas. Quiet reading and study space for adults should be located away from the central public space.

Public Computers

The Library will provide public computer access with both desktop and portable digital devices. The desktop workstations should be clustered and readily visible to visitors, within sight of the service desk. The Library will distribute technology to serve all age levels – children, teens and adults. These need to be clustered for visibility and effective management and staff oversight. Some computers should be visible as visitors enter the public space to enable easy location of this equipment.

Collaborative Space

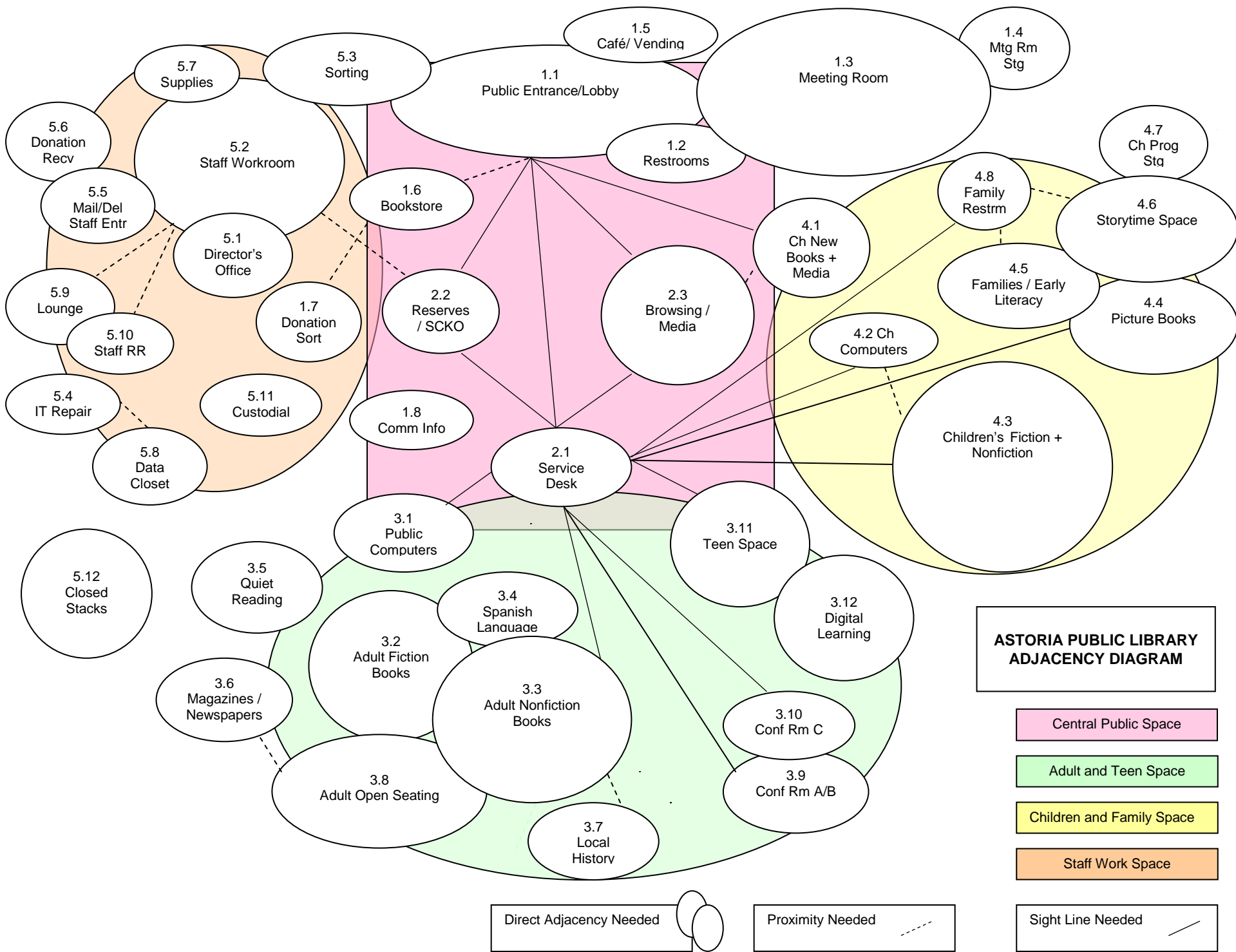
Enclosed group study rooms are proposed for the Library, as well as open seating areas. In addition, some Library computers should be designated for collaborative use and organized to support this use.

Programming and Meeting Space

The meeting room will frequently host groups of 75 to 125 people. It needs proximity to, and direct access from, the public entrance to facilitate convenient arrival and exiting by program attendees. This will also allow events to be scheduled independent of Library service hours.

Staff Work Space

Staff work spaces need to be positioned close to public space for efficient movement between the two areas. At the same time, staff spaces should be readily accessible to each other and to the Mail and Deliveries/Staff Entrance.



C. Security and Accessibility

1. Safety and Physical Security

The Library will be a major destination for community members of all ages. The design must contribute to the safety and security of both public and staff, incorporating strategies that guarantee a physically safe environment and an atmosphere that deters misbehavior or unsafe conditions, such as:

- Open, clear visibility along exterior pathways and throughout the interior space.
- Well lighted public spaces with minimal area outside the direct visual control of staff and open circulation pathways that encourage self policing.
- Enclosed public spaces, such as group study rooms, have large, unobstructed interior glazing facing the public space.
- Doors to controlled access spaces lock (e.g., staff work areas, meeting rooms).
- Unauthorized access is blocked to the roof, windows or exterior ledges and potential entry points are protected from illegal entry.
- Non-skid walking surfaces are applied appropriately along exterior pathways and as appropriate within the building.
- Furniture and casework are designed without sharp corners or climbing/tripping hazards.

The Library may require a building intrusion alarm. If so, the designer needs to specify the alarm system in accordance with Library and City protocols.

2. Collection Security

The interior layout needs to discourage theft or mutilation of Library materials. Seating should be proximate to interior circulation paths. Public restrooms should be designed to deter opportunities for theft of Library materials. Operable windows in the public space should be controlled by staff and not vulnerable to theft.

The interior environment must also ensure that both the collection and visitors are housed in comfortable conditions that maintain steady temperature and humidity levels within recommended ranges. Shelving should be oriented to avoid direct sunlight. Window coverings that guarantee effective UV protection should be considered in areas that allow exposure to sunlight.

3. Universal Access

The building needs to meet or exceed guidelines set out in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly with the understanding that many people experience temporary disabilities and many people with physical limitations who do not consider themselves disabled use the library, including but not limited to:

- ADA compliant access to all interior floor levels, such as elevators and stairways

- Service desks at ADA compliant height
- Shelving aisles at a minimum 36” wide – 42” preferred – and appropriate stack-end turnaround clearance for wheelchairs
- ADA compliant restrooms for public and staff
- Magazine and newspaper shelving that meets ADA requirements

D. Building Systems, Structure and Maintenance

1. Acoustics

Acoustical conflicts and inadequate noise control are problems that users mention frequently when asked what improvements they would make to their library. The design needs to:

- Create acoustical zones that separate public areas into quiet, medium and highly active, noisy spaces.
- Insulate interior spaces from sources of exterior noise, such as nearby streets or rail lines.
- Buffer noise generated by Library staff in the course of their duties from disturbing the public.
- Ensure that spaces in which events and programs are held have excellent acoustical characteristics.
- Control noise generated by the Library and its site from disturbing its neighbors.
- Control noise and vibration generated by the building mechanical equipment.

Each space in the building needs to meet acoustic criteria that include standard noise criteria rating requirements, as shown below¹.

Space Type	Noise Criteria Rating
Open Public Areas (Circulation, Reference)	35 – 40
Computer Work Areas	40
Private Offices	30 – 35
Open Staff Work Areas	35 – 40
Copy Rooms	40
Teleconference Rooms	Max. 25
Reading Rooms	25 – 30
Classrooms, Training Rooms	25 - 30

Effective acoustic control strategies for libraries include:

- Space layouts in which main traffic patterns avoid quiet areas and effectively separate active, noisy areas from areas intended for quiet reading and study
- Enclosed spaces for small groups to work together
- Thoughtful, effective use of sound absorbing building materials
- Careful specification, selection and placement of mechanical and electrical equipment

¹ Salter, Charles M. *Acoustics for Libraries*. California State Library for the Libris Design website, no date.

- Careful design and layout of programming spaces and meeting rooms
- Careful specification and selection of audiovisual projection equipment

Acoustical issues related to specific spaces and services are noted in the Space Descriptions that follow.

2. Building Finishes

a. Floor Coverings

Floor coverings should be both attractive and durable. High-quality, commercial grade, anti-static nylon carpet square floor covering is preferred for most public and staff spaces. Resilient floor coverings, such as vinyl, cork, linoleum, rubber or composites, rather than carpet, should be considered for the following areas.

- Public entrance and lobby
- Meeting rooms
- Kitchen areas
- Storage and supply rooms
- Restrooms
- Copy machine areas
- Staff entrance
- Materials return and sorting space

b. Wall coverings

Wall coverings should be durable and appropriate to the space. Painted surfaces should use high quality, standard paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the public entrance. Fabric wall coverings should be avoided except where tackable surfaces are specified. Durable corner guards and chair rails should be considered in areas where book trucks, stacking chairs and other items with high-risk for wall damage are in use.

c. Restrooms

Restroom walls and floors require durable, vandal resistant coverings such as ceramic tile.

3. Sustainable Design

Independent of whether or not the City decides to pursue LEED certification as part of the renovation, the building design should incorporate sustainable design principles to the extent feasible and enable the facility to operate with minimal dependence on energy. To the extent feasible, building systems, windows, lighting and building materials should be selected and specified on the basis on their contribution toward lowering overall the building life cycle costs, without reducing the functionality of the building.

4. Electrical Power and Data

a. Overall

The facility must have powerful, flexible power and data distribution systems that can support the Library's current and future wiring and cabling needs. A detailed, specific technology program should be developed in addition to the building program, prior to initiating the renovation design, to provide the information needed to appropriately design and specify building technology infrastructure.

Over time, the Library may reconfigure interior spaces to meet changing service needs. This may include repositioning computer equipment or installing new equipment. The building needs built-in capacity to accommodate these changes, through ready access to electrical and data outlets in the floor and furniture raceways, universal and unobstructed wireless access and generous capacity in electrical and telecommunications closets, conduit and under-floor raceways.

The public must be able to plug in portable digital devices at every seat in the public space, in every enclosed study space and within the meeting room.

Wire management associated with furniture both in the public spaces and at the service desk needs to allow efficient work surface access to power and data, with no wiring exposed or hanging loosely from furniture. Power and data locations need to be coordinated with furniture layouts in a timely manner to ensure that interfaces with tables and other furniture are not awkwardly placed or cause tripping hazards.

The Library data network requirements are extensive. The technology program will call out its needs in detail and is a major driver of the building infrastructure design.

b. Data Closet

Power to this room should be filtered and on dedicated circuits. Equipment racks need ample working space both front and back (36" to 42" inches clearance). Continuous air conditioning to this space is required that ensures a temperature range of 62 to 80 degrees and 20% to 55% relative humidity. See Space Description 5.12 for specific information about this space.

5. Lighting

a. Overall

Light quality within the Library is a prime design consideration. Lighting must be uniform throughout each space without glare or excessive contrast. All public and staff occupied spaces should have optimum access to natural light. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality are retained.

b. Lighting levels

Lighting levels should meet recommendations based on the *Illuminating Engineering Society Handbook*, 2000 edition or later.

Reading Areas: 30 – 40 footcandles average, measured at the desktop, augmented by task lighting where appropriate.

Shelving Areas: 6 – 35 footcandles, measured vertically at any height along the book stack face to achieve a 6-to-1 maximum-to-minimum ratio across the stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as the required lighting level is achieved.

Service Desk: 40 – 50 footcandles average measured at the countertop.

Conference and Study Rooms:

30 – 40 footcandles average measured at the tabletop.

Staff Work Areas: 40 – 50 footcandles average, measured at the desktop, augmented by task lighting where appropriate.

Meeting and Programming Spaces:

30 – 40 footcandles average with all lights on. Lighting should be dimmable or switchable to provide approximately 2 footcandles for note-taking during AV presentations.

c. Lighting fixtures and light sources

Lighting fixtures should effectively control glare, through shielded parabolic louvers in downlights, uplighting and other similar techniques. Indirect lighting throughout the building is preferred. Lighting in areas in which computer use is intense (e.g., public computers, staff workroom) should meet standards for visual display terminal lighting.

Fluorescent lighting, in warm, medium or cool color with a color-rendering index of 82, is preferred for general use. Use electronic ballasts whenever possible. Avoid incandescent lamps due to life-cycle costs. Minimize the number of different lamp types used to simplify maintenance and economize on lamp stocking. Avoid placing light fixtures in inaccessible locations that will require special scaffolding for access.

Make optimal use of daylighting principles to reduce energy costs and enhance building sustainability without undue direct sunlight falling on book stacks, display areas or seating spaces. Consider exterior shading devices or similar strategies to minimize solar heat gain and diffuse sunlight along east, south and west-facing windows.

d. Lighting controls

Library lighting, including task lights, should be controlled by a programmable timer system that staff can turn off all lights at once or turn on only selected lights. The control system must include a manual override.

e. Emergency and exit lighting

Emergency and exit lighting should be included in the lighting plan, with capacity to light the building for at least one hour during power outages. The emergency lighting system needs to have a means of being tested without triggering security of fire alarms.

6. Building Maintenance

Building finishes must be durable and not require frequent painting or staining. Finishes such as high quality masonry, pre-cast concrete or similar products are preferable to wood or stucco. Vandal-resistant finishes are recommended, including graffiti retardant coating applied to all appropriate exterior surfaces from grade to a height of at least twelve feet and features that deter skateboarding.

Use durable building finishes that will stand up to years of heavy use and that contribute to an environmentally sound building. Consider giving preference to building materials 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, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal-resistant. Consider corner guards at appropriate locations in both public and staff work areas and chair rails on walls adjacent to areas where book trucks may congregate.

Renovate the building with low maintenance in mind, both inside and outside. This is a prime consideration for the selection of building materials, finishes, mechanical systems, furnishings, and equipment. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

7. Mechanical Systems and Plumbing

The building mechanical systems provide air distribution throughout all interior spaces. The system needs to ensure comfortable and steady air flow with temperatures and relative humidity within ranges recommended for personal comfort and health, including the following requirements:

- Ventilation units should be zoned according to the intended use, occupancy level, orientation and hours of operation of each space.

- Exhaust fans should be provided for restrooms and food preparation areas, at appropriately specified levels.
- Mechanical equipment with rotating and reciprocal motors should be isolated to prevent transmission of noise or vibration. Reading and study areas, meeting rooms and other spaces considered sensitive to noise should be provided with acoustically treated ducts. Acoustically rated interior partitions that are penetrated should be sealed with acoustically rated sealant.
- Mechanical areas for air handling units should provide sufficient free space for proper air flow and maintenance and positioned to mitigate acoustical impact on adjacent spaces.
- Provide adequate venting in areas with equipment that emits significant airborne particles, such as copy machines.

Sustainable approaches to air distribution and temperature control should be given strong consideration, including natural ventilation, window orientation and exterior overhangs at east, south and west facing windows.

Plumbing

Restrooms should be easy to find and accessible, designed for durability and resistant to vandalism. Avoid single occupancy restrooms for the public except for family restrooms that serve children and families.

Restrooms should be designed using the following criteria:

- Each plumbing fixture should be equipped with a separate shut-off valve, located for convenient maintenance access.
- Energy efficient strategies, such as shut-off faucets, should be employed in all restrooms.
- Fixtures should be wall-mounted and cubicle partitions ceiling-mounted for easy maintenance.
- Floor and wall finishes should be hard surfaces, such as ceramic tile, coved at the point at which the floor and wall meets.
- Each restroom needs a sloping floor drain and hose bib.
- Restrooms must be ADA compliant with entrances that ensure easy entrance by people in wheelchairs.
- Vandal resistant fixtures and finishes within restrooms are essential.
- Restrooms should be separately vented and acoustically isolated from adjacent spaces.

The following specifics are required in all restrooms:

- Soap dispensers must be tamper resistant and mounted directly over the sink to avoid soap and water drips on the floor or counter.
- Consider both paper towel dispensers and air drying units, per City preference.
- Baby changing tables are required
- Consider low flush toilets
- Consider purse/parcel shelves in each stall

E. Technology

1. Overall

The building needs a power and data infrastructure that can support a technology-rich array of services over time. Over time, the Library will continue to provide public access to the online world through a constantly evolving configuration of digital equipment. The building must be designed to support introduction of new technologies to the optimum extent feasible. The power and telecommunications plans for the building should be designed for flexibility, in effect to “future proof” the Library for the next ten to twenty years. Under-floor plenums, wireless access networks and other strategies should be considered throughout the building.

2. Data network and wire management

The Library data network requirements are extensive. Wiring must be color-coded, tamper-resistant, numbered and easily accessible to staff. Network security and access control are critical.

Use concealed wire management strategies wherever electronic equipment is located (e.g., public computers, service desks, staff workroom). Allow easy access to power and data at or slightly above work surface height. Prevent exposed wiring on the floor or exposed below furniture work surfaces. The power and data interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic or exposure to tampering.

Conduit should be sized for Category 6 (100Mbps) universal twisted pair copper or better.

Provide power and data to support online interactivity for demonstrations and programming in the meeting room and, if feasible, the conference rooms.

3. Public computers

The Library will offer public online access at desktop computer workstations and portable digital devices for in-library checkout. Over time, the ratio of desktop to portable workstations may shift and seating allocated to desktop workstations may be re-allocated to other functions. The public space needs to support reconfiguration of public technology to the extent feasible.

On opening day, each public computer workstation with a desktop computer needs a work surface that accommodates a flat screen monitor and keyboard as well as clear work space for note-taking and research.

The design team needs to confer with IT staff during design to obtain specifications and dimensions of equipment to accommodate on these work surfaces – for adults, teens and children. Placement and orientation of equipment must consider avoidance of screen glare and must maintain a balance between visual surveillance by staff and a measure of privacy for each user.

F. Service Points, Staff Work Spaces and Storage Areas

1. Service Desk

The Library will have one combined service point, the Service Desk, located facing the public entrance. The service desk must be visually prominent and welcoming. Staff will move back and forth between the desk and the public areas on an ongoing basis, helping customers as needed.

The service desk space has been programmed to include the desk itself as well as circulation space behind and in front of the desk. The desk must have effective concealed wire management for computer equipment located on the service counter.

The desk must be oriented so that staff face customers as they approach, with generous queuing space for the public. The counter should be at either ADA accessible counter height (34" above the floor maximum) or desk height (approximately 29" above the floor), depending on discussions with Library staff during design. The desk must accommodate children and people in wheelchairs, both public and staff.

The desk countertop should be durable and easily cleaned. A purse shelf and toe space at the foot of the desk should be considered for maintenance and to keep the countertop clear. Floor cushioning is critical on the staff side of the desk. Counters should be approximately 24" deep with a minimal 6' of lateral space at each staff position.

2. Staff Work Spaces

Most staff will work in the public space or in the staff workroom. One private office is needed for the Library Director. Workstations in the common workroom should be modular office work group furniture. Flexibility is a prime consideration in this space, to support changing work requirements over time.

3. Storage Needs

The Library needs dedicated, secure, well organized storage space for supplies and small equipment to operate the facility as well as storage for programming. The program designates specific storage areas for several functions. These need to be respected to ensure staff productivity.

4. Volunteers

The Library uses community volunteers for a variety of functions and anticipates increasing use of volunteers over time. The program identifies volunteer work space and factors the volunteer work force into break areas and other support spaces.

G. Movable Furniture and Shelving

1. Seating and Tables

Movable furniture must be flexible and able to support reconfiguration of the public space over time. All table and lounge seating needs to accommodate laptop computer plug-in, preferably at the tabletop, rather than at floor level, for safety and user convenience.

2. Shelving

The collection will be shelved on a combination of wide-footprint display shelving with sloping shelves and standard, adjustable, 36” wide metal shelving, wall-mounted or freestanding, at various heights from 45” to 78”. All shelving must meet seismic bracing requirements. *Appendix B* listed specific shelving requirements throughout the building.

Distribute seating among the shelving areas to the extent feasible, to provide convenient seating for customers as they browse or consult the various parts of the collection.

H. Signage and Wayfinding

1. Exterior

A large-scale, high visibility sign with the name and address of the library is needed outside the building, clearly visible day or night.

Additional exterior signage is recommended, visible at the entrance, with the following information. This signage must be easily revised by Library staff.

- Library service hours
- Library Internet address

2. Interior

Consistent, easily understood signage and wayfinding is needed throughout the public space. Signage must use clear, logical visual and textual hierarchies that allow visitors to find their way through the building, readily interpret signage and communicate directions to others.

Major signs that identify the service desk and primary spaces need to be oriented toward the most used approach to each space and designed in coordination with the building space planning, interior finishes and reflected ceiling plan.

In keeping with space flexibility, signage must be specified for easy relocation and re-installation. Secondary signage, such as stack end signs, must be designed and specified for easy, economical revision by Library staff.

V. Space Descriptions

Spaces Summary

		Square Feet	
1.1	Public Entrance/Lobby	104	
1.2	Public Restrooms	IN GSF	
1.3	Meeting Room	1,550	
1.4	Meeting Room / Programming Equipment Storage	164	
1.5	Café / Vending Area	277	
1.6	Friends of the Library Book Store	80	
1.7	Book Donations Sorting Space	160	
1.8	Community Information	25	2,360
2.1	Service Desk	283	
2.2	Reserves Pickup/Self Checkout Area	100	
2.3	Browsing Area / Media + New Books	601	701
3.1	Public Computers	252	
3.2	Adult Fiction Books	586	
3.3	Adult Nonfiction Books	771	
3.4	Spanish Language Collection	110	
3.5	Quiet Reading	240	
3.6	Magazine + Newspaper Browsing	330	
3.7	Local History/ Astoriana Collection	305	
3.8	Adult Open Seating	476	
3.9	Conference/Collaboration/Tutoring Rooms A/B	200	
3.10	Conference/Collaboration/Tutoring Room C	150	
3.11	Teen Space	491	
3.12	Digital Learning / Creative Space	434	4,345
4.1	Children's New Books + Media	170	
4.2	Children's Computers	132	
4.3	Children's Fiction + Nonfiction	816	
4.4	Picture Books	367	
4.5	Families / Early Literacy Space	340	
4.6	Storytime Space / Family Reading Space	498	
4.7	Children's Programming Storage	58	
4.8	Family Restroom	IN GSF	2,381
5.1	Director's Office	155	
5.2	Staff Workroom	719	
5.3	Sorting and Returns	325	
5.4	IT Repair / Workshop / Storage	230	
5.5	Mail and Deliveries / Staff Entrance	118	
5.6	Donations Receiving	65	
5.7	Supplies and Equipment Storage	130	
5.8	Data Closet	74	
5.9	Staff Lounge / Lockers / Coat Closet	246	
5.10	Staff Restroom	IN GSF	
5.11	Custodial / Maintenance Services	90	
5.12	Closed Stacks / Preservation Workspace	464	2,616
	Library Net Assignable Square Feet:	12,686	
	Library Gross Square Feet @ 70% Efficiency:	18,122	

1.0 Entrance Area/Meeting Room

1.1 Public Entrance/Lobby

Square Feet: 104 sq ft + circulation space in GSF

Target Audience: All visitors

Occupancy: 6 - 18

Functional Description:

The Library should have a primary public entrance, well lighted and welcoming with easy opening doors that people of all ages and physical abilities can use. The entrance should be convenient to parking and pedestrian routes from downtown. Access to the meeting room and to public restrooms should lead directly from the entrance, with a roll-down grill at the edge of the lobby to allow meeting room events to be scheduled independent of Library open hours.

Orientation and wayfinding from the entrance into the building interior must be clear with ample circulation space to accommodate the ebb and flow of incoming and outgoing visitors.

The Friends of the Library will manage a book store located close to the lobby, stocked primarily with items donated by the public. The service desk, reserves pickup, self checkout area and browsing area need to be visible from the entrance.

Return slots for drop-off of Library books and AV materials, accessible 24/7 whether or not the Library is open, are needed adjacent the entrance at the exterior building perimeter or in the Library lobby, if it is open when the Library is closed. The return slots will be part of an automated materials handling system (AMH system) that transports returns via a conveyor to an enclosed Sorting and Returns work space. One return will be part of the AMH system. The second slot will be a manual return that will operate when and if the AMH system is temporarily not operational.

A glass enclosed display case, either freestanding or wall-mounted, will be in the lobby, maintained by Library staff. Wiring and space for RFID equipment is required at the inner edge of the lobby, compatible with the RFID inventory control and circulation system being considered by the Library. Wall space is needed for a large flat screen wall-mounted monitor announcing upcoming events both at the Library and in the City.

Spatial Relationships:

Direct Adjacency:

- 1.2 Public Restrooms
- 1.3 Meeting Room
- 1.5 Café / Vending Area
- 5.3 Sorting and Returns

Proximity:

- 1.6 Friends of the Library Book Store

1.1 Public Entrance/Lobby

Sightline:

- 2.1 Service Desk
- 2.2 Reserves Pickup/Self Checkout Area
- 2.3 Browsing Area / Media + New Books
- 4.1 Children's New Books + Media

Acoustics: Conversations generated by incoming and outgoing visitors need to be buffered so that noise does not migrate into the Library space. Avoid floor surfaces that generate loud footfalls and harsh acoustical reverberation.

Lighting: General lighting levels of 15 to 20 footcandles are required. Ensure adequate lighting over material return slots. Avoid lighting within display cabinets to prevent heat buildup.

Power/Technology: Materials theft detection devices have specific power/data requirements that must be coordinated with the vendor.

Environmental Conditions:

Air ventilation in the lobby needs to be zoned separately from the Library interior. Design the entrance to prevent exterior conditions such as rain and wind from intruding into the interior spaces.

Components:

Public Entrance/Lobby	Quantity	Item	SF/Item	Total SF
display case, glass-enclosed, approx 6'w x 5'h x 1.5'd (wall-mounted or freestanding)	1	case	30	30
RFID inventory control/security system portals	1	pair	12	12
return slots, exterior / accessible 24/7 , linked to Sorting + Returns	2	return slots	6	12
flat screen monitor, large, wall-mounted for announcements + marketing	1	monitor	0	0
clear wall/floor space for rotating art exhibits	1	space	50	50
Veterans' Memorial plaque, wall-mounted	1	plaque	0	0
total				104

1.2 Public Restrooms

Square Feet: in GSF

Target Audience: All visitors

Occupancy: Must meet local code requirements

Functional Description:

Restrooms must be designed for durability, ease of maintenance and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted for effective maintenance. Floor and wall covering should be ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to catch soap leaks and prevent water drips on the floor. Install motion-activated paper towel dispensers and a baby changing counter in both men's and women's restrooms, and parcel/purse shelves in each stall.

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

Avoid single-use public restrooms, with the exception of a family restroom that serves parents and children.

Spatial Relationships:

Direct Adjacency:

1.1 Public Entrance/Lobby

1.3 Meeting Room

Proximity: None

Sightline: None

Acoustics: Ensure effective acoustic separation of restrooms from other occupied areas of the building.

Power/Technology: N/A

1.3 Meeting Room (dividable into two spaces)

Square Feet: 1,550 sq ft

Target Audience: All visitors

Occupancy: 125 adults when seated in chairs arranged auditorium style

Functional Description:

The meeting room will be in constant use as a venue for Library-sponsored programs and for community events. Events will range from children’s summer reading celebrations to author readings to movie nights.

AV projection and sound amplification equipment and ceiling-mounted projection equipment, dimmable lighting, projection of online demonstrations and similar features should be designed for use in either portion of the room or when the entire room is in use.

Secure adjacent storage for 125 stacking chairs, 12 lightweight folding tables and meeting supplies is required. Corner guards, chair rails and a resilient floor covering adjacent to the kitchenette should be considered to save wear and tear on wall and floor surfaces.

Kitchen:

An adjacent, enclosable refreshment prep kitchenette is needed. It will be used frequently to prepare refreshments and to receive and temporarily store prepared food for Library programs and community events. It will need a work counter equipped with a commercial grade double sink, a full refrigerator, microwave oven, and lockable cabinets above and below.

Spatial Relationships:

Direct Adjacency:

- 1.1 Public Entrance/Lobby
- 1.2 Public Restrooms
- 1.4 Meeting Room / Programming Equipment Storage

Proximity: None

Sightline: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. The space must be acoustically insulated to contain sound.

Power/Technology: Floor-mounted and wall-mounted electrical outlets are needed throughout the space to support laptop computer use.

1.3 Meeting Room

Components:

Meeting Room (dividable into 2 spaces)	Quantity	Item	SF/Item	Total SF
chairs, nesting or stacking	125	seats	12	1,500
tables, folding, lightweight, 30" x 60"	12	tables	0	0
podium, mobile (SF included in seating)	1	podium	0	0
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
kitchenette with double sink, counter, cabinets above/below, full refrigerator	1	space	50	50
total				1,550

1.4 Meeting Room/Programming Equipment Storage

Square Feet: 164 sq ft

Target Audience: Library staff, volunteers, event organizers

Occupancy: 0 - 2

Functional Description:

A secure storage room is needed, directly adjacent to the Meeting Room, to provide storage for stacking chairs mounted on dollies, folding tables and access to Meeting Room AV/data projection equipment controls. Placement and access to the room must accommodate both portions of the meeting room when divided.

Spatial Relationships:

Direct Adjacency:

1.3 Meeting Room

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: Electrical and data outlets must support AV and other projection equipment

Components:

Meeting Room / Programming Equipment Storage	Quantity	Item	SF/Item	Total SF
dollies, mobile, for stacking chairs	12	dollies	6	72
table trucks for folding tables	4	dollies	10	40
equipment rack for meeting room AV projection equipment	1	rack	10	10
laptop storage/recharging station, 12-laptop capacity, mobile	1	storage unit	12	12
clear space for storage of easels, equipment, programming supplies	1	space	30	30
total				164

1.5 Café / Vending Area

Square Feet: 277 sq ft

Target Audience: All visitors

Occupancy: 6 - 12

Functional Description:

This space, located directly off the lobby, will offer visitors a comfortable, casual spot to purchase and consume hot and cold beverages while they read, use their digital devices or chat with friends at café tables or a laptop counter. Vending machines will be self service.

Library policies regarding food and drinks within the building need to be reviewed to incorporate this service.

Spatial Relationships:

Direct Adjacency:

- 1.1 Public Entrance/Lobby

Proximity: None

Sightline: None

Acoustics: Noise spillage from conversations here should be contained within the lobby and not drift into the Library proper.

Lighting: Needs to complement the space, provide sufficient light for reading without creating screen glare.

Power/Technology: Electrical outlets at each counter seat and multiple outlets at each table.

Components:

Café / Vending Area	Quantity	Item	SF/Item	Total SF
coffee vending machine - "Barista" unit - 21"d x 15"w	1	machine	6	6
cold drinks vending machine	1	machine	15	15
condiments table, 4' x 2'	1	table	16	16
café tables + seating @ 2-place tables	8	seats	22	176
laptop counter, 10' x 2'	4	seats	16	64
total				277

1.6 Friends of the Library Book Store

Square Feet: 80 sq ft

Target Audience: All visitors

Occupancy: 2 - 5

Functional Description:

Library visitors will be able to browse the Library's used book store, highly visible and located close to the lobby. The Friends of the Library will manage the store, keeping the shelves stocked with attractive titles and frequently changing displays of books and other items for sale.

A secure, self-service payment box will be mounted in the wall within the space, in a visible location that deters vandalism.

The book store will be considered a high profile retail space, open and attractive. Donations will be received and sorted elsewhere, in enclosed space allocated to Friends volunteers. A designated donation receiving point is recommended adjacent to the staff as well as a roomy sorting and storage space dedicated to donations, apart from staff work space. The sorting room may be located in the basement as long as a reliable elevator service exists between the two floors.

Spatial Relationships:

Direct Adjacency: None

Proximity:

- 1.1 Public Entrance/Lobby
- 1.7 Book Donations Sorting Space

Sightline: None

Acoustics: Wall, ceiling and floor surfaces should absorb sound and cushion the space from the lobby.

Lighting: Lighting over shelving should match lighting levels in Library shelving areas. Supplemental downlighting over display units should be considered.

Power/Technology: None

Components:

Friends of the Library Book Store	Quantity	Item	SF/Item	Total SF
shelving, 66"h with 5 shelves, for sale book display	8	SS sections	10	80
payment box, wall-mounted, self service	1	box	0	0
total				80

1.7 Book Donations Sorting Space

Square Feet: 160 sq ft

Target Audience: Book sale workers

Occupancy: 2 - 6

Functional Description:

This area will provide a secure, dedicated space in which volunteers can sort and process donations for sale in the book store next to the lobby. The room will include clear space for receiving and sorting incoming donations, work tables and some shelving. If space allows, planning for a desk and computer is recommended to accommodate possible future expansion into online books sales.

Although the location of this space will be determined by the building layout, convenient access between the sorting area and the book store is important for re-stocking shelves and effective management of the store.

Space has also been allocated for a possible drop box to be located at an appropriate spot either inside or outside the building.

Spatial Relationships:

Direct Adjacency: None

Proximity:

1.6 Friends of the Library Book Store

Sightline: None

Acoustics:

Donation sorters will move book carts in and out of this space on a daily basis. The area must be acoustically buffered to keep noise from intruding into nearby spaces. In addition, the space itself must be acoustically treated to ensure comfortable working conditions within the room.

Power/Technology:

Power and data connections are required at the desk for a computer workstation, printer and telephone.

Components:

Book Donations Sorting Space:	Quantity	Item	SF/Item	Total SF
work tables for book sorting, 5' x 3'	2	tables	30	60
shelving, 84", for sorting and storage	4	SS sections	10	40
clear floor space for incoming donations, temp box storage	1	space	50	50
donation drop box (location TBD)	1	box	10	10
total				160

1.8 Community Information

Square Feet: 25 sq ft

Target Audience: All visitors

Occupancy: 1 - 3

Functional Description:

The Library is a primary community resource for information about upcoming community events, local publications, sources of assistance available to community members, local government information, classes and learning opportunities, job listings and publications such as DMV booklets and bus schedules.

This area will be a visible focal point for browsing community-related information. A custom designed, wall-mounted cabinet is recommended to provide attractive, high visibility display for this material. Traditional tackable wall surfaces and Plexiglas brochure holders of varied sizes will be complemented by a large flat screen monitor for digital announcements located in the lobby. The unit will need secure space built into the unit base for storage of additional supplies.

Spatial Relationships:

Direct Adjacency: None

Proximity: Along main path of travel within central public space

Sightline: Along main path of travel within central public space

Acoustics: N/A

Lighting: Downlights above the display should be considered.

Power/Technology: N/A

Components:

Community Information	Quantity	Item	SF/Item	Total SF
community information display unit, wall-mounted, with brochure + free publication racks, bulletin board, with storage below, 5'L x 4'H x 1.5'D	1	unit	25	25
total				25

2.0 Central Public Spaces: Service Desk / Checkout / Browsing

2.1 Service Desk

Square Feet: 283 sq ft

Target Audience: Visitors who need assistance using Library resources

Occupancy: 1 – 2 staff; 1 – 6 public

Functional Description:

While the Library space layout will facilitate independent use of the Library, it is important that visitors can find staff when they need help, either as they enter the building or later on. The service desk must be visible, accessible and welcoming to all users.

The Library staff will be mobile, moving through the building to provide help as needed. The desk should have a compact footprint and still create sufficient space within that footprint to allow two staff members to move about efficiently without getting in each other's way. It is essential to relocate tasks that can be handled away from the desk, such as check-in and sorting of returning materials. At the same time, the public must perceive and respect the area behind the desk as 'staff-only' space.

The service desk will be the primary service point for visitors. Staff here will monitor activity in the central public space as well as in as much of the balance of public spaces as possible.

Each staff position will include a computer, telephone handset and convenient storage for forms and handouts. Ample clear counter space is essential at each position, especially if the Library invests in RFID technology, to ensure that materials placed on the counter are not inadvertently checked out.

A printer will be shared between the two positions, located behind or under the desk counter. Lighting over the desk counter needs to be strong and consistent, without glare or direct daylight, to support comfortable reading and viewing of print and computer screens.

Ergonomic and accessibility design principles are critical to the desk design. The counter should be 29" to 34" inches above the floor (sit-down desk height to maximum ADA height) to offer comfortable interaction with children and people in wheelchairs. Ample clear counter space is essential at each position.

Visitors will check out laptop computers for in-library use here. Space is needed behind the desk for a laptop storage and recharging unit as well as for secure reserve shelving. AV collections will be located in the public space for self service browsing. A secure media vending kiosk is recommended to house AV items that are at high risk for theft (described in Space 2.3).

Several services will be positioned outside the desk footprint, in adjacent space – an additional return slot that empties into the Sorting and Returns area, public workstations for self-service computer sign-ups and for one-on-one online demonstrations, a copy machine and associated work space, and space for seasonal tax form display.

2.1 Service Desk

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:

- 1.1 Public Entrance/Lobby
- 2.3 Browsing Area
- 3.1 Public Computers
- 3.11 Teen Area
- 3.8 Adult Open Seating
- 3.9 Conference/Collaboration/Tutoring Rooms A/B
- 3.10 Conference/Collaboration/Tutoring Room C
- 4.2 Children's Computers
- 4.3 Children's Fiction + Nonfiction
- 4.4 Picture Books
- 4.8 Family Restroom

Acoustics: Activity here will often be brisk and sometimes noisy. Lay out the space and use building finishes to minimize noise spillage into the rest of the Library.

Lighting: Provide 40 – 50 foot-candles average, measured horizontally at the counter top, carefully coordinated with computer screen locations, to minimize glare. Consider supplemental lighting over the counter, as needed, to allow sufficient lighting levels.

Power/Technology: Provide standard power/data outlets at each position, conveniently mounted under the counter, with effective wire management that prevents the appearance of loose cables or wiring on the counter or behind the desk. Provide dedicated power outlets for laptop recharging and copy machine.

2.1 Service Desk

Components:

SERVICE DESK	Quantity	Item	SF/Item	Total SF
WITHIN DESK FOOTPRINT				
staff positions at service counter, w computers	2	positions	50	100
cash register behind desk	1	register	6	6
laptop/tablet storage/recharging station, 12-unit capacity, w 12 devices	1	storage unit	12	12
book truck parking	2	trucks	8	16
shelving, wall-mounted, 78" h, for secure reserves	1	SS section	10	10
shelving, 66", for adult reference books	1	DS section	17	17
shelving, 66", for children's reference books	1	DS section	17	17
IN ADJACENT SPACE OUTSIDE DESK FOOTPRINT				
computer, PC reservation station	1	wkstn	25	25
return slot, interior (empty into Sorting Room)	1	return slot	12	12
demonstration computer, stand-up	1	wkstn	12	12
copy machine, standard	1	machine	30	30
debit card dispenser, change machine	1	each	4	4
copier storage cabinet with work counter + small equipment (e.g., stapler)	1	cabinet	16	16
display space for tax forms during tax season	1	space	6	6
total				283

2.2 Reserves Pickup / Self Checkout Area

Square Feet: 100 sq ft

Target Audience: All visitors

Occupancy: 2 – 6 (to accommodate family groups)

Functional Description:

Self-service checkout utilizing RFID technology is strongly recommended for the Library, to improve operational efficiency and ease staff workload. Two self service units should be located in the central public space and a third unit located in the children’s area.

Self checkout needs ample circulation space for queuing and to allow family groups to gather as each person checks out his or her items. While adjacency to the entrance is not necessary or even preferred, customers should be able to see this space as they enter the Library or as they conclude their visit. Many customers will visit the Library expressly to browse for new books and media, check out material and exit the building. This area must be designed to accommodate constant ‘quick in/quick out’ activity.

Each self checkout unit needs a clear work surface approximately 18” x 18” on each side to provide customers with a clear work surface while they check out.

Shelving for books and media on hold should be positioned adjacent to the self checkout units, with generous circulation space to accommodate several people browsing at once for items they have on reserve. Some proximity to the staff workroom is recommended since staff will place new items on the hold shelves throughout the day.

Spatial Relationships:

Direct Adjacency: None

Proximity:

5.2 Staff Workroom

Sightline:

1.1 Public Entrance/Lobby

2.1 Service Desk

Acoustics: N/A

Lighting: Lighting over shelving should match lighting levels over Library shelving.

Power/Technology: N/A

Components:

Reserves Pickup / Self Checkout Area	Quantity	Item	SF/Item	Total SF
self-checkout machines	2	machines	30	60
shelving 78", for reserves, 5 shelves high	4	SS sections	10	40
total				100

2.3 Browsing Area / Media + New Books

Square Feet: 601 sq ft

Target Audience: Adults, Teens, Families

Occupancy: 6 - 30

Functional Description:

This space will be one of the busiest, most visited areas of the Library. Many visitors will enter, make a beeline for the browsing shelves, find books or media that interest them, check out their materials and exit the building. The area needs to be visible from the entrance, with excellent lighting and generous circulation space that draws customers in and allows them to browse without impeding traffic flow.

Most new books and all media (other than children’s media) will be displayed here on retail display, bookstore-like shelving. Slatwall end panels will maximize the display potential of the space. Some proximity to the children’s new book and media display is important since family groups will tend to browse in both areas.

The Library is considering a secure media vending kiosk for checkout of DVDs that are high-risk for theft. This kiosk would also be located here. See *Appendix E* for typical vending product information. Additionally, as the Library’s access to digital collection grows, a companion kiosk that offers ebook availability browsing should be considered. Space has been allocated for such a kiosk, also illustrated in *Appendix E*.

A bench will be placed within the area for browsers’ comfort.

Spatial Relationships:

Direct Adjacency: None

Proximity:

- 4.1 Children's New Books + Media

Sightline:

- 1.1 Public Entrance/Lobby
- 2.1 Service Desk

Acoustics: N/A

Lighting: Lighting over shelving should meet recommended lighting levels in Section IIID5.

Power/Technology: Provide dedicated power and data to accommodate the media vending kiosk.

2.3 Browsing Area

Components:

	Quantity	Item	SF/Item	Total SF
Browsing Area / Media + New Books				
shelving, display, wall-mounted 'power walls' for high-visibility book display, 6'h x 4'w	2	SS units	16	32
display unit for publicizing ebooks/econtent	1	display unit	8	8
shelving, display gondola, 5'h x 2.5'w x 5'l, for browsing books, slatwall display @ each end	8	DS display units	42	336
AV media dispensing kiosk for high-risk collections, 5'w x 3'd, 500-item capacity	1	kiosk	30	30
shelving, display gondola, 5'h x 2.5'w x 5'l, for DVDs, slatwall display @ each end	2	DS display units	42	84
shelving, display gondola, 5'h x 2.5'w x 5'l, for audio books on CD, slatwall display @ each end	2	DS display units	42	84
shelving, 66" media browser bins for music CDs (or new media format)	1	DS section	17	17
bench, 2' x 5'	1	seat	10	10
total				601

3.0 Adult and Teen Spaces

3.1 Public Computers

Square Feet: 252 sq ft

Target Audience: Adults

Occupancy: 12 - 16 (when two people are using some of the computers together)

Functional Description:

Once the Library has been renovated, visitors will have access to an expanded array of technology including desktop workstations, laptops and other digital devices for public use. This group of computers will be the primary concentration of public access desktops for adults. The space should be positioned prominently toward the entrance to the adult area, convenient to customers as they enter the building. Alternately, they may borrow a laptop computer or digital tablet for in-library use, available at the service desk.

Additional computers for teens, children and families will be located in spaces designated for their use.

Generous clear work surface space is needed at each workstation as well as sufficient lateral space to allow two individuals to sit side by side facing the monitor. At a minimum, one workstation needs to offer print enlargement and other accessibility features. The design team needs to consult with the Library during design to obtain specific dimensions and specifications for all computer equipment in use in the building, to ensure that power/data distribution will accommodate the equipment.

Spatial Relationships:

Direct Adjacency: None

Proximity: Along main path of travel within central public space

Sightline:
2.1 Service Desk

Acoustics: Building finishes here need to mitigate machine and keyboard noise generated by the computers.

Lighting: Ensure that lighting (daylighting and artificial) in this area does not create screen glare or interfere with screen visibility.

Power/Technology: Provide network data drops and electrical outlets for each workstation, preferably integrated into the tables.

Other Issues: Computer equipment can generate heat build-up when grouped. Ensure that the space is zoned to accommodate this condition.

3.1 Public Computers

Components:

Public Computers	Quantity	Item	SF/Item	Total SF
computers, sit-down	6	wkstns	30	180
computers, sit-down - special purpose: job search, online learning	2	wkstns	30	60
networked printers/print release station	1	printer	12	12
total				252

3.2 Adult Fiction Books

Square Feet: 586 sq ft

Target Audience: Adults and Teens

Occupancy: 6 - 12

Functional Description:

Adult fiction books will be shelved in the browsing area and here, on 78" high, adjustable shelving with slatwall end panels to allow spot collection display. Mysteries, science fiction, general fiction, large print books and other genres should be clearly identified by eye-catching, large scale signage mounted on or above shelving.

An online catalog lookup station will be mounted on a compact stack-end shelf for customer convenience. A pair of lounge chairs will be placed adjacent to the large print and fiction shelves. This should be considered a quiet browsing space used primarily by adults, with proximity to the quiet reading space.

Browsers should be able to flow between fiction and non-fiction collections and the nearby open seating space for adults. Spanish speaking visitors should be able to conveniently browse both the adjacent Spanish Language collection and the English Language fiction and nonfiction.

Spatial Relationships:

Direct Adjacency:

- 3.3 Adult Nonfiction Books
- 3.4 Spanish Language Collection
- 3.8 Adult Open Seating

Proximity: None

Sightline: None

Acoustics: This area is intended for quiet browsing and reading.

Power/Technology: Power and data must be integrated into the shelving to support the stack-end online catalog. Each seat needs an adjacent electrical outlet for laptop use.

Components:

Adult Fiction Books	Quantity	Item	SF/Item	Total SF
shelving, 78" for fiction	18	DS sections	17	306
shelving, 78" for genre fiction	7	DS sections	17	119
shelving, 78" for large print books	5	DS sections	17	85
online catalog workstation @ stack end	1	station	6	6
lounge chairs	2	seats	35	70
total				586

3.3 Adult Nonfiction Books

Square Feet: 771 sq ft

Target Audience: Adults and Teens

Occupancy: 6 - 12

Functional Description:

Adult nonfiction books will be shelved in the browsing area and here, on 78” high, adjustable shelving with slatwall end panels to allow spot collection display. Nonfiction titles, biographies and oversize books should be clearly identified by eye-catching, large scale signage mounted on or above shelving.

An online catalog lookup station will be mounted on a compact stack-end shelf for customer convenience. Tables and lounge chairs will be available in the adjacent open adult seating space. This should be considered a quiet browsing space used primarily by adults, with proximity also to the quiet reading space.

Browsers should be able to flow between fiction and non-fiction collections and the nearby open seating space for adults. Spanish speaking visitors should be able to conveniently browse both the adjacent Spanish Language collection and the English Language fiction and nonfiction.

Individuals researching local and regional history will often need access to both the nonfiction and Astoriana collections. Some proximity between the two spaces is therefore recommended.

Spatial Relationships:

Direct Adjacency:

- 3.2 Adult Fiction Books
- 3.4 Spanish Language Collection
- 3.8 Adult Open Seating

Proximity:

- 3.7 Local History/ Astoriana Collection

Sightline: None

Acoustics: This area is intended for quiet reading and study.

Power/Technology: Power and data must be integrated into the shelving to support the stack-end online catalog.

Components:

Adult Nonfiction Books	Quantity	Item	SF/Item	Total SF
shelving, 78" for adult nonfiction, biographies	44	DS sections	17	748
shelving, 78" for oversize books	1	DS section	17	17
online catalog workstation @ stack end	1	station	6	6
total				771

3.4 Spanish Language Collection

Square Feet: 110 sq ft

Target Audience: Individuals and family groups seeking materials in Spanish

Occupancy: 2 - 6

Functional Description:

An estimated 10% of the Astoria population is Spanish speaking. Increased service to this part of the community will be a focus of the renovated Library. This area will provide browsable access to books in Spanish and language learning materials, complemented by a 2-person table for individuals and small groups to gather and converse.

Children’s material in Spanish will be shelved in the children’s area. Adjacency to English language fiction and nonfiction collections is important to serve bilingual visitors and language learners.

Generous circulation space should be included since family groups will often visit the space.

Spatial Relationships:

Direct Adjacency:

- 3.2 Adult Fiction Books
- 3.3 Adult Nonfiction Books

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: Each seat needs an adjacent electrical outlet for laptop use.

Components:

Spanish Language Collection	Quantity	Item	SF/Item	Total SF
shelving, 78", for Spanish language books	2	DS sections	17	34
shelving, 78", for language learning + ESL books	1	DS section	17	17
shelving, 78", for Language learning+ ESL AV media	1	DS section	17	9
seating @ 2-place tables	2	seats	25	50
total				110

3.5 Quiet Reading

Square Feet: 240 sq ft

Target Audience: Adults

Occupancy: 4 - 8

Functional Description:

This space will provide seating and study space for adults who need a quiet place devoted to concentrated individual work. The space may be an open area located along the perimeter of the main public space or a glass-enclosed room. Table seating may be a continuous work counter with laptop plug-in or movable furniture.

In addition, the adult open seating should be laid out with an eye to creating areas for quiet reading and study.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline: None

Acoustics: Building finishes should mitigate noise travelling from other parts of the public space.

Lighting: Task lighting may be necessary at each seat to ensure lighting levels conducive to long-term, concentrated work.

Power/Technology: Each seat needs an adjacent electrical outlet for laptop use.

Components:

Quiet Reading	Quantity	Item	SF/Item	Total SF
lounge chairs	4	seats	35	140
tables, occasional @ lounge chairs	2	tables	0	0
seating @ 1-place tables	4	seats	25	100
total				240

3.6 Magazine + Newspaper Browsing

Square Feet: 330 sq ft

Target Audience: All visitors; Adults considered primary audience

Occupancy: 4 - 8

Functional Description:

This area will be a preferred spot by adults for casual reading with a “living room” ambience. Individual tables for newspaper and magazine reading will be located here alongside browsing shelves for these collections. Additional seating will be located in the nearby Adult Open Seating space.

The area should be separate from high traffic or active areas. Views to the exterior are highly desirable

Spatial Relationships:

Direct Adjacency: None

Proximity:

3.8 Adult Open Seating

Sightline: None

Distance from: Active areas of building

Acoustics: This area is intended for quiet reading and study. Locate shelving in nearby areas to buffer seating from more active areas.

Power/Technology: Each seat needs an adjacent electrical outlet for laptop use.

Components:

Magazine + Newspaper Browsing	Quantity	Item	SF/Item	Total SF
shelving, 78"h w slanted sh, for magazine display + recent issues below	4	DS sections	26	104
shelving, 78"h w slanted sh, for newspaper display + recent issues below	1	DS section	26	26
2-place tables	8	seats	25	200
total				330

3.7 Local History / Astoriana Collection

Square Feet: 305 sq ft

Target Audience: All visitors; Adults considered primary audience although students of all ages may conduct research here.
 Researchers visiting from outside Astoria will also visit.

Occupancy: 2 - 6

Functional Description:

This space will house some of the Library’s most unique and valuable materials as well as provide a focal point for the City’s cultural heritage and civic pride. Furniture and finishes used here should be an upgraded quality and space should a point of pride within the building. Traditional collections – printed books, maps, photographs, newspaper index – will be complemented by digitized materials. The current microfilm reader/printer will eventually be replaced with digital equipment.

Shelving will be glass-enclosed for security.

Spatial Relationships:

Direct Adjacency: None

Proximity:
 3.3 Adult Nonfiction Books

Sightline: None

Acoustics: Wall and floor coverings and furniture finishes here need to emphasize the quiet study intention of the space.

Power/Technology: Each seat needs an adjacent electrical outlet for laptop use. Network data drops and electrical outlets are needed to support both current and future technology.

Components:

Local History / Astoriana Collection	Quantity	Item	SF/Item	Total SF
shelving, 78"h, glass-front, for Astoriana Collection	6	DS sections	17	102
newspaper indexes in card catalog cabinets	2	cabinets	20	40
atlas stand	1	stand	15	15
seating @ 4-place table	4	seats	25	100
microfilm cabinet	1	cabinet	18	18
microfilm reader/printer	1	station	30	30
total				305

3.8 Adult Open Seating

Square Feet: 476 sq ft

Target Audience: Adult visitors, primarily

Occupancy: 12 - 18

Functional Description:

This area supports and complements the adult book collections and the magazine and newspaper browsing space. It includes table seating, lounge seats with occasional tables and a laptop-friendly counter for computer users. All seating, however, needs adjacent electrical outlets so that laptops and other digital devices may be powered safely by users wherever they sit.

Visitors here may stay for extended time period. Seating should be comfortable and distributed and excellent acoustical properties. A gas-log fireplace is recommended here to enhance an ambiance of quiet comfort and reflection.

Spatial Relationships:

Direct Adjacency:

- 3.2 Adult Fiction Books
- 3.3 Adult Nonfiction Books

Proximity:

- 3.6 Magazine + Newspaper Browsing

Sightline: None

Distance from: Active areas of building

Acoustics: Locate nearby shelving to buffer seating from more active areas.

Power/Technology: Each seat needs an adjacent electrical outlet for laptop use.

Components:

Adult Open Seating	Quantity	Item	SF/Item	Total SF
seating @ 2-place tables	8	seats	25	200
laptop/study counter seating	6	seats	16	96
seating @ lounge chairs	4	seats	35	140
tables, occasional @ lounge chairs	2	tables	0	0
gas-log fireplace and hearth	1	fireplace	40	40
total				476

3.9 Conference / Collaboration / Tutoring Rooms A/B

Square Feet: 200 sq ft

Target Audience: Adults and Teens in small groups

Occupancy: 2 - 8

Functional Description:

This room will provide acoustically enclosed space in which small groups – students, business people, committees, book discussion groups, tutoring pairs, homeschoolers and others – will be able to work collaboratively without disturbing other visitors.

Ideally, the room will be dividable so that two groups can meet simultaneously, one in each space, and adjacent to Conference Room C. The rooms are intended to provide a flexible suite of collaborative spaces that can either work together as one space or used separately as two to three spaces.

The room will be outfitted with two conference tables and eight chairs and will provide wireless network access.

Visibility into the room is essential. At a minimum, one wall separating the room from the main public space needs to be glass enclosed from a height of 36” to the ceiling. The room should be located along the main path of travel in the public space and within sight of the service desk.

Spatial Relationships:

Direct Adjacency:

3.10 Conference/Collaboration/Tutoring Room C

Proximity: None

Sightline:

2.1 Service Desk

Acoustics: Building and furniture finishes should absorb sound and enhance the room’s acoustical qualities. The room should be designed to allow minimal noise spillage into adjacent spaces.

Power/Technology: The room needs wireless access as well as access to electrical power for laptop and other digital devices.

Components:

Conference/Collaboration/Tutoring Rooms A/B (dividable)	Quantity	Item	SF/Item	Total SF
table, conference	1	table	0	0
seating @ 4-place conference table	8	seats	25	200
total				200

3.10 Conference / Collaboration / Tutoring Room C

Square Feet: 150 sq ft

Target Audience: Adults and Teens in small groups

Occupancy: 2 - 6

Functional Description:

This room will provide acoustically enclosed space in which small groups – students, business people, committees, book discussion groups, tutoring pairs, homeschoolers and others – will be able to work collaboratively without disturbing other visitors.

The room will be outfitted with a conference table and six chairs and will provide wireless network access. This room will be adjacent to Conference Room A/B. The rooms are intended to provide a flexible suite of collaborative spaces that can either work together as one space or used separately as two to three spaces.

Visibility into the room is essential. At a minimum, one wall separating the room from the main public space needs to be glass enclosed from a height of 36” to the ceiling. The room should be located along the main path of travel in the public space and within sight of the service desk.

Spatial Relationships:

Direct Adjacency:

3.9 Conference/Collaboration/Tutoring Rooms A/B

Proximity: None

Sightline:

2.1 IService Desk

Acoustics: Building and furniture finishes should absorb sound and enhance the room’s acoustical qualities. The room should be designed to allow minimal noise spillage into adjacent spaces.

Power/Technology: The room needs wireless access as well as access to electrical power for laptop and other digital devices.

Components:

Conference/Collaboration/Tutoring Room C	Quantity	Item	SF/Item	Total SF
table, conference	1	table	0	0
seating @ 6-place conference table	6	seats	25	150
total				150

3.11 Teen Space

Square Feet: 491 sq ft

Target Audience: Teens and Tweens

Occupancy: 8 - 16

Functional Description:

This space is intended to offer Astoria’s youth a teen-friendly space that targets their needs – a pair of computers just for their use, browsing collections of print books, including graphic novels, audiobooks and magazines and comfortable, teen-centric seating. The space will provide both study and collaboration areas as well as space to just hang out.

The Library hopes that many teens will use the new, renovated Library building, both individually and in groups. While they will be encouraged to use the entire facility, it is essential to provide space that teens recognize as “their own” - space that tells them they are welcome. Wall displays, furniture choices and building finishes are needed that send a message both to teens and to adults that this is their special area.

This space should be visible from the service desk as well as acoustically separate from the main public space, although it can be a zone that is open or an enclosed room.

Adjacency to the planned Digital Learning Space is needed since teens will be major users of that service.

Spatial Relationships:

Direct Adjacency:

3.12 Digital Learning / Creative Space

Proximity: None

Sightline:

2.1 Service Desk

Acoustics: A somewhat higher level of ambient noise will be tolerated here. Acoustical treatment of the interior is therefore essential, to contain noise spillage.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space.

3.11 Teen Area**Components:**

Teen Space	Quantity	Item	SF/Item	Total SF
shelving, display gondola, 5'h x 2.5'w x 5'l, for YA browsing books, slatwall display @ each end	1	DS display unit	42	42
shelving, 78", for YA fiction	3	DS sections	17	51
shelving, 78" for YA nonfiction	2	DS sections	17	34
shelving, 78" for YA graphic novels / manga	2	DS sections	17	34
shelving, 78", slanted for YA magazine display + recent issues below	0.5	DS section	26	13
shelving, display gondola, 5' x 2.5', for teen audio books on CD	0.5	DS section	42	21
computers, sit-down	2	wkstns	30	60
seating @ 4-person round table or diner booth	4	seats	22	88
casual lounge seating	6	seats	12	72
laptop/study counter seating	4	seats	16	64
monitor, large screen, wall-mounted - for video viewing	1	monitor	0	0
Wii-type interactive digital station, mobile	1	station	12	12
wall-mounted display boards	2	boards	0	0
total				491

3.12 Digital Learning / Creative Space

Square Feet: 434 sq ft

Target Audience: All visitors

Occupancy: 4 - 15

Functional Description:

This space will be a center for creative activity and one of the new Library’s most exciting services, offering a complement of Makerspace programs and equipment to the community. Capitalizing on the popularity of its successful LEGO building programs, teens, children, families and adults will be invited to participate in programs and “maker faires” using specialty equipment found here and drawing on the interests and expertise of community members and organizations.

The space will also be used as a digital learning venue and to provide live Internet streaming of Library programming.

Spatial Relationships:

Direct Adjacency:
3.11 Teen Space

Proximity: None

Sightline: None

Acoustics: Wall and floor finishes should have acoustical properties to allow individuals in the space to concentrate as they work on their projects. Part of the space should be outfitted for small groups to work collaboratively without disturbing individuals working on their own.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space.

Components:

Digital Learning / Creative Space	Quantity	Item	SF/Item	Total SF
computers, sit-down, enhanced/specialized equipment	4	wkstns	35	140
folding tables, lightweight, 2' x 6', for laptop-based classes	8	tables	20	160
green screen wall	1	green screen	12	12
networked printer/print release station	1	printer	12	12
3D printer	1	printer	12	12
video production equipment	1		10	10
cabinets, secure for equipment + supplies	2	cabinets	20	40
work table, 3' x 6' + 4 chairs	1		36	36
shelving, industrial or similar storage for in-process projects	1		12	12
total				434

4.0 Children's Spaces

4.1 Children's New Books + Media

Square Feet: 170 sq ft

Target Audience: Children and families

Occupancy: 4 - 10

Functional Description:

The browsable displays of new children's books and media will draw many children and families into this area. The furnishings and ambience should relate to the browsing area in the central public space while presenting a unique, child-centered look and ambience. This area should be visible from the public entrance.

Family groups will browse the shelving here to find books, audio books, music CDs and DVDs to check out. Many of the items will be shelved face-out. Wide aisles between shelving units and generous circulation space are needed to accommodate family groups, strollers and informal conversations when friends and neighbors meet.

Spatial Relationships:

Direct Adjacency: None

Proximity:

2.3 Browsing Area / Media + New Books

Sightline:

1.1 Public Entrance/Lobby

Acoustics: The area needs to contain noise spillage as much as possible through sound absorbing building finishes.

Lighting: Lighting over shelving should meet recommended lighting levels in Section IIID5.

Power/Technology: N/A

Components:

Children's New Books + Media	Quantity	Item	SF/Item	Total SF
shelving, display gondola, 5'h x 2.5'w x 5'l, for children's browsing books, slatwall display @ each end	1	DS display unit	42	42
shelving, 60"h w slanted sh, for children's magazine display + recent issues below	0.5	DS section	26	13
shelving, 60" for children's DVDs	2	DS sections	17	34
shelving, 60" for children's audio books on CD	1	DS sections	17	17
shelving, 60" for children's media kits (books + CD/tape)	1	DS sections	17	17
shelving, 60" AV browsing for children's music CDs (or new media format)	1	DS sections	17	17
self-checkout machine	1	machine	30	30
total				170

4.2 Children’s Computers

Square Feet: 132 sq ft

Target Audience: Children and their parents and caregivers

Occupancy: 6 - 12

Functional Description:

Four computer workstations for children will be located here as well as a networked printer. The area needs to be easily monitored from the service desk. Clear work surfaces at each computer should be generous to allow the use of notebooks and other study materials while online. Children of any age will be able to use this equipment although additional units in the Early Literacy space will offer educational games and other applications specifically targeting literacy skills and competencies.

Two people should be able to sit side by side at each workstation to allow two children or a parent and child to work together.

The children’s space generally needs to support parents who want to use their laptop while their children explore the collection and other offerings found there. Also, children will use laptops, either Library-provided or their own. Electrical outlets are needed wherever seating is planned both for children and adults.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:

2.1 Service Desk

Acoustics: Building finishes selected for this area should help attenuate machine and keyboard noise generated by the computers.

Lighting: Ensure that lighting (daylighting and artificial) in this area does not create screen glare or interfere with screen visibility.

Power/Technology: Provide network data drops for each workstation, preferably integrated into the computer tables.

Components:

Children's Computers	Quantity	Item	SF/Item	Total SF
computers, sit-down, w 2 child-height seats @ each workstation	4	wkstns	30	120
networked printer/print release station	1	printer	12	12
total				132

4.3 Children’s Fiction + Nonfiction

Square Feet: 816 sq ft

Target Audience: Children, their parents and caregivers

Occupancy: 8 - 18

Functional Description:

This area will include children’s fiction and nonfiction books and will complement the children’s new book area. Ideally, visitors will perceive browsing and this area as two parts of a whole, moving back and forth to explore the materials shelved in both locations.

Children in grades K-6 are intended as the primary audience for these collections. Of all the Library’s collections, these are expected to grow most dramatically in the renovated building. The shelving must be spaciouly arranged, both visually and physically browsable, on mid-height shelving with slatwall end panels for display.

The space will offer table seats to encourage individual reading and study. This will be the primary location for elementary school-age students to work on individual school assignments and read while in the building. Children’s Spanish language materials will be located here to accommodate bilingual children and their families. An online catalog will be located on a compact shelf at the end of a prominent stack range for convenient catalog lookups.

Spatial Relationships:

Direct Adjacency: None

Proximity:

4.2 Children's Computers

Sightline:

2.1 Service Desk

Acoustics: This area is intended for quiet study and reading. Locate book stacks to buffer seating from more active areas.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space. Power and data must be integrated into the shelving to support the stack-end online catalog.

Components:

Children's Fiction + Nonfiction	Quantity	Item	SF/Item	Total SF
shelving, 66" for children's fiction	11	DS sections	17	187
shelving, 66" for easy readers	2	DS sections	17	34
shelving, 66" for children's nonfiction/biography	14	DS sections	17	238
shelving, 66" for children's Spanish language F/NF	2	DS sections	17	34
shelving, 66" for parenting collection	1	DS section	17	17
online catalog workstation @ stack end	1	station	6	6
seating @ 2-person tables	12	seats	25	300
total				816

4.4 Picture Books

Square Feet: 367 sq ft

Target Audience: Children (primarily ages 0 – 5), their families and caregivers

Occupancy: 10 - 30 (before and after children’s programs)

Functional Description:

Books for the Library’s youngest customers will be located here on low shelving (45” high). This area will be part of a larger area that also includes the adjacent Families/Early Literacy space and a programming area. The Library’s successful early literacy programming for families will taken place here so enable participants to move directly to the picture book collection following a training session.

Comfortable nooks with window, low table and floor seating are needed throughout the space to encourage parents and children to read together.

Good sightlines from the service desk are especially important. The area should be organized to “contain” its users, distant from the public entrance, for the safety of the children who visit here.

Spatial Relationships:

Direct Adjacency:

- 4.5 Families / Early Literacy Space
- 4.6 Storytime Space / Family Reading Space

Proximity: None

Sightline:

- 2.1 Service Desk

Acoustics: The area needs to contain noise as much as possible through the use of sound absorbing finishes.

Power/Technology: Power and data must be integrated into the shelving to support the stack-end online catalog.

Components:

Picture Books	Quantity	Item	SF/Item	Total SF
shelving, 45" for picture books	7	DS sections	17	119
shelving, 45" for children's board books	2	DS section	17	34
online catalog workstation @ stack end	1	station	6	6
seating @ 4-person toddler tables, round	8	seats	20	160
window seating, 2-place	2	seats	24	48
total				367

4.5 Families / Early Literacy Space

Square Feet: 340 sq ft

Target Audience: Children (primarily ages 0 – 5) and their families

Occupancy: 8 - 20

Functional Description:

This area will serve as a comfortable reading and play area for families with toddlers and preschoolers. Often, families will stop in this space before or after attending a program or event in the adjacent Storytime Space. At times, Library staff may use this space for impromptu meetings with parents or as expansion space during programs. The furniture must be mobile and lightweight for easy reconfiguration of the space and the space itself should be located to minimize noise spillage into other areas.

Two early literacy computer workstations will be located here. Adjacency to picture books is also essential.

Spatial Relationships:

Direct Adjacency:

- 4.4 Picture Books
- 4.6 Storytime Space / Family Reading Space

Proximity:

- 4.8 Family Restroom

Sightline: None

Acoustics: The area needs to contain noise as much as possible through the use of sound absorbing finishes.

Power/Technology: Network data drops and electrical outlets are needed for the computers

Components:

Families / Early Literacy Space	Quantity	Item	SF/Item	Total SF
lounge seating, mobile, for parents + children	2	chairs	25	50
seating @ 4-person mobile toddler tables, round	8	seats	20	160
computers, sit-down, child-ht, 2 seats each - educational games/early lit	2	wkstns	30	60
interactive games/puzzles/manipulables - to be specified / SF allowance	1	space	20	20
clear floor space for parents + children to read together / addtl seating for programs	1	space	50	50
total				340

4.6 Storytime Space / Family Reading Space

Square Feet: 498 sq ft

Target Audience: Children (primarily ages 0 – 5) and families

Occupancy: 10 – 60 children, parents and caregivers
(will be used in conjunction with the Families/Early Literacy space)

Functional Description:

In this space, children will enjoy story times and other programming for families. This space will also provide an area for school classes to gather during Library visits for library orientations. The area needs to accommodate 25 children and parents, seated on a flat, carpeted floor. Clear space is also required for the storyteller and a display table.

This area needs to be child-friendly, cozy and comfortable for children and their families, with sufficient circulation space to park 8 - 10 strollers in the area. The space may or may not be a separate room as long as acoustical separation from the rest of the Library is achieved. The design needs to allow individual family groups to use the space when programming is not occurring.

This space will be used in tandem with the Families/Early Literacy Space and picture book collection. These areas should be designed to work together to serve the intended audience.

Spatial Relationships:

Direct Adjacency:

- 4.4 Picture Books
- 4.5 Families / Early Literacy Space
- 4.7 Children's Programming Storage

Proximity:

- 4.8 Family Restroom

Sightline: None

Acoustics: The area needs to contain noise as much as possible through the use of sound absorbing finishes.

Power/Technology: Dedicated power and data outlets are needed for programming equipment built into the space.

Components:

Storytime / Family Reading Space	Quantity	Item	SF/Item	Total SF
floor seating for children and parents/caregivers + for individual parent/child reading	45	floor seats	10	450
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
stroller parking	8	spaces	6	48
				498

4.7 Children’s Programming Storage

Square Feet: 58 sq ft

Target Audience: Library staff

Occupancy: 1

Functional Description:

This secure space will provide secure storage for the storytelling collection and for children’s programming supplies and props. Both standard metal and deep industrial shelving are needed.

Direct access from the Storytime Space is required.

Spatial Relationships:

Direct Adjacency:

4.6 Storytime Space / Family Reading Space

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

Children's Programming Storage	Quantity	Item	SF/Item	Total SF
shelving, industrial, 80" for puppets, programming props	4	SS sections	12	48
shelving, 84" for programming book collection	1	SS section	10	10
total				58

4.8 Family Restroom

Square Feet: in GSF

Target Audience: Families

Occupancy: 1 - 3

Functional Description:

This will be a single occupancy restroom available to families within the children's space. Proximity to the Storytime Space and Families/Early Literacy area is important. Visibility from the service desk is critical.

Spatial Relationships:

Direct Adjacency: None

Proximity:

- 4.5 Families / Early Literacy Space
- 4.6 Storytime Space / Family Reading Space

Sightline:

- 2.1 Service Desk

Acoustics: Ensure effective acoustic separation of restrooms from other occupied areas of the building.

Power/Technology: N/A

5.0 Staff Work Spaces

5.1 Director's Office

Square Feet: 155 sq ft

Target Audience: Library Director, staff, visitors

Occupancy: 1 - 4

Functional Description:

The Director needs an enclosed office in which to perform tasks that require concentration and/or confidentiality, write reports, gather and analyze statistics and meet with members of the public, Board members, City staff and other visitors. This space should be adjacent to the Staff Workroom, with a desk, task chair, computer, printer, a compact conference table and guest chairs, wall-mounted shelving and lateral file.

The office should be positioned at the edge of the central public space to allow the Director quick access to the service desk and accommodate meetings with members of the public, as needed.

Spatial Relationships:

Direct Adjacency:

5.2 Staff Workroom

Proximity: Central public space

Sightline: None

Acoustics: The office must be acoustically enclosed to allow the occupant/s to concentrate and to ensure that conversations held here are confidential.

Power/Technology: Power/data connections are required for the computer, printer and telephone at the desk.

Components:

Director's Office	Quantity	Item	SF/Item	Total SF
desk with return, computer, printer and task chair	1	desk	60	60
conference table, round	1	table	0	0
chairs, guest	3	chairs	20	60
shelving, 84", wall-mounted	2	SS sections	10	20
lateral file, 4-drawer unit	1	cabinet	15	15
total				155

5.2 Staff Workroom

Square Feet: 719 sq ft

Target Audience: Library staff

Occupancy: 6 - 12

Functional Description:

Library staff will serve the public directly as well as perform duties behind the scenes, such as collection development, cataloging materials, preparing for programs and outreach activities, working with the Library's IT support staff, processing items borrowed and lent through the SAS collaboration with the Seaside Library and numerous other activities.

Library staff will spend most of their time in the public space, greeting visitors and responding to questions at the service desk, conducting programs and managing services, collections and equipment. The staff workroom will provide an enclosed area in which staff can perform tasks they cannot effectively complete in the public space.

Six modules of work group furniture are recommended, each approximately 6' x 7', for staff with off-desk duties. Some work modules will be assigned to individuals, others may be shared. It is critical that staff with significant responsibilities that require a desk and computer access are allocated a module on an ongoing basis. Other staff whose responsibilities focus on re-shelving or other tasks in the public area may be adequately served by a shared module.

A shared work counter, processing tables and work tables are also needed for both staff and Library volunteers, who will work on assigned projects in this space.

The desks and workspace furniture specified here need to encourage collaboration and communication. Mobile, reconfigurable work group furniture with low partitions is needed rather than traditional office cubicles. Excellent task lighting as well as adequate ambient lighting levels are critical in this space.

The staff workroom needs proximity to the elevator that will connect the upper and lower levels of the renovated Library.

Spatial Relationships:

Direct Adjacency:

- 5.1 Director's Office
- 5.3 Sorting and Returns
- 5.5 Mail and Deliveries / Staff Entrance
- 5.7 Supplies and Equipment Storage

Proximity:

- 5.10 Staff Restroom
- 5.9 Staff Lounge / Lockers / Coat Closet
- Elevator to lower level

Sightline: None

5.2 Staff Workroom

Acoustics: N/A

Power/Technology: Data and voice drops are required at each workstation.

Components:

Staff Workroom	Quantity	Item	SF/Item	Total SF
shelving for newspaper backfiles not kept with current issues	2	DS sections	17	34
modular workstations, 6' x 7' + 20% circ space, for staff + shared workstn for volunteers	6	wkstns	50	300
shelving for ILL/Orbis Cascade courier prep	1	SS sections	10	10
shelving, 84"h, for in-process materials, new book review, snags, holding for special program collections, etc	10	SS sections	10	100
supply cabinets/closets, enclosed, for craft + programming supplies, office supplies, etc	4	cabinets	20	80
lateral files, 4-drawer units, Library records + acquisitions files	3	cabinets	15	45
processing work tables, 6' x 3', and 4 chairs	2	stations	40	80
book jacket storage, wall-mounted	1	rack	20	20
shelving for processing supplies	2	SS sections	10	20
work counter, 30" x 6', with sink + cabinets above / below	1	counter	30	30
bulletin board, white board, wall-mounted	2	boards	0	0
networked printer @ shared workstation	1	printer	incl above	0
total				719

5.3 Sorting + Returns

Square Feet: 325 sq ft

Target Audience: Library staff

Occupancy: 1 - 3

Functional Description:

In this enclosed space, Library staff will receive, check in and sort books, magazines and AV media that customers return to the Library. Public access to the exterior return slot is needed at all hours, whether or not the building is open. Two slots are needed with 24/7 access – one tied to the automated materials handling (AMH system), the other a manual backup return. An additional slot within the Library is needed, also tied to the AMH system, adjacent to the service desk. The AMH system will be integrated with the Library's RFID inventory control and circulation system.

The return slots will empty directly into mobile, ergonomic bins in the Sorting and Returns space. Staff will empty the bins and check in the returned materials at check-in stations located in the room, then place items on book trucks also located in the room. Staff will move filled trucks into the public area frequently and bring empty trucks back into the space.

The return slots must be engineered to prevent vandalism. The room should be enclosed and/or the area immediately adjacent to the return drops should be fire-rated in accordance with local code ordinances.

Consider heavy duty corner and wall guards in this area to protect the interiors and door frames from damage from the constant movement of book trucks. Mail deliveries will be dropped off and picked up in a separate Mail and Deliveries area.

The sorting area needs to accommodate 8 book carts. Staff will continually move carts in and out of the space. There must be sufficient clear space to maneuver these trucks as well as to park them within the space. There should be no door between this space and adjoining spaces to make book truck movement easy.

Spatial Relationships:

Direct Adjacency:

- 1.1 Public Entrance/Lobby
- 5.2 Staff Workroom

Proximity: None

Sightline: None

Acoustics: Customers will return materials to this space continually and staff will move book trucks in and out of the space all day long. The area must be acoustically buffered to keep noise from intruding into the surrounding public spaces. In addition, the space itself must be acoustically treated to ensure working conditions within the room are sustainable.

5.3 Sorting + Returns

Power/Technology: Provide power and data connections for a computer workstation within the space.

Components:

Sorting and Returns	Quantity	Item	SF/Item	Total SF
automated materials handling system, 5-bin system + 1 staff sorter, staff induction station, with wall-mounted conveyor for returns	1	system	120	120
manual return, exterior backup, wall-mounted with bin	1	return unit	10	10
staff workstation for returns + check-ins, 6' x 6'	1	workstation	36	36
book cart parking	8	trucks	8	64
bin + book truck marshalling / parking area	1	space	75	75
shelving, 84" for damaged items and temporary storage	2	SS sections	10	20
total				325

5.4 IT Repair / Workshop / Storage

Square Feet: 230 sq ft

Target Audience: Library IT vendor + Library staff with IT responsibilities

Occupancy: 1 – 2

Functional Description:

Currently, the Library contracts for IT services with an outside vendor. With the anticipated renovation, the amount and variety of technology in use within the building will increase dramatically. Whether or not IT services continue to be provided by a vendor, the need for on-site IT servicing, equipment staging and storage will become critical. This space is a placeholder to accommodate that need. The space contains two workstations and a work bench as well as shelving and clear floor space for equipment and supplies storage.

Spatial Relationships:

Direct Adjacency: None

Proximity:
5.8 Data Closet

Sightline: None

Acoustics: Wall and ceiling surfaces should be absorptive with acoustical wall panels and ceiling tile. Resilient flooring is recommended rather than carpet.

Power/Technology: Provide standard communications and several power outlets at the desks, 6” to 9” above the horizontal work surface. The work bench needs dense electrical outlets and network data drops at work surface height.

The design team needs to confirm specific requirements with IT staff during design.

Components:

IT Repair / Workshop /Storage	Quantity	Item	SF/Item	Total SF
modular workstations, 6' x 7' + 20% circ space, for staff + shared workstation for volunteers	2	wkstns	50	100
work bench 30"d x 6'l, with continuous plug mold at countertop	1	bench	30	30
shelving, 84" for IT supplies, tech manuals, software packaging etc	2	SS sections	10	20
shelving, industrial, for equipment storage	4	SS sections	10	40
clear space for boxed or large item storage	1	space	40	40
total				230

5.5 Mail + Deliveries / Staff Entrance

Square Feet: 118 sq ft

Target Audience: Library staff, UPS, USPS and other delivery personnel, service/repair vendors

Occupancy: 1 - 3

Functional Description:

This area will provide expedited building access for Library staff, delivery personnel, mail carriers, maintenance staff and service vendors. It will be used frequently throughout the day. Adequate receiving and sorting space with an ergonomically appropriate counter is essential. A dedicated mail sorting counter with multiple cubby holes located above counter height will be located here, as well.

This entrance will be controlled by Library staff. A doorbell outside the entrance linked to the Staff Workroom is recommended to enable staff to monitor access. Discuss the location and logistics of the doorbell with Library staff during design.

The entrance should be at grade to ensure that deliveries can be loaded and unloaded with efficiency. A canopy is needed over the doorway to protect shipments during inclement weather. The canopy must be high enough to accommodate typical delivery vehicles without exposing shipments to rain and wind. Building intrusion alarm controls may also be located here.

Spatial Relationships:

Direct Adjacency:

- 5.2 Staff Workroom
- 5.6 Donations Receiving

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: Provide power and data outlets at countertop height.

Components:

Mail and Deliveries / Staff Entrance	Quantity	Item	SF/Item	Total SF
mail + delivery sorting counter, 6'l x 2.5'd	1	counter	30	30
delivery bin sorting counter - 5 bins across, plus empty bins below	1	counter	30	30
book truck parking	2	trucks	8	16
clear floor space for receiving / unpacking / checking shipments	1	space	30	30
trash + recycling containers, large	2	containers	6	12
total				118

5.6 Donations Receiving

Square Feet: 65 sq ft

Target Audience: Library staff and volunteers

Occupancy: 1 – 2

Functional Description:

Designated space adjacent to the staff entrance is needed for temporary storage of incoming book donations, to allow Library staff to review items for possible addition to the collection and coordinate activities with the Friends of the Library as donations are transported to the Donations Sorting space.

A donation drop box has been included (associated with Space 1.7), located either close to the staff entrance or close to the public entrance, depending on the layout of the renovated Library.

Spatial Relationships:

Direct Adjacency:

5.5 Mail and Deliveries / Staff Entrance

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

Donations Receiving / Temporary Storage	Quantity	Item	SF/Item	Total SF
shelving, 84" for temporary storage of new donations	4	SS sections	10	40
clear space for boxed donations awaiting review, transfer to bk donation room	1	space	25	25
total				65

5.7 Supplies + Equipment Storage

Square Feet: 130 sq ft

Target Audience: Library staff

Occupancy: 0 - 1

Functional Description:

This storage area will permit convenient storage of office and mending supplies, equipment, forms and handouts, computer and copy machine supplies and other items needed for Library operations. Both shelving and clear floor space is needed.

The meeting room, children’s storytime space and custodial supplies will have separate, dedicated storage areas elsewhere in the building.

Spatial Relationships:

Direct Adjacency:

5.2 Staff Workroom

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: None

Components:

Supplies and Equipment Storage	Quantity	Item	SF/Item	Total SF
shelving, 84", for supplies	10	SS sections	10	100
clear floor space for box storage	1	space	30	30
total				130

5.8 Data Closet

Square Feet: 74 sq ft

Target Audience: Library IT staff

Occupancy: 0 - 1

Functional Description:

This space will provide a secure, climate-controlled space in which the Library’s computers, switches, firewall and similar equipment can be managed. It includes two equipment rack enclosures similar to the Dell Power Edge 4220 (*see Appendix E*). One rack will hold WAN router/firewall, WAN switch, LAN switch, wireless controller, TLC catalog server and public computer server. The second rack will hold an uninterrupted power supply (UPS), network data panel and space for future expansion. A separate HVAC unit will not be necessary if the building renovation takes this space’s ventilation and air conditioning needs into account.

Consult with IT staff during design to obtain equipment specifications and power requirements for this room.

Spatial Relationships:

Direct Adjacency: Direct adjacency to an exterior wall is recommended.

Proximity:

5.4 IT Repair / Workshop / Storage

Sightline: None

Acoustics: N/A

Power/Technology: The power and data requirements of this room must be coordinated with and confirmed by IT staff during design.

Components:

Data Closet	Quantity	Item	SF/Item	Total SF
equipment rack enclosures, 24"w x 48"d x 80"h	2	enclosures	20	40
wall-mounted equipment panels	1	space	18	18
work table, 2' x 4'	1	table	16	16
total				74

5.9 Staff Lounge / Lockers / Coat Closet

Square Feet: 246 sq ft

Target Audience: Library staff and volunteers

Occupancy: 2 - 6

Functional Description:

This area will provide Library staff and volunteers with a quiet area, away from the public space and work room, for breaks. The space needs both lounge and table seating with a quiet ambience and sufficient space for several individuals to enjoy the space without disturbing each other.

A kitchenette with a work counter, full-size refrigerator, microwave oven, vending machine and dishwasher, is needed.

Stacks of lockers for staff and volunteers will also be located here.

Spatial Relationships:

Direct Adjacency:

5.10 Staff Restroom

Proximity:

5.2 Staff Workroom

Sightline: None

Acoustics: Ensure that noise and conversations in this space do not intrude into the building's public spaces.

Power/Technology: Wireless access for laptop computers is required.

Components:

Staff Lounge / Lockers / Coat Closet	Quantity	Item	SF/Item	Total SF
seating @ 4-person table	4	seats	20	80
sofa, 2-person	1	sofa	40	40
vending machine	1	machine	20	20
work counter, 6' x 30", w double sink, commercial grade, range/oven, cabinets above and below	1	counter	30	30
dishwasher, under counter	1	unit	0	0
refrigerator, full size	1	unit	20	20
microwave oven, on counter	1	oven	0	0
trash + recycling containers, large	2	containers	6	12
bulletin board, wall-mounted	1	board	0	0
lockers, half-height, 2 per stack (for 12 people)	4	stacks	5	20
coat closet, 6' x 3'	1	closet	24	24
total				246

5.10 Staff Restroom

Square Feet: in GSF

Target Audience: Library staff and volunteers

Occupancy: Single occupancy restroom

Functional Description:

A single occupancy restroom dedicated to staff and volunteer use is needed, close to the Workroom and adjacent to the Staff Lounge. The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall coverings should be ceramic tile. Sloping floors and floor drains are needed.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over the sink. Install paper towel dispensers, parcel/purse shelf and coat hook.

Spatial Relationships:

Direct Adjacency:

5.9 Staff Lounge / Lockers / Coat Closet

Proximity:

5.2 Staff Workroom

Sightline: None

5.11 Custodial / Maintenance Services

Square Feet: 90 sq ft

Target Audience: Custodial staff

Occupancy: 1

Functional Description:

This room will provide a secure storage area for building custodial equipment and supplies. Storage should include open and closed shelving to ensure that potential hazardous items are secure, as well as clear floor space for bulky or boxed supplies and large equipment.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

Custodial / Maintenance Services	Quantity	Item	SF/Item	Total SF
shelving, industrial, for custodial supplies	2	SS sections	10	20
supply cabinet, 2-door, for secure supplies storage	1	cabinet	20	20
clear space for boxed, bulk storage	1	space	25	25
mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
total				90

5.12 Closed Stacks / Preservation Workspace

Square Feet: 464 sq ft

Target Audience: Library staff, digitization project staff

Occupancy: 1 - 2

Functional Description:

A secure, climate controlled closed stack space is recommended, located on the renovated building lower level, for storage of historically significant monographs, periodicals, newspapers and framed art reproductions. Compact shelving is recommended to provide maximum efficiency for storage of archival materials.

Space has been allocated for a dedicated digitization work space that supports an important ongoing project to create a digital archive of backfiles of the Astoria newspaper. Specific equipment and infrastructure requirements should be confirmed with Library and UO staff during design.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: Confirm power and technology requirements during design. Confirm selection of mechanical assist or electrical assist compact shelving – power and infrastructure requirements will differ depending on the type of system specified.

Components:

Closed Stacks / Preservation Workspace	Quantity	Item	SF/Item	Total SF
shelving, 84" h, compact, for historical collections/bound periodicals	11	DS sections	8	88
shelving, 84" h, compact, for historical newspapers	30	DS sections	8	240
shelving, 84" h, compact, for framed art reproductions	2	DS sections	8	16
digitization workstation for newspaper conversion project - allowance				120
total				464

APPENDIX A:
Astoria Public Library
Collection Growth Plan

	Adult	Teens	Children	Total	
Total Book & Media Collection				148,600	
Electronic Titles				93,600	
Total Physical Collection				55,000	
AV Media - Physical Collection				5,500	10%
Books - Physical Collection				49,500	90%
Books	39,105	2,723	12,870	54,698	
	79%	5.5%	26%		
Media	3,850	220	1,430	5,500	
	70%	4%	26%		
Total	42,955	2,943	14,300	60,198	
	71%	5%	24%		
Books	Adult	Teens	Children	Total	
Reference Collection	150		75	225	
New Books/Browsing	2,500	250	250	3,000	
Genre Fiction: Mysteries / Sci Fi / Westerns	2,500			2,500	
Fiction / Juvenile Fiction Series	7,000	1,000	3,250	11,250	
Large Print F/NF	1,500			1,500	
Nonfiction / Biographies	16,000	500	4,000	20,500	
Oversize	150			150	
Spanish Language F/NF	750		400	1,150	
Language Learning / ESL	250			250	
Picture Books			2,500	2,500	
Easy Readers			1,000	1,000	
Board Books			350	350	
Graphic Novels / Manga		750		750	
Parenting Collection	300			300	
Astoriana (local history)	1,500			1,500	
"Archives" (historical collections, incl childrens, Norwegian)	2,900			2,900	
Total Books:	35,500	2,500	11,825	49,825	
Audiovisual Media	Adult	Teens	Children	Total	
DVDs	2,000		600	2,600	
Music CDs (or new media format)	400		400	800	
Audio Books on CD - F/NF	1,200	200	250	1,650	
AV Media Kits (book + CD/tape)			100	100	
ESL/Language Learning	50			50	
Total Media	3,650	200	1,350	5,200	
Total Books & Media in Physical Collection:	39,150	2,700	13,175	55,025	

APPENDIX B:
Astoria Public Library
Collections and Shelving Needs

	BOOK STACKS = Standard steel shelving footprint is 3' x 1' and is allocated 17 SF/double-sided section.									
	BROWSING = Display shelving footprint is 5' x 2.5' and is allocated 42 SF/double-sided section.									
	MAGAZINE/NEWSPAPER = Slanted shelves with flat shelf below for recent issue storage and allocated 26 DF/single-sided section.									
	Items in Collection	% on Shelf	Items to Shelve	Shelf Type	Items/LF	LF Needed	DS Sections Needed	DS Sections Needed	SF Needed	
Adult Books										
Reference Collection										
2.1 Reference books	150	100%	150	66"/4 sh	7	21	0.9	1	17	
5.13 Astoriana (local history)	1,500	100%	1,500	78"/6 sh, glass-front	8	188	5.2	6	102	
5.13 "Archives" (historical , incl children's, Norwegian lang)	2,900	100%	2,900	compact shelving, 84" /6 shelves	8	363	10.1	11	88	
Total Reference Collection	4,550		150			571	16	18	207	
Circulating Books										
2.3 New Books/Browsing	2,500	66%	1,650	66"/5 sh, display gondola, 2.5' x 5'	4	413	8.3	8	336	
3.2 Fiction	7,000	75%	5,250	78"/6 sh	8	656	18.2	18	306	
3.2 Genre Fiction: Mysteries/Sci Fi/Westerns	2,500	75%	1,875	78"/6 sh	8	234	6.5	7	119	
3.2 Large Print F/NF	1,500	80%	1,200	78"/5 sh	8	150	5.0	5	85	
3.3 Nonfiction/Biographies	16,000	80%	12,800	78"/6 sh	8	1,600	44.4	44	748	
3.3 Oversize	150	80%	120	78"/5 sh	8	15	0.5	1	17	
3.4 Spanish Language Books	750	75%	563	78"/6 sh	10	56	1.6	2	34	
3.4 Language Learning Books / ESL	250	75%	188	78"/6 sh	8	23	0.7	1	17	
4.3 Parenting Collection	300	75%	225	78"/6 sh	8	28	0.8	1	17	
Total Adult Circulating Books	30,950		23,870			3,176	86	87	1,679	
Total Adult Books	35,500		24,020			3,747	102.1	105	1,886	
Young Adult Books										
3.11 YA New Books	250	66%	165	66"/5 sh, display gondola, 2.5' x 5'	4	41	0.8	1	42	
3.11 YA Fiction	1,000	75%	750	78"/6 sh	8	94	2.6	3	51	
3.11 YA Nonfiction	500	80%	400	78"/6 sh	8	50	1.4	2	34	
3.11 Graphic Novels / Manga	750	66%	495	78"/6 sh	10	50	1.4	2	34	
Total Teen Books	2,500		1,810			235	6	8	161	

APPENDIX B:
Astoria Public Library
Collections and Shelving Needs

		Items in Collection	% on Shelf	Items to Shelf	Shelf Type	Items/LF	LF Needed	DS Sections Needed	DS Sections Needed	SF Needed
	Children's Books:									
2.1	Children's Reference	75	100%	75	60"/4 sh	7	11	0.4	1	17
4.1	Children's New Books	250	66%	165	66"/5 sh, display gondola, 2.5' x 5'	4	41	0.8	1	42
4.3	Children's Fiction / Fiction Series Books	3,250	75%	2,438	60"/4 sh	10	244	10.2	11	187
4.3	Children's Nonfiction / Biography	4,000	80%	3,200	60"/4 sh	10	320	13.3	14	238
4.3	Children's Spanish Language Books	400	75%	300	60"/4 sh	10	30	1.3	2	34
4.3	Easy Readers	1,000	75%	750	60"/4 sh	15	50	2.1	2	34
4.5	Picture Books	2,500	75%	1,875	45"/3 sh	15	125	6.9	7	119
4.5	Board Books	350	80%	280	60"/4 sh	10	28	1.2	2	34
	Total Children's Books	11,825		6,853			685	28	30	535
	Total Book Collection:	49,825		32,683			4,667	136	143	2,582
	Media Collections									
	Adult/Teen Media:									
2.3	DVDs	1,500	66%	990	66"/5 sh, display gondola, 2.5' x 5'	10	99	2.0	2	84
2.3	DVDs	500	100%	500	secure dispensing kiosk					30
2.3	Audio Books on CD - F/NF	1,200	75%	900	66"/5 sh, display gondola, 2.5' x 5'	8	113	2.3	2	84
2.3	Music CDs (or new media format)	400	75%	300	66"/AV browsing, 3 sh	20	15	0.6	1	17
3.4	ESL/Language learning (all formats)	50	75%	38	78"/6 sh	8	5	0.1	0.5	9
3.11	Teen Audio Books on CD	200	75%	150	66"/5 sh, display gondola, 2.5' x 5'	10	15	0.3	0.5	21
	Total Adult/Teen Media:	3,850		2,878			246	5	6	245

APPENDIX B:
Astoria Public Library
Collections and Shelving Needs

		Items in Collection	% on Shelf	Items to Shelf	Shelf Type	Items/LF	LF Needed	DS Sections Needed	DS Sections Needed	SF Needed
	Children's Media:									
4.1	Children's DVDs	600	75%	450	60"/4 sh	10	45	1.9	2	34
4.1	Children's Music CDs (or new media format)	400	75%	300	60"/AV browsing, 3 sh	20	15	0.8	1	17
4.1	Children's Audio Books on CD	250	75%	188	60"/4 sh	8	23	1.0	1	17
4.1	AV Media Kits (books + CD/tape)	100	75%	75	60"/4 sh	6	13	0.5	1	17
	Total Children's Media:	1,350		1,013			96	4	5	85
	Total Media Collection:	5,200		3,890			342	9	11	330
	Total Books & Media:	55,025		36,573			5,009	145	154	2,912
	Magazines & Newspapers									
3.6	Adult Magazine Display/Backfiles	120 titles	100%	120	78"/5 slanted sh w flat shelf below for recent issues	1	120	4.0	4	104
3.6	Newspapers - Display/Backfiles	12 titles	100%	12	78"/5 slanted sh w flat shelf below for recent issues	0.67	18	0.6	1	26
3.11	YA Magazines	12 titles	100%	12	78"/5 slanted sh w flat shelf below for recent issues	1	12	0.4	0.5	13
4.1	Children's Magazines	12 titles	100%	12	60"/4 slanted sh w flat shelf below for recent issues	1	12	0.5	0.5	13
5.2	Newspaper Backfiles - Recent issues not kept w current				84"/5 shelves/section				2	34
5.13	Archival Newspaper Backfiles				compact shelving, 84" h (existing)			24.0	24	192
5.13	Archival Newspaper Backfiles				compact shelving, 84" h (existing)			6.0	6	48
	Total Mag & Nsp Display:	156		156		4	162	5		156
	Total Mag & Nsp Backfile Storage:	0		0			0	30	32	274
	Total Linear & Square Ft Needed:						5,171	181		3,342

APPENDIX C:
Astoria Public Library
Public Seating Needs

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader/Study Seats:						
1.5	Café / Vending Area	seats @ café tables	4	8	22	176
1.5	Café / Vending Area	laptop/study counter seating	1	4	16	64
				12		240
For Adults						
2.3	Browsing Area / Media + New Books	bench, 2' x 5'		1	10	10
3.2	Adult Fiction Books	lounge chairs		2	35	70
3.4	Spanish Language Collection	2-place tables	1	2	25	50
3.5	Quiet Reading	lounge chairs		4	35	140
3.5	Quiet Reading	1-place tables/study counter	4	4	25	100
3.6	Magazine + Newspaper Browsing	2-place tables	4	8	25	200
3.7	Local History/ Astoriana Collection	4-place table	1	4	25	100
3.8	Adult Open Seating	2-place tables	4	8	25	200
3.8	Adult Open Seating	laptop/study counter seating	1	6	16	96
3.8	Adult Open Seating	lounge chairs		4	35	140
Adult Seats subtotal:				43		1106
For Teens						
3.11	Teen Space	tables, round, 4-person or booths	1	4	22	88
3.11	Teen Space	casual lounge seating	0	6	12	72
3.11	Teen Space	laptop/study counter seating	1	4	16	64
Teen Seats subtotal:				14		224
For Children						
4.3	Children's Fiction + Nonfiction	2-place tables	6	12	25	300
4.4	Picture Books	4-place toddler tables, round	2	8	20	160
4.4	Picture Books	window seating, 2-place	0	2	24	48
4.5	Families / Early Literacy Space	lounge chairs, mobile, parent/child	0	2	25	50
4.5	Families / Early Literacy Space	4-place toddler tables, round	2	8	20	160
Children's Seats subtotal:				32		718
Reader Seats Total:				101		2288
Conference Room Seats:						
3.9	Conference/Collaboration/Tutoring Rooms A/B	seats @ conference table	1	8		0
3.10	Conference/Collaboration/Tutoring Room C	seats @ conference table	1	6	25	150
Group Study/Tutoring Room Seats Total:				14	20	150
Total Reader and Group Study/Tutoring Seats:				115		2438
Programming Seats:						
1.3	Meeting Room	nesting or stacking chairs		125	12	1500
4.6	Storytime Space / Family Reading	floor seating		45	10	450

APPENDIX D:
Astoria Public Library Computers and Other Public Equipment Needs

Space #		Equipment Type	Table	Units	SF/Seat	SF Needed
Public Access Computers						
2.1	Service Desk	laptops +/- tablets for in-library use, stored in recharging/storage unit	0	12	0	0
3.1	Public Computers	sitdown computer wkstns	6	6	30	180
3.1	Public Computers	special purpose computer wkstns	2	2	30	60
3.2	Adult Fiction Books	online catalog wkstn @ stack end	0	1	6	6
3.3	Adult Nonfiction Books	online catalog wkstn @ stack end	0	1	6	6
3.11	Teen Space	sitdown computer wkstns	2	2	30	60
3.12	Digital Learning / Creative Space	sitdown computer wkstns, enhanced/specialized equipment	4	4	35	140
4.2	Children's Computers	sitdown computer wkstns	4	4	30	120
4.3	Children's Fiction + Nonfiction	online catalog wkstn @ stack end	0	1	6	6
4.4	Picture Books	online catalog wkstn @ stack end	0	1	6	6
4.5	Families / Early Literacy Space	sitdown computers - educational games/early lit	2	2	30	60
Public Access Computers Total:			20	36		644
Other Public Equipment:						
1.1	Public Entrance/Lobby	monitor, large screen, wall-mtd	0	1	0	0
1.3	Meeting Room	laptop storage/recharging unit, 12-unit capacity	NA	1	12	12
2.1	Service Desk	PC reservation computer	1	1	16	16
2.1	Service Desk	laptop storage/recharging unit, 12-unit capacity	NA	1	12	12
2.1	Service Desk	copy machine	0	1	30	30
2.2	Reserves Pickup/Self Checkout	self checkout stations	1	2	30	60
2.1	Service Desk	demonstration computers	1	1	12	12
3.7	Local History/ Astoriana Collection	microfilm reader/printer	1	1	30	30
3.11	Teen Space	monitor, large screen, wall-mtd	0	1	0	0
3.11	Teen Space	Wii-type interactive digital station, mobile	1	1	12	12
3.12	Digital Learning / Creative Space	3D printer	1	1	12	12
3.12	Digital Learning / Creative Space	folding tables, 2' x 6', for laptop-based classes	4	8	20	160
3.12	Digital Learning / Creative Space	green screen wall	1	1	12	12
4.1	Children's New Books + Media	self checkout stations	1	1	30	30
Other Public Equipment Total:			12	22		398
Public Printers						
3.1	Public Computers	networked printer/print release station	1	1	12	12
3.12	Digital Learning / Creative Space	networked printer/print release station	1	1	12	12
4.2	Children's Computers	networked printer/print release station	1	1	12	12
Public Printers Total:			3	3		36
Total Public Equipment:			35	61		1078
Total Public Computers:				36		

APPENDIX E: Specialty Equipment Product Information

1. Library Media Vending Kiosk
2. Coffee Vending Machine
3. IT Equipment Rack

Library Media Box

Manage your library's media with ease

This unique dispensing machine holds up to 2,880 CD/DVDs in specially designed and furnished slim-line cases. The Media Box provides security for your materials since a library card is necessary before the DVDs are dispensed. The system is programmed to connect directly to your ILS via SIP2 for library card authentication.

The Library Media Box has a touch screen that makes it easy for browsing the libraries' collection with a user-friendly menu. Optional browsing/reservation touch screens can be added on side panels for multiple users.

Basic configuration

The Library Media Box features one console for browsing, reserving, receiving, and returning the CD/DVDs. The Library Media Box inventory can be viewed from any PC when integrated into the library's website. Once a hold has been placed on a CD/DVD, the customer merely scans their library card on the Library Media Box to retrieve their hold.

Features

- Touch screen monitor for browsing
- High precision industrial strength robotic design and construction
- Shock resistant structure
- Fully customized graphics on exterior
- Bulk load feature allows staff to insert CDs/DVDs with minimal patron disruption

Authentication

- Complete SIP2 integration with your ILS included
- CD/DVD capacity of 720, 1440, 2160 or 2,880
- CD/DVDs contained in custom slimline cases which are included with purchase

Available options

- Panels for browsing and selection by additional library customers simultaneously (up to three additional)
- Works with RFID or 2D barcodes

Dimensions

Model 720
20" d x 82" h x 51" w
(508 mm x 2083 mm x 1219 mm)

Model 1440
20" d x 82" h x 99" w
(508 mm x 2083 mm x 2438 mm)

Model 2160
20" d x 82" h x 147" w
(508 mm x 2083 mm x 3658 mm)

Model 2880
20" d x 82" h x 195" w
(508 mm x 2083 mm x 4877 mm)



Public Information Kiosk, Inc.
A Veteran Owned Small Business
12850 Middlebrook Road, Suite 410
Germantown, MD 20874
National 1-866-883-0300 ext. 256
Local 301-916-1500 ext. 256
Fax 301-916-1181



LISTEN TO OUR STORY

❖ THE OPPORTUNITY

❖ BARISTA SUPREMO

- ❖ The Process
- ❖ Features & Benefits
- ❖ Smartcard
- ❖ Factory Tour

❖ OUR MACHINE DEMO

❖ MACHINES @ WORK

❖ PROFIT POTENTIAL

❖ COFFEE FACTS

❖ RESERVATIONS

FEATURES & BENEFITS

The Barista Supremo System's compact footprint and push button simplicity make it the perfect machine for any office, business, or food and beverage environment. It offers a range of up to 8 selections which can be modified by adjusting the internal product settings.



- ❖ User friendly programming, easy to use, clean and service.
- ❖ Removable patented brew group.
- ❖ Fresh bean hopper and adjustable burr grinder.
- ❖ 3 soluble product bins.
- ❖ Separate whipper chambers and dispensing tubes to ensure there is no cross contamination of beverage.
- ❖ Automatic rinse and cleaning cycle.
- ❖ Complete with base cabinet, plumbed or internal water tank.
- ❖ Automatic cup drop, sugar and stir stick dispenser, plus cup drop override for mug use.
- ❖ 2 line, 20 character changeable alphanumeric display for date, time, advertising and machine functions.
- ❖ Updated software allows interface capabilities for various payment systems.

SPECIFICATIONS

Color: *Blue Glitter*

Dimensions on base: *16.2"W x 62.2"H x 21.2"D*

Weight: *101 lbs.*

Power: *120v / 1250 watt*

Water Cabinet Tank: *5 gal. or plumbed 1/4" NTP*

Cup Holder: *150 8 oz. cups*

Stirrer Capacity: *175 stirrers*

Bean Hopper: *4.4 lbs.*

Milk Canister: *1.8 lbs.*

Chocolate: *3.7 lbs.*

Sugar: *4.4 lbs.*



info@baristasupremo.com



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PowerEdge 4220 Rack Enclosure

Intel® Xeon®
Processors



42U Enclosure for All Data Centers

• Starting Price \$1299⁰⁰

• Total Savings \$200⁰⁰

• Dell Price \$1099⁰⁰

As low as \$28¹ /
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You can build enterprise efficiency into all sizes of data centers with the Dell™ PowerEdge™ 4220 rack enclosure, which offers simplified component mounting and storage plus enhanced power management and effective cooling for a wide variety of IT equipment.

Featuring:

- Power distribution: Integrated trays offer tool-free mounting for vertical power distribution units (PDUs)
- Cooling: Front and rear doors with 80 percent perforation allow air to flow smoothly
- Cable management: Three sizes — standard, wide and deep — provide the right space to route cables for every need



Gallery



Video



Video



Overview

Tech Specs

Rack Accessories

Exceedingly Strong and Secure

With a static load rating of 2,500 lbs and three sizes to choose from, the PowerEdge 4220 rack enclosure can provide the capacity you need to hold a full complement of data center equipment.

- Standard (4220): 600mm wide x 1070mm deep
- Wide (4220W): 750mm wide x 1070mm deep
- Deep (4220D): 600mm wide x 1200mm deep

Stabilizer feet, included with the rack, attach to

- > [Dell Rack Accessories Brochure](#)
- > [Dell PowerEdge Rack Enclosures Technical Guide](#)
- > [Data Center Infrastructure Brochure](#)
- > [Dell PowerEdge KVM Analog Console Switch](#)
- > [Dell KMM Rack Console Spec Sheet](#)
- > [Optimizing QoS for VMware 4.1 With Intel 10Gb NICs and Dell PowerEdge Servers](#)
- > [Rossetti Equipamentos Rodoviários Ltda](#)
- > [ABB Automation GmbH](#)
- > [Dell Server Rack Shelf Spec Sheet](#)
- > [CNQC \(South Pacific\) Holding Pte Ltd](#)



> [Limoges University Hospital \(LUH\)](#)



the front and sides of each 4220 rack enclosure for increased stability. Interconnect kits are available to link adjacent rack enclosures.

Lockable side panels and front and rear doors provide security for data centers, remote offices, wiring closets, factory floors and other server environments.



Important PDU Mounting Features

In addition to U-space PDU mounting, the PowerEdge 4220 rack enclosure has specially designed trays inside the rear doors to easily mount vertical PDUs, without using any tools, so they won't interfere with air circulation. The wide design of the 4220W moves the PDU trays even farther away from the rack's frame, which reduces interference with installed equipment and cables.

Dell vertical-mount PDUs are available in a number of sizes and can be combined within a rack. The trays in the standard (4220) and wide (4220W) racks can hold up to four full-height or eight half-height units, while the deep (4220D) rack trays can accommodate twice as many.

A Bundle of Cable Management Options

Each of the three PowerEdge 4220 sizes accommodates servers with deep chassis dimensions while allowing space for cable management. The large open base and removable side panels offer more options for cable access.



Removable "tail-bars" at the top and bottom of the back frame simplify power and cable routing. The bars can be reattached after the cables are in place

Wide racks (4220W) move the side panels and PDU trays farther away from the equipment installed in the rack, allowing more room for cables in the sides and back.

Deep racks (4220D) have expanded PDU trays in the back of the rack, which can be used for additional power management or for routing cables.

Made to Stay Cool

The PowerEdge 4220 rack is designed to facilitate better airflow. The front and rear doors are 80 percent perforated, and flexible air dams help keep hot air from moving from the back to the front, alleviating a problem common in many racks. Dell's wide rack enclosure employs extended air dams across the front to help ensure proper airflow containment. Available blanking panels can further manage airflow for unused U-space in the rack.

For hot-aisle/cold-aisle thermally efficient data center topologies, the standard rack enclosure fits on two standard floor tiles, in a space two feet wide and four feet deep. The 4220W rack is slightly wider, and the 4220D rack is slightly deeper. Space planners can select the form factor that best meets data center needs.



Infrastructure for the Efficient Enterprise

For data center efficiency, Dell offers a range of accessories to help you further improve power management, enhance airflow and ease component mounting. Additional options include a rack fan, an equipment shelf and a 1U KMM (keyboard/monitor/mouse) console.

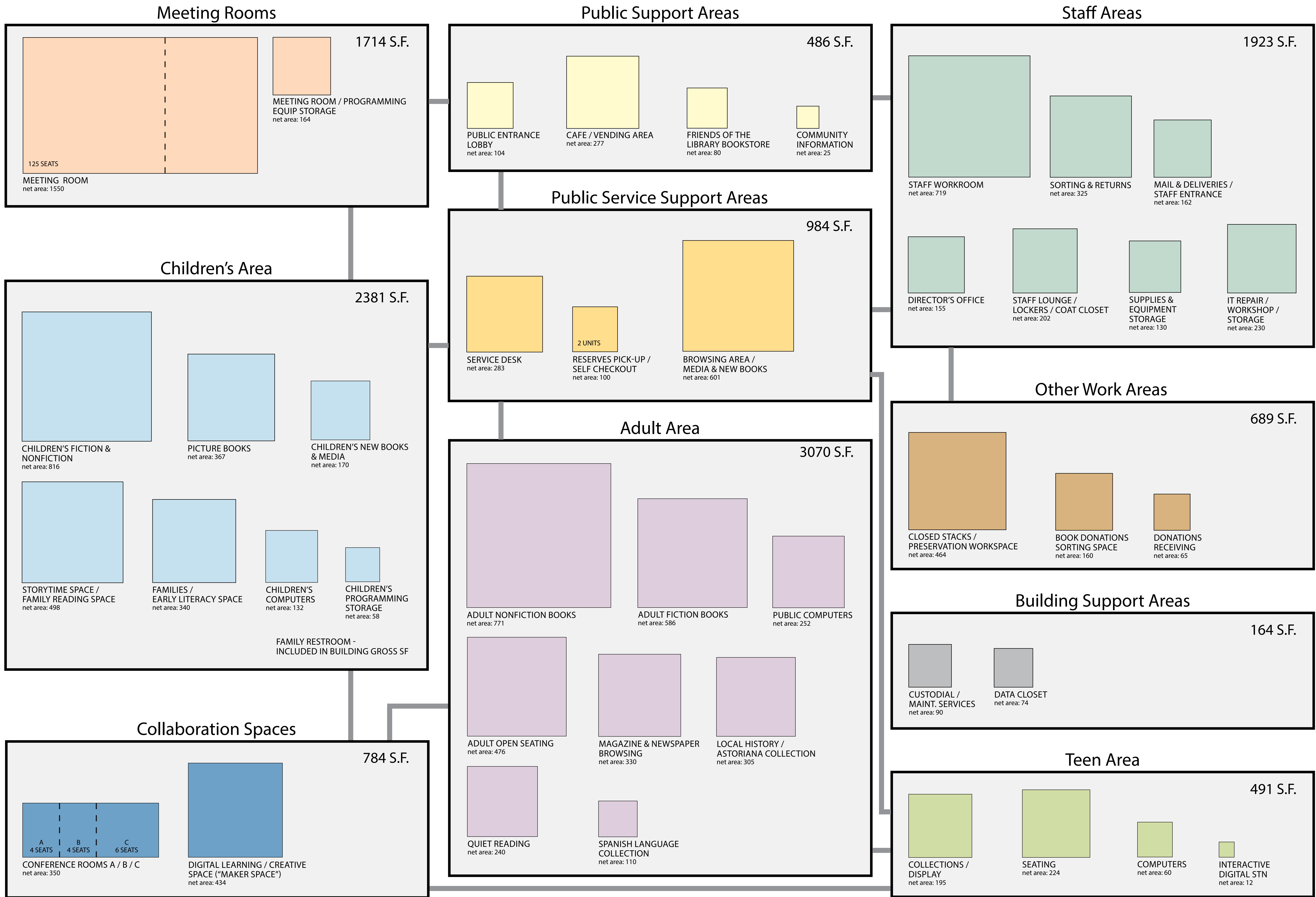


Power management: An extensive portfolio of Dell PDUs and uninterruptible power supplies (UPSs) can be mixed and matched to meet your exact requirements.

Blanking panels: These panels can be used to help ensure proper airflow in the rack and enhance cooling efficiency. Plastic panels snap in place, while steel panels are attached with screws.

Toolless installation: Servers and other components can be installed quickly and easily with the Dell ReadyRails™ mounting interface for sliding and static rail kits.

Select >

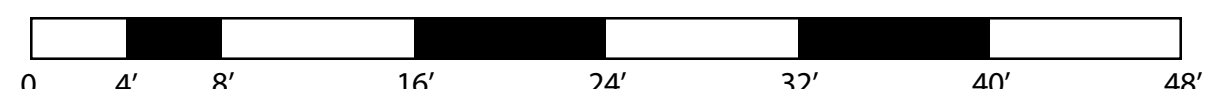


September 10, 2013

Programming

SPACE ALLOCATIONS

Wall Thickness, Pathways, Elevator, Stairways, Restrooms
 (30% of Programmed area) = 5,436 S.F.
 TOTAL BUILDING AREA = 18,122 S.F.



Ruth Metz Associates
 Kathryn Page Associates
 FFA Architecture and Interiors
 Kress consulting