

## **DRAFT Building Program - Thomas Memorial Library**

**Space Category Summary (All Areas) XX,XXX NSF**

**Space 5.1. – Administration XXX NSF**

**5.1.1. – Director’s Office XXX NSF**

**Space 5.2. – Adult Services X,XXX NSF**

**5.2.1. – Reference Collection X NSF**

**5.2.2. – Non-Fiction Collection X,XXX NSF**

**5.2.3. – Fiction Collection XXX NSF**

**5.2.4. – Paperback Collection XXX NSF**

**5.2.5. – Large Print Collection XX NSF**

**5.2.6. – Audio Book Collection (Cassette Tape & CD) XXX NSF**

**5.2.7. – (Music?) CD Collection XXX NSF**

**5.2.8. – Video (DVD) Collection XXX NSF**

**5.2.9. – Adult New Material Display XXX NSF**

**5.2.10. – Adult Magazines (Current and Recent Back Issues) XXX NSF**

**5.2.11. – Newspaper Collection XX NSF**

**5.2.12. – Adult Lounge Seating (X seats) XXX NSF**

**5.2.13. – Adult Computer Workstations (Single – X seats) XXX NSF**

**5.2.14. – Adult Four-Place Tables (X seats) XXX NSF**

**5.2.15. – Group Study Room 1 (X seats) XXX NSF**

**5.2.16. – Group Study Room 2 (X seats) XX NSF**

**5.2.17. – Staff Workroom X NSF**

**5.2.18. – Photocopier XX NSF**

**5.2.19. – Dictionary Stand XX NSF**

**Space 5.3. – Children’s/Youth Services X,XXX NSF**

**5.3.1. – Youth Reference Collection XX NSF**

**5.3.2. – Youth New Materials Collection XX NSF**

**5.3.3. – Youth Non-Fiction Collection XXX NSF**

**5.3.4. – Youth Fiction Collection XXX NSF**

**5.3.5. – Youth Easy Reader Collection XXX NSF**

**5.3.6. – Youth Picture Book Collection XXX NSF**

**5.3.7. – Youth Audio Books Collection  
(Cassette Tape & CD) XX NSF**

**5.3.8. – Juvenile Chapter Books XXX NSF**

**5.3.9. – Youth Music CDs XX NSF**

**5.3.10. – Youth DVDs XXX NSF**

**5.3.11. – Youth Magazines (Current) XX NSF**

**5.3.12. – Toddler Lounge Seating XXX NSF**

**5.3.13. – Youth Lounge Seating XXX NSF**

**5.3.14. – Pre-school Computer Workstations XXX NSF**

**ETC.**

**Space 5.1.1.  
ADMINISTRATION – DIRECTOR’S OFFICE  
190 NSF/ 228 NASF**

**Function**

The primary function of this space is to:

- provide work space for the Director and for confidential meetings with staff, with prospective employees and with visitors.

A summary of space allocations for the Director's Office is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Director's Office	1	190	<u>190</u>
SUBTOTAL NSF			190
Internal walls and circulation @ 20%			<u>38</u>
TOTAL NASF			228

**Occupancy**

From one to four staff and visitors

Director's Office; allow 190 NSF, and include:

- 1 Office systems workstation with computer return and utility and file drawers. The desk should be lockable. The workstation should incorporate a wire-management system. and overhead shelving
- 1 Star-based ergonomic posture chair with arms
- 1 Personal computer and laser printer
- 2 Guest chairs and a small conference table

**Spatial Relationships**

*Adjacent to:* No primary adjacency necessary

*In close proximity to:* Adult/YA Office/Workroom (Space X.X.X.) and other staff workroom areas to allow interaction with staff.

## **Environmental and Engineering Needs**

*Acoustics:* The Director's Office should have an NC rating of between 30 and 35 and an STC rating of at least 40.

*Communications:* Provide telephone. (Consider VOIP System)

*Data:* Data drop should be provided.

*Electrical:* Provide wiring and power for computer and peripherals.

*Finishes:* High quality office systems furniture should be used.

*Lighting:* 30 – 40 foot candles general lighting with task lighting providing at least 50 ft.-c.

*Security:* This is a staff only area. Consider controlling access with a key card.

## **Other Comments:**

The door to the Director's Office should have vision panel.

**Space 5.2.1.**  
**ADULT SERVICES - REFERENCE COLLECTION**  
**135 NSF/ 149 NASF**

**Function**

The primary function of this space is to:

- provide an area where non-circulating adult reference materials can be housed in a way that makes the materials readily accessible to the public.

A summary of space allocations for the Reference Collection is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Reference Collection	1	135	<u>135</u>
SUBTOTAL NSF			135
Internal walls and circulation @ 10%			<u>14</u>
TOTAL NASF			149

**Occupancy**

From zero to a four or more staff and library users

Reference Collection; allow 135 NSF, and include:

Six (6) sections of double-faced 82" – 90" high cantilever-type book stack shelving (12 single-faced sections) with a nominal shelf depth of 12" to house up to 1,500 non-circulating reference volumes. Each section of shelving should have one fixed 12" deep base shelf, and six 12" deep adjustable flat shelves.

**Spatial Relationships**

*Adjacent to:* Adult Services Desk (Space X.X.X.) and the Adult Computer Workstations (Space X.X.X.)

*In close proximity to:* Adult Four-Place Tables (Space X.X.X.), Adult One-Place Tables (Space X.X.X.) and the Newspapers (Space 5.X.X.)

**Environmental and Engineering Needs**

*Acoustics:* The Reference Collection area should have an NC rating of between 25 and 30.

*Communications:* No special communications requirements.

*Data:* No special requirements.

*Electrical:* Provide two duplex electrical outlets to serve two standing online public access catalog terminals (only one will be used initially.)

*Finishes:* End panels should be compatible with other furnishings in the adult services area.

*Floor Loading:* Live load capacity in this area must meet or exceed 150 lbs. per sq. ft.

*Lighting:* Lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is vertically) at a height of 12", and 35 ft-c maximum at the highest point of the shelving (again measured vertically) to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

**Other Comments:** Consider alternating high (82" to 90"high) and low (40" – 42" high) shelving ranges to provide standing work surfaces for using heavy reference volumes. Consider using slant-top canopies with a lip (like a dictionary stand) on the low ranges. NOTE: This configuration would require some additional space.