

Thomas Memorial Library - Detailed Area Descriptions

Space Category Summary (All Areas)	XX,XXX NSF
Space 1. – Administration	190 NSF
1.1. – Library Director’s Office	190 NSF
Space 2. – Adult Services/Reference	5,108 NSF
2.1. – Adult Reference Collection	140 NSF
2.2. – Adult New Materials Display	160 NSF
2.3. – Adult Non-Fiction Collection	800 NSF
2.4. – Adult Biography Collection	120 NSF
2.5. – Adult Poetry Collection	100 NSF
2.6. – Adult Fiction Collection	720 NSF
2.7. – Adult Genre Fiction Collections	460 NSF
2.8. – Adult Large Print Collection	100 NSF
2.9. – Adult Audio Book Collection (Tape, CD, MP3 & Playaway)	140 NSF
2.10. – Adult Music Collection (CD)	80 NSF
2.11. – Adult Video Collections (VHS & DVD)	140 NSF
2.12. – Adult Magazines (Current & Recent Back Issues)	50 NSF
2.13. – Adult Magazines (Older Back Issues)	30 NSF
2.14. – Adult Newspapers (Current & Recent Back Issues)	10 NSF
2.15. – Adult Newspapers (Older Back Issues)	10 NSF
2.16. – Adult Lounge Seating – General (12 seats)	360 NSF
2.17. – Adult Lounge Seating – Poetry/Quiet Room (4 seats)	120 NSF
2.18. – Adult Individual Study/Tutoring Room 1 (2 seats)	48 NSF
2.19. – Adult Individual Study/Tutoring Room 2 (2 seats)(Listening/Viewing)	48 NSF
2.20. – Adult Express Internet Terminals	18 NSF
2.21. – Adult One-Place Tables (4 seats)	120 NSF
2.22. – Adult Computer Workstations (Single – 4 computers, 4 seats)	159 NSF
2.23. – Adult Computer Workstations (Double – 2 computers, 4 seats)	80 NSF
2.24. – Adult Download Station	30 NSF
2.25. – Adult Four-Place Tables (8 seats)	200 NSF
2.26. – Adult Group Study Room with Computer (6 seats)	150 NSF
2.27. – Adult Services/Reference Desk (2-person service desk)	120 NSF
2.28. – Adult Services/Reference Workroom (2 people)	300 NSF
2.29. – Adult Photocopier	48 NSF
2.30. – Adult Dictionary Stand	25 NSF
2.31. – Adult Services Literature Racks (2)	40 NSF
2.32. – Adult Display Case (1)	66 NSF
2.33. – Adult Services Supply/Storage Area	100 NSF
2.34. – Adult Services Booktruck Parking	16 NSF

Space 3. – Cape Elizabeth Historical Preservation Society (CEHPS) & Maine Collection

3.1. – Maine & Cape Elizabeth Historical Preservation Society Collections	XXX NSF
3.2. – Maine & CEHPS Lounge Seating – (X seats)	XX NSF
3.3. – Maine & CEHPS One-Place Tables (X seats)	XX NSF
3.4. – Maine & CEHPS Workstations (Single – X seats)	XX NSF
3.5. – Maine & CEHPS Microfilm Reader/Printer Workstations (X seats)	XX NSF
3.6. – Maine & CEHPS Four-Place Tables (X seats)	XXX NSF
3.7. – CEHPS Workroom (X people)	XX NSF
3.8. – Maine & CEHPS Map Case	XX NSF
3.9. – Maine & CEHPS Collection Display Cases	XX NSF
3.10. – CEHPS Storage	XXX NSF

Space 4. – Children’s Services X,XXX NSF

4.1. – Children’s Reference Collection	XX NSF
4.2. – Children’s New Materials Collection	XX NSF
4.3. – Children’s Non-Fiction Collection	XXXX NSF
4.4. – Children’s Biography Collection	XXX NSF
4.5. – Children’s Fiction Collection	XXXX NSF
4.6. – Children’s Paperback/Series Collections	XXX NSF
4.7. – Children’s Toddler/Board Books	XXX NSF
4.8. – Children’s Early Reader Books Collection	XXX NSF
4.9. – Children’s Picture Book Collection	XXXX NSF
4.10. – Children’s Audio Books Collection (Tape, CD, MP3, Playaway)	XXX NSF
4.11. – Children’s Music (CD)	XX NSF
4.12. – Children’s Video (VHS & DVD)	XX NSF
4.13. – Children’s Video Games	XX NSF
4.14. – Children’s Kits	XX NSF
4.15. – Children’s Magazines (Current)	XX NSF
4.16. – Children’s Magazines (Back Issues)	XX NSF
4.17. – Parenting & Early Development Collection	XXX NSF
4.18. – Children’s Floor Seating (X seats)	XXX NSF
4.19. – Children’s Lounge Seating (X seats)	XXX NSF
4.20. – Pre-School/Primary Computer Workstations (X computers, X seats)	XX NSF
4.21. – Intermediate Computer Workstations (X seats)	XXX NSF
4.22. – Children’s Download Station	XX NSF
4.23. – Children’s Express Internet Station	XX NSF
4.24. – Children’s Listening/Viewing Station	XX NSF
4.25. – Primary Four-Place Tables (X seats)	XXX NSF
4.26. – Intermediate Four-Place Tables (X seats)	XXX NSF
4.27. – Adult Lounge Seating in Children’s Area	XX NSF
4.28. – Adult/Children’s Read-Aloud Chairs (X seats – chair and ½ type)	XXX NSF
4.29. – Children’s Tutoring Room 1 (2 seats)	XX NSF
4.30. – Children’s Themed Entrance	XXX NSF
4.31. – Children’s Services Desk (2-person service desk)	XXX NSF
4.32. – Children’s Services Workroom	XXX NSF
4.33. – Children’s Photocopier	XX NSF
4.34. – Children’s Services Stroller Parking Area	XX NSF
4.35. – Children’s Program Room	XXX NSF

4.36. – Children’s Services Storage Area	XXX NSF
4.37. – Children’s Services Display Case	XX NSF
4.38. – Children’s Discovery Area (objects)	XXX NSF
4.39. – Children’s Services Literature Racks (2)	XX NSF
4.40. – Children’s Booktruck Parking	XX NSF
Space 5. – Circulation Services	X,XXX NSF
5.1. – Circulation Manager’s Office	XXX NSF
5.2. – Circulation Workroom & Storage Area	XXX NSF
5.3. – Circulation Services Desk	XXX NSF
5.4. – Circulation Self Checkout Stations	XXX NSF
5.5. – Circulation Reserves/Holds Area	XXX NSF
5.6. – Circulation Online Public Access Catalog Terminal	XX NSF
5.7. – Circulation Express Internet Terminal	XX NSF
5.8. – Circulation Photocopier	XX NSF
5.9. – Circulation Display Case	XX NSF
5.10. – Circulation Literature Rack	XX NSF
5.11. – Circulation Booktruck Parking	XX NSF
5.12. – Wheelchair and Scooter Alcove	XX NSF
Space 6. – Facilities	XXX NSF
6.1. – General Maintenance Room	XXX NSF
6.2. – Loading/Receiving Area	XXX NSF
6.3. – Janitor’s Closet	XX NSF
6.4. – Custodial Supply Room	XXX NSF
6.5. – General Library Storage Room	XXX NSF
6.6. – Friends of the Library Storage	XXX NSF
Space 7. – Information Technology/Computer Services	XXX NSF
7.1. – Computer/Server Room	XXX NSF
7.2. – Data/Wiring Closet 1	XX NSF
7.3. – Data/Wiring Closet 2	XX NSF
Space 8. – Meeting Rooms	XXXX NSF
8.1. – Multipurpose Meeting Room 1	600 NSF
8.2. – Multipurpose Meeting Room 2	600 NSF
8.3. – Conference Room	300 NSF
8.4. – Meeting Room Storage	160 NSF
8.5. – Meeting Room Area Kitchenette	160 NSF

Space 9. – Miscellaneous	XXXX NSF
9.1. – Entrance Lobby & Book Lockers	XXX NSF
9.2. – Library Café	XXX NSF
9.3. – Staff Lunch/Break Room	XXX NSF
9.4. – Staff Lockers	XXX NSF
9.5. – Staff Restroom	XXX NSF
9.6. – Gallery	XXX NSF
9.7. – Cape Elizabeth Arts Council Office/Storage	XXX NSF
Space 10. – Technical Services	XXX NSF
10.1. – Technical Services Workroom	XXX NSF
10.2. – Technical Services Storage Area	XX NSF
10.3. – Technical Services Photocopier	XX NSF
Space 11. – Young Adult Services	XXXX NSF
11.1. – Young Adult Reference Collection	XX NSF
11.2. – Young Adult New Materials	XX NSF
11.3. – Young Adult Fiction	XXX NSF
11.4. – Young Adult Non-Fiction	XXX NSF
11.5. – Young Adult Genre Fiction	XX NSF
11.6. – Young Adult Biography	XX NSF
11.7. – Young Adult Audio Books	XX NSF
11.8. – Young Adult Playaways	XX NSF
11.9. – Young Adult Video	XX NSF
11.10. – Young Adult Video Games	XX NSF
11.11. – Young Adult Magazines (Current & Back Issues)	XX NSF
11.12. – Young Adult Computer Workstations (Single) (X computers, X seats)	XX NSF
11.13. – Young Adult Computer Workstations (Double) (X computers – X seats)	XXX NSF
11.14. – Young Adult Group Study Computer (1 computer, X seats)	XXX NSF
11.15. – Young Adult Download Station	XX NSF
11.16. – Young Adult Viewing/Listening Area	XX NSF
11.17. – Young Adult Lounge Seating (X seats)	XXX NSF
11.18. – Young Adult Four-Place Tables (X seats)	XXX NSF
11.19. – Young Adult Literature Rack	XX NSF
11.20. – Young Adult Book Truck Parking (2)	XX NSF
11.21. – Young Adult Express Internet Station	XX NSF
11.22. – Young Adult Display Case	XX NSF

Administration Area Summary:

Space 1. – Administration

190 NSF

1.1. – Library Director's Office

190 NSF

Space 1.1.
ADMINISTRATION – LIBRARY DIRECTOR'S OFFICE
190 NSF

Function

The primary function of this space is to:

- provide work space for the Library Director and for confidential meetings with staff and the public.

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

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Library Director's office	1	190	<u>190</u> 190

Occupancy

From one to five staff and visitors

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

- 1 Executive desk with computer return and integrated storage including utility and file drawers and general secure storage. The desk should be lockable. The desk should incorporate a wire-management system.
- 1 Star-based ergonomic executive chair
- 1 Personal computer and laser printer
- 2 Guest chairs
- 1 Small conference table with 2 side chairs
- 2 Sections of 78" H, single-face wood bookstack shelving (five shelves per section – a total of 30 linear feet of shelving) with eight adjustable 12-inch shelves over two 12-inch fixed-base shelf for 250 - 350 books, binders and assorted materials
- 1 Wall-mounted, enclosed, combination tack/white board

Spatial Relationships

Adjacent to: Adult Services/Reference Workroom (Space 2.28.)

In close proximity to: Circulation Workroom (Space 5.2.)

Environmental and Engineering Needs

Acoustics: The Director's Office should have an NC rating between 30 and 35 and the walls should have an STC rating of at least 55.

Communications: Provide telephone. (Consider Voice Over Internet Protocol [VOIP] system)

Data: Conduit for data network cabling and data drop **must** be provided as well as an integrated wire management system in the desk. Computer should be networked to the staff photocopy machine for use of photocopy/fax/scanner machine.

Electrical: Provide wiring and power for computer and peripherals.

Finishes: A finish that is appropriate for executive activities and important guests.

Lighting: 30 – 40 foot candles general lighting with task lighting providing at least 50 fc.

Security: Card access for this office.

Other Comments

This area will be where many persons will come to visit the Library Director. The design and finishes of the spaces should reflect the nature of the activities in the area.

The door to the Director's Office **must** have a vision panel.

Space 2. – Adult Services/Reference**5,108 NSF**

2.1. – Adult Reference Collection	140 NSF
2.2. – Adult New Materials Display	160 NSF
2.3. – Adult Non-Fiction Collection	800 NSF
2.4. – Adult Biography Collection	120 NSF
2.5. – Adult Poetry Collection	100 NSF
2.6. – Adult Fiction Collection	720 NSF
2.7. – Adult Genre Fiction Collections	460 NSF
2.8. – Adult Large Print Collection	100 NSF
2.9. – Adult Audio Book Collection (Tape, CD, MP3 & Playaway)	140 NSF
2.10. – Adult Music Collection (CD)	80 NSF
2.11. – Adult Video Collections (VHS & DVD)	140 NSF
2.12. – Adult Magazines (Current & Recent Back Issues)	50 NSF
2.13. – Adult Magazines (Older Back Issues)	30 NSF
2.14. – Adult Newspapers (Current & Recent Back Issues)	10 NSF
2.15. – Adult Newspapers (Older Back Issues)	10 NSF
2.16. – Adult Lounge Seating – General (12 seats)	360 NSF
2.17. – Adult Lounge Seating – Poetry/Quiet Room (4 seats)	120 NSF
2.18. – Adult Individual Study/Tutoring Room 1 (2 seats)	48 NSF
2.19. – Adult Individual Study/Tutoring Room 2 (2 seats)(Listening/Viewing)	48 NSF
2.20. – Adult Express Internet Terminals	18 NSF
2.21. – Adult One-Place Tables (4 seats)	120 NSF
2.22. – Adult Computer Workstations (Single – 4 computers, 4 seats)	159 NSF
2.23. – Adult Computer Workstations (Double – 2 computers, 4 seats)	80 NSF
2.24. – Adult Download Station	30 NSF
2.25. – Adult Four-Place Tables (8 seats)	200 NSF
2.26. – Adult Group Study Room with Computer (6 seats)	150 NSF
2.27. – Adult Services/Reference Desk (2-person service desk)	120 NSF
2.28. – Adult Services/Reference Workroom (2 people)	300 NSF
2.29. – Adult Photocopier	48 NSF
2.30. – Adult Dictionary Stand	25 NSF
2.31. – Adult Services Literature Racks (2)	40 NSF
2.32. – Adult Display Case (1)	66 NSF
2.33. – Adult Services Supply/Storage Area	100 NSF
2.34. – Adult Services Booktruck Parking	16 NSF

Space 2.1.

ADULT SERVICES/REFERENCE – ADULT REFERENCE COLLECTION 140 NSF

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 Adult Reference Collection is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Reference Collection	1	140	<u>140</u> 140

Occupancy

From zero to a dozen or more staff and library users

Adult Reference Collection; allow 140 NSF, and include:

Seven (7) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (14 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.

One centrally located standing online public access catalog terminal (at end of a range of stacks).

Spatial Relationships

Adjacent to: Adult Services/Reference Desk (Space 2.27.), Adult Computer Workstations (Space 2.22. and 2.23.).

In close proximity to: Non-Fiction Collection (Space 2.3), Adult Four-Place Tables (Space 2.25.), Adult One-Place Tables (Space 2.21.)

Environmental and Engineering Needs

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

Communications: No special communications requirements.

Data: Provide data cabling for one online public access catalog terminal

Electrical: Provide one duplex electrical outlet to serve one standing online public access catalog terminal

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.

Space 2.2.

ADULT SERVICES/REFERENCE – ADULT NEW MATERIALS DISPLAY 160 NSF

Function

The primary function of this space is to:

- provide an area for the retail-type display (e.g., cover forward display) of newly acquired library books and other circulating materials that encourages the use of these materials.

A summary of space allocations for the Adult New Materials Display is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult New Materials Display Area	1	160	<u>160</u> 160

Occupancy

From zero to 8 library users and/or staff

Adult New Materials Display; allow 160 NSF, and include:

Six sections of 66" – 72" high double-sided cantilever-type bookstack shelving (twelve single-faced sections) with a nominal shelf depth 10". These sections of shelving should have one slanted 10" base shelf, one adjustable slanted shelf and three adjustable flat shelves.. Use slat-wall end panels to allow for face-forward display of materials.

Two bench seats to allow people to sit as they peruse new materials

Spatial Relationships

Adjacent to: Circulation Services Desk (Space 5.3.)

In close proximity to: Entrance Lobby & Book Lockers (Space 9.1.)

Environmental and Engineering Needs

Acoustics: The Adult New Materials Display area should have an NC rating of between 35 and 40.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements

Finishes: Finishes in this area should be influenced by retail book displays. Shelving should provide opportunities for some “face-forward” display of new titles.

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. Consider some special display lighting to highlight selected materials.

Space 2.3.

ADULT SERVICES/REFERENCE – ADULT NON-FICTION COLLECTION 800 NSF

Function

The primary function of this space is to:

- provide an area in which circulating adult non-fiction materials can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating adult non-fiction materials can be displayed in a way that encourages use of the materials by the public.

A summary of space allocations for the Adult Non-Fiction Collection is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Non-Fiction Collection	1	800	<u>800</u> 800

Occupancy

From zero to a dozen or more staff and library users

Adult Non-Fiction Collection; allow 800 NSF, and include:

Forty (40) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (80 single-faced sections) with a nominal shelf depth of 10" to house up to 9,500 circulating non-fiction volumes including oversize items. Each section of shelving should have one slanted 10" deep base shelf, one slanted 10" deep adjustable shelf and five 10" deep adjustable flat shelves.

One standing online public access catalog terminal.

Spatial Relationships

Adjacent to: Adult Four-Place Tables (Space 2.25.), and the Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Adult Four-Place Tables (Space 2.25.), Adult One-Place Tables (Space 2.21), the Adult Poetry Collection (Space 2.5.) and Adult Poetry/Quiet Room Lounge Seating (Space 2.17.)

Environmental and Engineering Needs

Acoustics: The Adult Non-Fiction Collection area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: Provide data cabling for one standing online public access catalog terminal.

Electrical: Provide one duplex electrical outlet to serve one standing online public access catalog terminal.

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.

Space 2.4.

ADULT SERVICES/REFERENCE – ADULT BIOGRAPHY COLLECTION 120 NSF

Function

The primary function of this space is to:

- provide an area in which circulating adult biography materials can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating adult biography materials can be displayed in a way that encourages use of the materials by the public.

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

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Biography Collection	1	120	<u>120</u> 120

Occupancy

From zero to four staff and library users

Adult Biography Collection; allow 120 NSF, and include:

Six (6) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (12 single-faced sections) with a nominal shelf depth of 10" to house up to 1,500 circulating biography volumes. Each section of shelving should have one slanted 10" deep base shelf, one slanted 10" deep adjustable shelf and five 10" deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Adult Non-Fiction Collection (Space 2.3.), Adult Four-Place Tables (Space 2.25.).

In close proximity to: Adult One-Place Tables (Space 2.21.), and the Adult Lounge Seating (Space 2.16.).

Environmental and Engineering Needs

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

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

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.

Space 2.5.

ADULT SERVICES/REFERENCE – ADULT POETRY COLLECTION 100 NSF

Function

The primary function of this space is to:

- provide an area in which circulating and non-circulating poetry materials can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating and non-circulating poetry materials can be displayed in a way that encourages use of the materials by the public.

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

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Poetry Collection	1	100	$\frac{100}{100}$

Occupancy

From zero to four staff and library users

Adult Poetry Collection; allow 100 NSF, and include:

Ten (10) sections of single-faced 82" – 90" steel wall-mounted bookstack shelving with a nominal shelf depth of 10" to house up to 1,300 circulating and non-circulating poetry volumes. Each section of shelving should have one slanted 10" deep base shelf, one slanted 10" deep adjustable shelf and five 10" deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Poetry Room Adult Lounge Seating (Space 2.17.).

In close proximity to: Adult Non-Fiction Collection (Space 2.3.).

Environmental and Engineering Needs

Acoustics: The Adult Poetry Collection area should have an NC rating of between 20 and 25.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements

Finishes: Consider the use of wooden shelving in the poetry 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: The adult poetry collection is envisioned as occupying a small, separate room that includes the collection and lounge seating.

Space 2.6.

ADULT SERVICES/REFERENCE – ADULT FICTION COLLECTION 720 NSF

Function

The primary function of this space is to:

- provide an area in which circulating adult fiction materials can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating adult fiction materials can be displayed in a way that encourages use of the materials by the public.

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

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Fiction Collection	1	720	$\frac{720}{720}$

Occupancy

From zero to a dozen or more staff and library users

Adult Fiction Collection; allow 720 NSF, and include:

Thirty-six (36) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (72 single-faced sections) with a nominal shelf depth of 10" to house up to 8,250 circulating fiction volumes. Each section of shelving should have one fixed 10" deep base shelf, and six 10" deep adjustable flat shelves.

One standing online public access catalog terminal (at end of a book stack range).

Spatial Relationships

Adjacent to: Adult Genre Fiction Collections (Space 2.7.) and the Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Adult Large Print Collection (Space 2.8.), Adult Lounge Seating (2.16.), and the Adult Four-Place Tables (Space 2.25.)

Environmental and Engineering Needs

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

Communications: No special communications requirements.

Data: Provide data cabling for one online public access catalog terminal.

Electrical: Provide one duplex electrical outlets to serve the online public access catalog terminal.

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.

Space 2.7.

ADULT SERVICES/REFERENCE – ADULT GENRE FICTION COLLECTIONS 460 NSF

Function

The primary function of this space is to:

- provide an area in which circulating adult genre fiction materials (e.g., mysteries, science fiction, etc.) can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating adult genre fiction materials can be displayed in a way that encourages use of the materials by the public.

A summary of space allocations for the Adult Genre Fiction Collection is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Genre Fiction Collection	1	460	<u>460</u> 460

Occupancy

From zero to eight staff and library users

Genre Fiction Collection; allow 460 NSF, and include:

Twenty-three (23) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (46 single-faced sections) with a nominal shelf depth of 10" to house up to 5,000 circulating adult genre fiction volumes. Each section of shelving should have one fixed 10" deep base shelf, and six 10" deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Adult Fiction Collection (Space 2.6.) and the Large Print Collection (Space 2.8.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and Adult Lounge Seating (Space 2.16.)

Environmental and Engineering Needs

Acoustics: The Adult Genre Fiction Collection area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

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.

Space 2.8.

ADULT SERVICES/REFERENCE – ADULT LARGE PRINT COLLECTION 100 NSF

Function

The primary function of this space is to:

- provide an area in which circulating large print materials can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating large print materials can be displayed in a way that encourages use of the materials by the public.

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

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Large Print Collection	1	100	$\frac{100}{100}$

Occupancy

From zero to three staff and library users

Adult Large Print Collection; allow 100 NSF, and include:

Five (5) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (10 single-faced sections) with a nominal shelf depth of 10" to house up to 1,000 circulating large print volumes. Each section of shelving should have one fixed 10" deep base shelf, and six 10" deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Audio Book Collection (Space 2.9.) and the Genre Fiction Collections (Space 2.7.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and the Adult Lounge Seating (2.16.)

Environmental and Engineering Needs

Acoustics: The Adult Large Print Collection area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

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.

Space 2.9.

ADULT SERVICES/REFERENCE – ADULT AUDIO BOOK COLLECTION (CASSETTE TAPE & CD)

140 NSF

Function

The primary function of this space is to:

- provide an area in which circulating audio books can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating audio books can be displayed in a way that encourages use of the materials by the public.

A summary of space allocations for the Adult Audio Book Collection is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Audio Book Collection	1	140	<u>140</u> 140

Occupancy

From zero to six staff and library users

Adult Audio Book Collection; allow 140 NSF, and include:

Seven (7) sections of double-faced 82" – 90" high cantilever-type bookstack shelving (14 single-faced sections) with a nominal shelf depth of 10" to house up to 1,500 circulating audio book volumes. Each section of shelving should have one slanted 10" deep base shelf, one slanted 10" adjustable shelf and five 10" deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Adult Large Print Collection (Space 2.8.), Adult Video Collection (Space 2.11), and the Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Individual Study/Tutoring Listening-Viewing Room (Space 2.19), Adult Fiction Collection (Space 2.6.) and the Genre Fiction Collection (Space 2.7.)

Environmental and Engineering Needs

Acoustics: The Adult Audio Book Collection area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

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.

Space 2.10.**ADULT SERVICES/REFERENCE – ADULT MUSIC COLLECTION (CDs)
80 NSF****Function**

The primary function of this space is to:

- provide an area in which circulating adult music collection (CDs) can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating adult music collection (CDs) can be displayed using a “retail” approach that encourages use of the materials by the public.

A summary of space allocations for the Adult Music Collection (CDs) Area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Music Collection (CDs) Area	1	80	<u>80</u> 80

Occupancy

From zero to two library users and/or staff

Adult Music Collection (CDs); allow 80 NSF, and include:

One (1) retail-style CD display bin units. Unit should be capable of housing/displaying for browsing up to 800 CDs.

Spatial Relationships

Adjacent to: Adult Video Collection (DVDs) (Space 2.11.)

In close proximity to: Individual Study/Tutoring Listening-Viewing Room (Space 2.19) and the Adult Services/Reference Desk (Space 2.27)

Environmental and Engineering Needs

Acoustics: The Adult Music CD Collection area should have an NC rating of between 30 and 40.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

Finishes: Display bins 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.

Space 2.11.

ADULT SERVICES/REFERENCE – ADULT VIDEO COLLECTION (VHS & DVDs) 140 NSF

Function

The primary function of this space is to:

- provide an area in which circulating adult videos (VHS and DVDs) can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which circulating adult videos (VHS and DVDs) can be displayed using a “retail” approach that encourages use of the materials by the public.

A summary of space allocations for the Adult Video Collection Area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Video Collection Area	1	140	<u>140</u> 140

Occupancy

From zero to six or more library users and/or staff

Adult Video Collection; allow 140 NSF, and include:

Seven (7) sections of double-faced 72” high cantilever-type bookstack shelving (14 single-faced sections) with a nominal shelf depth of 10” to house up to 1,500 circulating adult videos. Each section of shelving should have one slanted 10” deep base shelf, one slanted 10” adjustable shelf and four 10” deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Adult Music Collection (Space 2.10.)

In close proximity to: Study/Tutoring Listening-Viewing Room (Space 2.19) and the Adult Services/Reference Desk (Space 2.27)

Environmental and Engineering Needs

Acoustics: The Adult Video Collection area should have an NC rating of between 30 and 40.

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

Finishes: Consider using slat-wall or other display-type end panels on shelving units.

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.

Space 2.12.

ADULT SERVICES/REFERENCE – ADULT MAGAZINES (CURRENT & RECENT BACK ISSUES) 50 NSF

Function

The primary function of this space is to:

- provide an area in which current and recent back issues of adult periodicals can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which current and recent back issues of adult periodicals can be displayed in a way that encourages use of the materials by the public.

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

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Magazine Collection	1	50	<u>50</u> 50

Occupancy

From zero to three staff and library users

Adult Magazine Collection; allow 50 NSF, and include:

Five (5) sections of 66" – 72" high single-faced, wall-mounted cantilever-type bookstack shelving with a nominal shelf depth 12" to house up to 60 periodical titles. These sections of shelving should have a flat 12" base shelf and three adjustable flat shelves. Shelves should be fitted with slant-front display units to hold the current issues. Back issues will be housed on the flat shelves under the slant-front display units.

Spatial Relationships

Adjacent to: Adult Newspapers (Space 2.14.)

In close proximity to: Reference/Adult Services Desk (Space 2.27.), and the Adult Four-Place Tables (Space 2.25.)

Environmental and Engineering Needs

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

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

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: "Reach" distances should be consistent with Americans With Disabilities Act Accessibility Guidelines (ADAAG).

Space 2.13.

ADULT SERVICES/REFERENCE – ADULT MAGAZINES (OLDER BACK ISSUES) 30 NSF

Function

The primary function of this space is to:

- provide an area in which back issues of periodicals can be efficiently housed;
- provide an area in which back issues of periodicals can be made accessible to the public in a way that minimizes unnecessary staff intervention.

A summary of space allocations for the Adult Magazines (Older Back Issues) is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Magazines (Older Back Issues)	1	30	<u>30</u> 30

Occupancy

From zero to two staff and library users

Adult Magazines (Older Back Issues); allow 30 NSF, and include:

Three (3) sections of single-faced, wall hung 82" – 90" high cantilever-type bookstack shelving with a nominal shelf depth of 10" to house up to 2,000 back issues of periodicals. Each section of shelving should have one fixed 10" deep base shelf, and five 10" deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Adult Magazines (Current & Recent Back Issues) (Space 2.12.) and the Newspapers (Current & Recent Back Issues) (Space 2.14.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.), Adult Four-Place Tables (Space 2.25) and the Adult Lounge Seating (2.16.)

Environmental and Engineering Needs

Acoustics: The Adult Magazines (Older Back Issues) area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: No special needs.

Electrical: No special needs.

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: While these materials can be stored in a non-public office or storage area, consider making them available as "open shelf" items.

Space 2.14.**ADULT SERVICES/REFERENCE – ADULT NEWSPAPERS
(CURRENT & RECENT BACK ISSUES)****10 NSF****Function**

The primary function of this space is to:

- provide an area in which non-circulating current and recent newspapers can be efficiently housed in a way that makes the materials readily accessible to the public;
- provide an area in which non-circulating current and recent newspapers can be displayed in a way that encourages use of the materials by the public.

A summary of space allocations for the Adult Newspapers (Current & Recent Back Issues) Collection is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Newspapers (Current & Recent Back Issues)	1	10	<u>10</u> 10

Occupancy

From zero to two or three staff and library users

Adult Newspaper Collection; allow 10 NSF, and include:

One (1) section of 66" – 72" high single-faced, wall mounted cantilever-type bookstack shelving with a nominal shelf depth 12" to house up to 50 periodical titles. This section of shelving should have a flat 12" base shelf and three adjustable flat shelves. Shelves should be fitted with slant-front display units to hold the current issues. Back issues will be housed on the flat shelves under the slant-front display units.

Alternatively, the newspaper shelving could be incorporated in either single or double-faced sections designed for housing current and back issues of magazines.

Spatial Relationships

Adjacent to: Newspapers (Older Back Issues) (Space 2.15), Adult Magazines (Current & Recent Back Issues) (Space 2.12.) the Adult Magazines (Older Back Issues) (Space 2.13.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and Adult Four-Place Tables (Space 2.25.)

Environmental and Engineering Needs

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

Communications: No special communications requirements.

Data: No special requirements.

Electrical: No special requirements.

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: "Reach" distances should be consistent with Americans With Disabilities Act Accessibility Guidelines (ADAAG).

Space 2.15.**ADULT SERVICES/REFERENCE – ADULT NEWSPAPERS (OLDER BACK ISSUES)
10 NSF****Function**

The primary function of this space is to:

- provide an area in which older back issues of newspapers (not historic) can be efficiently housed;
- provide an area in which older back issues of newspapers can be made accessible to the public in a way that minimizes unnecessary staff intervention.

A summary of space allocations for the Adult Newspapers(OlderBack Issues) is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Newspapers (Older Back Issues)	1	10	$\frac{10}{10}$

Occupancy

From zero to two staff and library users

Adult Newspapers (Older Back Issues); allow 10 NSF, and include:

One (1) section of single-faced 82” – 90” steel wall-mounted bookstack shelving with a nominal shelf depth of 12” to house up to 300 back issues of newspapers. Each section of shelving should have one slanted 12” deep base shelf, one slanted 12” deep adjustable shelf and five 12” deep adjustable flat shelves.

Spatial Relationships

Adjacent to: Adult Newspapers (Current & Recent Back Issues) (Space 2.14.), Adult Magazines (Current & Recent Back Issues) (Space 2.12.), and Adult Magazines (Older Back Issues) (Space 2.13.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and the Adult Lounge Seating (2.17.)

Environmental and Engineering Needs

Acoustics: The Adult Newspapers (Older Back Issues) area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: No special requirements

Electrical: No special requirements.

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: While these materials can be stored in a non-public office or storage area, consider making them available as "open shelf" items.

Space 2.16.

ADULT SERVICES/REFERENCE – ADULT LOUNGE SEATING - GENERAL

(12 SEATS)

360 NSF

Function

The primary function of this space is to:

- provide a comfortable and inviting seating area where individuals can read in a relatively quiet, relaxing environment.

A summary of space allocations for the Adult Lounge Seating is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Lounge Seating (General Adult Area)	12	30	<u>360</u> 360

Occupancy

From zero to 12 library users

Adult Lounge Seating; allow 360 NSF, and include:

- 12 Lounge chairs (consider providing swivel arm tablets on four to six). The chairs must be comfortable and extremely durable. The upholstery used on the chairs should be selected for durability and ease of cleaning as well as design.
- 6 Occasional tables
- 3 Hassocks

Spatial Relationships

Adjacent to: Adult Fiction Collection (Space 2.6.), the Genre Fiction Collections (Space 2.7.), and the Adult Magazine and Newspaper areas (Spaces 2.12., 2.13, 2.14., and 2.15.)

In close proximity to: Large Print Collection (Space 2.8.), the Adult Biography area (Space 2.4.), and the Adult Non-Fiction area (Space 2.3.)

Environmental and Engineering Needs

Acoustics: The Adult Lounge Seating area should have an NC rating of between 35 and 40.

Communications: No special communications requirements.

Data: Access to the Library's wireless network should be available in this area.

Electrical: Provide six duplex floor electrical outlets (flush mounted) to serve occasional tables. Occasional tables should include wire-management system to allow individuals seated in this area to plug in laptop computers without stringing cords across aisles.

Finishes: Upholstery material should be extremely durable and should resist staining. The seating level of the chairs should be relatively high and the chairs should have sturdy arms to facilitate standing from a seated position.

Lighting: Lighting level in this area should be approximately 40 ft.-c. at armchair height. Table and/or floor lamps should supplement lighting to 50 ft.c. for reading.

Other Comments: Adult Lounge Seating should not be placed all in one area; rather, they should be placed in clusters in close adjacency to collections used by leisure readers.

Space 2.17.**ADULT SERVICES/REFERENCE – ADULT LOUNGE SEATING – POETRY/QUIET ROOM
(4 SEATS)****120 NSF****Function**

The primary function of this space is to:

- provide a comfortable and inviting seating area where individuals can read in a relatively quiet, relaxing environment.

A summary of space allocations for the Adult Lounge Seating is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Lounge Seating (Poetry Collection/Quiet Area)	4	30	<u>120</u> 120

Occupancy

From zero to 4 library users

Adult Lounge Seating; allow 120 NSF, and include:

- 4 Lounge chairs (consider providing swivel arm tablets on one or two). The chairs must be comfortable and extremely durable. The upholstery used on the chairs should be selected for durability and ease of cleaning as well as design.
- 2 Occasional tables
- 1 Hassocks

Spatial Relationships

Adjacent to: Adult Poetry Collection (Space 2.5.)

In close proximity to: Adult Genre Fiction Collections (Space 2.7.)

Environmental and Engineering Needs

Acoustics: The Adult Lounge Seating area should have an NC rating of between 35 and 40.

Communications: No special communications requirements.

Data: Access to the Library's wireless network should be available in this area.

Electrical: Provide two duplex floor electrical outlets (flush mounted) to serve occasional tables. Occasional tables should include wire-management system to allow individuals seated in this area to plug in laptop computers without stringing cords across aisles.

Finishes: Upholstery material should be extremely durable and should resist staining. The seating level of the chairs should be relatively high and the chairs should have sturdy arms to facilitate standing from a seated position.

Lighting: Lighting level in this area should be approximately 40 ft.-c. at armchair height. Table and/or floor lamps should supplement lighting to 50 ft.-c. for reading.

Other Comments: Adult Lounge Seating should be placed in a cluster.

Space 2.18.**ADULT SERVICES/REFERENCE – ADULT INDIVIDUAL STUDY/TUTORING ROOM 1 (2 SEATS)
48 NSF****Function**

The primary function of this space is to:

- provide a quiet area where individuals can read and study;
- provide an area where a tutor and student can work together.

A summary of space allocations for the Adult Individual Study/Tutoring Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Individual Study/Tutoring Room	1	48	<u>48</u> 48

Occupancy

From zero to two library users

Individual Study/Tutoring Room; allow 48 NSF, and include:

- 1 Built-in study counter
- 2 Star-based ergonomic posture chairs

Spatial Relationships

Adjacent to: Non-Fiction Collection (Space 2.3.) and the Adult Computer Workstations (Single & Double) (Space 2.22. and 2.23.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and Individual Study/Tutoring Room 2 (Listening /Viewing) (Space 2.19.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 25 – 30. Walls should provide an STC rating of 40.

Communications: No special needs.

Data: Provide data drop for the possible inclusion of a computer. (NOTE: Built-in counter depth should also reflect this possibility)

Electrical: Provide a duplex outlet at counter height.

Finishes: This area should be carpeted. Ceilings construction should prevent transfer of sound to areas outside of the tutoring room.

Lighting: Lighting level should be 40 – 50 ft.-c. at desk height. Consider using motion activated lighting. Also consider task lighting to attain desired lighting level.

Security: Consider restricting access to tutoring room using electric locks activated by a buzzer at the Adult Services/Reference desk.

Space 2.19.**ADULT SERVICES/REFERENCE – ADULT INDIVIDUAL STUDY/TUTORING ROOM 2 (2 SEATS)
(LISTENING VIEWING)****48 NSF****Function**

The primary function of this space is to:

- provide a quiet area where individuals can read and study;
- provide an area where a tutor and student can work together;
- provide an area where individuals can preview music, audio books, or videos.

A summary of space allocations for the Adult Individual Study/Tutoring Room 2 (Listening/Viewing) is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Individual Study/Tutoring Room 2 (Listening/Viewing)		1	<u>48</u> 48

Occupancy

From zero to two library users

Adult Individual Study/Tutoring Room; allow 48 NSF, and include:

- 1 Built-in study counter
- 2 Star-based ergonomic posture chairs
- 1 Computer equipped with a Blu-Ray DVD drive and headphones for previewing audio CDs and both standard and Blu-Ray DVDs

Spatial Relationships

Adjacent to: Adult non-print media collections (Spaces 2.9., 2.10., and 2.11.), Non-Fiction Collection (Space 2.3.) and the Adult Computer Workstations (Single & Double) (Space 2.22. and 2.23.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and Individual Study/Tutoring Room 1 (Space 2.18.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 25 – 30. Walls should provide an STC

rating of 40.

Communications: No special needs.

Data: Provide data drop for the inclusion of a computer. (NOTE: Built-in counter depth should also reflect this requirement.)

Electrical: Provide a duplex outlet at counter height.

Finishes: This area should be carpeted. Ceilings construction should prevent transfer of sound to areas outside of the tutoring room.

Lighting: Lighting level should be 40 – 50 ft.-c. at desk height. Consider using motion activated lighting. Also consider task lighting to attain desired lighting level.

Security: Consider restricting access to Individual Study/Tutoring Room using electric locks activated by a buzzer at the Adult Services/Reference Desk.

Space 2.20.**ADULT SERVICES/REFERENCE – ADULT EXPRESS INTERNET TERMINAL
18 NSF****Function**

The primary function of this space is to:

- provide an area where individuals can use Internet accessible computers to check email and/or to conduct a brief search.

A summary of space allocations for the Adult Express Internet Terminal is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Express Internet Terminal	1	18	<u>18</u> 18

Occupancy

From zero to 2 library users

Adult Express Internet Terminals; allow 18 NSF, and include:

- 1 Standing computer workstations

Spatial Relationships

Adjacent to: Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Reference Collection (Space 2.1.), Non-Fiction Collection (Space 2.3.) and the Cape Elizabeth Historical Preservation Society area (Space 3.)

Environmental and Engineering Needs

Acoustics: Space should have an NC rating between 35 and 40.

Communications: No special requirements.

Data: Provide data drops for the computer terminal.

Electrical: Provide conditioned duplex electrical outlet to serve the computer terminal.

Finishes: Workstation should employ high-quality, vandalism-resistant materials and should

have integrated wire management systems.

Lighting: Lighting level should be 30 - 40 foot-candles (ft-c) measured at the table top.

Security: Consider installation of security camera in this area. Consider the use of security cables on computers and peripherals.

Space 2.21.

ADULT SERVICES/REFERENCE – ADULT ONE-PLACE TABLES

(4 SEATS)

120 NSF

Function

The primary function of this space is to:

- provide a reasonably quiet area where individuals can read and study.

A summary of space allocations for the Adult One-Place Tables is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
4 Adult One-Place Tables	4	30	<u>120</u> 120

Occupancy

From zero to 4 library users

Adult One-Place Tables; allow 120 NSF, and include:

- 4 Study carrels (Carrels should be wired and should include wire management system.)

Spatial Relationships

Adjacent to: Adult Non-Fiction Collection (Space 2.3.) and the Adult Reference Collection (Space 2.1.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.)

Environmental and Engineering Needs

Acoustics: The Adult One-Place Table area should have an NC rating of between 25 and 30.

Communications: No special communications requirements.

Data: Access to the Library's wireless network should be available in this area.

Electrical: Study carrels should each have an electrical outlet for plugging in laptop computers.

Finishes: Table finish should be compatible with other furnishings in the adult services area.

Lighting: Lighting level should be approximately 40 ft.-c. at table top height.

Other Comments: Carrels should be the type with a high back and sides to allow them to be placed “back-to-back.”

Space 2.22.**ADULT SERVICES/REFERENCE – ADULT COMPUTER WORKSTATIONS (SINGLE – 4 SEATS)
159 NSF****Function**

The primary function of this space is to:

- provide an area where individuals can use Internet accessible computers to search online databases and other information and research-related resources.

A summary of space allocations for the Adult Computer Workstations (Single) is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
4 Adult Computer Workstations (Single)	4	36	144
1 Adult Printer Stations	1	15	<u>15</u>
			159

Occupancy

From zero to 4 library users

Adult Computer Workstations (Single); allow 159 NSF, and include:

- 4 Computer workstations
- 4 Star-based ergonomic task chairs
- 1 Printer station (Shared with other Adult Services computer workstations)

Spatial Relationships

Adjacent to: Adult Computer Workstations (Double) (Space 2.23.) and the Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Adult Reference Collection (Space 2.1.), and the Adult Non-Fiction Collection (Space 2.3.)

Environmental and Engineering Needs

Acoustics: Space should have an NC rating between 35 and 40.

Communications: No special requirements.

Data: Provide data drops for the computer terminals and printer station.

Electrical: Provide conditioned electrical outlets to serve the computer workstations and the printer station.

Finishes: Workstations should employ high-quality, vandalism-resistant materials and should have integrated wire management systems.

Lighting: Lighting level should be 30 - 40 foot-candles (ft-c) measured at the table top.

Security: Consider installation of security camera in this area. Consider the use of security cables on computers and peripherals.

Space 2.23.**ADULT SERVICES/REFERENCE – ADULT COMPUTER WORKSTATIONS (DOUBLE – 4 SEATS)
80 NSF****Function**

The primary function of this space is to:

- provide an area where individuals can use Internet accessible computers to search online databases and other information and research-related resources.

A summary of space allocations for the Adult Computer Workstations is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
2 Adult Computer Workstations (Double)	2	40	<u>80</u> 80

Occupancy

From zero to 4 library users

Adult Computer Workstations; allow 80 NSF, and include:

- 2 Computer workstations
- 4 Star-based ergonomic task chairs

Note: These computers will share a printer station that is included with the Adult Computer Workstations (Single) (Space 2.22)

Spatial Relationships

Adjacent to: Adult Computer Workstations (Single) (Space 2.22) and the Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Adult Reference Collection (Space 2.1.), and the Adult Non-Fiction Collection (Space 2.3.)

Environmental and Engineering Needs

Acoustics: Space should have an NC rating between 35 and 40.

Communications: No special requirements.

Data: Provide data drops for the computer terminals

Electrical: Provide conditioned electrical outlets to serve the computer workstations and the shared printer station.

Finishes: Workstations should employ high-quality, vandalism-resistant materials and should have integrated wire management systems.

Lighting: Lighting level should be 30 - 40 foot-candles (ft-c) measured at the table top.

Security: Consider installation of security camera in this area. Consider the use of security cables on computers and peripherals.

Space 2.24.**ADULT SERVICES/REFERENCE – ADULT DOWNLOAD STATION
30 NSF****Function**

The primary function of this space is to:

- provide an area where library users can download content that is licensed by the Library to their computers, MP3 players, PDAs or to other devices.

A summary of space allocations for the Adult Download Station is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Download Station	1	30	<u>30</u> 30

Occupancy

From zero to 3 library users and/or staff

Download Stations; allow 30 NSF, and include:

- 1 Computer workstations with computer equipped with software and ports to enable library users to download to a variety of devices
- 1 Flat screen computer monitors
- 2 Star-based ergonomic task chairs

Spatial Relationships

Adjacent to: Adult Services/Reference Desk (Space 2.27.) and the Adult Computer Workstations (Spaces 2.22. and 2.23.)

In close proximity to: Adult non-print media collections (Spaces 2.9., 2.10., and 2.11.)

Environmental and Engineering Needs

Acoustics: Space should have an NC rating between 35 and 40.

Communications: No special requirements.

Data: Provide data drop for the download station.

Electrical: Provide conditioned electrical outlets to serve the download workstation.

Finishes: Workstation should employ high-quality, vandalism-resistant materials and should have integrated wire management systems.

Lighting: Lighting level should be 30 - 40 foot-candles (ft-c) measured at the table top.

Security: Consider installation of security camera in this area. Consider the use of security cables on computers and peripherals.

Space 2.25.

ADULT SERVICES/REFERENCE – ADULT FOUR-PLACE TABLES

(8 SEATS)

200 NSF

Function

The primary function of this space is to:

- provide a relatively quiet area for reading and study that allows individuals space to spread out their materials and to write and/or use a laptop computer.

A summary of space allocations for the Adult Four-Place Tables is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
2 Adult Four-Place Tables	2	100	<u>200</u> 200

Occupancy

From zero to eight individuals. Typical occupancy will be between two to four individuals.

Adult Four-Place Tables; allow 200 NSF, and include:

Two (2) four-place library study tables (72" X 36" or 60" X 42"). Tables should be wired to allowed library users to plug in laptop computers. Tables should include a wire-management system to prevent tripping hazards.

Eight (8) un-upholstered wooden chairs – consider chairs with a sled-base design to prevent breakage due to leaning back on the chair.

Spatial Relationships

Adjacent to: Adult Non-Fiction Collection (Space 2.3.) and the Adult Services/Reference Desk (Space 2.27.)

In close proximity to: Adult Magazines (Space 2.12.) and the Adult Newspapers (Space 2.14.)

Environmental and Engineering Needs

Acoustics: The Adult Four-Place Table area should have an NC rating of between 30 and 35.

Communications: No special communications requirements.

Data: Access should be provided to the Library's wireless network in this area.

Electrical: Provide electrical outlets in the floor (flush mounted) to service the wired tables. Provide electrical outlets recessed into the table tops to allow library users to plug in their laptop computers. Tables should include wire-management systems.

Finishes: Table finishes should be compatible with other furnishings in the adult services area.

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

Lighting: Lighting level should be approximately 35 – 40 Ft.-c. at the table height. Consider task lighting on a portion of the tables to raise lighting level to 50 Ft.-c. for reading.

Space 2.26.

ADULT SERVICES/REFERENCE – ADULT GROUP STUDY ROOM WITH COMPUTER (6 SEATS) 150 NSF

Function

The primary function of this space is to:

- provide an area where a small group of people can meet and interact as they work on a project without disrupting quiet study areas

A summary of space allocations for the Adult Group Study Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
6 Seat Adult Group Study Room	1	150	<u>150</u> 150

Occupancy

From zero to six people. Typical occupancy will be between two and four individuals.

Group Study Room; allow 150 NSF, and include:

One (1) rectangular library table (approximately 60" x 36") including wire-management system and electrical and data outlets.

Six (6) un-upholstered wooden chairs – consider chairs with a sled-base design to prevent breakage due to leaning back on the chair.

Computer Workstation on table with capability of output to a ceiling mounted data projector

Whiteboard

Wall-mounted projection screen (approximately 40" x 40")

Spatial Relationships

Adjacent to: Adult Computer Workstations (Spaces 2.22. and 2.23.)

In close proximity to: Adult Services/Reference Desk (Space 2.27), Adult Non-Fiction Collection (Space 2.3.) and Adult Reference Collection (Space 2.1)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 25 – 30. Walls should provide an STC rating of 40.

Communications: No special needs.

Data: Provide data drop for the computer workstation. Data drop and electrical wiring should be recessed into table top.

Electrical: Provide a duplex floor outlet (flush mounted) to service the table. An outlet serviced by the floor outlet should be recessed into the table top.

Finishes: This area should be carpeted. Ceilings construction should prevent transfer of sound to areas outside of the tutoring room.

Lighting: Lighting level should be approximately 40 ft.-c. at desk height. Consider using motion activated lighting.

Security: Consider restricting access to the Group Study Room using electric locks activated by a buzzer at the Reference and/or Adult Services Desk.

Space 2.27.

ADULT SERVICES/REFERENCE – ADULT SERVICES/REFERENCE DESK (2-PERSON SERVICE DESK)

120 NSF

Function

The primary function of this space is to:

- provide an area where the staff can help and assist the public in selecting and locating materials in the adult collections
- provide an area where the staff can provide readers' advisory services
- provide a centrally located point from which adult services staff can supervise activities in the adult services area

A summary of space allocations for the Adult Services Desk is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Services Desk	1	120	<u>120</u> 120

Occupancy

From one to two staff members and from zero to three or four library users

Adult Services Desk; allow 120 NSF, and include:

- 1 Two station service desk (appearance should be friendly and inviting, not intimidating). Workstations should incorporate a wire management system.
- 2 Star-based ergonomic posture chairs
- 2 Computers each with two monitors (one for the staff member and one for the library user) or a monitor on a swivel arm that allows both staff and library user to view.
- 1 Shared laser printer

Spatial Relationships

Adjacent to: Adult Reference Collection (Space 2.1) and the Adult Non-Fiction Collection (Space 2.3.)

In close proximity to: Adult Fiction Collection (Space 2.6.) and the Adult Genre Fiction Collection (Space 2.7)

Visual supervision of: Individual Study/Tutoring Rooms (Spaces 2.18. and 2.19.) and the Group Study Room (Space 2.26.)

Environmental and Engineering Needs

Acoustics: The NC rating in this area should be in the 35 – 40 range

Communications: Two telephones should be provided. Telephones should be equipped with wireless headphones that allow the staff members to roam. Consider a mechanism to allow library users to “page” staff members via headset if the desk is momentarily unattended.

Data: Data drops should be provided for the computers and peripherals.

Electrical: Electrical outlets should be provided for computers and peripherals.

Finishes: Finishes should be coordinated with other furnishings in the Adult Services Area; however, consider highlighting the desk location with lighting or signage to make it easy to find.

Lighting: General lighting in this area should be 40 – 50 ft.-c. (Consider task lighting to reach the 50 ft.-c. level.)

Security: Consider including a remote electrical locking system to control access to the individual study and group study rooms.

Other Comments: Staff will be encouraged to interact with library users “on-the-floor” rather than waiting for people to come to them. The number of “ready reference” volumes housed at the desk should be kept to a minimum.

Space 2.28.**ADULT SERVICES/REFERENCE – ADULT SERVICES/REFERENCE WORKROOM
300 NSF****Function**

The primary function of this space is to:

- provide “off-the-floor” work spaces for the Adult Services/Reference staff.

A summary of space allocations for the Adult Services/Reference Workroom is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Services/Reference Workroom	1	300	<u>300</u> 300

Occupancy

From zero to three library staff members

Adult Services/Reference Workroom; allow 300 NSF, and include:

- 1 Adult Services/Young Adult Services Librarian’s office area. This office should include an office systems type workstation with a computer return and a computer. A wire management system should be incorporated in the workstation. Provide a star-based ergonomic posture chair with arms. The office should also include one section of wall-mounted metal shelving with one base shelf and six adjustable shelves.
- 1 Reference Librarian’s office area. This area will serve as both the general reference /adult services office and as the “off-the-floor” workspace for the reference librarian. The area should include an office systems type workstation with a computer return and a computer. A wire management system should be incorporated in the workstation. Provide a star-based ergonomic posture chair with arms. The office should also include one section of wall-mounted metal shelving with one base shelf and six adjustable shelves. The office should include a small table and two side chairs.
- 2 Standard two-shelf metal book trucks.

Spatial Relationships

Adjacent to: Adult Services Supply/Storage area (Space 2.33.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.) and the Adult Four-Place Tables (Spaces 2.25.)

Environmental and Engineering Needs

Acoustics: The NC rating in the Adult Services/Reference Workroom should be in the 30 – 35 range.

Communications: Telephones should be provided in each of the desks/workstations.

Data: Data drops should be provided for 2 computers and peripherals.

Electrical: Electrical outlets should be provided for each workstation and to serve general needs.

Finishes: High quality “systems” office furniture should be used in the offices.

Lighting: Lighting in the office areas should be 40 – 50 ft.-c. (consider task lighting to reach the 50 ft.-c. level.) Lighting in the open workroom space should be 40 – 50 ft.-c. as well.

Security: This is a staff only area and access should be limited using a key-card system.

Other Comments: The door to this area should have a vision panel.

Space 2.29.
ADULT SERVICES/REFERENCE – ADULT PHOTOCOPIER
48 NSF

Function

The primary function of this space is to:

- provide convenient public access to photocopying equipment;
- provide a small area where items can be organized for copying and/or where items that have been copied can be collated and/or assembled.

A summary of space allocations for the Photocopier is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Photocopier	1	48	<u>48</u> 48

Occupancy

From zero to 2 staff and/or library users

Photocopier; allow 48 NSF, and include:

- 1 Photocopier (consider debit card vending system for copying, printing and fines)
- 1 Small table for sorting and collating materials

Spatial Relationships

Adjacent to: Reference Collection (Space 2.1.) and the Adult Magazines (Space 2.12.)

In close proximity to: Adult Services/Reference Workroom (Space 2.28.) and the Adult Non-Fiction Collection (Space 2.3.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 35 – 40.

Communications: No special requirements.

Data: Consider providing a data drop so copier can be used for library purposes on the Library's internal network.

Electrical: Provide dedicated circuit for the photocopier..

Finishes: This area will receive heavy foot traffic. Consider the use of carpet tiles or rubber tile floor.

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

Lighting: Lighting in this area should be in the range of 35 – 40 ft.-c.

Security: No special requirements.

Space 2.30.

**ADULT SERVICES/REFERENCE – ADULT DICTIONARY STAND
25 NSF**

Function

The primary function of this space is to:

- provide a convenient and visible space for the storage of dictionaries and a surface where heavy dictionary volumes can be readily accessed without moving them a long distance

A summary of space allocations for the Adult Dictionary Stand is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Dictionary Stand	1	25	<u>25</u> 25

Occupancy

Zero to two staff members and/or library users

Adult Dictionary Stand; allow 25 NSF, and include:

- 1 Dictionary stand

Spatial Relationships

Adjacent to: Reference Collection (Space 2.1.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 35 – 40.

Communications: No special requirements.

Data: No special requirements.

Electrical: No special requirements.

Finishes: Finish should be compatible with other furnishings in the adult services area.

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

Lighting: Lighting in this area should be in the range of 35 – 40 ft.-c.

Security: No special requirements.

Space 2.31.**ADULT SERVICES/REFERENCE – ADULT SERVICES LITERATURE RACKS
40 NSF****Function**

The primary function of this space is to:

- provide a place where a large number and variety of brochures on community program, services, and activities of interest to adults can be displayed and disseminated

A summary of space allocations for the Adult Services Literature Racks is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Services Literature Rack	2	20	$\frac{40}{40}$

Occupancy

From zero to 3 staff and library users

Adult Services Literature Racks; allow 40 NSF, and include:

- 2 Literature Rack with staggered slots for display and distribution of flyers and brochures of a variety of sizes. Slots should accommodate 8 ½" X 11 sheets and catalogs as well as tri-fold brochures and small booklets.

Spatial Relationships

Adjacent to: Reference Collection (Space 2.1.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 35 – 40.

Communications: No special requirements.

Data: No special requirements.

Electrical: No special requirements.

Finishes: Finish should be compatible with other furnishings in the adult services area. This

area will receive heavy foot traffic. Consider the use of carpet tiles.

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

Lighting: Lighting in this area should be in the range of 35 – 40 ft.-c.

Security: No special requirements.

Space 2.32.
ADULT SERVICES/REFERENCE – ADULT DISPLAY CASE
66 NSF

Function

The primary function of this space is to:

- provide a secure area for the display of books and small three-dimensional objects that delight, enlighten, and educate the public;
- provide an amenity that reinforces the position of the Library as a “destination” in the community.

A summary of space allocations for the Adult Display Case is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Display Case	1	66	<u>66</u> 66

Occupancy

From zero to four staff and/or library users

Adult Display Case; allow 66 NSF, and include:

- 1 Display Case

Spatial Relationships

Adjacent to: Primary entrance to the Adult Services/Reference area

In close proximity to: Adult Services/Reference Desk (Space 2.27.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 35 – 40.

Communications: No special requirements.

Data: No special requirements.

Electrical: Display case should have integrated wire-management system if it is lighted. A floor mounted duplex outlet (flush mounted) should be provided if a lighted display case is desired.

Finishes: Finish should be compatible with other furnishings in the adult services area. This area will receive heavy foot traffic. Consider the use of carpet tiles.

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

Lighting: Lighting in this area should be in the range of 35 – 40 ft.-c.

Security: Consider covering the display case area with a security camera.

Space 2.33.**ADULT SERVICES/REFERENCE – ADULT SERVICES SUPPLY/STORAGE AREA
100 NSF****Function**

The primary function of this space is to:

- provide an area where the Adult Services/Reference/Young Adult Services staff can store supplies and materials related to their department.

A summary of space allocations for the Adult Services Supply/Storage area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Services Supply/Storage	1	100	<u>100</u> 100

Occupancy

From zero to 2 Library staff members

Adult Services Supply/Storage area; allow 100 NSF, and include:

Six (6) sections of single-faced 90" high wall-mounted cantilever-type bookstack shelving with a nominal shelf depth of 12" to house assorted materials and supplies. Each section of shelving should have one flat 12" deep base shelf and six 12" deep adjustable flat shelves.

- 1 Star-based ergonomic posture chair
- 1 Sorting table

Spatial Relationships

Adjacent to: Adult Services/Reference Workroom (Space 2.28.)

Environmental and Engineering Needs

Acoustics: The NC rating in this area can be 35 – 40.

Communications: Consider providing a telephone in this area.

Data: No special requirements.

Electrical: No special requirements.

Finishes: Consider hard-surfaced floor covering that is easily cleaned. Consider installing industrial corners (such as stainless steel) along nearby pathways to the storage area.

Lighting: Consider the use of motion activated lighting in this area.

Security: This is a staff only area and should be accessed using a key-card system.

Space 2.34.**ADULT SERVICES/REFERENCE – ADULT SERVICES/REFERENCE BOOK TRUCK
PARKING (2)****16 NSF****Function**

The primary function of this space is to:

- provide an area where book trucks can be placed when they are not in active use

A summary of space allocations for the Adult Services/Reference Book Truck Parking is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Services/Reference Book Truck Parking	2	8	<u>16</u> 16

Occupancy

From one to two staff

Adult Services/Reference Book Truck Parking; allow 16 NSF, and include:

- 2 Standard two-shelf metal book trucks

Spatial Relationships

Adjacent to: Adult Services/Reference Workroom (Space 2.28.)

In close proximity to: Adult Services/Reference Desk (Space 2.27.)

Environmental and Engineering Needs

Acoustics: This area should have an NC rating of 35 – 40.

Communications: No special requirements.

Data: No special requirements.

Electrical: No special requirements.

Finishes: Paths from this area will receive heavy foot traffic. Consider the use of carpet tiles and stainless steel corner protectors in areas adjacent to the book trucks.

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

Lighting: Lighting in this area should be in the range of 30 – 40 ft.-c.

Security: No special requirements.