

SOUTH HADLEY PUBLIC LIBRARY

BUILDING PROGRAM



South Hadley Public Library
27 Bardwell Street
South Hadley, Massachusetts 01075

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with the valuable assistance of the Library Staff

and the final approval of the Board of Library Trustees

approved June 1, 2009

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Executive Summary

For over a century, the South Hadley Public Library has remained a vital community resource that serves to enrich and unite the community through resources that inform, entertain, and connect our residents to a world of ideas and information.

In 1906, Andrew Carnegie donated \$10,000 for the town to construct a public library building in “the Falls” section of town. The original 3,200 square foot building was expanded in 1974 with a single-level addition of 5,100 square feet. Because of financial constraints at the time, the original design of this addition was curtailed to meet the projected 10-year needs of the town.

Thirty-five years later the current facility does not allow for the necessary growth of services and materials required to meet community needs:

- The building and grounds are not handicap accessible.
- Children, students, and teens share a cramped portion of the 1906 building.
- Storytime, public speakers, concerts, the historical collection, community meetings, a used book sale, voting, the staff break area, and “quiet” study seating share space and often clash in the Multi-Purpose Room.
- All adult services and materials exist in one large area, creating conflict between computer users, teens, seniors, researchers, recreational readers, and those seeking quiet space.
- Lack of shelf space has required many books, movies, and other materials to be discarded in order to make room for new acquisitions.
- Only eight dedicated parking spaces and limited on-street parking further hinder access to services; the single handicap parking space does not meet ADA requirements and is not convenient to the handicap entrance.
- Using the nationally recognized *Wisconsin Public Library Standards*, the current building fails to meet most basic service levels.

The future South Hadley Public Library envisioned in this Building Program will be a center of community services that reflects the diverse needs of all ages and interests. The library will build on past achievements, current strengths, and future aspirations to develop a library capable of meeting the next century of public library service.

- The library will use green and sustainable design solutions to build a library that has environmental, economic, and health benefits to the community.
- Access to technology will be available throughout the building through planned network connections, wireless routers, electrical supply, and cable channeling.
- Clear sightlines from public service desks will give maximum supervision and greater security of the library space with minimal staffing.

- The building will be universally accessible so people of all physical abilities will have full and equal access to services and programs.
- Flexibility for future trends in library resources and technology will be figured into the design.
- Historical materials will be kept in a dedicated room with climate controls that meet archival standards and allow for future growth and collaboration in documenting and preserving local history.
- The children and teen areas will be an autonomous part of the library that functions as a self-contained youth library.

A library is much more than a building, much more than the sum of its parts. This building program outlines the services and the spaces needed to provide modern and progressive library service to South Hadley for at least the next twenty years. Some of the specific recommendations in the program include:

- Building a children's book collection that meets the critical literacy needs of early readers; the collection will grow from 10,197 to 18,000 titles.
- Creating a Local History room that can accommodate 2,500 materials of different formats (book, photograph, map, etc.)
- Increasing the overall size of the collection to 81,180 items to meet the basic level of service as set by national standards
- Defining separate areas where young children, teens, professionals, families, and seniors can use the library in a way that meets their specific needs
- Providing a true meeting room for 100 people where community groups can gather during or after library hours
- Effectively distributing 118 seating spaces throughout the building in comfortable and convenient areas
- Planning for off-street parking, outside book returns, and building entrances that maximize accessibility and convenience
- Realizing the potential for future community growth and designing a library of 22,074 square feet that will serve future generations.

While the communities population has remained relatively stable around 17,000 over the past three decades, the information needs and resources people rely upon have changed greatly. Further details and justifications are found in the full Building Program, which uses a twenty-year planning horizon as required by the Massachusetts Public Library Construction Program. While much discussion will take place between the library's building committee and an architect to design a library that meets our specific community needs, the goal of this plan is to provide South Hadley with a public library that brings together differing ages, backgrounds, and points of view in a vibrant, comfortable, and welcoming environment.

Community Description & Demographics

The Town of South Hadley is a medium size community located in southern Hampshire County in western Massachusetts. It is located on the east bank of the Connecticut River, adjacent to the Holyoke Dam. In 1795 the first navigable canal in the United States began operating in “Falls Village”. The library is located in this same part of town, now commonly referred to as South Hadley Falls or simply “The Falls”.

The town has two distinct areas: The Falls is the area closer to the Connecticut River and harkens back to the town’s industrial age of mills and industry fueled by water power; The Center is identified with Mount Holyoke College and traces its roots to the farming community and academic campus. At the Center is an independent public library, the Gaylord Memorial Library, which provides limited services on a sparse budget.

The community surrounding Mount Holyoke College contributes to South Hadley’s educational levels exceeding the state and national averages for higher education:

<i>based on 2000 Census</i>	<i>South Hadley</i>	<i>Massachusetts</i>	<i>U.S.</i>
High School Graduate or higher	89.4 %	84.8 %	80.4 %
College Graduate or higher	32.9 %	33.2 %	24.4 %

While the town population has remained stable at around 17,000 over the past 30 years, the community has become more diverse. Much of the housing in the Falls consists of multi-family units and mill housing built a century ago, attracting residents who are new to the country and/or have limited income . The Center has seen more growth of newer upscale homes as family farms have become residential subdivisions. In addition to serving our own town, the library serves a large group of non-residents (mainly from Chicopee, Granby, and Holyoke) who enjoy our quality collection and service. Non-residents make up 24% of our total circulation.

For the purposes of the Massachusetts Public Library Construction Program, this program reflects a twenty-year planning horizon.

Library History

South Hadley has a long history associated with libraries, beginning in 1802 with “Ye Social Library of So. Hadley”. In 1897 the town established a free public library with depositories located at the Center Village and South Hadley Falls.

Permanent buildings were constructed in the two villages at the turn of the 20th-century. A private library foundation, the Gaylord Memorial Library Association, was established in 1902 to receive a bequest from William H. Gaylord. That original building still stands at “the Center Village” and operates as an independent public library with limited services and hours.

In 1906, Andrew Carnegie donated \$10,000 for the town to construct a public library building in “the Falls” section of town. A Colonial Revival, red brick building was designed by resident William Skinner and the firm of Putnam & Cox. The building is located on a small point of land at a five-way intersection. The original building was expanded in 1974 with a single-level addition of 5,100 square feet. Because of financial constraints, the original design of this addition was curtailed to meet the projected 10-year needs of the town.

From 1968 to 1995, the South Hadley Public Library and Gaylord Memorial Library operated under a unified South Hadley Library System with the Gaylord functioning as a branch library. This association was dissolved when the town could no longer fully fund the staffing and maintenance of two library facilities. The Town of South Hadley continues to support the Gaylord Memorial Library through a small appropriation approved annually at Town Meeting. The two libraries continue to cooperate with joint sponsorship of programs.

As the main public library for the Town of South Hadley, the South Hadley Public Library continues to meet the needs of citizens by providing a full range of library services.

Our Mission

The South Hadley Public Library is a vital community resource where residents become enriched, entertained, informed, and connected to ideas and information. A dedicated library staff provides current collections, services, and technology for patrons of all ages to discover support in developing lifelong skills for personal and professional improvement. The library is a unifying force in the community, bringing together differing ages, backgrounds, and points of view in a vibrant, comfortable and welcoming environment.

Assessment of Current Building

As the main public library for the Town of South Hadley, the South Hadley Public Library continues to meet the needs of citizens by providing a full range of library services. These services, however, are limited by the physical space in the current facility.

The Multi-Purpose Room and Youth Services area occupy the public areas of the original 1906 Carnegie library building. There is a basement area that was once used as public space. However it is not handicap accessible and suffers from the musty smells, seasonal leakage, and other problems inherent in a 100-year old basement.

The remaining service areas occupy the single-level 1974 addition. The 1974 addition added one large room with three office spaces to the original building. All public services for adults occupy this wide, open area. An assessment of the library in 2009 reveals the following needs and conditions:

Multi-Purpose Room

Lacking a designated meeting room, the main floor of the original building serves as a multi-purpose room for storytime, public programs, community meetings, general study space, etc. The room is also a local polling place used for all elections. The necessity of having this room available for public purposes prohibits circulating collections being housed there. However, the lack of available space means several library services overlap in this room:

- Because of space and security concerns, the local history collection is split between the multi-purpose room and the circulation desk. Oversize city directories and town reports are along one wall of the multi-purpose room while local history books and pamphlets are kept at the Circulation Desk. A small non-book collection is in the Library Director's office. Access is difficult for researchers and none of the areas meet archival standards for preservation.
- There is no private staff space for meals or break times. A small area of the multi-purpose room has been sectioned off with work carrel material but it does not prevent noise and is not secure from patrons walking in. There is no telephone service to this area and the haphazard collection of toaster oven, mini-refrigerator, and microwave offers limited options for staff meals. The creation of this space reduced the area of the room used for public services.
- With no separate Teen section, a small sitting area was created in the room to give young adults their own space to relax, read, and socialize. While giving them some privacy, it does not allow direct staff supervision and is not directly next to YA services, materials, or staff.
- With many children's programs held in this room, there is concern for how "child safe" it actually is. As the main floor of the original library,

there is access to the basement and two discontinued exits. The finish on the original wooden shelving may contain lead. It is also easy for children to wander into this area from the Youth Services area and be no longer visible to their parents.

- Access to this room is through the circulation area. Attendants at public programs, or voting, cause a disruption through the main area of the building. There is no separate access for use of the room after library hours.

Youth Services

The Youth Services area occupies the former children's room of the original library. There has been limited expansion of children's space since the original 1906 design and there is no designated storytime, craft, or activity space.

- The Youth Services Librarian does not have a private office. Her desk is located in the open book stacks of the collection and offers no security or privacy.
- The 2008 Summer Reading Program attracted 374 local children and teens. This annual library program stimulates interest in reading and strengthens literacy skills among students. Many programs in the multi-purpose room are full to overflowing.
- The growth of the print collection has been severely limited by the amount of available space. Constant weeding is necessary to accommodate new titles and as new formats (e.g. graphic novels, audiobooks) grow in popularity; space must be taken from the existing collection.
- Seating is limited to two small tables. These are located in the walkway to the multi-purpose room and do not offer a quiet or comfortable area for study or reading.
- From young adult titles to picture books, the collection is so cramped and compressed that it is difficult for browsing. The close proximity of the materials often allows younger patrons to locate materials that are not always age appropriate.
- With almost all wall space covered with shelving, there is limited space for displays, public relations, and informational presentations.
- Youth craft and storytime materials are kept in the multi-purpose room. While locked cabinets give some security, this further takes space away from the area and lessens the ambiance of the Carnegie building.
- There is no room in the Youth Services area for a movie collection. Parents must visit the A/V area in the adult area of the building to view children's and family titles.

Circulation

The Circulation Desk is the hub of the library, located near both main entrances. Standard checkout/check in procedures are done here, as are new library card registrations and periodical check-ins. In addition to the services offered, this area serves as the work/office space for the Circulation Supervisor, two Library Assistants, and library volunteers.

- The entire Circulation area is open to the public, separated only by counter space. This does not allow privacy or quiet for conversations. Staff work in an open “fish bowl” environment. What happens in the staff area is heard throughout the library – and vice versa.
- The counter height is not ADA accessible, making it difficult for wheelchair users to reach.
- The built-in cabinets and shelves were designed for a paper-based circulation system and do not translate well for modern technology needs and storage.
- While offering good visual supervision of the main part of the building, the Youth area and multi-purpose room are well hidden behind it and up a ramp.

Reference

The Reference collection is located at the center of the main part of the library. This makes it easily accessible to the public but does not allow quiet space for study or research.

- There is no private work area for the Reference Librarian, his desk is located in the open stacks of the area and offers no security or privacy. There is also no dedicated work space to process Inter-library Loan deliveries, store book carts, meet privately with patrons, etc.
- Because of space issues the reference collection is behind the librarian’s desk, making visual supervision of the area impossible.
- The Reference area has very limited seating, with much of the library’s public seating being “multi-purpose”. Patrons wanting a quiet area can try their luck in the busy multi-purpose room or use other seating areas where casual readers, teens, and computer users congregate.
- There is no group study space in the building. Small groups may use the multi-purpose room, but their needs will always compete with the many other users of that area (teens, local history, staff, etc.)
- There are no “reference computers”. Patrons needing to conduct online research need to wait for a public computer to become available and then will work in an environment that can be noisy and congested.

Computers/Technology

The library offers fourteen public Internet computers, one word-processing station, four public access catalogs, and a children's games computer. The library averages 251 public computer sessions per week for the Internet, more than 13,000 per year. The library also offers a wireless network for patrons who bring in their own laptops. Staff computers are located in their respective areas.

- The adult computer area is located directly across from the Circulation Desk and between the Reference collection and large print books. This close proximity can cause the "perfect storm" with younger computer users, families checking out materials, reference users, seniors looking for large print, and other patrons vying for basically the same area of the building.
- The rapid advancement of technology meant the library had to find ways to accommodate public computers. Network cables are fed through ceiling panels, electrical columns interrupt floor space, and extension cords are bundled as out of the way as possible.
- The open concept of the main area of the library does not allow a separate computer training area that can be used for in-house workshops and bibliographic instruction.
- The library runs two networks, with C/WMARS and cable broadband service coming into the building. All network equipment is housed in the custodian's closet, with wires and cables being bundled as best they can. Care has to be taken not to unplug a connection when removing the stepladder or other equipment from the closet. The proximity of this closet to the recycling storage area makes it difficult to keep the area clean.

Technical Services

The Technical Services workspace is occupied by two full-time staff who handle acquisitions, processing, withdrawals, repairs, and related duties. The area has built-in cabinets and a sink reminiscent of a 1970s-era kitchen.

- The large work table needed for processing tasks does not allow room for full-size desks for the two library staff. Each works at a compact computer workstation with no horizontal workspace.
- An exterior door serves as the library's delivery entrance, with packages being delivered and left in this area until they can be opened and moved to their proper location. Boxes left on the floor effectively block the only handicap-accessible entrance to the building.
- The delivery entrance also brings the delivery of ILL bins from the Western Massachusetts Regional Library System. Up to seven large bins arrive and depart each day, taking up one full wall of counter space. From 2007 to 2009, ILL activity grew by 64%, with additional growth

projected in the coming years as technology makes it easier for patrons to manage their own requests.

- Because the exterior door is the only entrance that does not require steps, it serves as the library's handicap entrance. A doorbell is rung and staff need to assist patrons in navigating the congested Technical Services area to access the public area of the building.
- All of the available cabinets and shelves are being used for processing supplies, books in need of repairs, materials in process, etc.
- Because there is no private area for staff breaks, people often use the worktable as an area to drink coffee and eat their meals. While this is the quietest space available to staff, it can interfere with the work of the Technical Services staff.

Administration

Two private offices are for the Administrative Assistant and Library Director. These offices are connected by interior doors to the Technical Services Area and also have doors that open to the public area of the building.

- With very little storage space for supplies, the Administrative Assistant's area is cramped with office supplies, a water cooler, the fax machine, computer toner, and copy paper.
- The Library Director's office also overflows with equipment that has no better place to be. In addition to the historical materials mentioned earlier, the office includes printer cables, network equipment, and other items too sensitive to be left in the musty basement.

Storage/Facility/Parking Issues

A small utility closet serves as the "headquarters" for the library's custodial and maintenance services, along with the library's computer network routers. This area is not handicap accessible and does not give adequate room for equipment and supplies. There is an exterior door from this area.

- The vacuum cleaner must be kept in the hallway because there is no space to store it in the custodial closet.
- Lack of space means some supplies must be kept in the basement where they quickly acquire a musty smell and can become moldy with long-term storage.
- The storage of supplies in the corridor to the closet poses a potential fire hazard as it blocks access to the exterior door.
- The public restrooms are not ADA compliant and the women's room door is located beyond the library's security gate, giving the impression one is leaving the building to get to the restroom.
- The library has eight dedicated parking spaces, including one handicap space. This is only slightly more than a third of the standard established by the MBLC public library construction program. These spaces are full

the entire day, with most patrons seeking on-street parking around the library. This can cause extended walks for seniors, and has caused patrons to simply circle the building and leave because of no available convenient parking. The Town of South Hadley's snow parking ban limits on-street parking on one of the adjacent side streets.

"The whole is greater than the sum of its parts"

The issues raised in each area of the building contribute to issues that affect the entire "flow" of the library.

- The close proximity of Reference, Computers, Circulation, Large Print, as well as the adult print and A/V materials causes congestion in the building and does not allow easy browsing of the collection.
- The open concept of the 1974 addition causes noise to travel between service areas and staff work zones. Noise complaints are heard on different levels: the public is bothered by the noise at the busy Circulation desk, while the staff find it hard to work at the Circulation or Reference desks situated in the middle of the public area.
- According to the *MPLCP Guidelines for Seating (605 CMR 6.08(2)(b))*, the current library offers less than a third of the standard for number of seats for a community of over 15,000.
- Universal access is a major concern, as the lone handicap parking spot still requires some travel to the Technical Services door. On average, the aisles between book stacks falls slightly below 30", well below the *ADA Accessibility Guidelines for Buildings and Facilities* recommended clearance of 42". The cramped space of the library shelves is also a barrier to patrons with walkers, parents with strollers, or simply two people wanting to be in the same area at once.
- The design of the library addition was "state of the art" in 1974 but falls far short of meeting current programs and services. With the library working to engage the community and encourage participation in public programs, there are severe limitations to the space that can be devoted to regular programs, clubs, or other group meetings.

The library's Strategic Plan has several stated goals that may be hindered by an antiquated facility, such as:

- *The library will provide state-of-the-art technology to meet the information and personal needs of the community.*
- *Patrons will enjoy a library collection that is current, relevant, and meets their personal needs and interests.*
- *Patrons will enjoy the library as a destination for recreational programs.*

Collection Analysis

The focus of the collection has long been a popular materials library. In the 35 years since the library addition, new and popular formats have become staples of modern library service. South Hadley has earned a reputation as a local leader in providing popular titles in media formats. Our collection of audiobooks is used heavily by residents and those of surrounding communities, with new PlayAway digital book players added in the past year. These materials, along with a dwindling number of VHS tapes and growing collection of DVDs, have used the last available space in the library for collection expansion and additional shelving. There is no open floor space; there is no exposed wall space.

According to the library's Materials Selection Policy, "staff knowledge of community needs and interests and their professional training shall serve as the main criteria in appraising the collection for purchasing, replacing, or weeding." In recent years, "available space" has become an unfortunate additional factor.

Because the shelves are at capacity, the library needs to approach weeding as "one book in, one book out". With the growth in popularity of A/V media materials in the last decade, the amount of space dedicated to the print collection was reduced. The size of the book collection decreased more than 20% in the last decade. Many of these books were weeded to make room for new media acquisitions and not because they failed to meet a community need.

In FY07 the Library Director curtailed several standing order programs for audiobooks and large print books. Again, this was not because of unpopularity but a simple lack of space to handle regular, large amounts of new acquisitions. Standing orders are reviewed on an annual basis in light of changing patron needs – and limited shelf space for additional growth.

Even at full capacity, the current library facility is not able to meet the basic needs of the community. Using the *Wisconsin Public Library Standards* as a tool, the library falls below most Basic Level Service Targets for a community with a population of 17,034:

(see next page for chart)

Standard	South Hadley	WI Basic Level
Staff FTE	9.94	10.37
Volumes Held (Print)	36,137	63,700
Periodical Titles Received	135	169
Audio Recordings Held	4,744**	3,259
Video Recordings Held	4,545*	3,555
Hours Open per Week	50	58
Materials Expenditures	\$103,525**	\$78,662
Collection Size (Print, Audio & Video)	45,442	72,589
* meets Basic Level		
** meets Moderate Level		

Given the size of the current building, it is impossible for the facility to remotely approach the Basic Level collection level.

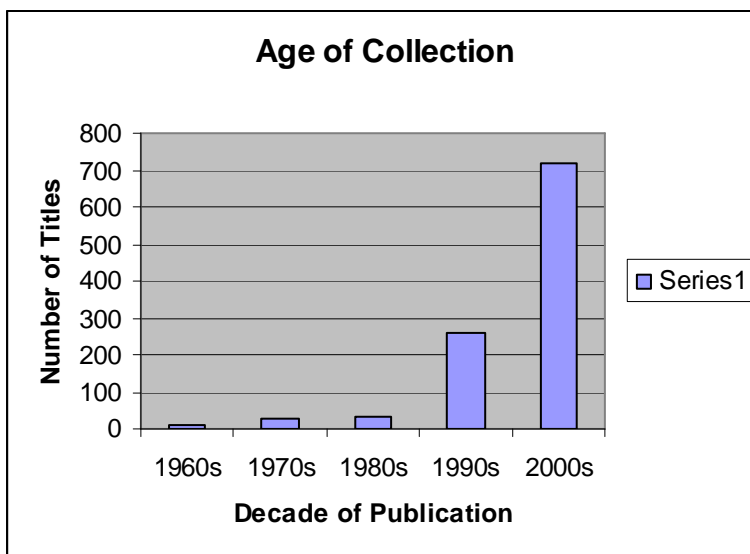
This “sub-basic” collection is still heavily used. Using FY07 Massachusetts Public Library Data, South Hadley’s population lists us among the smallest (53rd of 54) communities ranked with a population between 15,000 and 24,999. The library’s use is more than competitive with larger towns in this population group range:

Description	South Hadley	Population Group Rank	Statewide Per Capita Rank
Total Direct Circulation	139,284	28 th of 54	163 rd of 365
Total Circulation Activity	156,148	27 th of 54	157 th of 365
Total Holdings	49,272	47 th of 53	314 th of 366

South Hadley’s high circulation and standing as a consistent “net lender” of ILL materials reflects the age of the collection. Weeding has produced a current collection of popular materials. These are the types of materials that are most requested by other libraries. What is lost for our own residents are earlier titles by fiction authors, classic histories and travelogues, niche materials that fill a current yet temporary community need, etc. These are the titles patrons must wait for ILL delivery to provide, and represent the depth of the collection lost to constant weeding due to space constraints.

A sampling of the print collection undertaken in January 2007 clearly illustrates that older, obsolete material has been removed from the collection and that we have reached capacity with current titles.

Two-thirds (67%) of the children’s books have publication dates of 2000 or later, and ninety-eight percent (98%) are since 1990. All of the Young Adult books (100%) have publication dates of 2000 or later. Ninety percent (90%) of the adult book collection is later than 1990, with over half (59%) since the turn of this century. The combined collection shows over two-thirds (68%) of the books being published since 2000.



If the size of the collection does not allow for depth, the staff strives for balance. Roughly one-third of the funds available for materials expenditures are devoted to youth materials. Parents want the library to supplement the education their children receive with an alternative collection of resources and services that support the local curriculum. The public elementary and middle schools do not have full-time professional library media specialists, so the South Hadley Public Library’s Youth Services Librarian is the only library professional these children have regular access to.

The children’s collection (books & media) represents 23% of the total holdings and approximately 37% of the total circulation. Eighty-four percent (84%) of the children’s collection is books. Because of space limitations, the size of the collection will not be able to grow significantly and restrictions have been placed on growth. There is little space for extensive paperback series or older titles from popular authors. There is very limited space for displays.

The adult collection (books & media: 77% of holdings, 63% of circulation), is also limited by space constraints. Older circulating books are cut off from the main entrance area by computers, the reference area, magazines, music, and movies. While books still make up half the total circulation, the movie collection (adult & children combined: 11% of collection, 34% of circulation) is the most frequently used resource. While small changes are being made to

better integrate all of the collection, print and A/V, the building does not have the space to make things “flow” properly to allow a pleasant browsing experience.

The library offers 20 public computers for purposes such as public Internet access, word-processing, the online catalog, and children’s games. While this meets the *Wisconsin Public Library Standards* for recommended number of terminals, it fails the standard of being “a sufficient number of workstations to accommodate patrons with minimal wait times for access”. The library has a policy of “allowing up to one hour of Internet access on a first come/first served basis. If no one is waiting, patrons can get up to two hours (four fifteen-minute extensions). The Library reserves the right to limit Internet access at certain peak usage periods (e.g., after-school, vacations, summer months), or grant additional time, in order to provide fair and equal access to all.” Indeed, the library regularly limits computer time during those “peak” periods when a waiting list forms for the public computers.

Vision for a New Building

In addition to the Functional Area Sheets, there are several general concepts we envision and endorse for a future South Hadley Public Library:

- The library will use green and sustainable design solutions, recognizing that a green building has environmental, economic, and health benefits to the community. Any future library design should result in a facility that meets the criteria for LEED certification (Leadership in Energy and Environmental Design) as developed by the United States Green Building Council.
- In embracing the latest advancements in technology and public service, the building will look and feel like a traditional library, with woodwork and natural light throughout all spaces.
- *Wayfinding* is the way that people orient themselves and navigate within a physical space. The building layout, graphics and signage will allow the patron experience within the building to be essentially self-service in finding areas, services, and materials.
- Most functional areas address specific technology needs, but access to technology should be available throughout the building through planned network connections, wireless routers, electrical supply, and cable channeling.
- The design should include clear sightlines from public service desks that give maximum supervision of the library space with minimal staffing.
- The building will be universally accessible, as defined by the Massachusetts Architectural Access Board and Americans with Disabilities Act. All services and amenities will be equally accessible to all patrons of varying abilities.
- The overall design should retain a reasonable amount of flexibility that allows adaptation for future trends in library resources and technology.

- The HVAC system will allow for flexible zoning and climate control. Historical materials will be kept in a room with climate controls that meet archival standards. A programmable thermostat will regulate temperatures for each day and time, but allow staff to override settings for individual areas of the building.
- Security should be addressed concerning (1) the safety of staff and ability to seek assistance in an emergency, (2) the safety of patrons, especially young children, and (3) the security of the collection to protect it from theft.
- From young children to seniors, patrons of all ages will all be able to find an area of the library that provides a welcoming environment suited to their individual needs.
- The children and teen areas will be an autonomous part of the library that functions as a self-contained youth library.
- Staff office areas will include natural light and windows that allow for fresh air. Maintained lighting intensity will be measured at:
 - ⊕ Public service desks – 50 foot candles measured horizontally at the counter top
 - ⊕ Staff areas – 50 foot candles
 - ⊕ Conference Room – 30-40 foot candles with dimmers
 - ⊕ Meeting room – 40 foot candles average with “zoned” lighting on dimmers
 - ⊕ Reading areas – 30-40 foot candles

Lighting Standards from Lushington, Libraries Designed for Users
- The building exterior should include illuminated signage, low maintenance and durable finishes, universally accessible grounds and walkways, and *look like a library*.

Collection Projection

Area	Current	Future	Notes
Teen	1076	5000	
Child JJ	2979	9000	
Child J	7218	9000	
Periodical Subs	110	180	Adult 130, Teen 20, Youth 30
Movies	4711	7000	Adult 4000, Youth 3000
AudioCassette	607	0	
AudioBooks	1484	4300	Adult 2000, Youth 1300
Software	29	1000	Adult 500, Youth 500
Music	2373	4000	Adult 3000, Youth 1000
Large Print	1626	5000	
Adult Ref	1509	1200	
Adult NF	11564	15000	
Adult Fiction	9688	18000	
Local History	500	2500	
Total	46,458	81,180	

The collection service targets listed below are based on quantitative standards included in the *Wisconsin Public Library Standards*. Reported for each standard is the effort required to achieve basic, moderate, enhanced, or excellent levels of service in a library with a service population of 18,606 people:

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Volumes Held (Print)	53,957	63,260	74,424	93,030
Periodical Titles Received	153	180	216	246
Audio Recordings Held	2,419	2,977	4,279	5,954
Video Recordings Held	3,349	4,093	5,210	6,512
Hours Open per Week	56	59	62	65
Materials Expenditures	\$66,982	\$83,727	\$93,960	\$115,543
Collection Size (Print, Audio & Video)	61,400	70,703	83,727	102,333

Under these standards, the projected future collection would meet a moderate-enhanced level of services for South Hadley's projected 20-year growth in population.

Public Seating Allotment:

Functional Area	Current Seats	Future Seats
Entry/Lobby	n/a	4
Browsing/New Materials	2	4
Non-print Media	1	2
Periodicals	10	12
Reference Desk	0	2
Reference & Research	10	12
Technology Commons	n/a	8
Adult Nonfiction	0	6
Adult Fiction	0	6
Local History	n/a	4
Teen Area	4	12
Youth Technology Commons	n/a	4
Children's – Common	n/a	4
Children's – Preschool	2	8
Children's – Student	8	8
Youth Desk	0	2
Conference Room	22	12
Quiet Study	n/a	8
TOTAL	59	118

According to the Guidelines for Public Seating established by the Massachusetts Board of Library Commissioners, the South Hadley Public Library should plan on a minimum of 105 seats for an estimated future population of 18,606.

The Meeting Room contains an additional 100 seats for programming.

Functional Area Descriptions

Each service area of the building has been identified for its own unique space needs. Functional areas may be combined into common areas or exist as their own distinct space to best meet and maximize library services.

Functional Area Space, Computer & Seating Summary

Service Area	Sq Ft	Materials	Staff Computers	Public Computers	Public Seats
Entrance/Lobby	225				4
Circulation Desk	375	650	3		
Circulation Work Area	450	100	3		
Technical Services	250	225	1		
Inter-Library Loan	150		1		
Book Return Room	80				
Browsing/New Materials	825	2000		2	4
Non-Print Media	835	16300		2	2
Periodicals-Adult	450	130			12
Reference Desk	350	100	2		2
Reference/Research Room	900	1200		7	12
Local History	500	2500		1	4
Copier/Business Area	80				
Technology Commons	840			16	8
Adult Non-Fiction	875	15000		1	6
Adult Fiction	1105	18000		1	6
Quiet Study Rooms	300				8
Adult Totals	8590	56205	10	30	68
Teen Area	900	5000		6	12
Youth Technology	450			6	4
Children's-Common	300	30		1	4
Children's-Preschool	1600	9000		2	8
Children's-Students	1070	9000			8
Youth Desk	570	100	2		2
Youth Totals	4890	23130	2	15	38
Story-time/Crafts	600				*30
Meeting Room	1275				*100
Conference Room	250				12
Meeting Space	2125				12
Technology Room	175				
Director's Office	200	200	1		
Administrative Assistant	150		1		
Staff Room	300				
Library Storage	400				
Custodian Area	150				
Administration	1375	200	2		
Subtotals	16980	79535	14	45	118
30% Net Factor		5094			<i>* program seats</i>
Estimated Grand Total		22074			

AREA DESIGNATION	Entrance & Lobby
AREA REQUIRED	225 sq. ft.
ACTIVITIES/FUNCTION	Main entry/exit point to the building; place where people can informally congregate
OCCUPANCY	12 people
SEATING	4 seats
FURNISHINGS (STAFF/PUBLIC)	wall-mounted bulletin boards for public notices; built-in display case for arts and crafts; display rack for brochures; two 2-seat benches
TECHNOLOGY	Security gates for system; automatic door for universal access
MATERIALS	n/a
SHELVING/STORAGE	n/a
VISUAL LINES	Visual supervision from Circulation Desk
CLOSE TO/AWAY FROM	Close to Circulation Desk from which most services extend; away from Reference, Local History, or other “quiet” areas
NOTES/ARCHITECTURAL FEATURES	Acoustic controls for noise; versatile materials for heavy use; floor mats at entryway to collect dirt/rain from foot traffic; lots of natural light flowing in from entryway; sensor activated airlock doors for accessibility and climate control; should have clear sightline to public transportation stop

AREA DESIGNATION	Circulation Desk
AREA REQUIRED	375 sq. ft.
ACTIVITIES/FUNCTION	The major service point and “hub” of the library; check in/out materials; register new patrons; answer questions
OCCUPANCY	3 staff with room for 12 patrons around general work area
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	Circulation desk for public service; 3 adjustable stools with backs for sitting at counter height; 4 book trucks
TECHNOLOGY	3 computer workstations at desk for use in public transactions; networked printer; wireless telephone; network connections; self-checkout workstation
MATERIALS	50 professional titles and manuals
SHELVING/STORAGE	66” steel shelving for 600 “on hold” items located close to checkout area; storage for library supplies; parking area for book trucks
VISUAL LINES	Visual lines to most public walkways; in clear sight of main entrance
CLOSE TO/AWAY FROM	Adjacent to Circulation Work Area/Office; Close to main entrance; Away from Reference and Local History
NOTES/ARCHITECTURAL FEATURES	Desk should be of multiple heights to handle standing/wheelchair or adult/children transactions; knee space under counter for wheelchair access; design should accommodate space and wiring for future self check-out technology; desk should have slot for returns into portable bin; floor covering behind desk designed for ergonomics; floor covering in front of desk to minimize noise; built in display fixtures will allow efficient arrangement of brochures, fliers, bookmarks, etc.

AREA DESIGNATION	Circulation Work Area/Office
AREA REQUIRED	450 sq. ft.
ACTIVITIES/FUNCTION	Work space for circulation staff to process materials and registrations; work on special projects; access computer resources
OCCUPANCY	3 Staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	1 workstation for Circulation Coordinator; 2 staff workstations with room for 4 book trucks; large flat work surface
TECHNOLOGY	3 computers with networked printer; 2 telephones; network connections
MATERIALS	
SHELVING/STORAGE	Shelving for 100 “in process” items; storage for circulation and office supplies; closet for personal affects
VISUAL LINES	Clear sight of Circulation Desk
CLOSE TO/AWAY FROM	An extension of workflow from Circulation Desk
NOTES/ARCHITECTURAL FEATURES	An enclosed area that gives both privacy from and supervision of public circulation area; security mirror or monitor for viewing activity at circulation desk; carpeted floor

AREA DESIGNATION	Technical Services
AREA REQUIRED	250 sq. ft.
ACTIVITIES/FUNCTION	New materials are received, processed, and made shelf-ready for the library collection
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	1 computer workstations; large worktable and counter space; closet for personal effects and supplies; wall shelving for frequently used supplies; 4 book trucks
TECHNOLOGY	1 computer workstation with networked printer; telephone
MATERIALS	25 professional titles, 200 in process titles
SHELVING/STORAGE	ample wall shelving for supplies and book processing materials; designated parking area for book trucks
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Adjacent to Circulation work area
NOTES/ARCHITECTURAL FEATURES	An open workspace where staff can coordinate new acquisitions and discards for processing

AREA DESIGNATION	Inter-Library Loan Processing
AREA REQUIRED	150 sq. ft.
ACTIVITIES/FUNCTION	Incoming & outgoing inter-library loan materials are processed for delivery
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	4 book trucks; 10 large storage bins for delivery
TECHNOLOGY	1 computer workstation for processing materials
MATERIALS	n/a
SHELVING/STORAGE	Large countertop or shelving for ergonomic storage of delivery bins; space underneath counter for storage of empty bins
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Convenient to delivery entrance; close to Circulation work area
NOTES/ARCHITECTURAL FEATURES	Space and flooring should be ergonomically designed to maximize efficiency and comfort in the handling of a large volume of delivery bins and library materials

AREA DESIGNATION	Book Return Room
AREA REQUIRED	80 sq. ft.
ACTIVITIES/FUNCTION	For public convenience: two return slots in exterior wall (one for print, one for media) lead to fireproof room where cushioned return bins are located; patrons walk up to these return slots to deposit library materials
OCCUPANCY	n/a
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	2 mobile cushioned return bins
TECHNOLOGY	Sprinkler or other fire suppression system; connected to HVAC for environmental control; overhead light
MATERIALS	
SHELVING/STORAGE	Return bins should have a capacity of 100 items each; small shelf; paper towel rack for handling wet materials
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Close to Circulation Work Area
NOTES/ARCHITECTURAL FEATURES	Fireproof construction; vandal-proof exterior return slots; locking steel doors; position of exterior slots should allow safe access for walk-up returns and convenient, nearby parking for automobile access; drive-up access for material returns

AREA DESIGNATION	Browsing & New Materials
AREA REQUIRED	825 sq. ft.
ACTIVITIES/FUNCTION	A space for people to browse new materials and displays of popular topics; comfortable lounge seating will invite people to preview books before checkout or chat with fellow patrons
OCCUPANCY	12 patrons
SEATING	4 seats
FURNISHINGS (STAFF/PUBLIC)	Four lounge chairs; kiosk display fixtures for popular topics; small side table; discreet coat hooks
TECHNOLOGY	2 online catalog stations; flat panel TV for library presentation or popular programs
MATERIALS	2000 mixed media materials (print & A/V) highlighting new additions to collection
SHELVING/STORAGE	66" Bookstore-style tilted shelving with end panel displays; shelving design should be adjustable to handle different configurations for multiple media formats
VISUAL LINES	Within view of Lobby; visual supervision from Circulation desk
CLOSE TO/AWAY FROM	Close to Circulation; away from quiet areas such as Reference and Local History
NOTES/ARCHITECTURAL FEATURES	A comfortable and welcoming space, suitable for a quick visit or extended stay; people should be able to talk in normal voices without disturbing other library users; clear signage for both the entire area and specific media formats; direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing

AREA DESIGNATION	Non-Print Media
AREA REQUIRED	835 sq. ft.
ACTIVITIES/FUNCTION	Area for collection of non-print media such as movies, audiobooks, music, and circulating hardware/software
OCCUPANCY	10 patrons
SEATING	2 seats
FURNISHINGS (STAFF/PUBLIC)	Flexible shelving to accommodate different shapes and styles of cases; lots of face out displays for cover art; two lounge chairs
TECHNOLOGY	2 media viewing stations for patrons to preview materials
MATERIALS	16,300 items (7000 Movies, 4000 Music, 4300 Audiobooks, 1000 Software)
SHELVING/STORAGE	66" high, 36" wide, 10" depth steel shelving with 42" aisle widths between
VISUAL LINES	Circulation Desk
CLOSE TO/AWAY FROM	Close to Browsing & New Materials
NOTES/ARCHITECTURAL FEATURES	A popular media area that should reflect new and future trends in non-print library materials; flexibility to handle new formats; direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing

AREA DESIGNATION	Periodical Collection - Adult
AREA REQUIRED	450 sq. ft.
ACTIVITIES/FUNCTION	Quiet area for magazine and newspaper browsing and reading
OCCUPANCY	10 patrons
SEATING	12 seats
FURNISHINGS (STAFF/PUBLIC)	2 four seat tables; 4 lounge chairs; discreet coat hooks
TECHNOLOGY	Network connections and outlets to handle personal laptop computer use
MATERIALS	
SHELVING/STORAGE	66" high, 36" wide, 12" depth steel shelving with 42" aisle widths between for 130 periodical titles with one year of back issue storage; sloping display for current issue with storage underneath for back issues
VISUAL LINES	From Reference or Circulation area
CLOSE TO/AWAY FROM	Close to Reference or Circulation; away from Youth areas
NOTES/ARCHITECTURAL FEATURES	A well lit area for patrons to spend a few minutes or a few hours looking at periodicals; area is also used by patrons wanting a quiet space to read or use laptop computers; direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing

AREA DESIGNATION	Reference Desk & Office
AREA REQUIRED	350 sq. ft.
ACTIVITIES/FUNCTION	Place for patrons to ask questions to Reference staff; work area for Reference staff and office space
OCCUPANCY	4 public around desk; 2 staff
SEATING	2 chairs that can be pulled up to desk or set aside as general seating
FURNISHINGS (STAFF/PUBLIC)	Reference Desk for public service; wide counter space behind desk for computer and general office work; private office space with two desks and work areas
TECHNOLOGY	1 computer workstation at Reference Desk; 1 computer workstation in office area; networked printer; wireless telephone
MATERIALS	100 ready reference materials
SHELVING/STORAGE	Shelving for Ready Reference collection of 100 items; closet for personal effects; three drawer lateral file;
VISUAL LINES	Visual supervision of Reference Room
CLOSE TO/AWAY FROM	Close to Reference Room; near Local History room
NOTES/ARCHITECTURAL FEATURES	Office area should have windows so that staff can supervise Reference Room from both the desk and office space; desk should be of multiple heights to handle standing/wheelchair or adult/children transactions; knee space under counter for wheelchair access; floor covering behind desk designed for ergonomics; floor covering in front of desk to minimize noise

AREA DESIGNATION	Reference & Research Room
AREA REQUIRED	900 sq. ft.
ACTIVITIES/FUNCTION	Reference collection of non-circulating materials; area for people to conduct research, do homework, and study in a quiet and controlled environment
OCCUPANCY	20 patrons
SEATING	12 seats
FURNISHINGS (STAFF/PUBLIC)	3 four person tables; 1 three drawer lateral file; atlas stand; dictionary stand; map case; workstation for visually handicapped; community information display area; double sided book truck; discreet coat hooks
TECHNOLOGY	2 online catalog stations; 1 workstation for visually handicapped; 4 general computer workstations connected to library network; networked printer; network connections and outlets for personal laptop use; coin operated photocopier
MATERIALS	1,200 books
SHELVING/STORAGE	66" high, 36" wide, 10" depth steel shelving with 42" aisle widths between
VISUAL LINES	Visual supervision from Reference Desk
CLOSE TO/AWAY FROM	Close to Reference Desk; Near Local History; away from Youth areas; away from New Materials
NOTES/ARCHITECTURAL FEATURES	Classic features give this area a more traditional feel; acoustic controls for noise; community information display area should be flexible to handle changing needs (tax forms, public information, etc.); direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing

AREA DESIGNATION	Local History Room
AREA REQUIRED	500 sq. ft.
ACTIVITIES/FUNCTION	Securable reference room for local history and genealogy research
OCCUPANCY	4 patrons, 1 staff
SEATING	4 seats
FURNISHINGS (STAFF/PUBLIC)	large four-seat table and chairs; map case; 4-drawer lateral file; microfilm reader/printer; computer workstation
TECHNOLOGY	Computer workstation with network connections; wireless access to network
MATERIALS	2,500 books
SHELVING/STORAGE	66" high, 36" wide, 10" depth steel shelving with lockable, ventilated grill door coverings
VISUAL LINES	Supervision from Reference Work Area
CLOSE TO/AWAY FROM	Close to Reference; away from noisy areas
NOTES/ARCHITECTURAL FEATURES	A quiet room for research; lockable doors for security; archival temperate controls on separate thermostat; archival filters on lighting to minimize degradation of materials; interior windows give supervision of room when doors are closed

AREA DESIGNATION	Copier & Personal Business Area
AREA REQUIRED	80 sq. ft.
ACTIVITIES/FUNCTION	A public and small business area where patrons can make copies, scan materials, send faxes, staple, collate, and perform small office jobs
OCCUPANCY	2 patrons
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	Flat counter space for organizing materials
TECHNOLOGY	Commercial photocopier/fax/scanner connected to telecommunications network
MATERIALS	
SHELVING/STORAGE	Cubbies or shelves for work items such as stapler, 3-hole punch, etc.; lockable cabinets for storing paper, toner, and supplies
VISUAL LINES	From Circulation or Reference
CLOSE TO/AWAY FROM	Close to Circulation or Reference; away from Youth areas
NOTES/ARCHITECTURAL FEATURES	A “quick stop” area for small or home-based businesses and patron to conduct small scale business operations

AREA DESIGNATION	Technology Commons – Adult
AREA REQUIRED	840 sq. ft.
ACTIVITIES/FUNCTION	An “information garden” where patrons can make use of library computers and technology, or bring their own personal devices; a place for computer training sessions
OCCUPANCY	20 patrons
SEATING	8 Seats (4 for waiting, 1 table for “offline” tasks)
FURNISHINGS (STAFF/PUBLIC)	Media projector and screen for presentations; bulletin board for announcements and fliers; counter for collating materials; coat hooks; 4 lounge chairs for people waiting for computers; 1 four-seat table
TECHNOLOGY	16 personal computer workstations; networked printers (color/b&w); network connections and obvious electrical outlets
MATERIALS	n/a
SHELVING/STORAGE	Locking closet for media supplies, printer paper, etc.
VISUAL LINES	Visual supervision from Reference Desk
CLOSE TO/AWAY FROM	Close to Reference Area; near Small Business area; Away from Youth areas
NOTES/ARCHITECTURAL FEATURES	A collaborative work area where people can gather to use the latest technology; flexible furnishings to handle emerging media and technology; lighting designed to reduce glare on monitor screens

AREA DESIGNATION	Adult Non-Fiction
AREA REQUIRED	875 sq. ft.
ACTIVITIES/FUNCTION	Browsing area for circulating books with occasional seating for reading
OCCUPANCY	12 patrons; 1 staff
SEATING	6 seats
FURNISHINGS (STAFF/PUBLIC)	6 lounge chairs; slat wall end panels for display; book truck for unwanted items; library stools
TECHNOLOGY	1 Public access catalog station
MATERIALS	15,000 books
SHELVING/STORAGE	84" high, 36" wide, 10" depth steel shelving with 36" aisle widths between
VISUAL LINES	Sight supervision from a public service desk
CLOSE TO/AWAY FROM	Close to Reference or Circulation
NOTES/ARCHITECTURAL FEATURES	Direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing; convenient for a quick pick or prolonged browsing; abundant signage

AREA DESIGNATION	Adult Fiction
AREA REQUIRED	1,105 sq. ft.
ACTIVITIES/FUNCTION	Browsing area for circulating books with occasional seating for reading; Large Print books
OCCUPANCY	12 adults, 1 staff
SEATING	6 seats
FURNISHINGS (STAFF/PUBLIC)	6 lounge chairs; slat wall end panels for display; book truck for unwanted items; library stools; display kiosk for topical displays
TECHNOLOGY	1 Public access catalog station
MATERIALS	18,000 books
SHELVING/STORAGE	84" high, 36" wide, 10" depth steel shelving with 36" aisle widths between
VISUAL LINES	Sight supervision from a public service desk
CLOSE TO/AWAY FROM	Close to Reference or Circulation
NOTES/ARCHITECTURAL FEATURES	Direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing; convenient for a quick pick or prolonged browsing; Signage on individual end panels for collection identification

AREA DESIGNATION	Quiet Study Rooms (2)
AREA REQUIRED	300 sq. ft. (150 x 2)
ACTIVITIES/FUNCTION	Semi-private rooms for individual or group study
OCCUPANCY	8 patrons
SEATING	8 seats
FURNISHINGS (STAFF/PUBLIC)	Each room includes a four-seat table; whiteboard and supplies
TECHNOLOGY	Network connection available
MATERIALS	n/a
SHELVING/STORAGE	n/a
VISUAL LINES	Visual supervision from Reference or Circulation desk
CLOSE TO/AWAY FROM	Adult service desk such as Reference or Circulation
NOTES/ARCHITECTURAL FEATURES	Windows on doors and/or walls for staff supervision; doors may be locked by staff (with key) to limit access – patrons are not able to lock doors

AREA DESIGNATION	Teen Area
AREA REQUIRED	900 sq. ft.
ACTIVITIES/FUNCTION	Teenagers browse popular materials, relax socially, and engage in group activities such as games and homework
OCCUPANCY	12 patrons, 1 staff
SEATING	12 seats
FURNISHINGS (STAFF/PUBLIC)	4 lounge chairs; 2 diner/restaurant style booths with seating for 4 people each
TECHNOLOGY	6 Internet workstations with networked printer
MATERIALS	5000 books and popular materials
SHELVING/STORAGE	66" high, 36" wide, 10" depth steel shelving with 42" aisle widths between
VISUAL LINES	Visual supervision from a public service desk
CLOSE TO/AWAY FROM	Located in proximity to both Youth and Adult services to create "bridge" between collections; away from quiet areas
NOTES/ARCHITECTURAL FEATURES	Acoustic controls to minimize noise; a bright & contemporary area that draws in teens; semi-private with ability of staff to supervise and intervene when necessary; direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing; this is a "hanging out" area that encourages the productive use of library resources in a welcoming environment

AREA DESIGNATION	Youth Technology Commons
AREA REQUIRED	450 sq. ft.
ACTIVITIES/FUNCTION	An age appropriate area where students and teens can make use of library technology for educational and recreational interests
OCCUPANCY	18 patrons
SEATING	4 Seats
FURNISHINGS (STAFF/PUBLIC)	4 lounge chairs for people waiting for computers
TECHNOLOGY	6 personal computer workstations; networked printers (color/b&w); network connections and obvious electrical outlets
MATERIALS	n/a
SHELVING/STORAGE	Locking closet or cabinet for media supplies, printer paper, etc.
VISUAL LINES	Visual supervision from Youth Services Desk
CLOSE TO/AWAY FROM	Closer to Youth Services desk, further from preschool area and storytime room
NOTES/ARCHITECTURAL FEATURES	Youth-friendly technology area where kids can be kids to pursue their own unique interests

AREA DESIGNATION	Children's Room (Common Area)
AREA REQUIRED	300 sq. ft.
ACTIVITIES/FUNCTION	The "gateway" to youth services; a common area for relaxing (child & parents), searching the catalog; displays of new and topical materials
OCCUPANCY	10 patrons, 1 staff
SEATING	4 seats
FURNISHINGS (STAFF/PUBLIC)	4 lounge chairs; display kiosk; bulletin board for family notices; display case for children's crafts
TECHNOLOGY	1 public access catalog workstation
MATERIALS	rotating displays of materials in a flexible arrangement; 30 periodical titles
SHELVING/STORAGE	flexible shelving through display kiosks
VISUAL LINES	Direct supervision from Youth Work Area
CLOSE TO/AWAY FROM	Close to Children's collections and Youth Work area; away from Reference, Local History, and other quiet areas
NOTES/ARCHITECTURAL FEATURES	A welcoming area for children and their caregivers that allows promotion of periodicals, new materials, and topical displays such as holidays; good signage directs patrons; this area can also be a supervision point for caregivers as their children use the library "independently"; direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing; area will include family restrooms with changing tables

AREA DESIGNATION	Children's Room (Preschool Area)
AREA REQUIRED	1600 sq. ft.
ACTIVITIES/FUNCTION	Young children and parents browse, select, and read materials together; includes an activity area where kids can be kids
OCCUPANCY	12 patrons, 1 staff
SEATING	8 seats
FURNISHINGS (STAFF/PUBLIC)	Manipulative games on end panels; 4 oversize lounge chairs for parent/child reading; 4 beanbag or similar child-safe chairs; display kiosk; catalog workstation; 2 book trucks; storage and display for 100 puppets; wall display case for children's creations
TECHNOLOGY	Catalog workstation; educational games computer
MATERIALS	9,000 books; misc. puppets
SHELVING/STORAGE	48" high, 36" wide, 12" depth steel shelving with 48" aisle widths between
VISUAL LINES	Direct visual supervision from Youth Services desk
CLOSE TO/AWAY FROM	Adjacent to Youth Services; close to Children's Common Area; Away from Reference, Local History, and other quiet areas
NOTES/ARCHITECTURAL FEATURES	Direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing; in many ways, this area is a child's introduction to the library and should be friendly, welcoming, and both very child-friendly and child-safe.

AREA DESIGNATION	Children's Room (Students Area)
AREA REQUIRED	1070 sq. ft.
ACTIVITIES/FUNCTION	Independent readers browse and select materials for personal and educational interests; gaming computers and internet access available
OCCUPANCY	12 patrons, 1 staff
SEATING	8 seats
FURNISHINGS (STAFF/PUBLIC)	1 four-seat student table; 4 lounge chairs; display kiosk; magazine display and shelving for 30 subscriptions; book truck
TECHNOLOGY	
MATERIALS	9,000 books and other items
SHELVING/STORAGE	66" high, 36" wide, 10" depth steel shelving with 48" aisle widths between
VISUAL LINES	Direct visual supervision from Youth Services desk
CLOSE TO/AWAY FROM	Adjacent to Youth Services; close to Children's Common Area; Away from Reference, Local History, and other quiet areas
NOTES/ARCHITECTURAL FEATURES	Layout should facilitate primary grade students being able to independently find materials within the collection

AREA DESIGNATION	Youth Desk & Work Area
AREA REQUIRED	570 sq. ft.
ACTIVITIES/FUNCTION	Reference and readers advisory services to children and their caregivers; work space for youth services staff
OCCUPANCY	4 public around desk; 3 staff
SEATING	2 seats
FURNISHINGS (STAFF/PUBLIC)	2 chairs that can be pulled up to desk or set aside as general seating; large desk for public service; wide counter space behind desk for computer and general office work; private office space with two desks and work areas; 2 storage closets for supplies; Ellison die cut machine and supplies;
TECHNOLOGY	1 computer workstation at Youth Desk; computer workstations in office area; networked printer
MATERIALS	100 ready reference items
SHELVING/STORAGE	Shelving for professional collection of 100 items; closet for personal effects; three drawer lateral file
VISUAL LINES	Visual supervision of all children's areas
CLOSE TO/AWAY FROM	Close to Children's areas
NOTES/ARCHITECTURAL FEATURES	Office area should have windows so that staff can supervise teen and children's areas from both the desk and office space; desk should be of multiple heights to handle standing/wheelchair or adult/children transactions; knee space under counter for wheelchair access; floor covering behind desk designed for ergonomics; floor covering in front of desk to minimize noise

AREA DESIGNATION	Story-time/Crafts Room
AREA REQUIRED	600 sq. ft.
ACTIVITIES/FUNCTION	Story-time, craft programs, and related children's activities
OCCUPANCY	30 patrons, 1 staff
SEATING	30 floor/table seats
FURNISHINGS (STAFF/PUBLIC)	4 moveable eight-seat height adjustable children's craft tables; 30 floor seating pads; counter and sink for cleanup; wall pegs for coats; storage closet for tables and chairs
TECHNOLOGY	n/a
MATERIALS	craft supplies and materials
SHELVING/STORAGE	Large (10'x10') storage closet for craft supplies; wall shelving and lockable cabinets at sink area
VISUAL LINES	Visual supervision from Youth services desk
CLOSE TO/AWAY FROM	Close to Children's Preschool area and family restrooms
NOTES/ARCHITECTURAL FEATURES	Chairs are stackable and tables are foldable for portability and storage; floor is vinyl or other easy cleaning finish with floor drain; door can be locked to limit access when not in use

AREA DESIGNATION	Meeting Room
AREA REQUIRED	1275 sq. ft.
ACTIVITIES/FUNCTION	Space for meetings, lectures, concerts, community events, voting, art exhibits, and public programs for all ages
OCCUPANCY	100 patrons; 2 staff
SEATING	100 seats
FURNISHINGS (STAFF/PUBLIC)	100 stackable chairs; 8 folding tables; galley kitchen area with counter, sink, refrigerator and cabinet storage; podium; wall rail for hanging picture frames
TECHNOLOGY	microphone and sound system for presentations; room darkening window coverings; dimmable lights; network connections; cable TV access; ceiling mounted retractable projection screen; multi-media projector
MATERIALS	n/a
SHELVING/STORAGE	Large (14'x14') lockable closet for chairs, tables and A/V equipment; coat room or wall pegs
VISUAL LINES	Visual supervision from public service desk
CLOSE TO/AWAY FROM	Close to public restrooms; Away from youth areas
NOTES/ARCHITECTURAL FEATURES	Two entrances: one from library and one from outside that can be used after library hours; access between meeting room and library can be secured and locked down when library is closed; restrooms are available for use when meetings are held outside of library hours

AREA DESIGNATION	Conference Room
AREA REQUIRED	250 sq. ft.
ACTIVITIES/FUNCTION	Small group meetings; community presentations
OCCUPANCY	12 patrons
SEATING	12 seats
FURNISHINGS (STAFF/PUBLIC)	Large conference table with 12 seats or flexible configuration of modular tables to same effect; coat hooks; dry erase board; mounted projection screen; room darkening window coverings; dimmable lights; wall rail for hanging picture frames
TECHNOLOGY	Network connections; cable TV access; multi-media projector
MATERIALS	n/a
SHELVING/STORAGE	Storage closet
VISUAL LINES	From public service desk
CLOSE TO/AWAY FROM	Close to Meeting Room; close to public restrooms
NOTES/ARCHITECTURAL FEATURES	Two entrances: one from library and one from outside that can be used after library hours; access between conference room and library can be secured and locked down when library is closed; restrooms are available for use when meetings are held outside of library hours

AREA DESIGNATION	Technology Equipment Room
AREA REQUIRED	175 sq. ft.
ACTIVITIES/FUNCTION	Library network center where servers, routers, alarm panels, and telecommunications equipment are housed and serviced
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	Rack shelving for telecommunications equipment; 3-drawer file cabinet for equipment manuals and small equipment storage; small table for laptop use
TECHNOLOGY	Routers, servers, and related equipment needed to run library network services; telephone; network access for online troubleshooting of systems
MATERIALS	n/a
SHELVING/STORAGE	Rack shelving
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Close to Technology Commons and Reference Work area
NOTES/ARCHITECTURAL FEATURES	Separate zone on HVAC system for cooling equipment; uninterruptible power supply

AREA DESIGNATION	Director's Office
AREA REQUIRED	200 sq. ft.
ACTIVITIES/FUNCTION	Administrative area used for managing all aspects of library; meetings with up to 3 people
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	Desk with computer workstation; four drawer lateral file; bulletin board; coat closet; three visitor chairs
TECHNOLOGY	Computer with networked printer, telephone
MATERIALS	200 professional titles
SHELVING/STORAGE	2 five shelf bookcases with adjustable shelves
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Adjacent to Administrative Assistant; close to other staff offices; Away from youth services
NOTES/ARCHITECTURAL FEATURES	Soundproofing for confidential business; exterior window

AREA DESIGNATION	Administrative Assistant
AREA REQUIRED	150 sq. ft.
ACTIVITIES/FUNCTION	Administrative tasks such as payroll, accounts payable & receivable, answering the telephone, general office work
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	Desk, four drawer lateral file, closet for storage
TECHNOLOGY	Computer workstation; telephone; networked printer; commercial fax/copier/scanner; bulletin board
MATERIALS	n/a
SHELVING/STORAGE	five shelf bookcase for professional materials; storage cabinet for frequently used supplies
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Adjacent to Library Director's office
NOTES/ARCHITECTURAL FEATURES	Flexible arrangement for changing work needs; exterior window; ability for space to be closed off for private/confidential business

AREA DESIGNATION	Staff Room
AREA REQUIRED	300 sq. ft.
ACTIVITIES/FUNCTION	Space for staff to take breaks, eat meals; store personal items; have privacy
OCCUPANCY	6 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	1 six-seat table; 2 lounge chairs; sink with counter; refrigerator; microwave oven; bulletin board
TECHNOLOGY	wireless telephone
MATERIALS	n/a
SHELVING/STORAGE	cabinets for utensil storage; closet for coats; 12 storage lockers for personal belongings
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Away from public areas
NOTES/ARCHITECTURAL FEATURES	Area should include a unisex restroom for staff use; natural sunlight with windows that open for fresh air

AREA DESIGNATION	Library Storage
AREA REQUIRED	400 sq. ft.
ACTIVITIES/FUNCTION	General purpose storage of supplies, furnishings, book sale donations
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	n/a
TECHNOLOGY	n/a
MATERIALS	n/a
SHELVING/STORAGE	wall shelving
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Away from public areas
NOTES/ARCHITECTURAL FEATURES	A room for “stuff” that needs to be cleared from public and work areas

AREA DESIGNATION	Custodian Work Area
AREA REQUIRED	150 sq. ft.
ACTIVITIES/FUNCTION	Small repairs; storage of cleaning supplies; routine maintenance tools and equipment
OCCUPANCY	1 staff
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	Workbench; adjustable stool; slop sink; vacuum cleaner; wet/dry vacuum; snow shovels and yard rakes; lockable supply cabinet; floor tub with handheld hose & nozzle to rinse/clean heavier buckets, etc.
TECHNOLOGY	n/a
MATERIALS	n/a
SHELVING/STORAGE	2 five shelf utility shelving units for supplies; storage rack for hanging shovels, rakes, brooms, etc.
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Close to delivery entrance
NOTES/ARCHITECTURAL FEATURES	Exterior access door; floor drain; waterproof flooring and durable wall coverings; good task lighting

AREA DESIGNATION	Public Rest Rooms
AREA REQUIRED	TBD
ACTIVITIES/FUNCTION	Public restrooms should be located convenient to: Main Lobby Meeting Room Children's Area (family restroom) Staff Room (unisex)
OCCUPANCY	n/a
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	All public restrooms should include changing tables; children's restroom should include child-size amenities
TECHNOLOGY	Floor drains; low maintenance floor and wall coverings; large capacity dispensers for soap and toilet paper; touchless hand dryers and soap dispensers for efficiency and hygiene
MATERIALS	n/a
SHELVING/STORAGE	n/a
VISUAL LINES	All restrooms should be within sight of a staff area
CLOSE TO/AWAY FROM	see above
NOTES/ARCHITECTURAL FEATURES	All restrooms should offer universal access design that meets state and federal guidelines

AREA DESIGNATION	Parking
AREA REQUIRED	n/a
ACTIVITIES/FUNCTION	57 general parking spaces 3 handicapped parking spaces Patrons should be able to find convenient off-street parking in a safe and well-lit parking lot; handicap spaces should be adjacent to building; 6 parking spaces should be designated for library staff.
OCCUPANCY	n/a
SEATING	n/a
FURNISHINGS (STAFF/PUBLIC)	n/a
TECHNOLOGY	n/a
MATERIALS	n/a
SHELVING/STORAGE	n/a
VISUAL LINES	n/a
CLOSE TO/AWAY FROM	Main library entrance
NOTES/ARCHITECTURAL FEATURES	Landscaping should make parking areas an extension of library grounds; solar-powered energy efficient lights; <i>MBLC guidelines for parking (605 CMR 6.08(5)(e)) requires projects to “meet or exceed the standard of one parking space for every 400 square feet of building or show that the appropriate local board has approved an alternative parking plan. Handicapped parking shall be in addition to this requirement.”</i>

AREA DESIGNATION	Landscaping
AREA REQUIRED	n/a
ACTIVITIES/FUNCTION	A courtyard will be incorporated into the landscaping providing a venue for outdoor library programs or general recreational use
OCCUPANCY	n/a
SEATING	Durable benches with backs where patrons can rest or read
FURNISHINGS (STAFF/PUBLIC)	Flagpole
TECHNOLOGY	Outdoor lighting for walkways and to illuminate building; fixtures to minimize light pollution
MATERIALS	Native and/or adaptive plants that will not require an irrigation system
SHELVING/STORAGE	n/a
VISUAL LINES	Plantings will complement grounds without providing hidden areas that can not be supervised
CLOSE To/AWAY FROM	n/a
NOTES/ARCHITECTURAL FEATURES	Library grounds should complement the building design and encourage short stays while discouraging loitering

Acknowledgements & Bibliography

A special thank you to the library staff: Meg Clancy, Jennifer Comeau, Lorraine Ensor, Liz Frosch-Dratfield, Jeanne Hebert, Jeff Lachowetz, Linda Manijak, Desiree Smelcer, Rena Stromgren, and Bob Williford. They reviewed this plan and offered much in the way of thoughtful insight and suggestions. The staff also visited 24 libraries across Massachusetts to investigate what works well (and sometimes doesn't) in library construction projects. We hope the lessons learned in other communities are reflected in this program.

The library is grateful to Emily Bader of the Springfield City Library and Christine Bergquist of the Wilbraham Public Library who took the time to review and comment on a draft of this document.

The following resources were used in developing this program:

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