Roadmap to a Successful New Library Building

2011 Library Management Institute Summer Conference

11 July 2011
Arcadia University

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Objectives

Participants will understand:

• The importance of the role of the Librarian as leader of the building process.
• The crucial role of effective data collection in a library building project
• The elements that affect space requirements & knowing what data to collect
• What a library building program is, what it is used for and why it essential.
Premises:

Excellence must be defined locally

Excellence is possible for small and large libraries

Excellence is a moving target
Library Building Project Steps

- Building Committee
- Determine Needs
- Gather Relevant Data
- Analyze Data
- Goals and Objectives
- Strategic Plan

Making the Case
Library Building Project Steps

- Concept/Schematic Design
- Site Selection
- Hire Design Professional
- Communication Plan
- Write Building Program
- Obtaining Funding
Library Building Project Steps

1. Redesign / Adjust*
2. Final Design
3. Redesign / Adjust*
4. Contract Documents
5. Redesign / Adjust*
6. Award of Construction Contract

* May be required if cost estimates or bids are higher than anticipated.
Library Building Project Steps

- Managing Construction Project
- The Move
- Post Construction
- Project Deficiencies
- Final Sign Off
- Maintenance
There is no easy way to plan a building project.

If you skip steps, take shortcuts and ignore details your project will not be a success.

Embracing the process enables you to take and maintain project leadership.
If you don't know where you are going, you might wind up someplace else.

Yogi Berra
You use Data Collection …

• as a basis for decision making
• as a means to achieve a successful building project
• to facilitate communication about building requirements
• to help the librarian take and maintain leadership throughout the project
Your Library Building Program is...

- a means of focusing all parties on the specific requirements of your library building
- specific to your library’s situation
- a way to increase your influence over the outcome by helping to control costs by reducing/eliminating changes
- a key element to help you to maintain leadership of the project
- essential in identifying the elements required to meet your building needs
- a tool to assess whether the building design addresses identified needs/requirements
Influence on the Outcome

To the extent that you can influence the outcome and control costs, you are exercising leadership over the project.
Four Resources Common To All Public Libraries

1. Staff
2. Collection
3. Technology
4. Facility
Your library building is only one of the four resources required to meet the needs of your community.

Your library building is not an end in itself, it is one means of achieving your strategic objectives.

The nature and size of your library building is dependent on the services and programs offered within it.
Data Collection is Crucial

1. Familiarise you with elements that affect the library’s space requirements [furniture, equipment, services etc.]

2. Assist you in assessing whether the current facility is appropriate and adequate to support the library’s strategic plan

3. Help you determine the best course of action

4. Provide you information required to prepare library building program

5. Supports your leadership and helps you make the case for your building project [communication planning etc.]

http://www.sols.org/links/clearinghouse/facilities/index.htm
Gathering, Documenting & Making Sense of the Data

• If someone else leads the data gathering stage, you get someone else’s building!

• No magic bullet

• Standards have limitations

• A building project is an opportunity for team building

• Qualitative vs. quantitative
Gathering, Documenting & Making Sense of the Data

- Assume nothing – be open
- Capturing “now” – snapshot in time
- Look at everything
- A new building does not resolve unidentified problems

Be organized
Gathering, Documenting & Making Sense of the Data

The most common types of data:

- Research
- Measurement
- Observation
- Focus groups & surveys
- Informal interviews

You can observe a lot by just watching.

Yogi Berra
CRUCIAL ROLE OF DATA COLLECTION
Elements that Affect Space Requirements

STAFF

- *Strategic Plan – future services and programs*
- Number of staff
- What they do
- How they do their work (process and tools)
- With whom do they interact to do their work
- When they do their work (scheduling)
- How often do they do certain work
- Where they do their work
CRUCIAL ROLE OF DATA COLLECTION
Elements that Affect Space Requirements

COLLECTIONS

- *Strategic Plan – future services and programs*
- How many items are held *(WEED before you start!)*
- How many types of collections – children, teen, genre, large print, ‘zines’, etc.
- Percent of unoccupied shelf space
- Percent of annual additions
- Shelving options – shelves per bay, face out vs. spine out, etc.
- Electronic versus print
CRUCIAL ROLE OF DATA COLLECTION

Elements that Affect Space Requirements

TECHNOLOGY

- *Strategic Plan – future services and programs*
- How many public access workstations
- How many staff workstations
- Roving versus stationary staff
- Wireless public access
- Group work
- Training space
CRUCIAL ROLE OF DATA COLLECTION

Elements that Affect Space Requirements

FACILITY

- Strategic Plan – future services and programs
- Types of use (quiet, group work, casual, etc.)
- Children, teen, meeting/multipurpose spaces
- Accessibility for all users
- Special purpose spaces – art display, ‘Friends’ space, etc.
- Storage needs
- Commercial space
CRUCIAL ROLE OF DATA COLLECTION

Elements that Affect Space Requirements

SOCIETAL TRENDS

- “Green” building design, construction & maintenance
- Social networking
- Mobile computing
- Home-based businesses/work
- Aging population, more people living longer
- Trends local to your community
CRUCIAL ROLE OF DATA COLLECTION
Elements that Affect Space Requirements

TRENDS IN LIBRARIANSHIP

- Roving librarians
- Alternate classification systems or organization of collections / rethinking how to label key resources/services
  
  http://www.jkup.net/terms.html#top
- Expanding digitization and remote access
- Downloadable library materials
- Offsite access to collections - video and book dispensers
- Other trends at your library…
by any other name...

To a designer ‘program’ means...
- First step in the design process
- Problem definition
- Functional analysis
- Statement of project requirements

To a librarian ‘program’ means...
- Book discussion groups
- Story hours
- Author events
- Etc.
Building Program by any other name…

- Facility programming
- Client Requirements
- Functional and Operational Requirements
- Scoping (defining the Scope of the Work)
- Design program
- Project specifics
A Building Program is...

A tool
- to formulate a library design problem
- to convey information to the designers
- to record client specific requirements

A framework for the architectural design
- complete inventory of design requirements
- criteria for design evaluation

A stage in the library building process that serves to translate your library’s needs into a design

A key element of the design contract – indispensible first step in the design solution
Advantages of a Building Program

- Engages interested parties in defining of the scope of work prior to the design effort
- Emphasizes the gathering and analysis of data early in the process so that the design is based upon sound decisions
- Promotes efficiency and reduces cost by avoiding redesign(s) as requirements emerge during the design and construction process
Your Library Building Program is...

- a key element in your ability to take and maintain leadership of the project
- specific to your library’s situation
- essential to identify the elements required to meet your building needs
- a means of focusing all parties on the specific requirements of your library building
- a tool to assess whether the building design addresses identified needs/requirements
- a way to increase your influence over the outcome and helps to control costs by reducing/eliminating changes
Influence on the Outcome

From Whole Building Design Guide
A Library Building Program becomes a document and includes . . .

• Introduction
  ∙ Building Committee
  ∙ Community Description and Demographics
  ∙ Summary of any needs analysis studies/reports previously done
  ∙ History of the Library
  ∙ Building Project Budget
• Library Mission and Goals
• Statement of Objectives for the Building
• Guidelines for Site Selection (if required)
A Library Building Program includes . . .

• Space Requirements (in general terms based on strategic plan)
• Description of Library Areas
• Library Functions and Relationships - Bubble Diagrams (See Appendix 6)
• Specific Space Requirements - Room Data Sheets (See Appendices 2 and 3)
• Appendices (as deemed appropriate)
  - user surveys
  - transcripts of focus groups
What does it take to write a successful building program?

- Staff involvement in the data collection process
- Systematic recording of the data collected
- Data analysis
- Systematic identification of furniture and equipment needs
- Systematic identification of electrical, data and telecommunication needs
- A coordinated effort to transcribe all the information gathered
Bubble Diagram
Bubble Diagram

17 Friends’ Shop
14 Maintenance
13 Public Restrooms

Meeting/Multi Purpose

Children

12

Young Adults

3 Teens

Local History Room/Archives

11

Reference & Public use Computers

9

New Books

16

Secondary Entrance Staff
ILL
Deliveries
Book drop
Staff W/C

Administration&Staff

10

Technical Services

18

Circulation Information 2

See associated data sheets for functions within this area
Circulation Area
2 Circulation
   a. Checkout / reserves / ILL
   b. Returns
   c. General inquiry / membership 
      overdues / lost & found
2a Workroom
   d. Circulation supervisor
   e. Returns processing
   f. Shelves for sorting / book 
      trucks
   g. 2 workstations
   h. Storage
15 New books
1-Lobby; 13-Washrooms; 8-Children; 
7-YA & teens; 9-Reference & public 
computers; 4-Non-Fiction; 
5-Periodicals; 3-Fiction; 6-AV
BROWSING (3)

NET SQ. FT.  

FUNCTION
The Browsing Area provides an inviting space drawing library users to attractive displays of new acquisitions, the paperback collection, and special interest materials. The Area also provides community information bulletin boards, an area displaying in-house publications such as, library guides and bibliographies and display cases and exhibit space.

RELATIONSHIPS
Direct functional relationship between Browsing Area and the following areas:
  Circulation (2)
  Information Services (4)
  Fiction Collection (5)
  Non-Fiction Collection (6)
  General Reading Area (11)

SPECIAL REQUIREMENTS
Browsing Area must be highly flexible to accommodate various types of displays. Should be highly visible from the entrance.

SEATING (chairs/blocks)
None.

COLLECTION
Stacks for new acquisitions should accommodate a maximum of 300 items on display shelving (face-up). Stacks for paperback collection should accommodate about 3,000 paperbacks. Stacks for Special Interest Materials should accommodate about 100 items on display shelving.

STAFF
This area is designed for self-help. When required Information Services will cover this area.

FURNITURE AND EQUIPMENT
Shelving, bulletin boards, pamphlet racks and display cases.

CASEWORK
Display cases.

LIGHTING
Moderate ambient lighting.

POWER
Flexibility should be a high priority when installing power to accommodate a variety of displays and exhibits.

AUTOMATION
None.

COMMUNICATIONS
None.

HVAC
As appropriate.

ACoustics
FINISHES
Carpet throughout.

PLUMBING
None.

SIGNAGE
Room Data Sheet

Fresno Central Library
Building Program

1.7B Circulation Services Workspace 1,333 sq. ft.

This space will be the principal work location for Circulation Services staff whenever they are not helping the public in the Library’s public spaces. Attention to traffic patterns for people, book trucks and equipment, as well as acoustical and lighting considerations, will be crucial to the success of this workspace.

The space needs to accommodate ten 8’ x 8’ modular office workstations and four 6’ x 2.5’ workstations.

See also this report’s General Design Considerations: Staff Workstations for the office workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks, delivery bins and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff workspace should shielded from view at the Circulation Desk. The Friends of the Library will have a separate sorting area for book donations. (Space 1.4B)

Well, floor, and corner surfaces need to be extremely durable because of the continual movement of materials through the space.

Occupancy: 4 - 14 people

Adjacencies: 1.7A Circulation/Self Checkout/Reserves
1.7C Circulation Supervisor’s Office
1.7D Circulation Storage
1.7E Interlibrary Loan and Document Delivery

Proximity to: 1.7F Staff Conference Room – 1st Floor
1.18 Staff Restrooms
1.19 Materials Returns and Sorting

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6” to 9” above the work surface. This space should be wireless ready.

<table>
<thead>
<tr>
<th>Space</th>
<th># Units</th>
<th>SF/Unit</th>
<th>SF Needed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Services Workspace</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>workstation, 8’ x 8’, with chair, for load circulation B/LA</td>
<td>1</td>
<td>60.00</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>workstation, 8’ x 8’, with chair, for shelving coordination B/LA</td>
<td>1</td>
<td>60.00</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>workstations, 6’ x 6’, with chairs, for circulation staff</td>
<td>10</td>
<td>60.00</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>workstations, 2’5 x 8’, with chairs, for circulation staff</td>
<td>4</td>
<td>60.00</td>
<td>144</td>
<td></td>
</tr>
<tr>
<td>work counter with sink, 6’ x 2.5’, with storage above and below</td>
<td>1</td>
<td>54.00</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>fax machine at counter</td>
<td>1</td>
<td>0.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>shelving, 8’4”</td>
<td>4</td>
<td>12.00</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>book trucks/palettes</td>
<td>12</td>
<td>6.00</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>trash/recycle containers, large</td>
<td>2</td>
<td>6.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>shredder</td>
<td>1</td>
<td>12.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>lockers, half-height, stacked 2-high, 12” w x 15” d</td>
<td>20</td>
<td>2.00</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>total</td>
<td></td>
<td></td>
<td></td>
<td>1333</td>
</tr>
</tbody>
</table>
Room Data Sheet

Library Area: Circulation Desk

Size: 500 sq. ft.
100 sq. ft in front of desk user waiting area

Occupancy:
Staff: 2-4
Public: 6-8

Daily Uses: Heavily used throughout open hours

Equipment: Two computers, three flat screen monitors, two keyboards, receipt printer, telephone, cash drawer, book return bin, printer, and receipt printer. There may be a possibility of adding a disc repair machine for DVD's to this area in the future. Two self checkout stations will be either incorporated into the desk design or adjacent to the desk so staff can easily help users with self checkout.

Activities: Record borrowed materials and discharge borrowed items, reader's advisory, direct users to library materials and services, register users for borrower cards, call users and checkout reserved items, register users for museum passes, and answer telephone calls to the library. Instruction for users on automated system. Additional staff members to use the computers, fax machine, and pick up items to be brought up to tech services and check in new items.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):
Full spectrum lighting of desk work area, extra padding on floor or rubberized flooring or mats for staff standing to do their work for long periods of time. A new radiant heated carpet was installed in 2008. Room for storage of library materials coming in and out of the library and at least three book trucks used to move the materials through the building, and shelving for reserves being held for users. Allow sufficient room in front of the desk for users to comfortably wait for staff attention without being in entry traffic lane.
Consider best access to staff for users in desk design, many new libraries are using a series of pods with walking space in between them, but delineate staff areas behind the desk as not for users. ADA requires a low part of desk for wheelchair assistance this often doubles as a project area for staff between users. A stepped design of desk front hides clutter that accumulates on desk from the users. Ensure multiple entry points to desk area from work area for staff.
Allow counter space for two canvas bags and sufficient room for 20-25 large canvas bags of inter-library loan materials delivered to the desk for sorting and distribution to borrowers.

Furnishings:
Total seats: Table Lounge Staff: 2 standing desk height
Desk to accommodate two work stations, book return and registration area-appropriate adjustment for height of computer screens and keyboards for staff use, wastebasket. Two self checkout stations on or near desk. Display ability behind desk for special programs.
Room Data Sheet  Overview

Net Sq. Ft.
- based on estimates using Library Development Guide
- Some suggest that this should be left blank to design professional determine actual requirement based on criteria outlined

Function (Description of activities)
- identify the functions and tasks undertaken in this area

Relationships (to other areas and functions)
- are the functions and tasks in this area connected or complimentary to other areas (bubble diagram)
Room Data Sheet Overview...continued

Special Requirements
- identify special requirements for the area e.g. additional security, need to eliminate sunlight, accommodate line-ups at the circulation desk, etc.

Seating
- identify the seating required for the public and/or staff, how many, specials purpose seating

Collections
- identify the collections to be housed in this area, what type, how many, how are they to be displayed

Staff
- specify the number of staff to be accommodated at one time
Furniture And Equipment

- describe and quantify the furniture and equipment required;

Casework

- this refers to any built-in custom-made furniture, service desks, cabinets etc.

Lighting

- general descriptions of the lighting required ambient light, indirect light and task lighting

Power (Electrical)

- identify the number of outlets require for equipment computer, printers, routers, etc.
Automation (Computers and peripherals)
  • specify the number of computers, printers, scanners etc.

Telecommunications (telephone, data)
  • specify the number of data and telephone connections required

HVAC
  • only include special needs – humidity control, 24 hour A/C, etc.

Acoustics
  • only include special needs – sound attenuation
Room Data Sheet Overview...continued

Finishes
  - Provide Details About General Needs E.G. Lots Of Book Truck And Wheeled Equipment May Require Hard Surface Rather Than Carpets

Plumbing
  - Identify Plumbing Requirements

Storage
  - Identify storage requirements

Signage
  - describe the specific needs for the area
Circulation Area:

Function

This area handles all library material check-outs and check-ins, membership, overdues, reserve and ILL pickups; shelving and maintenance of all collections except those designated as non-circulating; maintains public bulletin boards and pamphlet displays; handles general inquiries.

Relationships

Direct functional relationship with the Lobby, all circulating collections.
Special Requirements

The Circulation Desk must be close to the entrance/exit. Ideally the lobby (with washrooms, telephones and drinking fountain for the public; community bulletin board/pamphlet area) is in view of the desk. The circulation workroom must be close to the Circulation Desk. The security system at the entrance/exit must be properly accommodated in close proximity to the circulation desk. There should be a drive-by book drop located near the entrance/exit with direct access from the circulation workroom. There must be adequate space around the desk to accommodate line-ups. In the workroom there must be adequate space to accommodate full and empty book trucks required for shelving returned materials.
Casework
Circulation counter must accommodate check-out, check-in, reserve and ILL pickup, overdues, membership, returns and general inquiries. The counter or sections of the counter must be suitable for standing, sitting and wheelchair service.

Communications
3 telephones (1 Circulation Desk with public address, 1 Workroom, 1 office)

Finishes
Carpeting in public area, vinyl tile in workroom and office.
Local History:

Function

To provide climate controlled storage for the Local History collection and an appropriate environment for local history enthusiasts and genealogical research.

Special Requirements

This room requires 24 hour heat/cooling and humidity control. A means to control sunlight coming into the room. The area must accommodate 1 staff person, a work table to for at least 4 people, shelving and storage cabinets.
Room Data Sheet

example – *Local History Room* details ... (cont’d)

**Seating**

1 staff
6 users
1 at a microfilm reader/printer
1 computer workstation

**Collection**

Local History Collection of about 3,000 volumes; 4,000 photographs and documents; 125 maps
Furniture And Equipment

Shelving for 3,000 volumes
1 staff workstation with computer and printer
1 public access computer workstation
2 individual workspaces
1 worktable for four
1 microfilm reader/printers
6 storage cabinets for photographs and documents
1 map cabinet
Room Data Sheet
example – *Local History Room* details...(cont’d)

**Lighting**

Medium ambient light in traffic areas and task lighting.

**Power**

4 dual 15 amp outlets (minimum)

**Automation**

2 data lines and wireless access
Room Data Sheet
example – Local History Room details...(cont’d)

Communications
1 telephone line

HVAC
Standalone 24 hour temperature and humidity control.

Finishes
Carpet throughout.
WHERE ARE YOU NOW?

You have a *preliminary building program*

- this document will be part of your Request for Proposal to architects
- it will provide the architects a clear indication of the identified needs for your library building
- it should result in presentations from the architects that are focused on your specific needs

Once hired, the architect will work with you and your staff team to refine and finalize the building program
Once you sign off on the refined building program, any changes will result in additional architectural fees (depending on your contract).

The completed building program will provide the architect sufficient data to prepare a preliminary budget.

During the design phase of the project, the building program will provide a means to assess whether the proposed designs are meeting the identified needs.
Influence on the Outcome

From Whole Building Design Guide
find this order form at:
Thank you

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