Prairie City Public Library Building Program

As Revised and Received
April 21, 2015

Prepared with the Assistance of
George Lawson, Library Planner
Ames, Iowa

Introduction

Library building planning typically estimates space needs for the next 20 to 25 years as well as allowing for future expansion should that be necessary. The programming process has to allow for relieving the existing over-crowding as well as providing space for collection growth and improved services.

The architect will want to review the program outline with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program outline will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

General Programmatic Requirements

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

- **ADA** - The project is to result in a facility that meets or exceeds all requirements of the Americans With Disabilities Act.

- **Expandability -** The schematic design process should a conceptual approach for a future expansion of the facility.

- **Collection Size –** The building program provides for existing collection shelving capacities to grow by an average of about 33%.

- **Sustainable Design** – The project is to reflect a commitment to creating a sustainable, energy efficient, building. Throughout the planning process the design team is to confirm the library planning team's evaluation of specific applications of sustainable design.

- **Ease of Movement** – General circulation space and the layout of furnishings should facilitate easy movement of customers, staff, and materials throughout the building.

- **Storm Sheltering -** The architect is to identify an area of the building to provide refuge for building occupants in case of severe weather.

Functional Area Descriptions

These sections provide the detailed description and requirements for each functional area of the building.

Entry Area – (unassigned)
- illuminated exterior library sign with large Open/Close function
- changeable exterior sign for hours of service and program information
- electric "Open" sign visible from the street
- an airlock entry vestibule
- power-assisted door opener
- walk-off system for shoe-soil
- brochure rack
- bulletin board

Restrooms
Restrooms, as determined by occupancy requirements, should provide:
- meet A.D.A. requirements.
- Diaper changing stations in all restrooms
- Package shelves by sinks
- Automatic fixtures for toilets, urinals, lights, hand blowers, soap dispensers, and paper towels
- Easy care, aesthetically pleasant, vandal resistant finishes such as tile or epoxy.
- Floor drain
- Access panels to any valves located in wall cavities

Program Room – 880 square feet
The room should be able to operate independently of normal library operating hours and to seat 60 in rows of chairs or on the floor. When the library is closed the meeting room should have access to restrooms, drinking fountain, and other common lobby amenities. The program room is to be rectangular in shape with a level floor. Carpet tiles should be used to allow for ease of replacement in the event of severe stains.

The program room should provide a variety of media capabilities including:
- telephone outlets for voice and data
- computer outlets
- presentation board
- projection screen
- digital projector
- lighting controls to allow for different levels of illumination

The program room should also provide:
- kitchenette with counter, under-counter refrigerator, microwave, deep sink, disposal, cupboards
- coat rod and package shelf
- storage closet for children's program craft supplies, folding tables, stacking chairs, media cart

Book Return – 20 square feet
- driver's-side, drive-up book drop
- one slot for books and media
- fire-rated closet with wheeled bin to receive returns

Public Service Desk / Staff Work Space – 375 square feet
The public service desk/staff work area should be centrally located for customer convenience and easy public service. The staff stations are to permit observation of the public floor.

Public Service Desk
- 1 seated height station with space for microcomputer, monitor, keyboard, bar code scanner, receipt printer, and telephone, with shelving/cupboards/drawers below.

Staff Work Area
- 1 seated staff workstation facing the public space for microcomputer, monitor, keyboard, telephone and shelving/cupboards/drawers below and above
- 1 copier/printer/scanner/fax station with side table
- 1 four-drawer file
- 1 free-standing supply cabinet
- 4 book carts
- 4 sections of shelving
- server closet
- coat rack

New Books and Periodicals – 218 square feet
Create a pleasant casual browsing and seating area to serve adults near an inviting window configuration.
- shelving for the periodical and new book collections
- 4 lounge chairs, occasional tables, lamps
- beverage station for coffee pot and accoutrements
- option – fireplace for ambience – if desired add 100 square feet, not currently included in the space requirements,

Media – 84 square feet
- Collection shelving for recorded books and DVDs

Study Rooms - 100 square feet
- 2 two-place glazed study rooms

Technology Center – 220 square feet
A technology center near the public service desk should provide:
- 3 public computers (1 with scanner)
- 3D printer
- video to DVD transfer station
- conventional printing is routed to a printer behind the service desk.

General Adult Collections – 1,040 square feet
This area provides for the public's quiet study while using the adult print collections.
- collection shelving for fiction, nonfiction, reference, biographies, local history
- 4 two-place study tables
- Option – add a fireplace - 80 to 100 square feet <u>not include in the current space requirement</u>

Young Adult: 202 square feet

The Young Adult area should relate more to the adult areas of the library than the children's department. Unique furnishings and interiors treatments should be considered to create an engaging environment. The architectural/library planning team will want to explore the design and furnishings with local teens to identify preferences for finishes and furnishings.

- 2 casual chairs
- 1 four-place booth or other interesting study seating treatment
- tackable wall surfaces and/or kiosks for display and marketing
- collection shelving

Children's Collections and Services (1,013 square feet total)

The Children's department provides the collections and services designed for library users from birth through elementary school, parents, teachers, and other care givers. The children's department should have its own sense of identity and a sense of separation from the adult library while retaining a visual connection.

Young Child Area (541 sf)
- collection shelving
- tackable wall surfaces
- 2 casual seats sized for a parent with child
- 1 AWE computer workstation with seating for two users.
- An active learning area for very young children is part of the department's open landscape. An allowance of 150 sf is provided in the program for this space and includes:
    - educational manipulative discovery pieces
    - 1 small table for game and puzzle activity with storage/display of same
    - 3 fun seats for young children
    - window seats and child seating nooks

Elementary Area (472 sf)
- tackable wall surface
- 1 four-place study table
- shelving for the collections
- an "exploration" station that offers students hands-on learning with a changing array of equipment, arts, and other engaging activities – confer with the director for details

Storeroom– 200 square feet
This space provides space for clean storage of book sale books, office supplies, building supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use.

Unassigned Space – square feet
Unassigned space refers to the space taken up by walls, mechanical systems, entry, lobby, restrooms, and general movement or circulation paths through the building. In all new construction of a stand-alone library it is common to allocate 22.5% of the building's gross space for this purpose.

Space Summary

Space Use	Assignable Library Square Feet
Entry Area	Unassigned
Restrooms	Unassigned
Drive-up Book Return	20
Public Service Desk / Staff Work Area	375
Program Room	880
New Books and Periodicals	218
Media	84
Technology Center	220
Study Rooms	100
Young Adult	202
General Adult Collections	1,040
Children's Services	1,013
Storeroom	200
Net Subtotal	4,352
Unassigned Space 22.5% of the library's gross space requirement is allocated for walls, chases, and general circulation. Spatial requirements for entry, restrooms, and mechanical systems are part of the general overhead of the building.	1,263
Total Gross Space Requirement	5,615

The library currently reports 2,070 square feet.

Adjacencies: Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Exterior Book Return	Staff Work Area	
Entry Area	Program Room Public Service Desk	
Restrooms	Program Room	Children's
Program Room	Entry	Children's
Public Service Desk / Staff Work Area	Technology Center Children's Services	Young Adult
New Books / Periodicals	Media General Adult Collections	
Media	Entry	
Study Rooms	Public Service Desk	Technology Center
Technology Center	Public Service Desk	Young Adult
General Adult Collections	Young Adult	
Young Adult	Technology Center	Media
Children's Services	Public Service Desk	
Storeroom	Staff Work Area	

Collection Size and Shelving Capacities

Collection	Existing Shelving	Projected Shelving	Square Feet
Young Child			
Games and Puzzles	2 sections	3 sections	36
Board Books	1 shelf-top rack	½ bin	35
Book / Tape / CD Kits	1 shelf-top rack	½ bin	
Picture Books	5 sections (3 bin equivalents)	6 bins	210
Total			**281**
Elementary – Tween			
Fiction	15 sections	20 sections	240
Nonfiction & Biography	4 sections	6 sections	72
Total			**312**
Adult			
New Books and Display	On top of shelving	2 sections	24
Magazines/Newspapers	Wall-mount racks	2 sections	24
DVDs	0 sections	3 sections	36
Recorded Books	3 sections	4 sections	48
Fiction and Large Print	36 sections	48 sections	576
Nonfiction / Biography	17 (12 / 5) sections	22 sections	264
Local History	0 sections	3 sections	26
Total			**998**
YA or Teen			
Fiction	4 sections	6 sections	72
Total			**72**