Capitol View Library
5001 Central Avenue, SE
Washington, DC  20019

The District of Columbia Public Library

Building Program

Renovation

December 2015
Table of Contents

Introduction/Vision – DCPL
Introduction/Background (Capitol View Branch)
General Requirements
Occupancy
LEED Certification
Flexibility
Access – Exterior/Interior
Security
Mechanical (HVAC & Plumbing)
Fenestration
Illumination
Finishes
Acoustics
Electrical
Telecommunications & Communications Systems
Signage
Furnishings (Furniture, Clocks, Wastebaskets, Etc & Millwork
Computers/Electronic Equipment
Shelving
Major Library Divisions – Square Foot Summary
Major Library Divisions – Functional Activity Descriptions
General Building Services
Building Exterior
Entrance to the Library
Public Area Bulletin Boards and Giveaway Areas
Adult Services
Children’s Services
Teen Services
Circulation Services
2Printing and Copying Center(s)
Public Meeting Room
Public Restrooms and Drinking Fountains
Staff Areas (Non-Public)
Adjacency Diagram
Organization of Library Spaces
Public Seating Requirements
Staff Furniture Requirements
PCs (with peripherals) & Printer Summary
Collection Information
Allocation of Library Book Collection
Allocation of Library Sight & Sound Collection
Allocation of Library Periodical Collection
Shelving Requirements for the Library
INTRODUCTION/VISION – DCPL

Program Document

This Building Program describes the key components of a new 21st Century DCPL Neighborhood Library. The Program is preliminary and may be modified by information from and about the community that will be served.

This Program is intended to be used as a guide to design the Capitol View Library. Because it is an existing building, the program requirements need to be adjusted to fit within the envelope of the existing library while meeting the budget and adhering to all code required upgrades. Working with DCPL Public Services staff, decisions will be made to adjust various components of the building and site.

Vision

The District of Columbia Public Library envisions the 21st Century neighborhood branches to be welcoming, accessible, comfortable places for the whole community. The library is expected to be a destination, an anchor and a place for learning and meeting for every segment of the community—children, teens and adults. The entry point must invite and encourage the customer to stay and use the services.

The facility design must be designed to meet the new customer service model, which includes providing the customer with a logical, empowering floor plan; easy entry level access; and on-the-spot service provided by a capable staff.

The faster, noisier services and activities will be nearer the entrance to the library (Express Check-Out, Circulation Desk, Express Pick-Up of Holds, new materials, Sight & Sound materials, the children's area, etc.) with the quieter functions off of the main traffic areas -- towards the back or upstairs (adult reading areas, magazines/newspapers, study rooms, etc.).

Wireless access for computers will be available throughout the facility, allowing customers to use their own laptops and other electronic devices to connect to the Web and library services and databases. Having power available in the seating areas is required for these customers.

One of the first areas the customers will see will be the Browsing/New Materials area, along with the Sight and Sound collection. This area will be continually updated to keep abreast of emerging formats popular with adults and teens. Materials will be attractively displayed in a bookstore-style arrangement. The location and set-up will make browsing and quick selections convenient for people in a hurry.

Children will have spaces and services designed for their specific needs. Areas for young children will be exciting--with colors, shapes and patterns that welcome and delight. The spaces will encourage them to linger and have fun while developing an interest in books, reading, and information seeking. Furniture in appropriate sizes will also help create comfortable places
where children can browse through books and other materials. They also will have space for studying, for using computers to access information and play educational games, and for participating in library programs.

The preschoolers' space (first five years) will include picture book collections, educational toys and games, and a conversational area with comfortable chairs or benches for parents and children. Young school-age children will have beginning readers, fiction and nonfiction books, and their own computers. Older children will also have their special area with books and computers. A Children's Sight and Sound collection will offer children's DVDs and CDs (audio books and music).

Teens will have their own unique space that is specifically designed for their age group. In the recent past, teenagers have been using public libraries in increasing numbers, and DCPL wants to ensure that local teens find the new libraries inviting. The space for teens will include study seating, lounge seating and the Teen collection of fiction, non-fiction, paperbacks and graphic novels. Extra special attention should be paid to providing infrastructure for emerging technologies (power and conduit) for this age group.

The study rooms, conference rooms and the adult and teen computers will be located in an area that is convenient for both teen and adult users. Each study room (lockable with card access) will have seats for two or three users; the conference rooms will seat for 12 to 16 people in each. These spaces can be booked for scheduled use, and when not booked, should be used and available for studying and reading every hour the library is open.

Adults will have a variety of spaces for studying, reading and learning. The print collection will include fiction, nonfiction and biographies. The comfortable, well-lighted space for the reading magazines and newspapers is expected to attract many users. A small large-print collection will be available for customers with low vision. A small print reference materials will be located near the information desk for customers who need assistance, and near the computer area as reference information continues to move away from print with more and more published electronically. The adult computer area will have PCs for adults to access databases, the Internet, email, etc.

Offering up-to-date technology for presentations and interactive workshops, the meeting room will provide seating for up to 100 persons. Community groups can book this flexible room for meetings and a wide variety of other functions (performances, games, musical entertainment, demonstrations, etc.). The library staff will use the room to present educational programs, children’s programs and special events. A counter with a deep sink, power available and space for a coffee pot, cold drinks and light refreshments will be in or convenient to the meeting room. Cupboards and storage must be lockable.

The pre-function and display area space just outside the meeting room will be another flexible area. Here, library users will be able to view themed displays on the walls or examine exhibit cases housing three-dimensional objects. Groups will be able to book the space for special events or as a pre-function or intermission area in conjunction with the meeting.
Staff service points will be conveniently located (circulation, adult information and children's information and depending upon the floor plan, services can be combined (such as a combined adult Information and check Out Desk) to assist customers and supervise activity in the library. In general the information service desk will be built to accommodate one staff member, with enough space for two at very busy times. The desks will be relatively small, because instead of being stationed only at the information desks, staff will be expected to rove with the goal of making themselves accessible to ensure that customers receive assistance where and when they need it.

For their own convenience, many customers will be able to help themselves because the building will have a logical layout, Express Check-Out stations, Express Pick-Up of Holds, and conveniently located computer catalogs.

The Capitol View Neighborhood Library will be a place for community's learning and meeting; an inviting, comfortable, and interesting space where everyone is welcome.

**HISTORY OF THE CAPITOL VIEW LIBRARY**

The Capitol View Neighborhood Library located at 5001 Central Ave., SE, a 22,240-square-foot (net) brick-and-concrete building, opened in 1965. It rests on a site in Southwest Washington that is bounded by Central Avenue on the north, 50th Street on the west, and Ayers Place on the south. The building was designed by E.W. Cooke with the D.C. Office of the Supervising Architect. The building was funded under the D.C. Public works Program and cost approximately $422,000. Its opening marked the culmination of 10 years of work on behalf of the Capitol View community.

Capitol View, a neighborhood settled on the eastern end of E. Capitol Street, grew into a substantial residential neighborhood after World War II. As the population within the neighborhood grew and became established, the citizens of the area began to consider the need for a library. The Capitol View Civic Association, the Marshall Heights Civic Association and members of the local PTA petitioned the Library for a location. Congress appropriated funds for the project in 1961. However, several other projects took precedence over Capitol View. On Aug. 17, 1961, several Capitol View residents appeared before the Senate Appropriations Committee to plead for the reinstatement of the $422,000 earmarked for the Capitol View Library. The funds were reinstated in 1962.

The design of the new library began by the end of 1962 with some adjustments along the way. A letter dated November 1962 described recommended changes completed by the architect’s office, including the elimination of brick pilasters and strip windows with the substitution of a "facade developed as a formal rhythm of framed vertical brick and window panels." The architect also explained how "the entrance extension has been simplified and the arched motif eliminated."

A rendering of the library at the National Archives bears the signature of E.W. Cooke, suggesting that he was the architect, although no written documentation confirms his
involvement. The branch's design reflected a break from the established formula set over the previous decade under the D.C. Public Works Program. The previous seven public works libraries displayed similar design features determined not only by the D.C. Public Library's staff, which developed its own set of guidelines, but by the Office of the Supervising Architect, which prescribed construction materials, decorative elements and the organization of the facade.

The new Capitol View Neighborhood Library opened on Jan. 23, 1965, the day after its dedication. Edward James Talbert served as the first branch librarian, with an eleven-person staff. The branch's initial collection had 24,438 volumes, with a $19,000 book budget for the first year. The branch recorded a daily circulation of approximately 500 books in its first five days of operation.

Local community organizations, including the Marshall Heights and Capitol View civic associations, began campaigning for a large and diverse book collection as soon as the library was opened. The library also became involved in the life of the community, offering annual and weekly programs that included a Spring Bazaar, Octoberfest and an annual Career Day Workshop. Just after opening, the library began providing space for YWCA volunteer tutors.

The first project of the SE/NE Friends of the Capitol View Branch was a fundraising program that collected $1,000, which was matched by a grant from the National Home Library Foundation. The Advisory Neighborhood Commission (ANC-7E) has also provided support during Capitol View's 32 years of service.

GENERAL REQUIREMENTS

OCCUPANCY

The Capitol View Neighborhood Library will provide seating for more than 200 users. In addition, the public meeting room will be large enough for a meeting of up to 100 people.

Staff Work Room space will be used for behind the scenes library work by staff and volunteers. Workstations will be provided for up to 15 staff members and volunteers at a given time. Most work spaces will be shared, because normally not all staff is scheduled to work at the same time and most scheduled staff will be working in the public areas. Ideally, there will be a single workroom next to the delivery area and near the circulation desk. However, in multi-story building (two or more floors), it may be necessary to divide the workroom into two parts in order to accommodate other necessary program functions on main floor of the library.

LEED CERTIFICATION

The building is required to have Silver LEED Certification (minimum).

FLEXIBILITY
Flexibility in the building interior is a major goal of the building design. The interior needs to be flexible, because the services that libraries offer, the methods of delivering information and the formats of materials change over time. Flexibility requires that the lighting be uniform and universally good throughout the building to accommodate whichever function a particular space is used for in the future, whether it is for reading and seating; for computers or other electronic devices; for stacks for materials; etc.

As few walls as possible should be used to define today's service areas (adult, teens, children's, computer area, print area, etc.) to allow for future changes. The design will include minimizing the number of columns and load bearing partitions and locating interior walls and fixed elements to provide the maximum amount of open flexible space.

Raised floors if possible are expected in order to provide flexibility in providing power and data throughout the building. In addition, raised floors allow for the efficient delivery of heating and cooling; as well as an architecturally pleasing ceiling plane. This may or may not be feasible in a renovated building.

ACCESS

The library must comply with or exceed ADA standards.

EXTERIOR: An accessible site includes access from public transportation, for pedestrians and parking (number of parking places to be determined by Code) for those who drive to the library. Bicycle racks must be located near the entrance to the library. There must be a single library entrance that is accessible for all.

The width of the access route for pedestrians must be a minimum of 36" (42" minimum is preferred) with turning and passing spaces (60" by 60") at any obstruction, but at no less than every 200'. The routes cannot have level changes without accessibility compliant ramping. The ground surface must be firm, stable and slip-resistant. Visible warnings are required for any hazardous vehicular areas, sculptures, bicycle racks, and monument signs. While ramps are often necessary for access, thought must be given to the design to ensure that skateboarding is discouraged.

INTERIORS: Libraries are used by people of all ages and people with a variety of physical abilities. It is important that every space in the library comply with or exceed the requirements of the American Disabilities Act (ADA). Every doorway, hallway, entrance, office, restroom, etc. must be accessible by means of a 36” minimum aisle and a 36” wide door with a minimum clearance of 32”. Interior doors can require no more than five pounds of pressure to operate with hardware mounted no higher than 48” above finished floor.

If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. Corridors, which serve an occupancy load of ten or more, must be a minimum of 44” wide.
For libraries with two or more floors, there must be an elevator. DCPL has a standard specification for all elevators (see Standards document).

In stack areas, aisles--both side and cross aisles--are required to be 36" wide at a minimum, a minimum of 42" is the goal for all DCPL libraries. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) with a cross aisle (range aisle) provided to break up the side aisles. Main aisles are principal access routes which run perpendicular to side aisles and must be a minimum of 44" wide. An aisle wider than 36" where more frequent browsing will occur should be provided. Shelving height is unrestricted by ADA for collection unless a staff member is not available to provide assistance. Current periodicals, browsing collections, and newspapers must be accessible with a maximum side reach of 66" above the finished floor, and a front reach of no more than 48" above finished floor.

Current periodical shelving units cannot be higher than 66", or three sloped displays shelves high. Cross and side aisles in magazine and display areas must be a minimum of 44" wide.

Drinking fountains at two different heights are required (see ADA for specifications), with one accessible to customers in wheelchairs (if more than two are provided, 50% of them must be accessible).

Accessible restrooms (doors, stalls, toilets, sinks, soap dispensers, signage, etc.) are required for both the staff and the public (see ADA for specifications). At least one accessible compartment shall be provided in restrooms with multiple stalls.

Audible and visual emergency warning alarms are required and must follow the current District of Columbia code. Interior signage will meet requirements as outlined in the DCPL Signage Guidelines (to be developed prior to design).

SECURITY

EXTERIOR: Security lighting will include adequate illumination on the walkways, steps, ramps, paths, plazas, entrances and, for safety reasons, any potential hiding places. The materials return slots, exterior signage and parking areas must be well lighted to help customers find their way, as well as for safety reasons. Lights must be positioned to minimize glare on adjacent properties. An adequate number of the lights must be left on after hours to discourage vandalism and burglary. The flag pole must be lighted to allow flags to fly 24-7. All exterior lights must be controlled by photo sensors.

The exterior doors (including roof hatches and other external entry points) will have locks that meet with the District Government's requirements, which may be a card access control system. Interior protection--also following DC Government requirements--shall be provided by a combination of passive infrared/microwave detectors and glass break sensors.

The alarm siren(s) shall be installed next to the keypad(s). Each alarm device shall report to the location specified by the Library as a separate point. The installation of the alarm cables shall comply with District Government Building
Safety and Fire Codes: All emergency only exit doors will be alarmed to alert staff if they are opened without authorization.

**INTERIOR:** The behavior of library customers will be supervised by the staff working at the Circulation and Information Desk(s), and to a certain extent, by library users. The book stack and seating areas should be laid out to optimize visual supervision, with the goal of having no hidden areas. Any areas not easily observed by desk staff may require monitoring by a security camera. Cameras will be placed in several places in the library which will be determined with input from the DCPL Office of Public Safety.

Rooms that have to be booked and/or are not easily supervised by staff require mechanical locks or card access (meeting room, conference room, study rooms, restrooms), so they can be closed to the public at staff discretion. All must be keyed alike.

All service desks will have a duress button to alert staff in workrooms that help is need at the desk.

All public entrances/exits shall have a materials security system to alert staff that items that have not been checked out are being taken out of the building.

Fire Suppression System: The Library will comply with the District Government's fire code, including placing fire extinguishers in spaces as required by code.

**KEYING:** Exterior and interior staff entrances (to the building, staff areas) will be accessible with electronic (card) keys. A minimal number of keys to enhance the smooth operation of the building is required. All meeting, conference, story rooms and their associated storage rooms in a facility that will be used by the public must use the same key which is available for all staff. Another key should control the IT, Electrical and Janitorial Closets; only the Mechanical Room will have a separate key.

Large Public Restrooms are expected to be unlocked; however, in the event of problems, such as vandalism, it may be necessary to lock them from time to time; thus they require keys so they can be locked from the outside. Single Public Restrooms (Children’s, Family, etc.) also must be lockable from the inside.

**MECHANICAL (HVAC & PLUMBING)**

The plumbing and building HVAC systems shall conform to the follow national standards and the code for the District of Columbia and the Public Library.

Separate temperature control is required throughout the discrete spaces in the building. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff and customers located near the entrances. Ductwork should be baffled to
prevent unacceptable noise levels throughout. If in public areas, all thermostats must have lockable covers.

Temperature controls and heating systems shall be zoned to allow unoccupied areas, such as the Meeting Room, to be turned off or down when not in use.

Natural ventilation shall be utilized to the fullest extent possible. Operable windows are needed in order to turn the systems off in mild weather; however, staff must be able to lock the windows to prevent customers from opening them.

**FENESTRATION**

It is desirable to have an open, welcoming presence in the neighborhood. That means having windows that attract the attention of people passing by, giving them a glimpse of the activities inside; and, at the same time, allowing the public using the library to look outside.

Shelving for collections are ideally located away from sources of direct natural light for two major reasons: to keep them away from the effects of sunlight; and perhaps more important, to allow library users to sit by the windows where they will have views to the outside and enliven the library for passersby as they look in. Technology workstations shall be placed perpendicular to natural light to minimize glare on the screen.

The architect must strive to meet energy reduction requirements and glare issues using sun control methods on the building exterior, rather than by using shades, blinds and other window treatments in the building, particularly in the public areas but ideally in the staff areas as well. The goal is to have no need for window treatment to block light and glare. Exceptions must be approved early in the design by DCPL.

Windows in the Meeting Room and Children's Story Room may have to include shades that can be controlled by the room users in order to block out light.

Operable windows are desired for both staff and public areas, but they must be lockable so they can be controlled by staff only.

**ILLUMINATION**

EXTerior: The lighting design must comply with the character of the neighborhood and building and avoid solutions that adversely impact the historical fabric of the building or the neighborhood.

Building façade illumination shall amplify the library's presence as an important civic and community building. An even light distribution on the façade may be augmented by accent lighting for features such a public art and entrances. All fixtures shall be easily accessible for easy maintenance. The number of different lamps will be kept to a minimum (see standards).
Exterior security lighting will include adequate illumination on the sidewalk. Lights using sensors are preferred with some lights fixtures on through the night to discourage vandalism and burglary. The wiring pattern must accommodate this requirement.

All service entries and exterior pedestrian areas such as steps, ramps, paths, plazas doorways, and potential hiding areas shall be adequately lit for safety and security. The minimum lighting level should be five foot-candles. To minimize vandalism, avoid use of light fixtures that are mounted low or flush with the ground. Lights must be positioned to minimize glare on adjacent properties.

INTERIOR: All spaces will follow this guideline unless specifically noted in the description of a particular space. The light must be warm and attractive. Energy efficient fixtures that shine light up and down are desirable because by providing both indirect and direct light, it opens the whole space making the ceilings appear higher and brighter, while providing good light for reading and all other activities. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Lighting in non-public areas should be on sensors that turn the light off when no one is in the room.

Adequate lighting at the service desks is very important, because staff perform “close work” reading driver’s license numbers, barcodes, etc. The lighting must be designed to allow for this type of work.

Flexibility requires that the lighting be uniform and universally good throughout the building to accommodate whichever function a particular space is used for in the future, whether it is for reading and seating; for computers or other electronic devices; for stacks for materials; etc. In some designs, especially in spaces with high ceilings, it may desirable to have lighting attached to the stacks.

The meeting room lighting must be zoned so that presenter can turn each bank of lights on independently. It is also desirable to be able to dim some of the lights in that room.

FINISHES

The following are the standards for this building. Exceptions will be noted under any space that does not follow this standard.

CEILING: Use acoustical materials/panels for sound absorption where possible. White ceilings that will reflect light are ideal.

WALLS: Paint (eggshell or other washable paint is recommended) or wall covering; All must be highly durable, mark resistant and easy to clean. Corner and wall guards are required for columns and walls in any area that has deliveries and/or book truck traffic. Wall guards are also required behind the Check Out desk to avoid damage from book trucks. Meeting and conference room walls need protection as well.
Wall guard or chair rail protection is required for all walls that will have chairs nearby. Hanging track is desirable for areas where art work may be displayed (such as the Pre-Function Area); Vinyl. Tackable surface is required on some of the walls in the Meeting Room (which allows for posting and controls sound) and behind some of the perimeter shelves in the Children’s and Teen Area. To avoid injuries, there should not be sharp corners/angles in the design (walls, millwork or furniture).

**DOORS:** If the doors to staff areas have glass, it should be two-way (staff can see out/customers cannot see in). The doors to public rooms (Study Rooms, Conference Rooms, etc.) should be all or mostly glass to allow transparency, giving staff and the public the ability to monitor activity inside. Doors also need protection with plates near the bottom—especially doors into the Circulation Workroom.

Double doors going into the Circulation Staff Workroom (from the interior and exterior of the building), the Meeting Rooms, the Meeting Room Storage Room(s), the Children’s Story Room Storage, and like places are required to allow for book trucks, deliveries and the movement of other large items.

**FLOORS:** Floor finishes must be stain resistant, dirt repellant, durable, non-slip, child-resistant and as maintenance free as possible. If carpet is used, it must be anti-static carpet tile, heavy weight commercial grade with enhanced backing (no carpet pad permitted). Whenever possible, terrazzo, linoleum (or equivalent), polished concrete or some other durable material because of durability and cleanability is desirable for most of the library spaces. The exception is that the carpet behind the Circulation Services Desk is desirable and needs to be padded or have special pads, because staff working in that area is often on their feet all day.

Entryways and other areas that will have heavy traffic and may be frequently soiled must have terrazzo tile, linoleum (or equivalent), quarry tile with non-slip matte finish, polished concrete or an equivalent material. To meet sustainability goals, green materials, such as linoleum, should be used. Black walk off mats/materials –recessed and made of recycled tires, further specified in the Entrance Section—are required at all exterior entry points. Colors other than black are not allowed, because they become soiled and are not cleanable.

**ACOUSTICS**

Treating acoustical issues in the early design stages is important by locating the noisier areas (the library entrance and lobby, printing and copying, service points, the Children's Area, computers, the browsing area, the Sight and Sound area, the customer express stations, etc.) near the entrance and/or away from the areas that require a quieter environment (reference, study rooms, periodical reading area, etc.).

To help control noise, the reading and collection area requires flooring materials carpeting with enhanced backing (no padding) or other sound absorbent materials (linoleum and other new
"green" materials on the market), acoustical ceilings or equivalent, and/or other noise dampening materials.

**ELECTRICAL**

All applicable District of Columbia Codes and requirements must be followed. Dedicated electrical outlets must be co-located with data jacks in sufficient number throughout the building. Each staff workstation will require a minimum of one duplex receptacle to support additional equipment.

Offering up-to-date technology for presentations and interactive workshops, the meeting room will provide seating for up to 100 persons. Power and access to data is required (floor and wall access), but presentation equipment is provided only to staff and is portable (currently using a Dukane cart).

All reader tables (adult, teens, children—exception those for pre-schoolers) need access to power (with power on the tabletop) and data. This requirement can best be accomplished by having a raised floor or a grid system (such as Walker Duct) in the floor or another solution to allow for future flexibility. All tables must have power on the top and have good wire management.

**TELECOMMUNICATIONS & COMMUNICATION SYSTEMS**

The location and design for telephones and data needs to be coordinated with the DCPL Information Technology Department, including the number of power outlets for each devise.

Floor boxes must be well placed to avoid customers getting their feet caught in them. They should also be lockable so that customers cannot open them.

Each public service point (Circulation, Information, Children’s Information or General Service desk, depending upon the design of the library), as well as Staff Workroom, Staff Office(s), Manager’s Office and the Staff Lounge will require telephones and data access.

Power needs to be available at the public tables and spaces (including the Meeting rooms, conference rooms, and the study rooms). Data needs to be available at designed tables where DCPL will provide computer equipment. Other tables require conduit so that data may be pulled in the future.

Wireless access points will be needed in order to provide wireless access to users in all areas of the building.

Public pay phones are not required.

Cable television access to the building is required. On opening day, service needs to be provided at the flat screen monitors near the main entrance(s) to the building, as well as cable television
access in the public meeting room. Monitors are provided only at the public entrance(s) to be used for announcements, public interest programming, etc.

The capability to provide video conferencing in the public meeting room is required.

The library needs to be designed to accommodate the future need for cables and/or power by providing a way to bring power and data to most of the reader tables and other parts of the building (raised floor is preferred, but may have a Walker Duct system, or another solution). The design must provide for flexibility; because, for example, where there is collection in book stacks today, there could be reader tables in the future or visa versa.

In addition to telephones and computer connections, a Public Address System for announcements is required with multiple zones, which needs to meet the District Government’s specifications. All telecommunications equipment, system design, and installation must meet current best practices, where specific criteria and standards have not been established by the District of Columbia Public Library.

Because of rapid and continuous change, it is necessary to consult the Library's IT staff at the time of design for current specific requirements for telecommunications (voice and data).

SIGNAGE

Working with a consultant, signage standards have been adopted for all DCPL libraries in order to create a brand and uniform look. There are complete signage packages (a Programming Guide and Workbook) for both the contemporary and historic buildings that include specifications and images for all sign types. These standards include signage for the exterior and interior of buildings, and they are expected to be followed at all new and renovated libraries.

FURNISHING (FURNITURE, CLOCKS, WASTEBASKETS, ETC.) & MILLWORK

DCPL has created detailed furniture standards for all of its branches. Generally the public tables will be rectangular and sized for four people. Most tables should be designed to allow both power and data access.

Items such as clocks, waste paper baskets, recycling bins and step stools for the stacks are required to be part of the furniture package. While they are not specifically enumerated in each space and/or where required in the program description below, they must be provided in all major areas. The exact placement and number will be determined by the design of each particular library.

Care must be given to select high quality items for the public areas. Clocks (seen from the entrance[s], each of the major collection areas—adult, children’s, teens, conference rooms, meeting room, study rooms, etc.) must be attractive and fit into the overall décor of the library. Waste receptacles in the public area must also be attractive, using high quality materials and
properly sized for the particular space (in the entrance, copy center, major collection areas, meeting room, conference rooms, study rooms, etc.).

All of the staff areas require clocks and appropriately sized waste containers as well (Workroom[s], Manager’s Office, Staff Lounge) which must meet the standards of quality for office spaces.
The service desks (information and circulation); the end panels and canopy tops for the shelving and the tables/counters in the Study Rooms will be custom millwork.

**COMPUTERS/ELECTRONIC EQUIPMENT**

In order to be flexible, most of the public tables and the staff desks and workstations must be able to accommodate PCs, which will require power and conduit for cables. The type of equipment used is constantly changing but the need for power, and to a lesser extent conduit for cabling, will remain unchanged in the near future. Architects will meet with DCPL IT staff to ensure the correct number of power outlets and data ports are designed into each library space.

**SHELVING**

In most of the shelving areas, this program calls for a minimum aisle widths of 36” with wider aisles for the display areas. Free-standing double-sided shelves (9” shelves) and DCPL will be using a 20” footprint (9” shelves). Single-sided perimeter shelving will have a 10” footprint. The footprint for the Periodical shelving is the exception (perimeter is 15”; freestanding double-sided is 30”).

All new shelving will meet the following requirements:

**General:**

- Cantilever Library Shelving (Spacesaver is standard)
- Millwork end panels: Some of the end panels will have Slatwall (1 track only; end panel drawings shown in Signage Package)
- Canopy tops (millwork) on shelving
- One standard, neutral color shelving for all branches – Spacesaver’s Frost FR (6)
- Some shelving may require its own lighting, depending up location and height of the ceiling – although preference is not to do this
- Books will be on regular shelving: no atlas or dictionary stands, no special deep shelving for oversize books, etc.
Shelving Details:

- Depth: 9” shelves for books
- Shelf Length: All shelves are 3’ long (standard)
- Heights:
  - 42” or 48” H (for Children’s Picture Books, for some free standing display units in Adult & Children’s, along low walls or underneath windows, etc.)
  - 66” (for Children’s Fiction & Non-Fiction, some free-standing display units in Adult Area, etc.)
  - 78” for most free-standing adult stacks
  - 84” for most perimeter stacks (even in Children’s and Teen Areas)
  - Note that high perimeter shelving in the Children’s and Teen Area will have fabric backing to allow for display and the posting of materials
- Low (1” to 2”) integral backs on all flat shelves unless noted otherwise
- Row Length
  - Generally free-standing rows are no longer than 21’ (7-3’ units)
  - Generally free-standing rows are no shorter than 9’ (3-3’ units)

Exceptions may be made when shelving is used to divide one space from another; for example, to divide the Children’s Area from the Adult Area; or when the layout allows no other alternatives—but these will be considered exceptions.

Shelf Types (quantities to be determined based upon collection needs)

- Bottom shelf on all ranges is a slanted shelf
- Flat Shelves have lip at back and integral bookend
- Slotted shelves for some collections (such as: Children’s picture books; paperbacks; “giveaways,” i.e., pamphlets for the public; etc.)
- Retractable Browsing Boxes for CDs and DVDs
- Fixed Display Shelving placed strategically throughout a collection
- Some Periodical Shelves (hinged) for adult areas (Children’s periodicals are on fixed display shelves)
- Media bag hangers that fit into regular shelving units and are generally used for Children’s Mixed Media Kits (CD & Book) and some Language Kits (CD & Book)
- Quantities of the special shelving types are to be determined based on the specific collections during the design phase of the project

Specialty Shelving
• Children’s Room:
  o Picture Books will be shelved in Picture Book Bins that are generally two sided millwork items with shelves for spine-out on the bottom and browsing bins on the top.
  o If additional space is needed for Picture Books, an exception can be made to shelve them on 42” high shelving with slotted shelves using 3 dividers per shelf. They may be configured as a double-side free-standing row, and the row of shelving can be used to separate the Adult Area from the Children’s Room.
  o Perimeter wall shelving will be 84” (same as in the Adult Area) but with a tackable surface behind it. In the area for age 0 to 5, there will be three rows of shelving starting at the floor for the regular collection; above that the tackable surface can be used for posters, notices, children’s art, etc. A shelf can be inserted on the uprights in front of the tackable service when needed to display books relating to the posted items.

• Periodical Shelving
  o Hinged Periodical Shelf with flat shelf underneath; the bottom of the unit shelf may be used for back issues in periodical boxes, depending upon the size if the back issue collection.
  o Shelving for face-out newspapers on Hinged Periodical Shelf with Plexiglas covers may be used.

• CD & DVD Browser Boxes
  Use single-tiered 12” deep browser boxes on low shelving (42”) – with fewer CDs & DVDs not many of these will be needed in the future.

• Bookends
  o Use “integral low-back” dividers (bookends that clamp onto the low back of the shelf—currently being successfully used in DCPL Interim Libraries)
  o Historic libraries generally keep their wood perimeter shelves and require metal bookends – color TBD depending upon the wood color.

MAJOR LIBRARY DIVISIONS – FUNCTIONAL ACTIVITY DESCRIPTIONS

This building program divides the major divisions of the library as follows: General Building Services, Building Exterior, Entrance to the Library, Public Area Bulletin Board and Giveaway Area, Adult Services, Children’s Services, Teen Services, Circulation Services, Printing and Copying, Public Meeting Room, and Staff Areas (non-public). Each is described briefly below.
GENERAL BUILDING SERVICES

The primary function of the General Building Services Division is to provide a custodial closet (84 sf)—including a plan for how the trash will move through the building out of the dumpster and recycle pick up area, a staff storage room (168 sf), a computer/telecommunications room (80 sf—size to be verified by DCPL IT staff), as well as the Mechanical Equipment Room, the Delivery Area, and the Staff Entrance and Lobby (each part of the gross program).

Building Exterior

The exterior of the building requires the appropriate signage (see Signage Section); illumination (see Security Section—Exterior); an illuminated flag pole (aluminum with a maximum overall height of 40’—heights can be site specific; with lockable cleat covers with halyard channel and bracket OR it can also be outrigger mounted or vertical mounted to the building—depending upon the building design) for two flags—US & District (see Security Section—Exterior); two highly durable benches for 2 or 3 people with an arm rest in the middle that prevents anyone from lying down; parking—#, if any, required by code—and bicycle racks (see Access Section); durable, high quality trash cans for the public near the entrance; pad for dumpster and recycling bin (with appropriate screening); keyed hose bids for ground maintenance where needed, and grounded, weatherproof exterior power outlets in convenient locations.

A landscape plan to meet LEED standards with low-maintenance, native, and drought-resistant plants is also required.

Exterior building materials must be selected for durability and low maintenance. Vulnerable surfaces require anti-graffiti coating to allow for easy cleaning. New buildings should aim to be transparent, with as much glass as possible, to allow people to see in and out of the building, thus creating a welcoming, open face to the community. The natural light must be controlled for heat gain and glare inside the building.

The design, particularly of the exterior of the building, must be reviewed by the DCPL Maintenance Department to ensure it meets with their standards for trash and recycling pick-up and overall general maintenance.

Entrance to Library

The primary function of the Library Entrance Division is to provide a formal entrance and lobby for the library building and to ensure that there is a single main entrance that is fully accessible. It must be prominent with as much glass a possible in the façade so passersby—whether in cars or on foot—can see it from a distance. It must be welcoming and inviting to encourage people to enter. In addition to providing space for customers to enter, it could also be used as a gathering space for small receptions and a place for customers to wait before leaving. The space should also allow for displays and exhibits.
Because this is the main entrance and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, protected with wall and corner guards (where vulnerable), highly durable and easy to clean.

The public must have access to book drop slots from the entry area as well as from outside the building. There should be a ledge under the book drop for customers to set their materials on to sort. Wall space must be planned to post Community Information (bulletin board and Slatwall slots for brochures and flyers) for the public to take in a neat and orderly manner.

A flat-screen monitor (use DCPL IT current standard) mounted on the wall in a secure space at each entrance to the library will be used to announce library events and programs. This needs to be visible to customers upon entering the library. A computer in a staff workspace is used to input library announcements and special event information. A cable television connection is required to be used when there are important news events. The book drops slots and Community and/or Library Information area can be combined as shown in this photograph taken of the entry area in a very small public library branch (Multnomah County, Oregon).

Upon entering, the space should help customers orient themselves to the building and to be able to figure out where specifically they want to go. The interesting use of light and space, the introduction of the building’s theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

If it is a multi-story building, the best location for a grand staircase that will help orient the customer and give visual clues to the services provided on the other floors is best located near the public entrance to the building. The lobby should be able to be secured from the outside of the building, and from the library itself to allow for the use of the public Meeting Room areas when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk.

The lobby requires security gates for the book/materials security system. The gates need to be close enough to the circulation desk to allow staff to monitor it when the alarm goes off. Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library.

Air or weather lock, and/or double set of doors, is required to maintain temperature and keep drafts from going into the library proper. Immediately inside the entry doors, there needs to be recessed recycled tire rubber walk-off mats, as shown below, for customers to use to wipe their feet as they enter the building.

**Public Area Bulletin Boards and Giveaway Area**
Space is required to post Library information and notices, Community Information and notices; as well as, “giveaways” – which can be local tabloid newspapers, pamphlets, flyers, etc. The space hierarchy is as follows: 1) library information; then community information. The Library Information will be posted and displayed in the vestibule or lobby in an area designed specifically for this purpose.

If there is room, the Community Information may also be posted and displayed there as well. If there is not room, the Community Information may be posted further into the library. Because these areas can get very messy and become unsightly, they must be well planned.

The wall space needed is as follows: Library Information Bulletin Board (approximately 4’ high by 6’ long); Community Information Bulletin Board (approximately 4’ high by 6’ long); slots for tabloid newspapers (12 slots near the floor); space to hang Lucite holders (on Slatwall or similar product) for flyers and pamphlets (total area of 20 square feet – approximately 4’ high by 5’ long).

In addition, the high perimeter shelving in the Children’s Area and the Teen Area with tackable surface behind, allows for posting notices or adding a shelf for displaying books face-out, or for pamphlets or flyers. The Browsing and New Materials Display Area may also be a place where the perimeter shelves are fabric backed to allow staff to have flexibility to post some notices when needed. A number of display shelves are being purchased to be used throughout the stack area which can be interchanged with regular shelving, and may be used for flyers and other giveaways when appropriate, as shown in the photo below.

The children’s area requires tackable surface to post summer reading activities, seasonal posting, children’s art, etc.

Slatwall (or similar product) end panels on the shelving also works well, allowing staff to use them to distribute flyers, pamphlets, etc. as shown in this example:

**Adult Services**

Although the various collections are listed separately here, depending upon the layout of the library, they do not need to each have distinct area; rather each collection can flow from one to another.

The **major Adult Library Areas** are:

**Browsing & New Materials:** This area will be located in a high traffic area near the entrance to the library. The primary function of this area is to display new materials, topical displays, and other portions of the popular library in an attractive manner, making it easy for the customer to browse. Some of these materials will be displayed face-out to increase their visibility and appeal. This area should have the look and feel of a retail space; the shelving should have some attractive display shelves. If it is possible to put shelving along a wall, this can be high shelving
with the lower, retail-type display units in the more open space. The aisles in this area may be a little wider in this area (42” to 48”) than in the rest of the library to encourage browsing.

**Sight & Sound Collection:** This area is also located near the entrance to the library and will serve both adults and teens with a wide variety of popular DVDs (such as, feature films or travelogues), and books and music on CD. This collection should be on display shelving. The aisles in this area may be a little wider (42” to 48”) than in the rest of the library to encourage browsing. Note that the size of this collection is decreasing as more of it moves to an electronic format.

Shelving must be provided for customer holds pick-ups near the entrance, Check Out service desk and/or Express (self) Check out machines.

**Computers for Public Use:** The primary function of the computers is to provide customers with access to the library catalog, databases and the Internet. Computers (2 OPACs) with catalog information will be located near the entrance to the library close to the Browsing and New Materials area and/or strategically located near the stacks; public access computers (a minimum of 24) for adults with databases and Internet access will be located in one or two banks, depending upon the layout of the library. Express computers (minimum of 2) are generally located near the entrance to the library.

In addition, one PC will be needed as a sign-up station for customers to use to get assigned to one of the public adult PCs, as well as a large, flat screen monitor to see the queue station (that requires a CPU to run the sign-up software) to enable customers to see where they are in the queue and to see which PC they are ultimately assigned to. Both the sign-up and the queue station are required for the Adult & Children’s computers, and sometimes for the Teen computers – TBD in design. The location of these two stations needs to be determined in the design process, but obviously they will be close to the major adult bank of computers.

The building must allow for power and conduit for data to be available at all reading tables to allow the library to provide more PCs (or laptops) in the future and/or allow customers to bring in and use their own electronic equipment.

**Information Desk:** This is the main information service point for customers, large enough for two staff workstations, but small enough that when only one staff member is there; it appears to be the right size. The overall desk will be 34” high, which meets ADA. Across the whole desk, except for a 36” wide space to meet ADA, there may be a transaction counter on the customer side of the desk that is between 4” and 6” higher than the desk surface with a shelf on top about 6” deep. The purpose of the counter is to provide a separate space for the staff materials on the desk, a shelf for customers to set their materials on and a way to hide some of the PC cords and cables. Instead of grommets, consider a trough” near the end of the counter (under the transaction counter) to use to access power and data.
The work surface must be made of a very durable material (stone, corian or similar product). Grommets for cable and power cords are required, but will not be added until the library is ready to open to the public and equipment has been placed.

The desk should be as barrier free on the staff side as possible, allowing for knee space and a place to have mobile furniture (pedestal-box, box, file cabinet; mobile narrow unit with adjustable shelves for printer and other materials). These components are mobile, generally metal office components.

The desk should be unimposing and compact to encourage contact between the library's staff and patrons and visually self-explanatory. If the information functions are on two floors, there may be a service desk for one person on each floor instead of a single information desk for two people. In addition, there will be an information service point in the Children's Room.

**Fiction:** This collection is in both hardback and paperback.

**Non-Fiction:** This collection will include print (hardback and paperback) and DVD non-fiction materials.

**Periodicals:** This section will house magazines and newspapers with the current issues displayed face out, on hinged slanted display shelving, and with a very limited number of back issues stored of some titles on a flat shelf underneath.

**Reference:** The primary function of this section is to provide access to reference books. The area is very small and shrinking as more and more of this type of information is available in electronic format only.

**Seating:** Tables and chairs and lounge seating for customers to read, work, etc. throughout the adult areas of the library. Most tables will be for four persons with power and conduit for PCs and other electronic devices, and they require a built-in wire management system. DCPL does not want any task lighting on the public tables. Ideally the majority of the seating is by the windows to allow people to look outside and to allow passersby to look in and see people using the library.

Space for users to collaborate and interact is increasingly important. This activity can be accommodated in the general adult area, or in the conference and study rooms. Furniture that allows interaction, as well as power and data to allow for electronic equipment is required. Portability/mobility of furniture and equipment is required.

**Shelving:** For most of the adult spaces in the library the shelving will be 78” tall with standard 3’ wide shelves. The maximum length of a freestanding range of shelving should be of eight units (21’ long, maximum) and minimum length should be thee units (9’ long, minimum). The bottom shelf should be slanted to reading the tiles and/or call numbers easier. When possible, starting a range of stacks with lower shelving and stepping up to 78” as you move into the range, is
desirable, because it will make the library appear more open and the shelving will appear not be a barrier or wall. Shelving should be arranged in an orthogonal pattern.

The Browsing and Sight & Sound collections should be shelved on lower display type units, although if there are perimeter/wall shelving units in this area, 84” high shelves are desirable. The shelving units for these collections, which are located near the library entrance, may instead be mobile or specialty shelving.

The periodicals are shelved on face-out slanted shelving with some limited storage underneath for the most recent back copies. A complete outline of shelving parameters is in this document under General Requirements, Shelving.

**Conference/Large Study:** Two separate Conference/Study Rooms -- each for 12 to 16 people (up to 240 square feet each – depending upon building design). These provide space for group study, community meetings, tutoring, library programs, library staff conferences or meetings, quiet study, etc.

These rooms may be located near the Meeting Room for after hour use or may be located in the general Adult Area, where they can be used a Quiet Study or Conference Rooms when the library is open. The location is dependent upon the design of the library and the needs of the particular community. The latter option is preferred (in the general Adult Area), because the space will be used whenever the library is open. The rooms require multimedia capacity (power and conduit for data).

The Conference/Study Rooms should be visible to staff and customers with glass walls and doors in order to maximize supervision. The doors must have locks to allow staff to control access to them when necessary. The walls need chair rails for protection.

**Study/Tutor Rooms** (*six Rooms is the ideal*): Each of the study rooms is a space for two persons to study, work on projects and assignments together, or to engage in tutoring without disturbing others. The rooms need to be a "glass box" and located in the Adult Area to maximize supervision. The doors must have locks to allow staff to control access to them when necessary. The walls need chair rails for protection.

**Children's Services:**

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs for children and their caregivers.

Designing the children’s room to make sure it flows properly is as complicated as designing the whole library, because there are distinct age groups using it, described as the First Five Years and School Age Children. Then the First Five Years space is subdivided, often with shelving or furniture, into two distinct sections – for ages 0 to 2 and for ages 3 to 5.
The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library, recognizing that it is not just a scaled down adult library. It should be a space to encourage children to have fun by developing an interest in books, reading, and information seeking skills.

The entrance to the Children's Library is an interior entrance which should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. While it must be visible from the entrance to the library, it needs to have “barriers” for safety reasons that help keep the children confined to that area and discouraging adults who are not accompanied by children from entering. Walls are not used to separate this area from the rest of the library, because the building will lose its ability to shrink and grow various services if the spaces are defined by walls. Instead, low shelving can be used to define a children’s area and separate it from the other functions on the same floor.

The major Children’s Library Areas are:

**Entrance:** This is an interior entrance (not exterior) to the Children’s Area. While the finishes must blend with others in the facility, it must also be recognizable as a children’s area and attractive to youngsters by using finishes that are friendly, warm and colorful.

**New Book Display:** New books and other materials—mostly face out—will be displayed near the entrance in an attractive manner on low display shelving.

**Sight and Sound:** This area will house the audio-visual collection for children – some of it face out – and should be located near the entrance to the Children’s Area.

**Information Desk:** This is the primary staff service point for the Children’s Area. The desk should be designed for one librarian in a scale appropriate for children (regular desk height, 29” to 30” high, low enough for children to see over it) using colors and graphics that are appealing to children. The location of this desk is critical with sightlines to the entrance to the Children’s Area and sightlines to all of the major activity areas.

The work surface must be made of a very durable material (stone, Corian or similar product). Grommets for cable and power cords are required, but will not be added until the library is ready to open to the public and equipment has been placed.

The desk should be as barrier free on the staff side as possible, allowing for knee space and a place to have mobile furniture (pedestal-box, box, file cabinet; mobile narrow unit with adjustable shelves for printer and other materials). These components are mobile, standard metal office components.

**First Five Years & Beginning Reading Collection:** This area houses the print collection for the youngest children, which primarily consists of picture books, board books and easy readers. This space may be divided into two sections by a barrier (shelving or furniture that can be moved for
future flexibility). One space is for the very youngest (age 0 to 2) to move about in. This area could a place for magnetic letters, numbers and shapes; some interactive educational toys mounted very low (see photograph below from the central library in Phoenix) and book bins for board books and picture books for the very youngest to browse through. See Shelving Section for book bin information.

The other section is for the older cohort (age 3 to 5) and will have pre-school size tables and chairs. Most of the picture books will be kept in this area in picture book bins. If necessary, some of the picture books may be shelved on slotted shelves (3 dividers per 3’ section). If the shelving is higher on the perimeter walls, it should have a tackable surface starting halfway up and can be used for posting notices, posters, displays, the parenting collection, etc.

**Elementary Age Fiction & Non-Fiction Collections:** This area houses the print collection (hardback and paperback), as well as non-fiction DVDs, for older children (age 7 to 12).

**Reference Collection:** The shelving in this area will house a small (400 items and shrinking over time because of more electronic resources) reference collection.

**Shelving:** The children area has two distinct spaces – First Five Years & Beginning Readers and the Elementary-Age Area. The shelving for the former age group should not exceed 42” high, unless it is on a perimeter wall, in which case the area above 42” could be used for posters, notices, the parent-teacher collection, etc. Picture Books will be shelved in picture book bins (see Shelving Section in the document). In the area that houses the Elementary Age materials generally has shelving 66” high. The browsing area will have low, bookstore style shelving with space to shelve some of the materials face-out. Generally, shelving should be arranged in an orthogonal pattern. For efficiency, all rows of shelving should have a minimum of 3 3-foot units (9’ long).

**Computers for Children:** The primary function is to provide children with access to the library catalog, early literacy programs, databases and the Internet. Generally, there will be a total of 8 PCs (unless otherwise stipulated by DCPL staff during design) for general use in the children’s area on opening day; plus one for the online Catalog; one for computer sign-up and one for the queue station.

The design must allow for power and conduit for data to be available at all of the reading tables (except those for pre-school-age children) to allow the library to provide more PCs (or laptops) and/or allow customers to bring in and use their own electronic equipment.

An Early Childhood Workstation will also be located in the Children’s Area. It requires power but no data connection. The software is designed for the use of children from age 3 to 8, and thus it must be located in an area where it will be used by children in that age range.

**Seating:** The children’s area is used by children and their parents and/or caregivers. There will be separate seating areas for the youngest children (first five years) and the older children (elementary school age), both of which will be located near their respective collections. Seating
for the youngest age group will be at low tables and chairs; seating for older children will be at adult-size tables and chairs. Some lounge seating for a parent and child (not large) is needed to allow an adult and child to sit together to read; benches work very well for this purpose. Window bench seating is ideal, because it is such an efficient use of space and because it puts people by the windows.

**Children’s Room Storage:** This is a closed room (approximately 100 square feet) that needs to be located near the Children’s Room with perimeter shelves (some 9” deep for books and some 18” deep for storage). The space in the middle should be open to allow for storage of such items as a media cart.

**Restroom for Children:** This restroom is to be used by children with their parents and/or caregivers; thus it should be located far enough into the Children’s Area that it will not attract other users of the library. The fixtures in this restroom will be regular (adult) size.

**Teen Services Area:**

The function of this division is to provide services to teens (primarily ages 12 to 16 but up to age 18) by giving them a space that they can call their own with collections, computers and special study areas. In this space, the needs of teens can be met with special collections, electronic access, limited privacy, and the ability for them to exchange ideas conversationally without disturbing other patrons or staff. This space could contain a “graffiti” board for the teens to draw and post messages on. A tackable surface for notices, posters, etc. is also desirable.

Space for teens to collaborate and interact is increasingly important. This activity can be accommodated in this space specifically designed for teens, or in the conference and study rooms. Furniture that allows interaction, as well as power and data to allow for electronic equipment is required. Portability/mobility of furniture and equipment is required.

Furniture in this area should be modern, attractive, durable and unique from other spaces in the library. It is especially important to have data and power available at the table and lounge areas for this age group.

If there is 84” perimeter shelving, it should have a tackable backing for posting flyers, notices and posters.

Customers in this age group are also major users of the adult collection for homework support and leisure, as well as the electronic resources; therefore, it should be located near the adult collections, the Study Rooms and the major adult computer area(s).

The Teen Services Area must be distinct from the Children’s Services Area and physically far away from it.

**Circulation Services—Public Areas:**
The primary function of this division is to efficiently handle the circulation of the collection (books, magazines and Sight and Sound materials). The circulation activities include the following tasks: 1) customers checking-out library materials at the Circulation Desk using express checkout machines or going to staffed check-out stations; 2) staff checking the materials back in; 3) staff sorting the various materials; 4) staff re-shelving the collections in their proper locations; and 5) routine transactions including library card registration; payment of fines and fees; etc.

Customers can currently do two of these operations themselves (checking out materials and picking up their reserves) or they may choose to get help at the Circulation Desk. Careful attention must be given to designing a smooth and efficient workflow for the staff and in designing the area to encourage customers to help themselves.

The Circulation Desk (Check-Out Desk) is located next to the Staff Workroom near the main public entrance. It is long enough for two staff workstations—approximately 5 linear feet each (space for customer’s books & other materials, for one PC with monitor (under the monitor or underneath the desk), a barcode scanner and keyboard on the counter for each staffed station) and a shared sensitizer/desensitizer.

The desk top should be 32” to 36” deep and the desk is 34” high (to meet ADA) with a flat work surface of a very durable material (stone, Corian or similar product). Grommets for cable and power cords are required, but will not be added until the library is ready to open to the public and equipment has been placed.

The Circulation Desk should also accommodate the Express Check Out (Self-Check Out) machine, which customers will use to check out their own materials. The purpose of putting it on the Circulation Desk is because it allows staff to help if there are any problems. The library will open with one, but in the future, one of the staffed work stations may be converted to a Express (self) Check Out. In addition to the Express Check Out machine, there need to be enough space for customers to set down the items they plan to check out.

An addition Express Check Out may be located in the Children’s Area and other places in the library, depending upon needs and library layout.

The staff side of the desk should not have built shelves, drawers, keyboard trays, etc. Instead it should be open underneath except for supports with space underneath for two mobile pedestals (box, box, file), mobile shelving with pull out shelves for handouts and materials, a shelf for one staff printer, etc. The goal is to have the mobile components (on castors) to allow for future flexibility. Because of the height of the desk, the components may have to be millwork.

Staff needs adequate circulation space behind the desk, as well as space to move and park book trucks (a minimum of 6’ is required, but 7’ is better) to park book trucks along the wall. Because this is a very high traffic area and a focal point for customers checking out materials, the wall and corners require special protection.
The customer side of the Circulation Desk must have a “kick plate” of a durable material (for example, if the desk top is stone, stone may be used; or it may be stainless steel; or a similar material) from the floor to up about 6 to 8” for protection from heavy wear.

**Printing and Copying Center(s):**

DCPL Libraries have one copy machine; which serves as the printer for the public. Note that staff has printers all service desks, but these are generally not for public printing. It is located by a counter for sorting papers (12” W minimum). In addition, there should be a small storage cabinet for supplies of paper & toner (above or next to it). If it is next to the copier, it can be used as the sorting table for customers using the machine.

Also by the copy machine, there needs to be space for the Print Release Station (PC with keyboard). Often the PC sign-up station is located here (PC with keyboard) and the queuing monitor (monitor-no keyboard – may sit on wall or be hung on wall above).

**Public Meeting Room:**

The function of this division is to provide performance, conference, classroom, and meeting room space that can be used for library programs and by community groups. The Meeting Room will seat 100 people. It will be designed as a large open multi-purpose space with an audio loop, seating, amplified sound (speakers required) and power and data available in several places for projection. The projection system should be portable (not hung from the ceiling or a built in sound booth) which will require access to power and data at strategic spaces in the room. The room should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, performances, etc.

Walls (all or some, depending upon the size and configuration) of the meeting room may be covered with a tackable material (acoustic panels, fabric wrapped) to provide space for posting notices and other information, which may go from ceiling to floor or may start from about 30” from the floor to about 84” high, depending on the room design.

The walls need chair rails for protection, and there should be cork strip around the perimeter of the room to use to hang pictures (may be incorporated into the tackable surface area described in the previous paragraph.

Furnishings include a mechanized projection screen hung from the ceiling that is controlled (raised and lowered) with an electrical switch; standard size is 54” x 96” but may have to be sized differently to meet dimensions of a particular meeting room. Lightweight rectangular tables (see furniture standards) that can be used in a classroom setting or put together lengthwise for a meeting table (each 18” wide x 72” long x 29.5” high) and the Herman Miller Caper Chair (see furniture standards).
If natural light comes into the room, there must be a way to at least partially darken the room. In general, blinds and shades are not desirable because they tend to break, hang unevenly, and look unsightly.

The meeting room has a simple kitchenette, with deep sink, a counter-top (about 8’ long, total), lockable cupboards below so only staff can use them (back splash & bulletin board above), and power above the counter-top for coffee pots, etc. This can be a space recessed into the meeting room wall and closed off by doors or it could be a separate alcove, ideally near the meeting room entrance and away from the front of the meeting room where it would be distracting if used during a presentation.

Just outside the Meeting Room is a Pre-Function Area which allows people to gather before and after a program. This space may be a good place to display public art or to have display cases or displays items of interest to the community.

The Meeting Room requires two Storage Closets – one large enough to store stackable chairs and folding tables when they are not being used and the other large enough to store a mobile Laptop Computer Cart (current carts are 2’ wide x 3’ long x 4’ H, but plan for larger cart of 3’ wide and 6’ long) and an audio/projector cart (current cart is 3’ long x 2’ W x 38” H). Both Storage Closets require double doors with corner guards for protection. The Storage Closets should have electrical outlets to charge the computer carts.

**Public Restrooms and Drinking Fountains:** The drinking fountains should be located just outside all public restrooms and should be available on each floor. The preferred configuration is to have a short hallway into the restroom area with the water fountains straight ahead, the men’s room off to one side and the women’s room off to the other. Restrooms cannot be located in long corridors or places where there is low visibility to prevent vandalism and other problems.

DCPL has established a standard for restroom fixtures that will be used in all of the branches (toilets, sinks, stalls, faucets, everything)—all will be wall mounted for easier cleaning, except for the stalls (which will be sturdier if floor-mounted). The stalls in the Women’s Room should have sanitary napkin disposal containers. Toilets should have manual flush features instead of automatic. Sinks may have sensors to turn the water on (if that is within the budget) or the regular standard faucet. Electric hand dryers are required. Soap dispensers should meet the DCPL standard which means adhered to the wall – not built in as they change over time. They should not be built into the sink.

A mirror with a shelf below to set down books, handbags, etc. should be located above the sinks. All public restrooms need high quality (stainless steel) baby changing tables. Paper towel dispensers may be located by the baby changing stations only.

Any single-person restroom should be designed as a unisex restroom (not necessarily using that term)—even if there are two of them side by side.

**Staff Areas (Non-Public)**
The staff work areas (Children's, Circulation and Information) are listed separately here in case they need to be physically separated based upon the design of the building and the number of floors. However, there may be instances where their spaces can be integrated into a single workroom. Only the Branch Manager needs a separate office. There will be a Staff Lounge and a Staff Restroom (a single unisex restroom).

The Staff Work Area is where all of the back-of-house work for the Circulation, Information Staff and volunteers will be done. Work for the circulation staff includes checking-in library materials and sorting them in preparation of shelving, processing circulation materials, preparing materials for hold shelf, etc. Mail and deliveries come into and are sorted in this room as well. Information staff responsible for working with children, teens and adults will also do their off desk duties here. Most of the staff will use shared office landscape workstations or counters built around the workroom perimeter.

All walls and corners in the library where book trucks and tubs move by must be protected with wall and corner protectors. This is especially important in the staff workrooms which will have heavy traffic of book trucks and delivery tubs.

In general, space must be provided for 9.5 Full Time Equivalents (FTEs), which is comprised of full time and part time staff. However, specifics will be given for each neighborhood library early in the design process that will reflect minor changes to this number. The major divisions are as follows; however, as noted above, all may be located in a single workroom or in more than one, based upon the configuration of the building.

**Branch Manager** will have a separate office (150 square feet) o Desk (L-shaped with space & wire management for PC & printer)
  o Chairs (ergonomic task chair, 2 visitor chairs)
  o 4-drawer lateral file cabinet
  o Shelving unit (84” high x 3’wide w/10” shelves)
  o Coat hooks or coat rack
  o Small bulletin or marker board

• **Circulation Workroom**
General

- The Circulation Workroom must be located by the public and staff (delivery) entrance and the Circulation Desk.
- The supply cabinet for the whole branch is located here (18 to 24” deep x 6’ wide x 84” high with double doors).
- Lockers (enough for each staff member plus 6 extras for volunteers and temporary workers), approximately 18” x 18” x 12 each, which is generally in two to three rows) must be provided for staff and volunteer use.
  - These may be located in the Staff Lounge if it is close to the Staff Workroom; otherwise in the Staff Workroom.
- File cabinets (2) for branch records are located here (5 drawer lateral cabinets 36 to 42” long x 16” deep)
- Bulletin Board & Marker Board (total for both: 4 to 5’ wide by 3’ to 4’ high)
- Staff Mailboxes (16 to 20 slots)
- Key Cabinet (wall-mounted – 12” H x 8” W x 2.5 D & lockable)
- Coat rack or coat hooks for 15 coats • May be in the Staff Lounge if the Lounge is adjacent to the Workroom
- Shelving is required – perimeter shelving 84” high – 6 shelves per unit; six 3’-units
- Book Trucks – provide space to park a minimum of 8 book trucks (if the Book Drop Room is large enough, up to half of the book trucks may be parked there)
- Safe (floor or counter mounted, relatively small – 2.2 cubic feet—27” high x 20” wide x 20-1/2” deep, 265 pounds)
- Sink in the Circulation Staff Workroom
- Counter space must be provided for a small copier, a fax machine, a printer.

Circulation Staff – 3 to 4 FTEs (Exact count TBD at time of design)

- The workroom should be laid out for efficient staff and overall workflow with some counters along the walls; all counter spaces should have shelving above
- Counter space must be provided for 2 shared workstations (work area 42 to 48” long) to be used for general circulation work (checking in, processing holds, etc.) with enough space for a task chair, a tub and a book truck
- Most stall will have a workstation along a perimeter counter in the workroom – each will need a work space of 42” to 48” long, the counter 28” to 36” deep, space to pull up a book truck by each workstation, space under the counter for a mobile pedestal box, box, file on castors.
- If the design dictates, there may be workstations in the middle of the workroom in addition to the perimeter workstations.

Information Staff

Children’s Information Staff – 3 FTEs (exact count TBD during early design stage)
Office landscape furniture and/or perimeter counter workstations for the 2 full time staff members and if space, for the 2 part time staff members

Each staff member should have a workstation

Each workstation requires a mobile pedestal file cabinet under the work surface (box, box, file)

Each workstation should be spacious enough to allow for a book truck to be pulled alongside the task chair.

If space allows, a work counter or work table for projects (32” to 36” deep & 60” long) is desirable for the children’s librarians.

Shelving is required – perimeter shelving 84” high – 7 shelves per unit; six 3’-units

**Adult Information Staff** – 2 to 3 FTEs (exact amount TBD during early design stages)

Office landscape furniture and/or perimeter counter workstations for each staff members

Each staff member should have a workstation

Each workstation requires a pedestal file cabinet under the work surface (box, box, file)

Each workstation should be spacious enough to allow for a book truck to be pulled alongside the task chair

Shelving is required – perimeter shelving 84” high – 2 shelves per unit; six 3’-units

**Book Drop Room:**

It must be located in a room adjacent to the Circulation Workroom and in a place that the public can return materials from both the outside and inside of the building. There should be a book return slot (or slots-number TBD) at both the interior and exterior book drop locations. The room must be fire rated and large enough to accommodate a depressible return (approximately 36” long x 24” wide x 25” deep—but there are other options) under each slot.

**Staff Lounge:**

The lounge will have the following:

Tiled floor (not carpet); a sink, a counter (32” deep and approximately 72” long) which will be long enough to provide preparation space, along with a microwave oven and coffee maker; cupboards above, cupboards and drawers below. Adequate power outlets are required. Equipment will include: Refrigerator (full size), microwave oven, space for a vending machine. Furnishing will include: 2 rectangular tables for four (that may be put together to form a large table), 8 chairs, 1 sofa with ottoman or coffee table, a bulletin board, a marker board.

**Staff Restroom:**
Staff will have their own unisex restroom, preferably near the staff lounge and/or the staff workroom, depending upon the configuration of the building.
Friends of the Library Space:

The local Friends of the Library chapter will have its own room that is 300 square feet. This should be located in the same general area of the Staff Lounge and the Meeting Room. The space will be furnished with perimeter book shelves, a small desk, a 72” high storage cabinet.

Space Unique to this Branch:

Approximately 10% of the program (2,000 gross square feet) will be assigned to various parts of the library program (such as Children’s Services, Teen Services, etc.) based upon community demographics and from the community input process, which may include meetings with the local community, surveys, focus groups, etc.

ORGANIZATION OF THE LIBRARY SPACES

Flow of the Public Spaces: From outside the customer will enter the Vestibule to the Entry Lobby. These spaces will provide access to the book return slots, a wall to post notices for the public and this distribution of flyers, and often public display areas (i.e., place to hang art work or for display cases). Ideally, the Meeting Room(s) and Public Restrooms will also be accessed from the vestibule/lobby area in order to allow these rooms to be used after library hours.

From the main entry point, one enters the library itself through materials security gates. Near the entrance, the customers should be able to see Express Checkout, the Express Hold pick up area, then the Circulation Desk, followed by the most popular adult collections – the Browsing and New Materials Section and the Sight and Sounds Section. This area should have the same feel as a bookstore. The best location for the Children’s Services Area is also near the main public entrance for easy access for parents, children and strollers, and away from the core adult collection and study areas.

The Adult Services Area is generally located further from the public entrance with spaces for quiet study and reading, as well as an area for PCs and other electronic resources. The Teen Service Area is a space of its own, unique and physically separated from the Children’s Area.

If the library is on more than one floor, the following services will be located on the floor where the main entrance is located: Express Checkout, the Express Hold pick up area, then the Circulation Desk, followed by the most popular adult collections – the Browsing and New Materials Section and the Sight and Sounds Section; and then the Children’s Services Area. The Adult Services and the Teen Services Areas may be located on a different floor, as well as the meeting room and restrooms.

Flow of the Staff Spaces:

The Staff/Delivery Entrance should open into the Staff Workroom. In some cases, the footprint of the building will not allow all of the staff workroom spaces to be consolidated in one area. In that case, it is the Circulation Staff Workroom that must be by the Staff/Delivery Entrance with offices for the librarians located elsewhere in the building. The Staff Vestibule area should have
hooks for coats; ideally the Staff Lounge is nearby for staff to put away their lunch and will include lockers for staff to lock away valuables. The Book Drop Room opens into the Staff Workroom.

The Circulation Workroom is located behind the public Circulation Desk. Library materials are processed in the Circulation workroom. The major work is checking in items that have been returned—either over the counter, from the book drop or from the inter-branch delivery. A secondary process is the preparation of new materials either coming from Central Cataloging and Processing or directly from the vendor. These materials need to get checked-in and ready to shelve in the appropriate places in the library.

In addition, some items need to be worked on and temporarily stored in the Circulation Workroom (such as, multi-part CD sets with missing parts) and space needs to be provided for this and similar activities. General deliveries and the mail are taken care of in this space as well. There needs to be natural flow—similar to an assembly line— to this process for reasons of efficiency. The materials need space at which staff may stand or sit—a continuous counter next to the primary check-in PC with space for a book tub(s) or book truck(s); as items are checked-in, they will be sorted to different book tubs or book trucks (for holds, for items going to other branches, or onto appropriate book trucks to be shelved in various places in the branch). A continuous counter is the best way to accommodate this workflow.

**Public Seating Requirements**

The number of reader seats will be similar to the number currently in the Capitol View Library. The only major exception will be that the renovated library will provide computer (MACs) for the Teens – up to four depending upon community need.

**Electrical:** Power should be available for customers at all of the tables, as well as conduit to meet for cabling needs for opening day and the future. It is important to have the tables aligned with the electrical floor boxes.

**xPCs (with peripherals) & Printer Summary**

**Electrical & Data:** Power and conduit for data should be available for staff workstations – in their offices, workrooms and on the public service desks to meet the needs for opening day and the future. Counter/millwork work spaces should have the power outlets available above the desk top or readily accessible below with wire management for easy access. Power and conduit for data must also be available for the public seating areas; the meeting, conference and study rooms; and the children’s story room.

The public tables and all of the staff workstations must be designed for wire management.

The building needs to be cabled with Wireless Output Points (WAPs) to support wireless service for customer and DCPL laptops and other electronic devices throughout the building. The locations will be determined with input from the DCPL IT Manager.
Staff – Service Desks in Public Areas

UNIT/PCS QTY
Desk, Information – Adult (w/barcode scanner) 2
Desk, Information – Children’s (w/barcode scanner) 2
Desk, Circulation -- (w/barcode scanner) 2
Desk, Circulation – Theft Detection Sensitizer/Desensitizer 2
Desk, Circulation – Security Case De-coupler 2
Desk, Circulation -- Printer 1
Express (Self Charge) Machines (PC, scanner, desensitizer) 1
Printers
Desk, Circulation -- Printer 1
Information Desk -- Adult 1
Information Desk, Children’s 1

Staff – Work Areas

UNIT/Printers & PCs QTY
Manager’s Office
PC 1
Printer 1
Staff Workroom
PCs 4
Combination Fax, Printer, Copier (Circulation Workroom) 1
Theft Detection Sensitizer/Desensitizer 1
Security Case De-coupler 1

Note: If there are two Work Areas for staff because they are split between two floors, will need an additional printer for the Information Staff Workroom. The combination Fax, Printer, Copier will be located in the Circulation Staff Workroom.

Public Areas – PCs & Copier/Printer

UNIT/QTY
Children’s Area PCs – up to 8
Adult Area PCs up to 24
Teen Computers 48
Express PCs for Adults 2 (minimum)
Catalogs (2 Adult/Teen & Children’s – Minimum) 2
Overdrive Statopm 1
PC for Print Release (by Copy Machine) 1
PC for Computer Sign Up (1 Adult/Teen; 1 Children’s)
Monitor (size TBD by IT & CPU for Queue Station- (Print & Reservation Management software) - Adult 1
Monitor (desk top PC) for Queue – Children’s 1
Copier/Printer for Public Use (w/coin box-use current spec) 1
(Footprints: Copier-72” L x 26” W x 44” H; provide some extra space because the size may change
Footprint Coin Machine-17” L x 17” W x 44” H)
Laptop PCs (for customers to check out & use in library) 12

Revised June 2012 BOOK COLLECTION

NOTE: This is the general standard; however, the shelving for Capitol View will be based upon the current collection with advice and input from DCPL’s Chief of Collections.

<table>
<thead>
<tr>
<th>% in</th>
<th>Category</th>
<th>Total</th>
<th>Projected Circulation</th>
<th>on Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADULT</td>
<td>Adult Literacy</td>
<td>600</td>
<td>20</td>
<td>480</td>
</tr>
<tr>
<td></td>
<td>Browsing</td>
<td>1,000</td>
<td>20</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>New Books</td>
<td>650</td>
<td>20</td>
<td>520</td>
</tr>
<tr>
<td></td>
<td>New Books (Face Out)</td>
<td>50</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Fiction - Hardbacks</td>
<td>6,500</td>
<td>20</td>
<td>5,200</td>
</tr>
<tr>
<td></td>
<td>Fiction - Paperbacks</td>
<td>3,000</td>
<td>25</td>
<td>2,250</td>
</tr>
<tr>
<td></td>
<td>Languages - New American</td>
<td>2,500</td>
<td>20</td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td>Large Print</td>
<td>1,000</td>
<td>15</td>
<td>850</td>
</tr>
<tr>
<td></td>
<td>Non-Fiction</td>
<td>10,500</td>
<td>15</td>
<td>8,925</td>
</tr>
<tr>
<td></td>
<td>Biographies</td>
<td>1,000</td>
<td>15</td>
<td>850</td>
</tr>
<tr>
<td></td>
<td>Reference</td>
<td>650</td>
<td>0</td>
<td>650</td>
</tr>
<tr>
<td>ADULT TOTALS</td>
<td></td>
<td><strong>27,450</strong></td>
<td></td>
<td><strong>22,575</strong></td>
</tr>
</tbody>
</table>

| TEEN | Graphic Novels | 1,000 | 35 | 650 |
|      | Fiction | 1,200 | 20 | 960 |
|      | Non-Fiction | 750 | 20 | 600 |
|      | Paperbacks | 500 | 20 | 400 |
| TEEN TOTAL | | **3,450** | | **2,610** |

| CHILDREN'S | Easy Readers | 3,200 | 30 | 2,240 |
|            | New Books | 50 | 0 | 50 |
|            | Picture Books | 4,000 | 30 | 2,800 |
|            | Reference | 300 | 0 | 300 |
|            | Board Books | 500 | 30 | 350 |
|            | Biography | 800 | 20 | 640 |
|            | Fiction | 2,500 | 20 | 2,000 |
|            | Non-Fiction | 3,800 | 20 | 3,040 |
|            | Paperback | 1,300 | 30 | 910 |
|            | Paperback Series | 950 | 30 | 665 |