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## 2. AUDITORIUM AND MEETING ROOMS

12,339

SF

### Subcomponents:

- a. Auditorium Lobby
- b. Auditorium Seating
- c. Auditorium Stage
- d. Auditorium Kitchen
- e. Auditorium Support Areas
- f. Meeting Room 1
- g. Meeting Room 2
- h. Meeting Room 3
- i. Meeting Room Kitchen
- j. Meeting Room Support Area

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Lobby

AREA NET ASF: 807

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ACTIVITIES:

The Auditorium Lobby servers as an entry to the Auditorium and Meeting Rooms. These spaces should be designed and situated so that they can operate independently of the regular library hours. Exhibits may be displayed in this space.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench: 6	Other:
Notes:			

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PUBLIC WORKSTATIONS:

SERVICE POINTS:

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information

Technology

Other Equipment

STAFF TECHNOLOGY

Information

Technology

Other Equipment

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Notes:

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COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Lobby

AREA NET ASF: 807

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	Nsf	Comments
Auditorium lobby allowance	1		600	For receptions and circulation of people. Exhibits may be displayed in this area
Bench	2	36	72	28"x72" assume 3 people per bench
Contingency			0	
Subtotal			672	
Total			<b>807</b>	With 1.20 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Seating

AREA NET ASF: 4,896

ACTIVITIES:

This space is a formal auditorium with a sloped floor, located near support services. The auditorium is likely to be used by the community on a scheduled basis. It may also be used by library users, library staff and by city/county departments and agencies, cultural and art groups.

Scheduled activities will include lectures, presentations, performances and large meetings, conferences, training sessions.

The seating is adjacent to auditorium lobby and support areas and directly related to the auditorium stage area.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other: 304
Notes: Includes 4 locations for guests with disabilities			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:
PUBLIC TECHNOLOGY	Other Equipment	STAFF TECHNOLOGY
Information Technology	AV presentation equipment 1 data projector (built in)	Information Technology

Notes:

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Seating

AREA NET ASF: 4,896

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Fixed seating	300	8	4,000	Fixed on a sloped floor, including 1,600 sf allowance for aisles and clear space
Accessible positions	4		60	Flat clear space at back and front of auditorium to accommodate wheelchairs
Data Projector			N/A	Hung from Ceiling; Control from podium and AV room
AV Equipment			20	Slide Projectors, VCR, DVD, Video Input, and sound system as required
Contingency			0	
Subtotal			4,080	
Total			4,896	With 1.20 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Stage

AREA NET ASF: 725

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ACTIVITIES:

The Auditorium Stage is directly adjacent to the auditorium seating and backstage areas. A large space for performances, it also includes a portable podium/AV center for lectures and presentations.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:
PUBLIC TECHNOLOGY	Other Equipment	STAFF TECHNOLOGY
Information Technology	Controls for lighting and AV equipment including sound and video input from podium	Information Technology

Notes:

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Stage

AREA NET ASF: 725

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	Units	sf/unit	Nsf	Comments
Stage	1		600	
Podium	1		Inc.	Moveable: include network drop and controls for lights and AV equipment as well as video and sound inputs from a computer. Microphone at podium if space requires (Space Included in Stage)
Stage Controls			30	Allotted Space for other controls: ie. Lighting, curtains, AV Screen, ETC.
AV Screen	1		Inc.	Mechanically lowers from ceiling Space included in Stage
Contingency			0	
Subtotal			630	
Total			<b>725</b>	With 1.15 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Kitchen

AREA NET ASF: 624

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ACTIVITIES:

The Auditorium Kitchen is directly adjacent to the lobby and serves refreshments and snacks or catered food to guests in the lobby area. The space can also be combined with the meeting room kitchen for large catering events.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
				Freezer	
				Refrigerator	
				Garbage disposal	
				Icemaker	
				Microwave Oven	
				3 Coffee Makers	

Notes:

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COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Kitchen

AREA NET ASF: 624

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Counter Space	1		275	42 lf of 30" deep counter space, with locking storage cabinets above and below. Includes triple sink with disposal, and countertop equipment
Refrigerator	1		25	
Freezer	1		30	
Garbage cans	2	15	30	
Metal serving carts	4	15	60	
<b>Contingency</b>			<b>100</b>	
<b>Subtotal</b>			<b>520</b>	
<b>Total</b>			<b>624</b>	With 1.20 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Support Areas

AREA NET ASF: 1,152

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ACTIVITIES:

Adjacent to auditorium, auditorium kitchen and the auditorium lobby, this is the space where all the support activities for the auditorium occur. Offices for future dedicated staff are located here as well as a green room for waiting performers or lecturers.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS: 2	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
		Laptop		Lighting and control equipment	
				AV equipment	
				Server Closet	

Notes:

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Auditorium Support Areas

AREA NET ASF: 1,152

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager		1	1
Assistant Manager		1	1
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	Nsf	Comments
Type 1 Workstation	1		130	10'-0"x13'-0" private office with 1 posture chair and 2 guest chairs, 2-84" high media and storage shelves, file cabinet, overhead storage
Type 3 Workstation	1		64	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Lighting and sound control room	1		20	
AV equipment and storage room	1		80	
Small dressing room	2	70	140	Each with a bench, garment hangers and a full height mirror
Checkroom	1		120	For personal belongings, include garment hanging rods
Storage Room	1		200	Storage for tables and chairs and dollies, industrial metal shelving for additional supply storage



Network Server Closet	1	36	
Laptop	1	19.5	3' of 30" deep counters with supply cabinets above - storage for laptop and other items - laptop for use with presentations
Green Room		150	
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Contingency		0	
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Subtotal		960	
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Total		<b>1,152</b>	With 1.20 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room 1

AREA NET ASF: 1,469

ACTIVITIES:

The Meeting Rooms can each function independently or divider walls can be opened for larger events. Each room can be equipped with tables and/or chairs and host a projected presentation or movie from a podium equipped with a laptop/network connection and AV equipment.

The Meeting Rooms share the auditorium lobby and restrooms and can be catered with serving carts from the meeting room kitchen.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 50	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes: Includes accommodations for 2 wheelchair patrons			

PUBLIC WORKSTATIONS:	SERVICE POINTS: 1	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY	Other Equipment	STAFF TECHNOLOGY	Other Equipment
Information Technology		Information Technology	Podium w/ built-in amplifier/speaker/light AV Carts w/built-in outlets Large Screen TV/VCR/DVD Data Projector
Notes:			

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room 1

AREA NET ASF: 1,469

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Meeting room tables	24	40	960	20"x60" table, provide 2 stacking chairs per table
ADA tables	2	40	80	20"x60" table
Table top Podium	1		N/A	With Network Drop
Staff/Speaker table	1		40	20"x60"x34"h table, provide 1 stacking chair
Free Standing Podium	1		10	Network Drop Required
AV Screen	1		24	6' Wide Screen, Ceiling Mounted
Large Screen TV/VCR	1		10	In a movable rolling cabinet w/stereo surround system
Tack/white boards	2	30	60	Mounted on either end of room; 8LF each
Mobile A/V Carts	2	15	30	With built-in outlets
Data Projector	1		N/A	Ceiling Mounted

Infrared sound equipment	2	5	10	For the deaf
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Contingency			0	
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Subtotal			1,224	
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Total			1,469	With 1.20 Gross Factor
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COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room 2

AREA NET ASF: 1,469

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ACTIVITIES:

The Meeting Rooms can each function independently or divider walls can be opened for larger events. Each room can be equipped with tables and/or chairs and host a projected presentation or movie from a podium equipped with a laptop/network connection and AV equipment.

The Meeting Rooms share the auditorium lobby and restrooms and can be catered with serving carts from the meeting room kitchen.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 50	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes: Includes accommodations for 2 wheelchair patrons			

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PUBLIC WORKSTATIONS:

SERVICE POINTS: 1

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information  
Technology

Other Equipment

STAFF TECHNOLOGY

Information  
Technology

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Other Equipment

Podium w/ built-in  
amplifier/speaker/light

AV Carts w/built-in  
outlets

Data Projector

Notes:

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COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room 2

AREA NET ASF: 1,469

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Meeting room tables	24	40	960	20"x60"x34"h table, provide 2 stacking chairs per table
Low tables for wheelchair users	2	40	80	20"x60"x30"h table
Table top Podium	1		N/A	With network drop
Staff/Speaker table	1		40	20"x60"x34"h table, provide 1 stacking chair
Free Standing Podium	1		10	Network Drop Required
AV Screen	1		24	6' Wide Screen, Ceiling Mounted
Large Screen TV/VCR	1		10	In a movable rolling cabinet w/stereo surround system
Tack/white boards	2	30	60	Mounted on either end of room; 8LF each
Mobile A/V Carts	2	15	30	With built-in outlets



Infrared sound equipment	2	5	10	For the deaf
Data projector	1		N/A	Ceiling Mounted
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Contingency			0	
<hr/>				
Subtotal			1,224	
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Total			<b>1,469</b>	With 1.20 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room 3

AREA NET ASF: 750

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ACTIVITIES:

The Meeting Rooms can each function independently or divider walls can be opened for larger events. Each room can be equipped with tables and/or chairs and host a projected presentation or movie from a podium equipped with a laptop/network connection and AV equipment.

The Meeting Rooms share the auditorium lobby and restrooms and can be catered with serving carts from the meeting room kitchen.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 20	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes: Includes accommodations for 2 wheelchair patron			

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PUBLIC WORKSTATIONS:		SERVICE POINTS: 1	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY			STAFF TECHNOLOGY	
Information Technology	Other Equipment		Information Technology	Other Equipment
				Podium w/ built-in amplifier/speaker/light
				AV Carts w/built-in outlets
				Data Projector

Notes:

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COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room 3

AREA NET ASF: 750

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Meeting room tables	9	40	360	20"x60"x34"h table, provide 2 stacking chairs per table
Low tables for wheelchair users	2	40	80	20"x60"x30"h table
Table top Podium	1		N/A	With Network Drop
Staff/Speaker table	1		40	20"x60"x34"h table, provide 1 stacking chair
Free Standing Podium	1		10	Network Drop Required
AV Screen	1		24	6' Wide Screen, Ceiling Mounted
Large Screen TV/VCR	1		10	In a movable rolling cabinet w/stereo surround system
Tack/white boards	2	30	60	Mounted on either end of room; 8LF each
Mobile A/V Carts	2	15	30	With built-in outlets

Data Projector	1		N/A	Ceiling Mounted
Infrared sound equipment	2	5	10	For the deaf
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Contingency			0	
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Subtotal			624	
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Total			<b>750</b>	With 1.20 Gross Factor

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room Kitchen

AREA NET ASF: 250

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ACTIVITIES:

The Meeting Room Kitchen is directly adjacent to the lobby and serves refreshments and snacks or catered food to guests in the lobby area. The space can also be combined with the Auditorium Kitchen for large catering events.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other: 1-6
Notes:			

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PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
				Garbage disposal	
				Refrigerator	
				Ice maker	
				Microwave oven	
				3 Coffee makers	

Notes:

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room Kitchen

AREA NET ASF: 250

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Counter Space	1		98	15 lf of 30" deep counter space, with locking storage cabinets above and below. Includes triple sink with disposal, and countertop equipment
Refrigerator	1		25	
Freezer	1		25	
Garbage cans	2	15	30	
Metal serving carts	2	15	30	
<b>Contingency</b>			<b>0</b>	
<b>Subtotal</b>			<b>208</b>	
<b>Total</b>			<b>250</b>	With 1.20 Gross Factor



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AREA DATA FORM NUMBER: 2.J.1

COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room Support Area

AREA NET ASF: 198

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ACTIVITIES:

This area stores the tables, chairs and other equipment when they are not in use in the meeting rooms.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS:

SERVICE POINTS:

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information

Technology

Other Equipment

STAFF TECHNOLOGY

Information

Technology

Other Equipment

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Notes:

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COMPONENT: Auditorium and Meeting Rooms

SUBCOMPONENT: Meeting Room Support Area

AREA NET ASF: 198

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Chair Storage	1		80	Storage for 50 chairs on dollies
Table Storage	1		50	Storage for tables on dollies
Janitorial Closet	1		50	
Contingency			0	
Subtotal			180	
Total			198	With 1.10 Gross Factor