5. INFORMATION DESK AND POPULAR LIBRARY   3,358 SF

Subcomponents:

   a. Information / Advisory Desk
   b. Popular Library
   c. Audio Visual Collection

ACTIVITIES:

Volunteers or full time staff who will be available to assist the public with questions related to services and the collections will staff the information desk. The desk may serve as welcome and information services for the library building and may include display and access to library pamphlets, exhibit and other information about services.

The Information Desk serves as a general advisory point for readers seeking assistance related to new materials. Since the Fresno County Central Library is unlikely to be divided into a number of different subject departments, the Information Desk is designed as a service point to assist users and to make staff visible in what is expected to be a heavily trafficked area of the library.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Ready Reference	50	50	25

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:	SERVICE POINTS: 2	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
		2 Computers 1 Shared Printer	2 Telephones

Notes:

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant	0	2	2
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	Nsf	Comments
Info/Advisory Desk	1		200	32" high modular desk with 2 stations, 2 posture chairs, include wheelchair accessible portion.
Type 2 Workstation	2	90	180	9'-6"x9'-6" private office with 1 posture chair and 1 guest chairs, 1-66" shelf, 1 under counter vertical file cabinet, overhead storage
Shelving	1		18	Per Shelving Worksheet
Display Area Allowance	1		50	For display, exhibit, library pamphlet rack, and other information services
Computers	2		Inc.	Space Included in Info Desk
Shared Printer	1		13	3' of 30" deep counters with supply cabinets above – add to info desk
Telephone	2		Inc.	Space Included in Info Desk
Contingency			0	
Subtotal			461	

Total   **553**   With 1.20 Gross Factor

ACTIVITIES:

This area serves as a prominently located, high traffic display area for new or current adult books and materials housed in "bookstore-type" shelving with tilted shelves and lighted marquee tops.

The size of the collection in this area is an estimate. The popular library materials should rotate out of this area as demand declines with the materials rotating into the general fiction and non-fiction collections after a certain point.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Popular Collection Books	4200	4200	525

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS: 8	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information Technology	Other Equipment
8 OPAC Stations	
8 OPAC Printers	

STAFF TECHNOLOGY

Information Technology	Other Equipment

Notes:

COMPONENT: Information Desk and Popular Library

SUBCOMPONENT: Popular Library	AREA NET ASF: 874

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
Display Shelving			368	Per Shelving Worksheet
Display Case	2	50	100	30"x42" case, 1 is existing
OPAC Stations	8	19.5	156	3' of 30" deep counters with supply cabinets above
OPAC Printers	8	13	104	2' of 30" deep counters with supply cabinets above
Contingency			0	
Subtotal			728	
Total			**874**	With 1.20 Gross Factor

COMPONENT: Information Desk and Popular Library
SUBCOMPONENT: Audio Visual Collection   AREA NET ASF: 1,930

ACTIVITIES:

This area accommodates the adult AV collection with formats that include video and audiocassettes, DVDs, music CDs, CD-ROMs, books on cassette and CD's. The demand for non-print media continues to grow in public libraries. Media shelving and equipment makers are continually introducing new products and the media shelving and the media area will need to be planned flexibly since it is likely that media formats and demand will change and evolve over time.

The library is currently beginning to reduce the purchase of audiocassettes and it replacing them with CDs. This could drastically affect the shelving types between now and when the building is built. It is also increasing the size of the DVD collection. By the time the library is built, DVD may have replaced film. Over the life of the building other types of media will need to be accommodated, so the shelving in this area is expected to change every 5-7 years.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Compact Disks	325	1,625	34
Audio Cassettes	2,724	13,620	213
Videos	1,813	9,065	567

PUBLIC ACCOMODATION

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

Notes:

PUBLIC WORKSTATIONS: 4	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
4 OPAC Terminals			
4 OPAC Printers			

Notes:

COMPONENT: Information Desk and Popular Library

SUBCOMPONENT: Audio Visual Collection   AREA NET ASF: 1,930

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
CD Shelving			66	Per Shelving Worksheet
Audio Cassette Shelving			417	Per Shelving Worksheet
Video Shelving			1,065	Per shelving Worksheet
OPAC Terminals	4	19.5	78	3' of 30" deep counters with supply cabinets above
OPAC Printers	4	13	52	2' of 30" deep counters with supply cabinets above
Contingency			0	
Subtotal			1,678	
Total			**1,930**	With 1.15 Gross Factor