6. ADULT COLLECTIONS AND SEATING 67,182 SF

Subcomponents:
- a. Readers Advisory Desk
- b. Fiction and Non-Fiction Collections
- c. Biographies
- d. Mystery Science Fiction Western & Romance
- e. Large Print
- f. Paperbacks
- g. Oversize Folios
- h. Reader Seating
- i. Staff Offices

ACTIVITIES:

The readers' advisory desk accommodates staff that provides advice to readers accessing the adult fiction and non-fiction collections. Depending upon the placement of these collections, this service desk should provide a staff presence adjacent to these collections and may serve as a major service point on a floor.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Ready Reference	50	50	6

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel: 5	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	2 Telephones
		1 Shared Printer	1 Wireless Pager Base Station
			1 Wireless Phone

Notes:

		AREA DATA FORM NUMBER: 6.A.2
COMPONENT: Adult Collections and Seating		
SUBCOMPONENT: Readers Advisory Desk		AREA NET ASF: 678

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
Service Desk	1		200	32" high modular desk with 2 stations, 2 posture chairs, include accessible station for patrons in wheelchairs
Carrel	4		175	Grouped workstations for public use, including 4 chairs
Accessible Carrel	1		60	30" high carrel with 27" clearance
Display Case	2	50	100	
Multi-purpose PCs	2		Inc	Included in Service Desk
Shared Printer	1		13	2' of 30" deep counters with supply cabinets above
Wireless Pager Base	1		13	2' of 30" deep counters with supply cabinets above – for pagers and misc
Wireless Phone	1		Inc	Included in Wireless Pager Base
Shelving			4	Per Shelving Worksheet

Contingency	0	
Subtotal	565	
Total	**678**	With 1.20 Gross Factor

ACTIVITIES:

This area accommodates fiction and non-fiction collections on steel book stack shelving laid out in plan so that the sequence of the collection is arranged logically so that readers can self-navigate. The stacks should be arranged to maximize visual control from staff locations The building floor plan and structural elements need to be carefully considered to assist patron with way finding and self-navigation. Signage, particularly end of stack signage, will be important.

Adequate lighting to allow titles on bottom shelves to be read is essential.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Fiction + Non-Fiction	145,397	581,588	72,699

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Adult Collections and Seating

SUBCOMPONENT: Fiction and Non-Fiction Collections　　AREA NET ASF: 49,422

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
Shelving			42,407	Per Shelving Worksheet
Display Case	5	50	250	
Book Truck	10	5	50	
Wood Bin	1		50	For art prints, holds 12 prints
Sorting area allowance	4	50	200	For re-shelving materials dispersed throughout the stack area
Contingency			0	
Subtotal			42,957	
Total			**49,422**	With 1.15 Gross Factor

COMPONENT: Adult Collections and Seating
SUBCOMPONENT: Biographies

AREA NET ASF: 2,055

ACTIVITIES:

See previous section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Biographies	12,254	24,508	3,064

PUBLIC ACCOMODATION

Single Table: Group Table: Group Meeting: Group Technology:

Carrel: Lounge: Bench: Other:

Notes:

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Adult Collections and Seating

SUBCOMPONENT: Biographies   AREA NET ASF: 2,055

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
Shelving			1,787	Per Shelving Worksheet
Contingency			0	
Subtotal			1,787	
Total			**2,055**	With 1.15 Gross Factor

COMPONENT: Adult Collections and Seating

SUBCOMPONENT: Mystery, Science Fiction, Western & Romance

AREA NET ASF: 1,175

ACTIVITIES:

See Previous Section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Mystery, Science fiction, Western, Romance	7,003	14,006	1,751

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

	AREA DATA FORM NUMBER: 6.D.2
COMPONENT: Adult Collections and Seating	
SUBCOMPONENT: Mystery, Science Fiction, Western & Romance	AREA NET ASF: 1,175

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
Shelving			1,021	Per Shelving Worksheet
Contingency			0	
Subtotal			1,021	
Total			**1,175**	With 1.15 Gross Factor

COMPONENT: Adult Collections and Seating	
SUBCOMPONENT: Large Print	AREA NET ASF: 388

ACTIVITIES:

This area accommodates materials generally used by seniors. They should be shelved at waist height and bench seating (space N/A) should be nearby to allow patrons to perch even during the selection process. Large print materials are likely to grow in popularity. Collection development plans by the library will influence how fast these collections will grow. Lighting and signage needs to be appropriate to the needs of an older population.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Large Print	1,267	3,801	475

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
1 Assistive Technology PC			

Notes:

			AREA DATA FORM NUMBER: 6.E.2

COMPONENT: Adult Collections and Seating

SUBCOMPONENT: Large Print   AREA NET ASF: 388

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
Shelving			277	Per Shelving Worksheet
Display Case	1		50	
Accessible Carrel	1		60	3'-0"x4'-0" 1-person, wired for auto lift mechanism, top of desk adjustable from 30"-45"
Contingency			0	
Subtotal			337	
Total			**388**	With 1.15 Gross Factor

ACTIVITIES:

The area accommodates multiple copies of popular materials. Paperbacks are typically shelved on informal spinners placed where they are easily browed along the major circulation ways.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Paperbacks			64

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

		AREA DATA FORM NUMBER: 6.F.2

COMPONENT: Adult Collections and Seating

SUBCOMPONENT: Paperbacks AREA NET ASF: 470

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
Spinner Racks	8	51	408	Per Shelving Worksheet
Contingency			0	
Subtotal			408	
Total			**470**	With 1.15 Gross Factor

	AREA DATA FORM NUMBER: 6.G.1
COMPONENT: Adult Collections and Seating	
SUBCOMPONENT: Oversize Folios	AREA NET ASF: 160

ACTIVITIES:

See above.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Oversize Folios	897	1,794	224

PUBLIC ACCOMODATION

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

Notes:

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information Technology	Other Equipment

STAFF TECHNOLOGY

Information Technology	Other Equipment

Notes:

	AREA DATA FORM NUMBER: 6.G.2
COMPONENT: Adult Collections and Seating	
SUBCOMPONENT: Oversize Folios	AREA NET ASF: 160

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
Shelving			139	Per Shelving Worksheet
Contingency			0	
Subtotal			139	
Total			**160**	With 1.15 Gross Factor

| COMPONENT: Adult Collections and Seating | |
| SUBCOMPONENT: Reader Seating | AREA NET ASF: 12,479 |

ACTIVITIES:

Reader seating should be incorporated throughout the stack areas with different configurations of lounge, table, and carrel seating. Tables should be of different sizes.

Much of the seating should be near windows to take advantage of natural light and views are important.

Multi purpose PC stations will be grouped together in an area where patrons can easily find them and where staff can assist patrons easily. These areas do not need as much light, and should be closely integrated with the collections. It is typical to locate the dedicated OPAC's near the entry to the collection.

Visual control of all patron seating areas is important, however in a large library it is impossible to maintain visual control from a service desk. A library of this size is predicated on the service model of roving staff, which is not sitting at the service desk, but up and around assisting patrons throughout the collection and at electronic workstations.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

Single Table: 50	Group Table: 100	Group Meeting: 16	Group Technology:
Carrel: 16	Lounge: 24	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS: 46	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
16 OPAC Terminals			
30 Multi-Purpose PCs			
16 Printers			

Notes:

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
Carrel	16		952	3'-0"x4'-0" 1-person carrels in groups of 2, 1 chair each
Reader Table	25	100	2,500	3'-6"x6'-0" 4-person tables with 4 chairs
Lounge Chair	24		852	2'-9"x2'-9" padded chairs
1-Person Table	50		2,975	3'-0"x4'-0" 1-person tables in groups of 2, 1 chair each
4-Person Group Study Room	4	150	600	3'-6"x6'-0" 4-person tables with 4 chairs, view panel in door, task lighting, adequate sound proofing, white board, self and laptop connections.
Display Cabinet	10	20	200	
OPAC Terminals	16	19.5	312	3' of 30" deep counters with supply cabinets above

Multi-Purpose PC Stations (Electronic Carrels)	30	60	1,800	3'-0"x4'-0" 34" height, 1 chair each, wired for equipment use (NO PRINTERS)
Multi-Purpose PCs	30		Inc	Space Included in PC Stations
OPAC Printers	16	13	208	2' of 30" deep counters with supply cabinets above
Contingency			0	
Subtotal			10,399	
Total			**12,479**	With 1.20 Gross Factor

COMPONENT: Adult Collections and Seating
SUBCOMPONENT: Staff Offices   AREA NET ASF: 354

ACTIVITIES:

This area accommodates library staff when they are assigned to the public services desk or floor. Consider locating this space with acquisitions or collection development. Library to verify if the space needs additional shelving above and beyond storage space.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

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

Notes:

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS: 2

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
		2 Multi-Purpose PCs	
		2 Printers	

Notes:

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager	1	1	1
Assistant Manager			
Librarian	1	1	1
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, 2-66" shelves, under counter file cabinet, overhead storage
Type 2 Workstation	1		90	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
Multi-Purpose PCs	2		Inc	Space Included in Workstations
Counter Workstation	10	7.5	75	10 lf of counter space with supply cabinets above and below
Printers	2		Inc	Space included in counter workstation
Contingency			0	
Subtotal			295	
Total			**354**	With 1.20 Gross Factor