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## 7. REFERENCE SERVICES

17,665

SF

Subcomponents:

- a. Reference Services Desk
- b. Reference Services Collections & Seating
- c. Photo Copiers / Change machine
- d. Reference Terminals
- e. Business Reference and Services
- f. Reference Oversize
- g. Auto Repair
- h. Telephone Book Collection
- i. Career Center
- j. Reference Services Conference Room
- k. Reference Services File and Equipment Center
- l. Reference Services Offices and Workroom
- m. Telephone Center

COMPONENT: Reference Services

SUBCOMPONENT: Reference Services Desk

AREA NET ASF: 713

ACTIVITIES:

This desk provides help to patrons navigating the library's catalog or internet terminals. The staff will utilize reference books, on-line data base services, the library's on-line catalog, microforms CDROMS, and newspaper and periodical indices.

If possible the desk should be obvious to those entering the library and should provide sight lines for staff to supervise the reference area. The reference desk should be designed to provide staff easy access in and out of the desk areas. It should accommodate terminals and be flexible or adjustable to accommodate staff.

Staff should be able to leave the desk easily to assist patrons at computers or in the book stacks. Three sides of the desk should be configured so as to not allow the public to lean over the staff space. The rear area could be configured with bookshelves or file cabinets.

The reference service desk might be configured to accommodate additional staff or volunteers who work with the reference staff as a team to supply instruction and support to users requiring assistance with electronic information sources or computing equipment.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Ready Reference	200	200	25

PUBLIC ACCOMODATION

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

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PUBLIC WORKSTATIONS:

SERVICE POINTS: 3

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information  
Technology

Other Equipment

1 TDD machine

STAFF TECHNOLOGY

Information  
Technology

Other Equipment

3 Computers

3 Printers

3 Slave Monitors

1 Portable Palmtop PC

2 Telephones

1 Wireless Pager Base  
Station

3 Wireless Phones

Notes:

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COMPONENT: Reference Services

SUBCOMPONENT: Reference Services Desk

AREA NET ASF: 713

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		275	42" high modular desk with 3 stations, 3 high posture chairs, include 32" high accessible station for patrons in wheelchairs. Include shelving for ready reference
Service Desk Extension			200	Contingency for allowed space for 4-6 large open reference books per staff station. - Design service desk accordingly.
Multi-Purpose PCs	3		Inc.	Space Included in Service Desks
Slave Monitors	3	13	39	Add Space for slave monitors - located at service desk
Printers	3	13	39	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
Portable Palmtop PC	1		Inc.	Space Included in Pager Base

Portable Telephones	3	Inc.	Space Included in Service Desks
Shelving		Inc.	Space Included in Service Desks
TDD Machine	1	13	2' of 30" deep counters with supply cabinets above
Supply Storage	1	15	
<hr/>			
Contingency		0	
<hr/>			
Subtotal		594	
<hr/>			
Total		<b>713</b>	With 1.20 Gross Factor

COMPONENT: Reference Services

SUBCOMPONENT: Reference Services Collections & Seating

AREA NET ASF: 5,168

ACTIVITIES:

This area accommodates the reference collection and seating for the public. The reference collections are organized into the reference materials on open shelving accessible to users and near the reference service desk. A portion of the reference collection comprised of older materials is housed elsewhere in storage and retrievable by staff. The reference collection includes books, oversize materials, and folios including dictionaries, atlases, and telephone books.

Multipurpose PC's for one reference and use of the library's databases are located here.

Two collections with subject focus include business/Investing and the Career Center which might contain books, periodicals, terminals, and other materials. These centers do not feature separate service desks but are serviced by the reference desk by staff with specialized expertise.

COLLECTION

Type	Existing Collection	Future Collection	LF Capacity
Reference Volumes	14,052	14,052	1,757

PUBLIC ACCOMODATION

Single Table:	Group Table: 48	Group Meeting:16	Group Technology:
Carrel: 6	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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AREA DATA FORM NUMBER: 7.B.2

COMPONENT: Reference Services

SUBCOMPONENT: Reference Services Collections & Seating

AREA NET ASF: 5,168

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
Reference Shelving			1,025	Per Shelving Worksheet
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.
Index table	1		200	48"x90" double tier
Reader Table	12	100	1,200	3'-6"x6'-0" 4-person table with 4 chairs
Carrel	6		357	3'-0"x4'-0" 1-person carrels in groups of 2, 1 chair each
Dictionary Stand	2	25	50	Freestanding with a sloped top
Atlas Case/Stand	2	25	50	
Lateral File Cabinet	16	20	320	With locks
Map Case	10	35	350	Per Shelving Worksheet



Map Case	4	26	104	Per Shelving Worksheet
Microfiche Reader	1		35	
Microfiche Printer	1		15	
<hr/>				
Contingency			0	
<hr/>				
Subtotal			4,306	
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Total			<b>5,168</b>	With 1.20 Gross Factor

COMPONENT: Reference Services

SUBCOMPONENT: Photo Copiers / Change Machine

AREA NET ASF: 527

ACTIVITIES:

This area provides equipment where users can bring materials to photocopy using self-service machines. Consider providing two copy machines with card readers, provide change machines. Copy cards could be sold through the circulation desk. Photocopy cards are a user convenience. Explore utilizing credit card readers for photocopy machines such as Kinko's.

Provide cabinet with flat top with storage in base for paper and flat top for use by users to rest materials. Consider providing basic supplies such as staplers. Consider providing flat bed paper cutter in this area. (not included in equipment list). Adequate vents, air circulation, and acoustical treatment will be important for this area.

This area also includes remote networked printers supporting the public access PCs in the Adult Collections and Reference Services areas.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

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

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PUBLIC WORKSTATIONS: 2

SERVICE POINTS:

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information  
Technology

Other Equipment

16 Remote Printers

2 Photocopiers

2 Telephones

1 Diskette Dispenser

STAFF TECHNOLOGY

Information  
Technology

Other Equipment

Security Cameras

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Notes:

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COMPONENT: Reference Services

SUBCOMPONENT: Photo Copiers / Change Machine

AREA NET ASF: 527

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
Photocopier	2		78	12 lf space for copiers
Trash and Recycling	1		78	12 lf space for Trash receptacle, white paper recycling and colored paper recycling
Remote Printers	16	13	208	2' of 30" deep counters with supply cabinets above
Change Machine	1		12	
Print Card Vending	1		12	
Diskette Dispenser	1		12	
Storage	1		39	6 lf counter space for working and storage of paper and supplies
Contingency			0	
Subtotal			439	
Total			527	With 1.20 Gross Factor

COMPONENT: Reference Services  
SUBCOMPONENT: Reference Terminals

AREA DATA FORM NUMBER: 7.D.1

AREA NET ASF: 2,903

ACTIVITIES:

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel: 14	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS: 49

SERVICE POINTS:

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information

Other Equipment

Technology

STAFF TECHNOLOGY

Information

Other Equipment

Technology

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31 Multi-Purpose

Computers

16 OPAC computers

1 Assistive

Technology PC

2 Scheduling Stations

Notes:

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COMPONENT: Reference Services

SUBCOMPONENT: Reference Terminals

AREA NET ASF: 2,903

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
OPAC Terminals	16	19.5	312	3' of 30" deep counters with supply cabinets above
Scheduling Stations	2	19.5	39	3' of 30" deep counters where patrons walk up to a OPAC-Like terminal and can schedule a time to work on the multipurpose PCs. Consider library card reader for this purpose that uniquely identifies a patron connecting them with their computer allotment for the day.
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)
Accessible Carrel	1		60	3'-0"x4'-0" 1-person, wired for auto lift mechanism, top of desk adjustable from 30"-45"
Multipurpose PCs	31		Inc.	Space Included in Carrels
OPAC Printers	16	13	208	2' of 30" deep counters with supply cabinets above

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Contingency	0	
Subtotal	2,419	
Total	2,903	With 1.20 Gross Factor

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COMPONENT: Reference Services

SUBCOMPONENT: Business Reference and Services

AREA NET ASF: 2,568

ACTIVITIES:

This area contains materials related to business and investing topics. Materials accommodated in this area include books and audio visual materials. Workstations are located here specifically for accessing online business and investment databases.

This area does not have a separate service desk. It is supervised by the reference department where there is staff with specialized business reference expertise who will lend their assistance. This department therefore should be located in proximity to the reference service desk, and have visual control for that location.

Signage should be provided to identify this special collection to patrons entering and using the reference services area. Ensure identification of this area on maps, computer guides, etc.

Currently all newspapers/periodicals are located in one location: (Magazines, Newspapers, and Government Documents). The patrons using this section will also reference business related newspapers & periodicals. Proximity or overlap should be considered. Library to clarify how these items will be dealt with (ie. If the overlap is not possible, where these documents will be located or if the library will start receiving 2 copies and locating them in each section, or if they will be accessed electronically.)

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Business Reference	8,000	8,000	1,333
Business Periodicals			

PUBLIC ACCOMODATION

Single Table:	Group Table: 12	Group Meeting:	Group Technology:
Carrel:	Lounge: 12	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS: 6

SERVICE POINTS:

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information

Other Equipment

Technology

STAFF TECHNOLOGY

Information

Other Equipment

Technology

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6 Multipurpose PCs

2 Shared Printers

Notes:

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COMPONENT: Reference Services

SUBCOMPONENT: Business Reference and Services

AREA NET ASF: 2,568

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			778	Per Shelving Worksheet
Multi-Purpose PC Stations	6	60	360	3'-0"x4'-0" 34" height, 1 chair each, wired for equipment use
Shared Printers	2	13	26	2' of 30" deep counters with supply cabinets above
Display Table	1		50	
Display Case	3	50	150	
Atlas Case	1		25	
Dictionary Stand	1		25	
Reader Table	3	100	300	3'-6"x6'-0" 4-person tables with 4 chairs
Lounge Chair	12		426	2'-9"x2'-9" padded chairs
Contingency			0	
Subtotal			2,140	
Total			2,568	With 1.20 Gross Factor



COMPONENT: Reference Services

SUBCOMPONENT: Reference Oversize

AREA NET ASF: 38

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ACTIVITIES:

This area accommodates specific furnishings or casework for oversized materials.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Oversized Reference	200	300	38

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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: Reference Services

SUBCOMPONENT: Reference Oversize

AREA NET ASF: 38

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
Oversized Reference Shelving			33	Per Shelving Worksheet
Contingency			0	
Subtotal			33	
Total			38	With 1.15 Gross Factor

COMPONENT: Reference Services

SUBCOMPONENT: Auto Repair

AREA NET ASF: 170

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ACTIVITIES:

This area accommodates specific furnishings or other items that assist patrons in using this collection.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Auto Repair Manuals	754	1,508	251

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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	

Notes: Terminals are located in 7.D

COMPONENT: Reference Services	AREA DATA FORM NUMBER: 7.G.2
SUBCOMPONENT: Auto Repair	AREA NET ASF: 170

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			147	Per Shelving Worksheet
Contingency			0	
Subtotal			147	
Total			170	With 1.15 Gross Factor

COMPONENT: Reference Services

SUBCOMPONENT: Telephone Books

AREA NET ASF: 135

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ACTIVITIES:

This area accommodates special shelving and seating that assists patrons in using the collection.

This space should be located in proximity to the reference desk and standing consultation counters.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Telephone Books			100

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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	

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Notes: Terminals are located in 7.D

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COMPONENT: Reference Services

SUBCOMPONENT: Telephone Books

AREA NET ASF: 135

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
Consultation Counters	3	19.5	58.5	3' (9' total) of 30" deep counters with supply cabinets above
Shelving			58	Per Shelving Workbook
Contingency			0	
Subtotal			117	
Total			135	With 1.15 Gross Factor

COMPONENT: Reference Services

SUBCOMPONENT: Career Center

AREA NET ASF: 1,866

ACTIVITIES:

This area contains career and job-related information including civil service study guides, professional test materials, certification information and other materials related to workplace, career, and job issues. Materials for assessing and choosing a college are located here. Trade school, information on financial aid and scholarships, and materials for assistance with ACT, SAT, GED tests will also be located here.

This area will provide displays for new items and information about testing schedules and test-taking seminars. Bulletin board space is provided for posting job, resource, and information about community programs.

Signage should be provided to identify this special collection visible to users entering and using the reference services area. Ensure identification on this area on maps, computer guides, etc. Use signage designation of "Job Career Resource Center" "Career Collection."

This area should be located near the Young Adult Section and have visual control from the reference services desk.

Workstations here should provide access to specialized electronic resources related to career, job, and workplace issues such as providing software programs for resume writing, and access to Internet job sites.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Career	500	1,500	188

PUBLIC ACCOMODATION

Single Table:	Group Table: 12	Group Meeting:	Group Technology:
Carrel:	Lounge: 12	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS: 8

SERVICE POINTS:

STAFF WORKSTATIONS:

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PUBLIC TECHNOLOGY

Information

Other Equipment

Technology

STAFF TECHNOLOGY

Information

Other Equipment

Technology

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8 Multipurpose PCs

2 Shared Printers

Notes:

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COMPONENT: Reference Services

SUBCOMPONENT: Career Center

AREA NET ASF: 1,866

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			109	Per Shelving Worksheet
Multi-Purpose PC Stations	8	60	480	3'-0"x4'-0" 34" height, 1 chair each, wired for equipment use
Shared Printers	2	13	26	2' of 30" deep counters with supply cabinets above
Display Table	1		50	
Reader Table	3	100	300	3'-6"x6'-0" 4-person tables with 4 chairs
Bulletin Board	2	32	64	6' of wall mounted bulletin board with 12" counter for pamphlets.
Lateral File Cabinet	5	20	100	With locks
Lounge Chair	12		426	2'-9"x2'-9" padded chairs
Contingency			0	
Subtotal			1,555	
Total			1,866	With 1.20 Gross Factor

COMPONENT: Reference Services  
SUBCOMPONENT: Reference Services Conference  
Room

AREA DATA FORM NUMBER: 7.J.1

AREA NET ASF: 506

ACTIVITIES:

This area provides dedicated conference space for Reference Services with seating for 12. The room should be equipped for a computer based presentation as well as DVD and VHS video. It should also have good pin up space

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 12	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			



PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS: 1	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
		1 Workstation		2 Telephones	
		1 Data Projector		1 Speaker-Phone	
				1 VHS Player	
				1 DVD Player	

Notes:

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COMPONENT: Reference Services  
 SUBCOMPONENT: Reference Services Conference  
 Room

AREA DATA FORM NUMBER: 7.J.2

AREA NET ASF: 506

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
Conference Table	1		350	With Seating for 12 wired for power and internet connections
Podium	1		35	Includes workstation and connection for laptop to power, sound, network, and display. Consider light control from podium; base stores video equipment if necessary (library to specify equipment)
White Board	1		20	8' of wall mounted erasable white board.
Screen	1		16	6' wide Retractable ceiling hung screen for projector.
Projector	1		N/A	Ceiling Mounted, connection for podium workstation and laptop
Telephone	2		Inc.	Wall Mounted
Speaker-phone	1		Inc.	Space included in Conference Table.

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Contingency	0	
Subtotal	421	
Total	<b>506</b>	With 1.20 Gross Factor

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COMPONENT: Reference Services  
SUBCOMPONENT: Reference Services File & Equipment  
Center

AREA DATA FORM NUMBER: 7.K.1

AREA NET ASF: 274

ACTIVITIES:

This area accommodates files used by staff and equipment necessary for communications with patrons, other libraries and among staff.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Industrial			100

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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AREA DATA FORM NUMBER: 7.K.2

COMPONENT: Reference Services

SUBCOMPONENT: Reference Services File & Equipment  
Center

AREA NET ASF: 274

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
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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
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Shelving			88	(Per Shelving Worksheet)
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Lateral File Cabinets	10	15	150	
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Contingency			0	
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Subtotal			238	
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Total			274	With 1.15 Gross Factor
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COMPONENT: Reference Services  
 SUBCOMPONENT: Reference Services Offices & Workroom

AREA NET ASF: 2,486

ACTIVITIES:

This area accommodates staff offices, workroom space, and equipment and files needed and used by staff. This area will accommodate staff while they are “off-desk” Staff housed in this area will staff the reference services desk and supervise the business and career areas.

The library is to determine if an area is needed to house the telephone reference center with workstations to accommodate email/chat reference work.

This area should be located in proximity to the reference services desk so staff can easily move between the two locations.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
	1,806	1,806	132

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: 25.5

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PUBLIC TECHNOLOGY

Information  
Technology

Other Equipment

STAFF TECHNOLOGY

Information  
Technology

Other Equipment

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19 Computers

19 Telephones

19 Printers

1 RFID Scanner

1 Document Scanner

1 Fax Machine

4 Portable Palmtop  
PCs

1 Battery Charging  
Station

1 Portable Phone

Notes:

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COMPONENT: Reference Services  
 SUBCOMPONENT: Reference Services Offices &  
 Workroom

AREA NET ASF: 2,486

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager	1	1	1
Librarian (Reference)	8	8	8
Librarian (Brnch Ref Sel)	1	1	1
Librarian (Business)	1	1	1
Librarian (Career)	1	1	1
Library Assistant	2	2	2
Library Assistant (Career)	1	1	1
Library Aide	2	2	2
Library Aide (Career)	1	1	1

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. One drawer should be lockable to store personal items.
Type 2 Workstation	11	90	990	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
Type 3 Workstation	3	64	192	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Counter Workstations	3	39	117	30" deep counter workspace with 1 posture chair, file storage below, and overhead storage
Scanner at Document Scanner Station	1		39	30"x6'-0" 1-person counter, 1 posture chair, network drop, computer, scanner, NO PRINTER
Computers	19		Inc	Space Included in Workstations and Scanner Station
Printers	19	13	247	2' of 30" deep counters with supply cabinets above

RFID Scanner	1	19.5	3' of 30" deep counters with supply cabinets above
Fax Machine	1	19.5	3' of 30" deep counters with supply cabinets above
Battery Charging Station	1	19.5	3' of 30" deep counters with supply cabinets above
Portable Palmtop PCs	4	Inc.	Space Included in Charging Station
Wireless Phone	1	Inc.	Space Included in Charging Station
Shelving		132	Per Shelving Worksheet
File Storage	1	100	
Work Counter	1	65	10 If including sink and overhead storage cabinets
Bulletin Board	1		Wall mounted, for notices
Contingency		0	
Subtotal		2,071	
Total		2,486	With 1.20 Gross Factor

COMPONENT: Reference Services

SUBCOMPONENT: Telephone Center

AREA NET ASF: 311

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ACTIVITIES:

Staff here helps patrons who contact the library via phone. This area should be in close proximity to the reference desk and its ready reference collection.

Reference librarians cover staffing and support staff already accounted for in this program.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Ready Reference	200	200	25

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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	
			2 Multipurpose PCs	1 Fax Machine
			2 Palm PCs	2 Telephones
			2 Printers	2 Hands free/cordless headsets
			1 scanner	1 copy machine

Notes:

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COMPONENT: Reference Services

SUBCOMPONENT: Telephone Center

AREA NET ASF: 311

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
Type 3 Workstation	2	64	192	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Scanner	1	13	13	2 lf of 30" depth counter with storage above and below
Printers	2	13	26	2 lf of 30" depth counter with storage above and below
Multipurpose PCs	2		Inc.	Space Included in Workstations
Shelving			15	(Per Shelving Worksheet)
Palm PCs	2		Inc.	Space Included in Workstations
Fax Machine	1		13	2 lf of 30" depth counter with storage above and below
Contingency			0	
Subtotal			259	
Total			311	With 1.20 Gross Factor