

Subcomponents:

- a. YA Service Desk
- b. YA Teen Collection Books
- c. YA Paperbacks
- d. Activity Center and Seating
- e. Group Study Rooms
- f. Homework Project Center
- g. Programming Room / Storage
- h. Terminals

COMPONENT: Young Adults / Teens

SUBCOMPONENT: YA/Teen Service Desk

AREA NET ASF: 622

ACTIVITIES:

This area accommodates the service desk for the Teen/YA component of the Library.

This area also includes remote networked printers supporting the public access PCs in the Teen/Young Adult area.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Ready Reference	100	100	13

PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:

SERVICE POINTS: 1

STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information

Other Equipment

Technology

3 Remote Printers

STAFF TECHNOLOGY

Information

Other Equipment

Technology

3 Computers

1 Wireless Pager Base

1 Slave Monitor

1 Wireless Phone

3 Local Printer

Notes:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: YA/Teen Service Desk

AREA NET ASF: 622

STAFFING:

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

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Service Desk	1		200	36" high modular desk with 2 stations, 2 posture chairs, station should be accessible for patrons in wheelchairs. Include shelving for ready reference
Type 1 Workstation	1		130	10'-0"x12'-0" Private Office with 1 posture chair and 2 guest chairs, 2-66" high shelves for 300 vol., file cabinet, overhead storage
Type 2 Workstation	1		90	8'-6"x9'-6" Cubicle with 1 posture chair and 1 guest chair, 1-42" high shelf for 75 vol., overhead storage
Multipurpose PCs	3		Inc.	Space Included in Service Desk and Workstations
Printers	6	13	78	2' of 30" deep counters with supply cabinets above
Slaved Monitor	1		13	2' of 30" deep counters with supply cabinets above

Wireless Pager Base	1	Inc.	Space Included in Service Desk
Wireless Phone	2	Inc.	Space Included in Service Desk
Telephone	2	Inc.	Space Included in Workstations
Shelving		7	Per Shelving Worksheet
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Contingency		0	
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Subtotal		518	
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Total		622	With 1.20 Gross Factor

COMPONENT: Young Adults / Teens

SUBCOMPONENT: YA Teen Collection Books

AREA NET ASF: 1,973

ACTIVITIES:

This area accommodates the collection. Staff needs to confirm the actual and future planned size of this collection.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Books	2,580	5,160	645
Compact Discs	205	TBD	
Videos	118	TBD	

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

Telephone

STAFF TECHNOLOGY

Information

Technology

Other Equipment

Notes:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: YA Teen Collection Books

AREA NET ASF: 1,973

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			645	Per Shelving Worksheet
AV Shelving			1,000	Allotment – 84” high, 16” deep double sided shelving, with CD, Audio Cassette and Video type variable shelving
Telephone Alcove	1		20	
Display Area	1		50	
Contingency				
Subtotal			1,715	
Total			1,973	With 1.15 Gross Factor

COMPONENT: Young Adults / Teens
SUBCOMPONENT: YA Paperbacks

AREA DATA FORM NUMBER: 10.C.1

AREA NET ASF: 524

ACTIVITIES:
See adult paperbacks.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Paperbacks	214	1,070	71

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:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: YA Paperbacks

AREA NET ASF: 524

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 Rack		51	455	Per Shelving Worksheet
Contingency			0	
Subtotal			455	
Total			524	With 1.15 Gross Factor

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Activity Center and Seating

AREA NET ASF: 1,898

ACTIVITIES:

This area accommodates a semi-enclosed area with comfortable furniture, listening devices, a large screen TV. It should be multipurpose area suitable for small performances, small cultural events of interest to teens, and impromptu group activities.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Periodicals			
Special Materials			

PUBLIC ACCOMODATION

Single Table: 6	Group Table: 4	Group Meeting:	Group Technology:
Carrel: 10	Lounge: 8	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS: 12

SERVICE POINTS:

STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information
Technology

Other Equipment

8 Internet Computers

2 Shared Printers

2 Televisions

8 Headsets

4 Cassette/CD

listening stations

8 headphones (2 per

station above)

STAFF TECHNOLOGY

Information
Technology

Other Equipment

Notes:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Activity Center and Seating

AREA NET ASF: 1,898

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
Multi-Purpose PC Stations (Electronic Carrels)	8	60	480	3'-0"x4'-0" 34" height, 1 chair each, wired for equipment use (NO PRINTERS)
Multipurpose PCs	8		Inc	Space Included in PC Stations
Lounge Chair	8	35.5	284	2'-9"x2'9" padded chair, in groups of 4
Electronic Classroom Table (listening station)	4	52	208	30"x72"x34"h 2-person desk, 2 posture chairs each, wired for laptop use, each with a cd/cassette play and 2 headphones.
Wired Table	6		263	3'-0"x4'-0" 1-person study table in group of 6, 1 chair each, wired
Game Table	2		200	3'-6"x3'-6" table with 2 chairs, for chess or checkers
TV/VIDEO Stations (Electronic Carrels)	2	60	120	3'-0"x4'-0" 34" height, 1 chair each, wired for TV/VIDEO

Shared Printers	2	13	26	2' of 30" deep counters with supply cabinets above
Contingency			0	
Subtotal			1,581	
Total			1,898	With 1.20 Gross Factor

COMPONENT: Young Adults / Teens
SUBCOMPONENT: Group Study Rooms

AREA NET ASF: 960

ACTIVITIES:

Group study rooms are scattered throughout the library, these should be dedicated to teen study groups or tutoring. If enough room can be built-in, a group of teams may be able to secure a room for a week or so to complete a project together. Each room ought to be equipped with data access and there should be room to store materials checkout out for a project.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table: 4	Group Meeting: 16	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:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Group Study Rooms

AREA NET ASF: 960

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
Group Study Rooms	4	150	600	3'-6"x6'-0" 4 Person Table with 4 chairs, electrical and network drops for laptops, and a white board, in a private enclosed rooms, with glass storefront for supervision with adequate sound proofing.
Wired Table	2		200	3'-6"x4'-6" 2-person wired study table, 2 chairs each
Contingency			0	
Subtotal			800	
Total			960	With 1.20 Gross Factor

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Homework Project Center

AREA NET ASF: 1,068

ACTIVITIES:

This is an area where teens can prepare homework and school projects. The area should have all the supplies necessary to produce school project including racks to hold large rolls of paper that can be torn off, laminator equipment, flat tables, supplies and adjacency to a copier. Increasing teens are producing reports electronically and need the ability to burn a CD or produce a Power Point presentation nearby.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS: 13

SERVICE POINTS:

STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information

Other Equipment

Technology

13 Computers

4 Shared Printers

STAFF TECHNOLOGY

Information

Other Equipment

Technology

Notes:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Homework Project Center

AREA NET ASF: 1,068

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
Work Counter	1		65	10 lf 30" deep counter space for project preparation
Paper Rolls	1		33	5 lf space for wall mounted large rolls of brown paper
Scanner Terminal	1		39	6 lf counter for computer terminal and scanner station, with color inject printer
Photocopy Machine	1		39	6 lf
Paper Cutter	1		26	4 lf 30" deep counter space with cabinets above for supply storage
Trash and Recycling	1		65	10 lf space for Trash receptacle, white paper recycling and colored paper recycling
Multi-Purpose PC Stations (2 Person Stations)	6	91	546	3'-0"x8'0" 34" height, 2 chairs each, wired for equipment use 2 PCs Each

Shared Printers	4	13	52	2' of 30" deep counters with supply cabinets above
Multipurpose PCs	13		Inc.	Space Included in PC Stations and Scanner Terminal
Storage Closet	1		25	With shelves for supplies
White Board	1		Inc.	Wall mounted
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Contingency			0	
Subtotal			890	
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Total			1,068	With 1.20 Gross Factor

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Programming Room/Storage

AREA NET ASF: 1,637

ACTIVITIES:

This area accommodates planned teen/YA programs in a flat floor, multipurpose space.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information	Other Equipment	Information	Other Equipment
Technology		Technology	
		1 data projector	

Notes:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Programming Room/Storage

AREA NET ASF: 1,637

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
Folding Table	10	100	1,000	Adult height folding table with 1 dolly per 5 tables
Stacking Chair Dollies	5	25	125	Adult height chairs with 10 chairs per dolly
Additional Program Space	1		30	Miscellaneous space for program activities
Mobile Cabinet	1		10	For TV monitor and VCR, locking
Mobile AV Stand	1		10	For film and other AV presentations, with two shelves and locking cabinet
Counter Space	1		65	10 lf of counter space with sink and overhead lockable cabinet space
Wall Mounted Screen	1		24	6' Screen
Storage Room	1		100	For storage of table and chair dollies, equipment and supplies
Data Projector			Inc.	Included in Storage Space

Contingency	0	
Subtotal	1,364	
Total	1,637	With 1.20 Gross Factor

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Terminals

AREA NET ASF: 1,176

ACTIVITIES:

This area accommodates workstations for OPAC terminals and multipurpose PC's interspersed with other elements Young Adults / Teens Section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

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

PUBLIC WORKSTATIONS: 20

SERVICE POINTS:

STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information

Other Equipment

Technology

STAFF TECHNOLOGY

Information

Other Equipment

Technology

8 OPAC Terminals

8 OPAC Printers

12 Computers

Notes:

COMPONENT: Young Adults / Teens

SUBCOMPONENT: Terminals

AREA NET ASF: 1,176

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	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
Multi-Purpose PC Stations (Electronic Carrels)	12	60	720	3'-0"x4'-0" 34" height, 1 chair each, wired for equipment use (NO PRINTERS)
Contingency			0	
Subtotal			980	
Total			1,176	With 1.20 Gross Factor