

Staff Library Visits 10/10/12

Area	Features to Consider	General Impression
Entrance	<i>Clearly defined entrance;</i> <i>Easy Access;</i> <i>Close to Parking;</i>	Enter library and community room from main entrance Ability to use community space without accessing library Bathrooms accessible from community room if library is locked <hr/>
Lobby	<i>Type of door;</i> <i>Flooring; community and library bulletin board/display space;</i> <i>access to community room and bathrooms; storage for broom/shovel</i>	In-floor heat Kick stand on doors censored lights large tiled floor that prevents dirt from entering library dark grout between tile easier to keep clean lots of natural light in lobby area <hr/> Door handles and hardware need to match two levels doors that are too heavy not enough bulletin board space for notices- looks sloppy
Restrooms	Location; Flooring; Lighting; Number of Stalls; Diaper changing table; Hand dryers; Soap; Fixtures; consider noise level of fixtures	Toilets off floor – easier to clean Speckled granite – hides dirt Staff restroom Public toilets outside of library Diaper changing station in both bathrooms Automatic flush toilets, faucets and paper dispensers At least two stalls are nice
Circulation Desk	Location to Entrance; Height of desk; Multipurpose—Adult and Children’s; Work Spaces; Shelving (and Height); Colors; lock drawer for money; visibility to rest of library; technology, electrical, phone outlets; Other Functions	Kick plate Sliding glass window panel to work area Important hold shelf stuff kept at desk Stool for kids at circ desk List of high holds Granite countertop – pretty and durable Easily seen from entrance Close to computers and self check Ability to overview entire library from desk <hr/> Not enough work (counter) space One level desk space – no place to hide desk items (We are in agreement we would need to have build up around the desk for privacy and clean look at desk-didn’t seem to have at any of the libraries we visited) Didn’t like open desk – looks messy! Book drop didn’t have movable bin Need at least one phone by checkouts

Adult Shelving	Material made of wood or metal; Panels at end of shelves—same as shelves, wood, laminate; Color; Height; depth of shelving for varying materials	Lights over shelves Pull out shelves Spring slide book ends Book ends from top No books on bottom shelves DVDS – 2-step shelves Wood ends with charcoal shelves Magazine racks that flip up Signage over the shelves <hr/> Shelves too high
Adult Area	Types of Tables—Round, square or rectangle; Table Chairs—Wood, plastic, cushion seat, cushion seat and back; Lounge Chairs—fabric or vinyl; style Colors;	Casual upholstered seating with attached table for book/laptop Wood tables and chairs match rest of woodwork <hr/> Tippy chairs that allow patrons to lean back
Computers-- adult area	Seating; Table/carrel; Number; Comfort level; Space to work; visibility from circ desk	Head sets at each computer station (with anti-bacterial wipes near) Dividers separate computer stations Computers visible from circ desk <hr/> No dividers between public computer space
Children's Shelving	Material made of wood or metal; Panels at end of shelves—same as shelves, wood, laminate; Color; Height;	Picture book bins – easy for kids to see the front of books Space for toys on low shelving <hr/>
Children's Area	Types of Tables—Round, square or rectangle; Table Chairs—Wood, plastic, cushion seat, cushion seat and back; Lounge Chairs—fabric or vinyl; style Colors; Activity Spaces; Computers and other technology; accessible toy	Colored tables Books front-facing Small cut out windows to place stuffed animals looked cute Children's videos in children's area Some adult seating mixed with children's seating Separate story time room Computer stations with preloaded games – stations were low for easy access to small children Toys were on bottom shelves for easy access Small table and chairs along with upholstered comfy chair or couch Fun art work Hide out areas Fun area rug

Children's Area (cont'd)	storage; location of creative activity space on walls, tables, floor; adult-sized seating	Too many bean bag chairs all over – looked very messy Too small
Teen Shelving	Material made of wood or metal; Panels at end of shelves—same as shelves, wood, laminate; Color; Height;	
Teen Area	Types of Tables—Round, square or rectangle; Table Chairs—Wood, plastic, cushion seat, cushion seat and back; Lounge Chairs—fabric or vinyl; style Colors; Computers and other technology; note any unique environment features	Sudoku puzzles Wall art Wood table and chairs Fun signage Some cushion seating, fun colors Computer in the area Area rug
Study Rooms	Does the library have individual study rooms; Lighting; Features—technology, seating; electrical; Number of rooms	Closed-door study/meeting area Table with 4 chairs
Storytime Space	Location--Separate Room, near children's area, other; Flooring; Colors; storage; multi-use space?; easily moved furniture; coat hooks; sink, counter space; enclosed with door or open space; Other features	Kid sized bathroom near children's area Sink, counter, and storage in story time area No carpet in story time room, easy to clean up spills – colorful Bench seating all around outside of story time area for adults Fun colored carpet in story time area Easy to move furniture in multi-space area Coat hook Multi-use space
Meeting Room	Size; Seating; Lighting; storage Technology available; Kitchen;	Wheels on table Outlets on floor Large, flat screen t.v. on wall Kitchen area Storage closet for tables and chairs

Meeting Room (cont'd)	Dividing the Space; Location; flexibility Ability to use after library hours; bathroom accessibility; multi-use; adaptability as a computer lab; space to hang coats; area for art display; Other features	Ability to divide large space into smaller spaces Entrance from lobby/library with ability to block off library access when needed Lots of outlets for technology Coat rack/hooks
Computer Lab	Room or area for training; Features of the room; computer lab as part of meeting room?	
Special Spaces	Fireplace; Coffee Bar; history room; Friends book sale room/space	Fireplace Glass in windows UV protected Board room, not as large as community room, but larger than study rooms Separate space for friends book sale, processing Table for puzzle Couch and easy chairs
Reading Lounge/Quiet Space	Quiet Space—open or enclosed; Seating; Shelving; multiple semi-quiet reading/lounge areas	Side tables on chairs Tipped chairs at table <u>Electric</u> fireplace – doesn't get hot <u>Lots</u> of windows – natural light <hr/>
Staff Spaces	Director's Office—location and size; Windows; Sightlines; working window that opens to outside; Furnishings of note	Ability to see out to the circ area and parts of library Window Blinds to allow privacy when needed <hr/>
	Workroom—location to circulation desk; director's office; windows; sightlines; size; storage; electrical, technology, phone outlets	Circ desk can be seen from workroom Sliding window allows access from workroom to circ area Phone near the circ computers/cordless phone Counter space/desk areas Plenty of computers
	Courier/Delivery area; bins—location, access by courier; work space; size; storage	Small book carts Colored shelving carts Courier delivery into workroom, not through library Lots of table space Large wall of cabinets with shelving Comes through a back door

		<hr/> Don't like all the movement of materials Unpacking bins at front circ desk
Staff Spaces (cont'd)	Break room features; kitchenette; working window that opens to outside; staff restroom; lockers; cupboard; counter space	Employee lockers Full sized refrigerator Staff restroom Microwave Table for lunch/breaks Relaxing/ warm colors <hr/>
Book Return	Location—interior or exterior drop; Near staff spaces? Drive up?	Drive up book drop in separate room, pull out carts to unload <hr/> Don't like outside drop – freezes up
Signs	Clearly define spaces; Material used for signs—paper, wood, plastic	Vinyl signage Hours vinyl lettering right on window
General Layout	Easy to find things	
General Impression	Inviting; cold; Open; privacy; fit the community; Lighting; Windows; staff presence in the space; Colors	Lots of windows Earth tones <hr/> Bold, bright colors – goes out of fashion quickly
Parking/Sidewalk	Sufficient space; lighting	
Hallways	Sufficient lighting	
Landscaping	Easily maintained; attractive or not	Irrigated outside space
Art/Display Space	Availability; combined use with other space; type; location	
Special Features		Sprinkler system Geothermal windows Bike rack Kick plates on doors Adopt-a-shelf Standing at magazine/research area Granite countertops Tinted windows E-book download station Patio

Special Features (cont'd.)		Historical research room Rising computer table Tilting magazine rack/storage UV windows
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Flooring—Carpet, tile, vinyl

Colors—Earth tones, bold, cool, warm, traditional, contemporary

Lighting—Decorative, functional, brightness

Library Visits

- It is recommended that the board, staff and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a larger facility.
 - Focus should be paid to the general arrangement, entrances, work areas, seating, children's area, young adult areas, layout of shelving, reading lounge areas, computer space and other special areas.
 - It is important to take notes and pictures of those features.
 - The essential design elements and arrangement should be incorporated into a building program statement.
 - Ask questions about what they were glad they did and what they wish that they had done differently?