Mt Pleasant Neighborhood Library

The District of Columbia Public Library

Building Program

Renovation & Expansion

2008

DCPL – 21ST Century Capital Projects

Board of Zoning Adjustment
District of Columbia
CASE NO.18240
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Demographics – Library Service Area

The Mount Pleasant Neighborhood Library is the only public library in Ward 1. It serves primarily two neighborhoods – Mount Pleasant and Columbia Heights.

	Mt. Pleasant Size of Radius		Compare to District of Columbia
POPULATION	0-0.5 mi	0–1 mi	
HOUSEHOLDS			
INCOME			
CONSUMER EXPENDITURES ($000)			
Population	33,730	79,627	581,530
Male	51.6%	50.4%	
Female	48.4%	49.6%	
Per Capita	$27,721	$33,505	$56,329
Median HH Disposable	$32,701	$37,098	$37,664
Average Household	$63,311	$74,273	$80,774
Median Household	$42,098	$48,627	$48,917
Households	14,616	35,505	249,220
Average Household Size	2.2	2.1	2.1
Owner-occupied	23.9%	33.2%	43.5
Apparel	$29,856	$83,466	
Computers & Accessories	$3,529	$10,094	
Entertainment & Recreation	$41,467	$118,946	
Food at Home	$70,723	$194,688	
Home Improvement	$21,232	$63,949	
Household Furnishings	$23,899	$69,159	
Pets	$5,287	$15,360	
Meals at Restaurants	$45,155	$125,955	
Vehicle Maintenance & Repair	$13,893	$39,891	
Television, Radio & Sound	$15,225	$42,796	
Travel	$22,534	$64,918	
Average Spent per HH	$21.4	$25.1	
AGE			
Age 0–4	6.4%	5.6%	5.5%
Age 5–9	5.4%	4.9%	5.3%
Age 10–14	5.8%	5.3%	6.2%
Age 15–24	12.4%	14.0%	14.3%
Age 25–34	24.5%	23.6%	17.6%
Age 35–44	18.4%	17.8%	15.0%
Age 45–54	12.3%	12.4%	13.3%
Age 55–64	8.1%	8.6%	10.5%
Age 65+	6.7%	7.8%	12.3%
Median Age	33.3	33.7	35.7

Source: ESRI, 2006 Estimates & Projections
(data gathered from the 3100 block of Mount Pleasant Street)

	Columbia Heights Size of Radius 0-0.5 mi	0–1 mi	Compare to District of Columbia
POPULATION			
HOUSEHOLDS			
INCOME			
CONSUMER EXPENDITURES ($000)			
Population	33,938	77,788	581,530
Male	51.2%	50.6%	
Female	48.8%	49.4%	
Per Capita	$21,719	$29,714	$56,329
Median HH Disposable	$28,702	$35,262	$37.664
Average Household	$54,111	$68,138	$80,774
Median Household	$36,872	$45,433	$48,917
Households	13,336	32,964	249,220
Average Household Size	2.5	2.2	2.1
Owner-occupied	23.8%	32.6%	43.5
Apparel	$23,970	$71,437	
Computers & Accessories	$2,681	$8,581	
Entertainment & Recreation	$32,181	$101,141	
Food at Home	$58,063	$167,839	
Home Improvement	$16,237	$53,733	
Household Furnishings	$18,171	$58,560	
Pets	$4,037	$13,037	
Meals at Restaurants	$36,024	$107,795	
Vehicle Maintenance & Repair	$10,456	$33,955	
Television, Radio & Sound	$12,113	$36,609	
Travel	$17,533	$55,088	
Average Spent per HH	$18.3	$23.1	
AGE			
Age 0–4	7.1%	5.7%	5.5%
Age 5–9	6.3%	5.1%	5.3%
Age 10–14	6.9%	5.6%	6.2%
Age 15–24	12.6%	15.1%	14.3%
Age 25–34	22.1%	22.6%	17.6%
Age 35–44	17.4%	17.3%	15.0%
Age 45–54	12.4%	12.4%	13.3%
Age 55–64	7.9%	8.3%	10.5%
Age 65+	7.2%	7.8%	12.3%
Median Age	32.8	33.3	35.7

Source: ESRI, 2006 Estimates & Projections
(data gathered from 14th & Irving Streets)

Demographically, the service area of the Mt. Pleasant Library, which primarily includes the Mt. Pleasant and Columbia Heights neighborhoods, remains one of most diverse in the District. It has a large population of Hispanics, African-Americans and While population, along with a substantial population of Asian-Americans. There are still many new Americans living there for whom English is not their first language. Even with the changes brought about by the many investment dollars that poured into the area since the opening of the Columbia Heights Metro stop in 1999, the neighborhoods are still diverse and overall the people living in those communities are younger than average in the District.

Based upon these two demographics – New Americans and a larger than average number of young people – this building program will put an emphasis on Language Learning and Services to Children and Young Adults.

History of the Mount Pleasant Library

The Mount Pleasant Neighborhood Library at 1600 Lamont Street, NW opened in May 1925, and is the third oldest public library building still in use in Washington. Construction of the Mount Pleasant Branch was funded primarily by the Carnegie Corporation and was built to serve the rapidly growing communities of Mount Pleasant and Columbia Heights. The architect, Edward L. Tilton of New York, was an accomplished library designer who planned numerous Carnegie-funded libraries nationwide. The library site at Lamont and 16th Streets was made available for purchase by Mary Foote Henderson who was instrumental in the development of 16th Street in the early 20th century. The Italian Renaissance design of the building harmonizes with the monumental architecture of the churches and embassies that line 16th Street. The Mount Pleasant Neighborhood Library stands in the Mount Pleasant National Register Historic District designated in 1987.

The Mount Pleasant Library was the third and last DC Neighborhood Library to be built with Carnegie funding. Andrew Carnegie had funded the construction of the Central Library and, at its dedication in 1903; he offered to finance branch buildings as they were needed. Congress was slow to authorize the acceptance of his offer. In 1910, it authorized acceptance of funds for the first Carnegie Neighborhood Library which opened in Takoma Park in 1911. By the time the Board of Library Trustees next sought funds for a Neighborhood Library, Carnegie had died without providing in his will for the construction of additional libraries. The Carnegie Corporation honored the promise by granting the Trustees' requests for the funding of two more branches, the Southeast Branch in 1921 and Mount Pleasant in 1923.

The Board of Library Trustees approached Congress in 1922 for a $25,000 appropriation to purchase a site for a Neighborhood Library in Mount Pleasant. The District's head librarian, George F. Bowerman, recommended that Edward L. Tilton be retained as architect. Tilton had designed the recently constructed Southeast Branch and had served as the architect for many Carnegie-funded libraries. The Carnegie Corporation allotted $100,000, but the estimated construction cost of Tilton's plans, reviewed by the Board in April 1923, was over $160,000. The DC Commissioners and the Library Trustees asked the Corporation for additional funds "in order to erect a larger Neighborhood Library, with the thought that the size and character of the population to be served will develop a use of that branch only slightly less than the use of the central library." They were awarded an additional $100,000.

Edward L. Tilton (1861-1933) was a native of New York who had trained in the office of the renowned firm of McKim, Mead & White and at the Ecole des Beaux Arts in Paris. In 1890, Tilton established his own firm with partner William A. Boring and together they were responsible for the design of the US Immigration Station on Ellis Island that won the Gold Medal Prize at the Paris Exposition in 1900. Tilton developed a specialty designing libraries across the United States, including the Pack Memorial Library in Asheville, North Carolina, the Springfield (Massachusetts) Public Library, and the library of Emory University and the Knight Memorial Library in Providence, Rhode Island. Through his friendship with Andrew Carnegie's personal secretary, James Bertram, Tilton was well placed to obtain commissions to design Carnegie-funded libraries. Tilton advertised himself as a proficient library designer who could promise completion of his buildings on or under budget. He published articles on library design

and favored ground floor stack space with reading room above. He was known for paying careful attention to the needs of modern libraries while designing buildings with classic architectural detail. He often drew on the Italian Renaissance for inspiration, particularly early in his career. By 1905, he had designed five libraries for Carnegie-funded projects and he did many more over the course of his career. Tilton and Boring's partnership was dissolved in 1904 but they continued to share an office until Boring retired in 1915. In 1920, Tilton took another partner, Alfred T. Githens, and continued his work with libraries. He was awarded an American Institute of Architect's (AIA) Gold Medal in 1925 for his library designs, and his firm, Tilton & Githens, won a gold medal for the public library in Wilmington, Delaware in 1930.

As designed by Tilton, the Mount Pleasant Neighborhood Library was a two-story building with basement built of Indiana limestone with a ceramic tile roof. Stairs lead up to an arcaded entrance on the main floor and two wings angled back from the entrance to give the facade a gentle curve. A contemporary account described it as "a building modeled after the Massimi palace in Rome. A distinguishing feature will be an outdoor reading room which in winter will be closed in with great windows [This room, later known as the sun room, was enclosed year round.]...Another feature is to be a great rear staircase, part of which will be in the open, which will lead directly to the children's room on the second floor. Every provision found good in modern library construction will be incorporated in the Mount Pleasant Branch." An article in the Library Journal of 1926 described the design as "resembl[ing] an exclusive club rather than a library. Long windows draped with heavy curtains, arm chairs, floor lamps, fire places and a large sun parlor are among the architectural features which break away from conventional library practice." The library's innovative and elaborate features were the subject of professional interest when it opened. The library building retains many of its original architectural features because, due to continual funding problems throughout its history, it has never undergone major renovations. There are later additions, however, most notably the murals in the children's room. In 1934, the Public Works of Art Project of the Civil Works Administration commissioned Aurelius Battaglia to paint murals that featured circus animals playing in a band. Battaglia later worked for the Disney studios where his work included the film, *Dumbo*.

The Mount Pleasant library opening on May 15, 1925 was attended by thousands, but the services of the library were limited due to lack of funding. Hours were 9 am to 9 pm Mondays through Saturdays except for a half-day on Wednesday. The children's room did not open until a year later because Congress had cut the requested funding for a staff of twenty-one to twelve.

Over the Mount Pleasant Library's years of service, its librarians have sought to meet the changing needs of the neighborhood patrons as the demographics of the area changed. Soon after the library opened, its first librarian, Margery Quigley, reported that, "The branch roster shows a fair number of what in the mauve decade were termed 'carriage families.' The great majority of borrowers, however, are old folks, many from neighboring institutions, 'roomers' and persons genteel but decidedly not prosperous....Out of a total of approximately 155,000 adult circulation, fiction numbers 103,000 volumes or 66%." The Depression increased the number of library patrons. Circulation rose to 442,000 in 1937-1938, but after the opening of the Petworth Branch in 1939, circulation at Mount Pleasant leveled off to 250,000.

A librarian's report for 1953-1954 described heavy reference use of the library, particularly by students. Library users were described as quite self-sufficient. The sun room had been dedicated to books for young adults, and their use of the library was increasing. However, the report noted that despite increasing use of the children's room, annual circulation had declined to 177,000. It cited the opening of the Cleveland Park Library as the major reason but also listed the lack of parking, an increase in bus fares, and a "changing neighborhood." The 1957-1958 annual report talked of "neighborhood blight" with low income and often transient families replacing middle income ones. It noted that the branch was now used to a much greater extent for studying and less for browsing and that there was greater emphasis on books relating to employment. In addition, a growing number of users needed help using the catalogue and reference tools. The report also noted that the library continued to serve a large number of older patrons.

In 1970, the annual report noted that the community was, in general, a low income one and that the library served three main groups of readers: "a diminishing small group of elderly white people...generally lonely and poor;" "a Black majority most of whom, but by no means all, are culturally deprived;" and "non-English speaking persons, mostly Spanish speaking,... [including] a large group of functional illiterates, usually persons from rural backgrounds with little formal education in their own language." In the late 1960s, the library began increasing its Spanish collection, and in 1969, a Cuban immigrant, Alberto Irabien, was hired first as a readers' advisor and then as librarian. The Spanish books were moved to the sun room and many efforts were made to reach out to the Hispanic community. The 1975 report noted that the main groups served by the library were the African-American majority, the non-English speaking, a few elderly white people, and a growing number of young white families, some Asian and African students and a new generation of African-Americans with high income and more formal education. Consequently, a Black Studies collection was created. Other heavily used books were do-it-yourself titles, civil service test booklets, the Spanish language collection, and the reference works used by students. Recreational reading slowly declined.

The 1984 report described the past decade as "a struggle for survival." It noted that because of budgetary difficulties in fiscal year 1984, "the children's room on the second floor was closed, personnel were cut more than 50 percent and book funds ignored the branch's urgent needs." The report also described further changes in the neighborhood and their effect on the library: "The branch finally became an international library where we serve more library users from Africa and Asia than from Latin America. Even the traditional population has a new face: More young people who are white have moved their families in and more well-educated black families with good incomes have settled around the branch."

The Mount Pleasant library was renovated in 1984. The library was made accessible to people with disabilities. It was also cleaned, repainted and carpeting was installed in the reading rooms. The report for 1985-1986 noted that circulation and head count had doubled "due to the general renovation of the building, becoming an international library and much better education of the patrons."

Another of the library's important services to the community has been the provision of meeting room space. This service was incorporated in the original design

which included a "good sized auditorium with provision for serving light refreshments...for the use of the neighborhood citizens' and parent-teachers' associations." The room, which seated about 100, has been heavily used by community groups from the earliest days of the library. In the first years, it was used by various civic, dramatic and literary groups including both the Mount Pleasant and Columbia Heights Citizens Associations. The use has changed with the times. In 1969-1970, at least six of the 19 groups meeting in the conference room (for a total of 329 meetings) were involved in anti-poverty programs. The auditorium was also used to provide entertainment. A film festival was inaugurated in 1964 and later, in the 1970s, there was a family film night. In the 1984 renovation, a new ceiling and lights were installed in the meeting room, which has been used less frequently in recent years for entertainment.

Library Use

In its early years of service, the Mount Pleasant branch always had a circulation that measured in the hundreds of thousands, but experienced a steady decline over the years. From the year 2000 through 2004, the branch was circulating fewer than 50,000 items annually, but since then, the circulation has been steadily growing with a total circulation of more than 78,000 items in 2007.

The library has programming for a wide range of children. There are regular morning children's story programs three days per week – two days for the local preschools and daycare center children and one day for the children that live in the area. Programs are very well attended, ranging from 65 to 120 attendees (children and their caregivers) for each. Because many of the children come from Spanish-speaking homes and/or schools, Spanish is incorporated into the programs. Many children come with nannies whose first language is not English, and the story hours help them enrich their English vocabulary.

There is a variety of programming for school-age children, including how find information and do basic research, as well as themed program on a particular topic at the request of a teacher. Librarians provide tours for school groups as well.

The public access computers are heavily used by customers. A wide range of community groups use the public meeting on a regular basis.

The Friends of the Mount Pleasant Library was organized in 1982. The Friends encourages use of the library, makes donations, supports its physical rehabilitation and maintenance, and assists in providing volunteer help for the library. It has sponsored book sales, organized lecture programs, and sponsored a Homework, Assistance and Tutoring (HAT) program for residents to work with neighborhood children.

Based upon past experience, it is anticipated that the use of the newly renovated Mount Pleasant Library will greatly exceed use in the recent past; because the building will be more open and welcoming; there will be better access into and throughout the building; there will be more PCs available for pubic use; and there will be a better arrangement of library materials, thus making them more accessible.

General Requirements

Occupancy

The name of library will provide seating for more than XXX users. In addition, the public meeting room will be large enough for a meeting of up to 100 people. Additional users can be accommodated in the Children's Program Room, which will be designed to be used as a reading and activity area for the use of young children and their caregivers when there are no programs.

Work Room space will be used for behind the scenes library work by staff and volunteers. Workstations will be provided for up to 15 staff members and volunteers at a given time. Most work spaces will be shared, because normally not all staff is scheduled to work at the same time and most scheduled staff will be working in the public areas. Ideally, there will be a single workroom next to the delivery area and near the circulation desk. However, in multi-story building (two or more floors), it may be necessary to divide the workroom into two parts in order to accommodate other necessary program functions on main floor of the library.

LEED Certification

The building is required to have Silver LEED Certification (minimum).

Flexibility

Flexibility in the building interior is a major goal of the building design. The interior needs to be flexible, because the services that libraries offer, the methods of delivering information and the formats of materials change over time. Flexibility requires that the lighting be uniform and universally good throughout the building to accommodate whichever function a particular space is used for in the future, whether it is for reading and seating; for computers or other electronic devices; for stacks for materials; etc.

As few walls as possible should be used to define today's service areas (adult, teens, children's, computer area, print area, etc.) to allow for future changes. The design will include minimizing the number of columns and load bearing partitions and locating interior walls and fixed elements to provide the maximum amount of open flexible space.

Access

The library must comply with or exceed ADA standards. This is a particular challenge with historic building like this one. One of the major challenges will be to create a single main entrance that is accessible to everyone

EXTERIOR: An accessible site includes access from public transportation, for pedestrians and parking (number of parking places to be determined by Code) for those who drive to the library. Bicycle racks will be located near the entrance to the library. There must be a single library entrance that is accessible for all.

The width of the access route for pedestrians must be a minimum of 36" with turning and passing spaces (60" by 60") at any obstruction, but at no less than every 200'. The routes cannot have level changes without accessibility compliant ramping. The ground surface must be firm, stable and slip-resistant. Visible warnings are required for any hazardous vehicular areas, sculptures, bicycle racks, and monument signs. While ramps are often necessary for access, thought must be given to the design to ensure that skateboarding is discouraged.

INTERIORS: Libraries are used by people of all ages and people with a variety of physical abilities. It is important that every space in the library comply with or exceed the requirements of the American Disabilities Act (ADA). Every doorway, hallway, entrance, office, restroom, etc. must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than five pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. Corridors, which serve an occupancy load of ten or more, must be a minimum of 44" wide.

For libraries with two or more floors, there must be an elevator. DCPL has a standard specification for all elevators (see Standards document).

In stack areas, aisles--both side and cross aisles--are required to be 36" wide at a minimum. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) with a cross aisle (range aisle) provided to break up the side aisles. Main aisles are principal access routes which run perpendicular to side aisles and must be a minimum of 44" wide. An aisle wider than 36" where more frequent browsing will occur should be provided. Shelving height is unrestricted by ADA for collection unless a staff member is not available to provide assistance. Current periodicals, browsing collections, and newspapers must be accessible with a maximum side reach of 66" above the finished floor, and a front reach of no more than 48" above finished floor. Current periodical shelving units cannot be higher than 66", or three sloped displays shelves high. Cross and side aisles in magazine and display areas must be a minimum of 44" wide.

Drinking fountains at two different heights are required (see ADA for specifications), with one accessible to customers in wheelchairs (if more than two are provided, 50% of them must be accessible).

Accessible restrooms (doors, stalls, toilets, sinks, soap dispensers, signage, etc.) are required for both the staff and the public (see ADA for specifications). At least one accessible compartment shall be provided in restrooms with multiple stalls.

Audible and visual emergency warning alarms are required and must follow the current District of Columbia code. Interior signage will meet requirements as outlined in the DCPL Signage Guidelines (to be developed prior to design).

Security

EXTERIOR: Security lighting will include adequate illumination on the walkways, steps, ramps, paths, plazas, entrances and, for safety reasons, any potential hiding places. The materials return slots, exterior signage and parking areas must be well lighted to help customers find their way, as well as safety reasons. Lights must be positioned to minimize glare on adjacent properties. An adequate number of the lights must be left on after hours to discourage vandalism and burglary. *The flag pole must be lighted to allow flags to fly 24-7.* All exterior lights must be controlled by photo censors.

The exterior doors (including roof hatches and other external entry points) will have locks that meet with the District Government's requirements, which may be a card access control system. Interior protection--also following DC Government requirements--shall be provided by a combination of passive infrared/microwave detectors and glass break sensors.

The alarm siren(s) shall be installed next to the keypad(s). Each alarm device shall report to the location specified by the Library as a separate point. The installation of the alarm cables shall comply with District Government Building Safety and Fire Codes.

All emergency only exit doors will be alarmed to alert staff if they are opened without authorization.

INTERIOR: The behavior of library customers will be supervised by the staff working at the Circulation and Information Desk(s), and to a certain extent, by library users. The book stack and seating areas should be laid out to optimize visual supervision, with the goal of having no hidden areas. Any areas not easily observed by desk staff may require monitoring by a security camera. Cameras will be placed in several places in the library which will be determined with input from the DCPL Office of Public Safety.

Rooms that have to be booked and/or are not easily supervised by staff require mechanical locks (meeting room, conference room, study rooms, *restrooms*), so they can be closed to the public at staff discretion.

All public entrances/exits shall have a materials security system to alert staff that items that have not been checked out are being taken out of the building.

Fire Suppression System: The Library will comply with the District Government's fire code, including placing fire extinguishers in spaces as required by code..

MECHANICAL (HVAC & PLUMBING)

The plumbing and building HVAC systems shall conform to the follow national standards and the code for the District of Columbia and the Public Library:

Air Movement and Control Association, Inc. (AMCA)
Associated Air Balancing Bureau (AABB) Standards

American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc
American Society of Testing and Materials (ASTM) Standards
American Society of Petroleum Institute (API) Standards
American Society of Mechanical Engineers (ASME)
American National Standards Institute (ANSI) Standards
International Mechanical Code – 2003
Occupational Safety and Health Administration (OSHA)
District of Columbia Fire Prevention Code
District of Columbia Plumbing Requirements
National Fire Protection Association (NFPA)
National Association of Corrosion Engineers (NACE)
Sheet Metal and Air Conditioning Contracts National Association (SMACNA)
Underwriters Laboratories, Inc. (UL)
Environmental Protection Agency (EPA) Regulations

Separate temperature control is required throughout the discrete spaces in the building. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff and customers located near the entrances. Ductwork should be baffled to prevent unacceptable noise levels throughout. Thermostats must have lockable covers.

Temperature controls and heating systems shall be zoned to allow unoccupied areas, such as the Meeting Room, to be turned off or down when not in use.

Natural ventilation shall be utilized to the fullest extent possible. Operable windows are needed in order to turn the systems off in mild weather; however, staff must be able to lock the windows to prevent customers from opening them.

Fenestration

Because this is an existing building with a distinct character and it in a Historic District, changes to the windows will be very limited at most; however, any additions to the building should follow the guidelines outlined here while respecting the original building design. It is desirable to have an open, welcoming presence in the neighborhood. That means having windows that attract the attention of people passing by, giving them a glimpse of the activities inside; and, at the same time, allowing the public using the library to look outside.

Generally, large expanses of direct south, east or west-facing exposure are to be avoided unless there are screening devises, green glass and, *as a last resort,* shades to control heat-gain or glare. North-facing windows are preferred; east-facing is the second best solar orientation. Shelving for collections are ideally located away from sources of direct natural light for two major reasons: to keep them away from the affects of sunlight; and perhaps more important, to allow library users to sit by the windows where they will have views to the outside and enliven the library for passersby as they look in. Technology workstations shall be placed perpendicular to natural light to minimize glare on the screen.

The architect must strive to meet energy reduction requirements and glare issues using sun control methods on the building exterior, rather than by using shades, blinds and other window treatments in the building, particularly in the public areas

but ideally in the staff areas as well. Ideally there will be no need for window treatment to block light and glare. Exceptions must be approved early in the design by DCPL.

Windows in the Meeting Room and Children's Program Room may have to include blackout shades inside of transparent shades, including a side and base channel, for full block out of outdoor light during presentations—or another solution that will darken the room but not be unsightly (i.e. blinds, shades, etc. that can be controlled by the public).

Operable windows are required on both staff and public areas; those in the public areas must be lockable and controlled only by staff.

Illumination

EXTERIOR: The lighting design must comply with the character of the neighborhood and building and avoid solutions that adversely impact the historical fabric of the building or the neighborhood.

Building façade illumination shall amplify the library's presence as an important civic and community building. An even light distribution on the façade may be augmented by accent lighting for features such a public art and entrances. All fixtures shall be easily accessible for easy maintenance. The number of different lamps will be kept to a minimum.

Exterior security lighting will include adequate illumination on the sidewalk. Lights using sensors are preferred with some lights fixtures on through the night to discourage vandalism and burglary. The wiring pattern must accommodate this requirement.

All service entries and exterior pedestrian areas such as steps, ramps, paths, plazas doorways, and potential hiding areas shall be adequately lit for safety and security. The minimum lighting level should be five foot-candles. To minimize vandalism, avoid use of light fixtures that are mounted low or flush with the ground. Lights must be positioned to minimize glare on adjacent properties.

INTERIOR: All spaces will follow this guideline unless specifically noted in the description of a particular space.

The light must be warm and attractive. Energy efficient fixtures that shine light up and down are desirable because by providing both indirect and direct light, it opens the whole space making the ceilings appear higher and brighter, while providing good light for reading and all other activities. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Lighting in non-public areas should be on sensors that turn the light off when no one is in the room.

Adequate lighting at the service desks, particularly the Circulation Desk, is very important, because staff perform "close work" reading driver's license numbers, barcodes, etc. The lighting must be designed to allow for this type of work.

Flexibility requires that the lighting be uniform and universally good throughout the building to accommodate whichever function a particular space is used for in the future, whether it is for reading and seating; for computers or other electronic devices; for stacks for materials; etc.

In some designs, especially in spaces with high ceilings, it will be desirable to have lighting attached to the stacks.

Task lighting on tables and desks is not allowed in the DCPL branches.

The meeting room lighting must be zoned so that presenter can turn each bank of lights on independently. It is also desirable to be able to dim some of the lights in that room.

Finishes

The following are the standards for this building. Exceptions will be noted under any space that does not follow this standard.

CEILING: Use acoustical materials/panels for sound absorption where possible. White ceilings that will reflect light are ideal.

WALLS: Paint (Latex semi-gloss recommended) or wall covering; All must be highly durable, mark resistant and easy to clean. Corner and wall guards are required for columns and walls in any area that has deliveries and/or book truck traffic; Hanging track for areas where art work may be displayed (such as the Pre-Function Area); Vinyl or carpet cove base. Tackable surface is required on some of the walls in the Meeting Room and behind the perimeter shelves in the Children's and Teen Area. To avoid injuries, there should not be sharp corners/edges in the design (walls, millwork or furniture).

DOORS: In general, doors to staff areas should have some glass in them; doors to public rooms (Study Rooms, Conference Rooms, etc.) should be all or mostly glass to allow transparency. Doors also need protection with plates near the bottom, the door knobs or anywhere they can be bumped and damaged. Double doors going into the Circulation Staff Workroom (from the interior and exterior of the building), the Meeting Rooms, the Children's Program Room, the Meeting Room Storage Room(s), the Children's Program Room Storage, and like places are required to allow for book trucks, deliveries and the movement of other large items.

FLOORS: Floor finishes must be stain resistant, dirt repellant, durable, non-slip, child-resistant and as maintenance free as possible. Anti-static carpet tile, heavy weight commercial grade carpet with enhanced backing (no carpet pad permitted), cork or some other durable material for most of the library spaces. The exception is that the carpet behind the Circulation Services Desk needs to be padded, because staff working in that area is often on their feet all day. Entryways and other areas that will have heavy traffic and may be frequently soiled must have terrazzo tile, linoleum (or equivalent) quarry tile with non-slip matte finish or an equivalent material. To meet sustainability goals, green materials (such as cork, bamboo or linoleum) should be used. Walk off mats/materials –recessed and

made of recycled tires, further specified in the Entrance Section—are required at all exterior entry points.

Acoustics

Treating acoustical issues in the early design stages is important by locating the noisier areas (the library entrance and lobby, printing and copying, service points, the Children's Area, computers, the browsing area, the Sight and Sound area, the customer express stations, etc.) near the entrance and/or away from the areas that require a quieter environment (reference, study rooms, periodical reading area, etc.).

To help control noise, the reading and collection area requires carpeting with enhanced backing (no padding) or other sound absorbent materials (cork and other new "green" materials on the market), acoustical ceilings or equivalent, and/or other noise dampening materials.

Electrical

All applicable District of Columbia Codes and requirements must be followed.

Dedicated electrical outlets must be co-located with data jacks in sufficient number throughout the building. Each staff workstation will require a minimum of one duplex receptacle to support additional equipment.

Offering up-to-date technology for presentations and interactive workshops, the meeting room will provide seating for up to 100 persons. Community groups can book this flexible room for meetings and a wide variety of other functions (performances, games, musical entertainment, demonstrations, etc.). The library staff will use the room to present educational programs and special events. A counter with a deep sink, power available and space for a coffee pot, cold drinks and light refreshments will be in or convenient to the meeting room.

The pre-function and display area space just outside the meeting room will be another flexible area. Here, library users will be able to view themed displays on the walls or examine exhibit cases housing three-dimensional objects. Groups will be able to book the space for special events or as a pre-function or intermission area in conjunction with the meeting.

The public areas of the library must be designed to allow customers to use DCPL PCs and to have access to power to plug in their laptops or other electronic equipment. This means that most tables will need access to power and data. This requirement can best be accomplished by having a raised floor or a grid system (such as Walker Duct) in the floor or another solution to allow for future flexibility.

Telecommunications & Communication Systems

As part of an effort to insure the District of Columbia government's physical infrastructure for voice and data telecommunications meet or exceeds industry-wide standards and specifications, the office of the Chief Technology Officer (OCTO) has determined the minimum technical requirements for voice and data cabling used by all District Government agencies. As authorized by DC Municipal Regulations (DCMR) (1-1402), the OCTO provides telecommunications oversight for all agencies with the District government and acts as an agent for various

District agencies in securing a compliant, high-performance voice and data network structured cabling systems. The OCTO works with individual agencies to determine their requirements; assists in the preparation an agency specific Statements of Works (SOW); reviews quotations, inspects the work of various contractors and recommends the acceptance or rejection of the effort.

Each public service point (Circulation, Information, Children's Information or General Service desk, depending upon the design of the library), as well as Staff Workroom, Staff Office(s), Manager's Office and the Staff Lounge will require telephones and data access.

Data (and power) needs to be available at most of the public tables and spaces (including the Meeting rooms, conference rooms, children's program room and the study rooms).

Pubic pay phones are not required.

Cable television access to the building is required. On opening day, service needs to be provided at the flat screen monitors near the main entrance to the building.

The capability to provide video conferencing in the public meeting room is required.

The library needs to be designed to accommodate the future need for cables and/or power by providing a way to bring power and data to most of the reader tables and other parts of the building (raised floor, Walker Duct system, or another solution). The design must provide for flexibility; because, for example, where there is collection in book stacks today, there could be reader tables in the future or visa versa.

In addition to telephones and computer connections, a Public Address System for announcements is required with multiple zones, which needs to meet the District Government's specifications. All telecommunications equipment, system design, and installation must meet current best practices, where specific criteria and standards have not been established by the District of Columbia Public Library.

Because of rapid and continuous change, it is necessary to consult the Library's IT staff at the time of design for current specific requirements for telecommunications (voice and data).

Signage

Building signage guidelines (in the process of being developed) must be followed on both the exterior and interior of the building.

Furnishing (Furniture, Clocks, Wastebaskets, etc.) & Millwork

DCPL is working on detailed furniture standards for all of its branches, which will be available at the time of design.

Generally the public tables will be rectangular and sized for four people. Most

tables should be designed to allow both power and data access. Task lighting on public tables is not allowed.

Items such as clocks, waste paper baskets, recycling bins and step stools for the stacks are required to be part of the furniture package. While they are not specifically enumerated in each space and/or where required in the program description below, they must be provided in all major areas. The exact placement and number will be determined by the design of each particular library.

Care must be given to select high quality items for the public areas. Clocks—preferably atomic clocks (seen from the entrance[s], each of the major collection areas—adult, children's, teens, conference rooms, meeting room, study rooms, etc.) must be attractive and fit into the overall décor of the library. Waste receptacles in the public area must also be attractive, using high quality materials and properly sized for the particular space (in the entrance, copy center, major collection areas, meeting room, conference rooms, study rooms, etc.).

All of the staff areas require clocks and appropriately sized waste containers as well (Workroom[s], Manager's Office, Staff Lounge) which must meet the standards of quality for office spaces.

The service desks (information and circulation); the end panels and canopy tops (specified only for the lower shelving) for the shelving and the tables/counters in the Study Rooms will be custom millwork.

Computers/Electronic Equipment

In order to be flexible, most of the public tables and the staff desks and workstations must be able to accommodate PCs, which will require power and conduit for cables. The type of equipment used is constantly changing but the need for power, and to a lesser extent conduit for cabling, will remain unchanged in the near future.

Shelving:

In most of the shelving areas, this program calls for aisle widths of 36" with wider aisles for the display areas. However, in reality the way the space for the shelving in this Program was calculated will allow for wider aisles--if not everywhere, periodically throughout the building. The reason for this is that the shelving is calculated for a 24" footprint for free-standing double-sided shelves (12" shelves) and DCPL will be using a 20" footprint (9" shelves). Single-sided perimeter shelving will have a 10" footprint. The footprint for the Periodical shelving is the exception (perimeter is 12"; freestanding double-sided is 24").

All new shelving will meet the following requirements:

General:

- Cantilever Library Shelving (Spacesaver is standard)
- Millwork end panels
    - Some of the end panels will have Slatwall (2 tracks only at eye-level)
- Canopy tops (millwork) on shelving 66" high and lower

- No canopy tops on higher shelves
- One standard, neutral color shelving for all branches – Spacesaver's Frost FR (6)
- Some shelving may require its own lighting, depending up location and height of the ceiling
- Books will be on regular shelving: no atlas or dictionary stands, no special deep shelving for oversize books, etc.

Shelving Size:

- Depth
  - 9" shelves for books
- Shelf Length
  - All shelves are 3' long (standard)
- Heights
  - 42" (for Children's Picture Books, for some free standing display units in Adult & Children's, along low walls or underneath windows, etc.)
  - 66" (for Children's Fiction & Non-Fiction, some free-standing display units in Adult Area, etc.)
  - 78" for most free-standing adult stacks
  - 84" for most perimeter stacks (even in Children's and Teen Areas)
    - Note that high perimeter shelving in the Children's and Teen Area will have fabric backing to allow for display and the posting of materials. An example from the Tenley-Friendship Interim Library is shown below:

- Low (1" to 2") integral backs on all flat shelves unless noted otherwise
- Row Length
  - Generally free-standing rows are no longer than 21" (7-3' units)
  - Generally free-standing rows are no shorter than 9' (3-3' units)
  - Exceptions may be made when shelving is used to divide one space from another; for example, to divide the Children's Area from the Adult Area; or when the layout allows no other alternatives—but these will be considered exceptions.

Shelf Types

- Bottom shelf on all ranges is a slanted shelf
- Slotted shelves for some collections (such as: Children's picture books; paperbacks; "giveaways," i.e., pamphlets for the public; etc.)

- Some zigzag shelves (some with a delta—wedge—to tip them back a bit) for displays or special areas or placed strategically throughout a collection
- Some slant Display Shelving (periodical-type shelves but not hinged) placed strategically throughout a collection
- Media bag hangers that fit into regular shelving units and are generally used for Children's Mixed Media Kits (CD & Book) and some Language Kits (CD & Book)
- Paperbacks may be on spinners which are incorporated into regular shelving units, or paperbacks may be shelved on regular (9") shelves with an insert along the whole length of the back of the shelf.
- Quantities of the special shelving types are to be determined based on the specific collections.

Specialty Shelving

- Children's Room
    - Picture Books will be shelved in Picture Book Bins that are generally two sided millwork items with shelves for spine-out on the bottom and browsing bins on the top, such as seen here:

    - If additional space is needed for Picture Books, an exception can be made to shelve them on 42" high shelving with slotted shelves using 3 dividers per shelf. They may be configured as a double-side free-standing row, and the row of shelving can be used to separate the Adult Area from the Children's Room.
    - Perimeter wall shelving will be 84" (same as in the Adult Area) but with a tackable surface behind it. In the area for age 0 to 5, there will be three rows of shelving starting at the floor for the regular collection; above that the tackable surface can be used for posters, notices, children's art, etc. A shelf can be inserted on the uprights in front of the tackable service when needed to display books relating to the posted items.

- Periodical Shelving
    - Hinged Periodical Shelf with flat shelf underneath; the bottom of the unit shelf may be used for back issues in periodical boxes, depending upon the size if the back issue collection.

- Shelving for face-out newspapers on Hinged Periodical Shelf with Plexiglas covers may be used.

- CD & DVD Browser Boxes
  - Use single-tiered 12" deep browser boxes on low shelving (42")

Bookends

- Use "integral low-back" dividers (bookends that clamp onto the low back of the shelf—currently being successfully used in DCPL Interim Libraries)

Major Library Divisions – Square Foot Summary
(will likely vary because this is an existing building with an addition)

LIBRARY DIVISION	*Square Feet*	*% Total*
General Building Services	332	2%
Entrance to Library	444	3%
Adult Services		
Browsing & New Materials	285	2%
Computers for Public Use	840	5%
Conference/Large Study- 2 (240 sf ea)	480	3%
Fiction	674	4%
Information Desk	140	1%
Non-Fiction	882	5%
Periodicals	110	1%
Reference	210	1%
Seating	1,902	12%
Sight & Sound	460	3%
Study/Tutor Rooms - 6 Rooms	312	2%
Space Unique to *Name of Library* based upon local demographics (tbd)	1,689	10%
Children's Services		
Computers for Public Use	200	1%
Collections and Seating	2,985	18%
Teen Services	778	5%
Circulation Services-Public Interface	510	3%
Meeting Room (Includes the Pre-Function Area)	1,253	7%
Meeting Room Storage (one 180 sf/one 100 sf)	280	2%
Printing and Copying Center(s)	100	1%
Staff Areas-Non-Public	1,526	9%
Net Assignable Square Footage:	16,392	100%
Non-Assignable Square Footage (@ 23 % of Gross)	4,896	
Gross Square Footage:	21,288	

Major Library Divisions – Functional Activity Descriptions

Because the Mt. Pleasant Library is an existing, historic facility, some of the spaces allocated in this program will very likely need to be adjusted, because of the building envelope and existing walls.

This building program divides the major divisions of the library as follows: General Building Services, Entrance to the Library, Adult Services, Children's Services, Young Adult Services, Circulation Services, Printing and Copying, Public Meeting Room, and Staff Areas (non-public). Each is described briefly below.

General Building Services

The primary function of the General Building Services Division is to provide a custodial closet (84 sf)—including a plan for how the trash will move through the building out of the dumpster and recycle pick up area, a staff storage room (168 sf), a computer/ telecommunications room (80 sf), as well as the Mechanical Equipment Room, the Delivery Area, and the Staff Entrance and Lobby (each part of the gross program).

Building Exterior:

The exterior of the building requires the appropriate signage (see Signage Section); illumination (see Security Section—Exterior); an illuminated flag pole (aluminum with a maximum overall height of 40'—heights can be site specific; with lockable cleat covers with halyard channel and bracket OR it can also be outrigger mounted or vertical mounted to the building—depending upon the building design) for two flags—US & District (see Security Section—Exterior); two highly durable benches for 2 or 3 people with an arm rest in the middle that prevents anyone from lying down; parking—#, if any, required by code—and bicycle racks (see Access Section); durable, high quality trash cans for the public near the entrance; pad for dumpster and recycling bin (with appropriate screening); keyed hose bids for ground maintenance where needed, and grounded, weatherproof exterior power outlets in convenient locations. A landscape plan with low-maintenance, native, and drought-resistant plants is also required.

Exterior building materials must be selected for durability and low maintenance. New buildings should aim to be transparent, with as much glass as possible, to allow people to see in and out of the building, thus creating a welcoming, open face to the community. The natural light must be controlled for heat gain and glare inside the building.

The design, particularly of the exterior of the building, must be reviewed by the DCPL Maintenance Department to ensure it meets with their standards for trash and recycling pick-up and overall general maintenance.

Entrance to Library

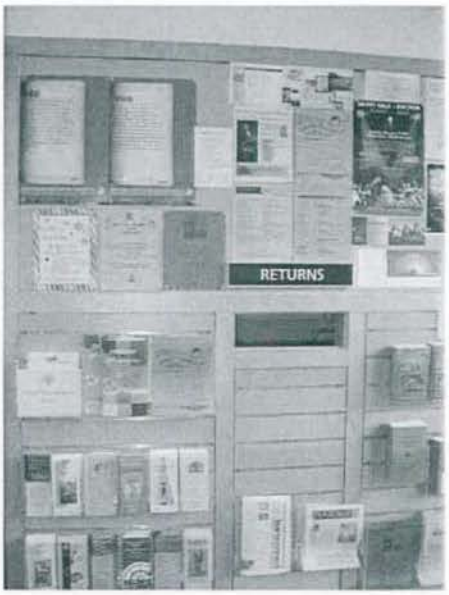
It is understood that because this is an historic building, thus there are limitations to changing the design of the public entrance, but in spite of this, the design must try to address all of the elements of a welcoming public entrance.

The primary function of the Library Entrance Division is to provide a formal entrance and lobby for the library building and to ensure that there is a single main entrance that is fully accessible. It must be prominent with as much glass a possible in the façade so passersby--whether in cars or on foot--can see it from a distance. It must be welcoming and inviting to encourage people to enter. In addition to providing space for customers to enter, it could also be used as a gathering space for small receptions and a place for customers to wait before leaving. The space should also allow for displays and exhibits.

Because this is the main entrance and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

The public must have access to book drop slots from the entry area as well as from outside the building. If there is more than one interior slot (and three are called for—one for children's materials, one for adult materials and one for Sight & Sound materials), there should be a ledge under the book drop for customers to set their materials on to sort. Wall space must be planned to post Community Information (bulletin board and slots for brochures and flyers) for the public to take in a neat and orderly manner. A flat-screen monitor (36 to 40") mounted on the wall at each entrance to the library will be used to announce library events and programs.

In the vestibule or immediately upon entering the library, there is a flat-screen, wall-mounted monitor with a data connection to allow staff to input library announcements and special events; as well as a connection to cable television to be used when there are important news events. The book drops slots and Community and/or Library Information area can be combined as shown in this photograph taken of the entry area in a very small public library branch (Multnomah County, Oregon).



Upon entering, the space should help customers orient themselves to the building to figure out where specifically they want to go. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

If it is a multi-story building, the best location for a grand staircase that will help orient the customer and give visual clues to the services provided on the other floors is best located near the public entrance to the building.

The lobby should be able to be secured from the outside of the building, and from the library itself to allow for the use of the public Meeting Room areas when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk.

The lobby requires security gates for the book/materials security system. The gates need to be close enough to the circulation desk to allow staff to monitor it when the alarm goes off.

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library.

Air or weather lock, and/or double set of doors, is required to maintain temperature and keep drafts from going into the library proper.

Immediately inside the entry doors, there needs to be recessed recycled tire rubber walk-off mats, as shown below, for customers to use to wipe their feet as they enter the building.

Adult Services

Although the various collections are listed separately here, depending upon the layout of the library, they do not need to each have distinct area; rather each collection can flow from one to another.

The ***major Adult Library Areas*** are:

Browsing & New Materials: This area will be located in a high traffic area near the entrance to the library. The primary function of this area is to display new materials, topical displays, and other portions of the popular library in an attractive manner, making it easy for the customer to browse. Some of these materials will be displayed face-out to increase their visibility and appeal. This area should have the look and feel of a retail space; the shelving should have some attractive display shelves. If it is possible to put shelving along a wall, this can be high shelving with the lower, retail-type display units in the more open space. The aisles in this area may be a little wider in this area (42" to 48") than in the rest of the library to encourage browsing.

Sight & Sound Collection: This area is also located near the entrance to the library and will serve both adults and teens with a wide variety of popular DVDs (such as, feature films or travelogues), and books and music on CD. This collection should be on display shelving. The aisles in this area may be a little wider (42" to 48") than in the rest of the library to encourage browsing.

Computers for Public Use: The primary function of the computers is to provide customers with access to the library catalog, databases and the Internet. Computers (4 OPACs) with catalog information will be located near the entrance to the library close to the Browsing and New Materials area and/or strategically located near the stacks; computers (a minimum of 24) for adults with databases and Internet access will be located in one or two banks, depending upon the layout of the library. In addition, one PC will be needed as a sign-up station for customers to use to get assigned to one of the public adult PCs, as well as a large, flat screen monitor (that requires a CPU to run the sign-up software) to enable customers to see where they are in the queue and to see which PC they

are ultimately assigned to. The location of these two stations needs to be determined in the design process, but obviously they will be close to the major adult bank of computers.

The building must allow for power and conduit for data to be available at most of the reading tables to allow the library to provide more PCs (or laptops) in the future and/or allow customers to bring in and use their own electronic equipment.

Information Desk: This is the main information service point for customers, large enough for two staff workstations, but small enough that when only one staff member is there; it appears to be the right size. The overall desk will be 34" high, which meets ADA. Across the whole desk, except for a 36" wide space to meet ADA, there will be transaction counter on the customer side of the desk that is between 4" and 6" higher than the desk surface with a shelf on top about 6" deep. The purpose of the counter is to provide a separate space for the staff materials on the desk, a shelf for customers to set their materials on and a way to hide some of the PC cords and cables. Instead of grommets, consider a "trough" near the end of the counter (under the transaction counter) to use to access power and data.

The work surface must be made of a very durable material (stone, corian or similar product). Grommets for cable and power cords are required, but will not be added until the library is ready to open to the public and equipment has been placed.

The desk should be as barrier free on the staff side as possible, allowing for knee space and a place to have mobile furniture (pedestal-box, box, file cabinet; mobile narrow unit with adjustable shelves for printer and other materials). Depending upon the design of the desk, these components could be custom millwork or standard steel office components.

The desk should be unimposing and compact to encourage contact between the library's staff and patrons and visually self-explanatory. If the information functions are on two floors, there may be a service desk for one person on each floor instead of a single information desk for two people. In addition, there will be an information service point in the Children's Room which may be staffed during peak times (after school, story programs, etc.)

Fiction: This collection is in both hardback and paperback.

Non-Fiction: This collection will include print (hardback and paperback) and DVD non-fiction materials.

Periodicals: This section will house magazines and newspapers with the current issues displayed face out, on hinged slanted display shelving, and with a limited number of back issues stored of some titles on a flat shelf underneath.

Reference: The primary function of this section is to provide access to reference books. The area is relatively small and shrinking as more and more of this type of information is available in electronic format only.

Seating: Tables and chairs and lounge seating for customers to read, work, etc. throughout the adult areas of the library. Most tables will be for four persons

with power and conduit for PCs and other electronic devices, and they require a built-in wire management system. DCPL does not want any task lighting on the public tables. Ideally the majority of the seating is by the windows to allow people to look outside and to allow passersby to look in and see people using the library.

Shelving: For most of the adult spaces in the library the shelving will be 78" tall with standard 3' wide shelves. The maximum length of a freestanding range of shelving should be of eight units (24' long, maximum) and minimum length should be thee units (9' long, minimum). The bottom shelf should be slanted to make it easier to read the tiles and/or call numbers. When possible, starting a range of stacks with lower shelving and stepping up to 78" as you move into the range, is desirable, because it will make the library appear more open and the shelving will appear not be a barrier or wall. Shelving should be arranged in an orthogonal pattern.

The Browsing and Sight & Sound collections should be shelved on lower display type units, although if there are perimeter/wall shelving units in this area, 84" high shelves are desirable. The periodicals are shelved on face-out slanted shelving with some limited storage underneath for the most recent back copies.

A complete outline of shelving parameters is in this document under *General Requirements, Shelving.*

Conference/Large Study *(two rooms at 240 square feet each):* Two separate Conference/Study Rooms -- each for 12 people -- to provide space for group study, community meetings, tutoring, library programs, library staff conferences or meetings, etc. These rooms may be located near the meeting Room for after hours use or may be located in the general Adult Area, where they can be used a Quiet Study or Conference Rooms when the library is open depending upon the design of the library and the needs of the particular community. The rooms require multimedia capacity.

The Conference/Study Rooms should be located in a public area where they are highly visible to staff and customers. The rooms need to be a "glass box" to maximize supervision. The doors must have locks to allow staff to control access to them when necessary. *The walls need chair rails for protection.*

Study/Tutor Rooms *(six Rooms-52 square feet each):* Each of the six study rooms is a space for two persons to study, work on projects and assignments together, or to engage in tutoring without disturbing others. The rooms need to be a "glass box" to maximize supervision. The doors must have locks to allow staff to control access to them when necessary. *The walls need chair rails for protection.*

Children's Services:

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs.

Designing the children's room to make sure it flows properly is as complicated as designing the whole library, because there are distinct age groups using it, described as the First Five Years and School Age Children. Then the First Five Years space is subdivided, often with shelving or furniture, into two distinct sections – for ages 0 to 2 and for ages 3 to 5.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library, recognizing that it is not just a scaled down adult library. It should be a space to encourage children to have fun by developing an interest in books, reading, and information seeking skills.

The entrance to the Children's Library is an interior entrance which should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. While it must be visible from the entrance to the library, it needs to have "barriers" for safety reasons that help keep the children confined to that area and discouraging adults who are not accompanied by children from entering. Walls are not used to separate this area from the rest of the library, because the building will lose its ability to shrink and grow various services if the spaces are defined by walls. Instead, low shelving can be used to define a children's area and separate it from the other functions on the same floor.

The ***major Children's Library Areas*** are:

Entrance: This is an interior entrance (not exterior) to the Children's Area. While the finishes must blend with others in the facility, it must also be recognizable as a children's area and attractive to youngsters by using finishes that are friendly, warm and colorful.

New Book Display: New books and other materials—mostly face out—will be displayed near the entrance in an attractive manner on low display shelving.

Sight and Sound: This area will house the audio-visual collection for children – some of it face out – and should be located near the entrance to the Children's Area.

Information Desk: This is the primary staff service point for the Children's Area. The desk should be designed for one librarian in a scale appropriate for children (regular desk height, 29" high, low enough for children to see over it) using colors and graphics that are appealing to children. This desk will be staffed during peak times for Children's services. The location of this desk is critical with sightlines to the entrance to the Children's Area and sightlines to all of the major activity areas.

The work surface must be made of a very durable material (stone, corian or similar product). Grommets for cable and power cords are required, but will not be added until the library is ready to open to the public and equipment has been placed.

The desk should be as barrier free on the staff side as possible, allowing for knee space and a place to have mobile furniture (pedestal-box, box, file cabinet; mobile narrow unit with adjustable shelves for printer and other materials). Depending upon the design of the desk, these components could be custom millwork or standard steel office components.

First Five Years & Beginning Reading Collection: This area houses the print collection for the youngest children, which primarily consists of picture books, board books and easy readers. This space may be divided into two sections by a barrier (shelving or furniture that can be moved for future flexibility). One space is for the very youngest (age 0 to 2) to move about in. This area will *have a place for magnetic letters, numbers and shapes*; some interactive educational toys mounted very low (see photograph below from the central library in Phoenix) and book bins for board books and picture books for the very youngest to browse through.

The other section is for the older cohort (age 3 to 5) and will have pre-school size tables and chairs. Most of the picture books will be kept in this area in picture book bins. If the shelving is higher on the perimeter walls, it should have a tackable surface starting halfway up and can be used for posting notices, posters, displays, the parenting collection, etc.

Elementary Age Fiction & Non-Fiction Collections: This area houses the print collection (hardback and paperback), as well as non-fiction DVDs, for older children (age 7 to 12).

Reference Collection: The shelving in this area will house a small (400 items) reference collection.

Shelving: The children area has two distinct spaces – First Five Years & Beginning Readers and the Elementary-Age Area. The shelving for the former age group should not exceed 42" high, unless it is on a perimeter wall, in which case the area above 42" could be used for posters, notices, the parent-teacher collection, etc. Picture Books will be shelved in picture book bins (see Shelving Section in the document). In the area that houses the Elementary Age materials generally has shelving 66" high. The browsing area will have low, bookstore

style shelving with space to shelve some of the materials face-out. Generally, shelving should be arranged in an orthogonal pattern. For efficiency, all rows of shelving should have a minimum of 3 3-foot units (9' long).

Computers for Children: The primary function is to provide children with access to the library catalog, early literacy programs, databases and the Internet. There will be a total of 8 PCs in the children's area on opening day with at least one of them dedicated to catalog information (OPAC). The building must allow for power and conduit for data to be available at many of the reading tables to allow the library to provide more PCs (or laptops) and/or allow customers to bring in and use their own electronic equipment.

An Early Childhood Workstation will also be located in the Children's Area. It requires power but no Internet connection. The software is designed for the use of children from age 3 to 8, and thus it must be located in an area where it will be used by children in that age range.

Seating: The children's area is used by children and their parents and/or caregivers. There will be separate seating areas for the youngest children (first five years) and the older children (elementary school age), both of which will be located near their respective collections. Seating for the youngest age group will be at low tables and chairs; seating for older children will be at adult-size tables and chairs. In addition there may be some mobile tables and chairs or cushions that can be used in the Program Room when the space is not being used for a library program; then quickly stored away during storytime. Some lounge seating for a parent and child (not large and no rocking chairs) is needed to allow an adult and child to sit together to read; benches work very well for this purpose. Window bench seating is ideal, because it is such an efficient use of space and because it puts people by the windows.

Program Room: This area will provide a dual purpose and is expected to be used whenever the library is open. First it will provide space for a variety of children's programs – story hour presentations, audio-visual programs, arts and crafts activities, etc. There should be a projection screen hung from the ceiling that is controlled (raised and lowered) with an electrical switch; sized for the particular room. There should be at least one power and a data connection in the room for projection equipment.

Second, when the room is not being used for programming, it may be used primarily by the youngest children for reading and other library activities at some times during the day and/or it may be used by the older elementary age group at other times. It must be transparent with a glass façade (glass could start 30" to 36" above the floor to allow caregivers to see inside during a program without distracting the participating children). It needs wide doors to help open the room, even overhead "garage-type" doors have been used for this purpose. The door requires a lock to allow staff to control access when necessary.

Program Room Storage: This is a closed room that can be locked next to the Program Room with perimeter shelves (some 9" deep for books and some 18" deep for storage). The space in the middle should be open to allow for storage

of such items as a media cart.

Restroom for Children: This restroom is to be used by children with their parents and/or caregivers; thus it should be located far enough into the Children's Area that it will not attract other users of the library. The fixtures in this restroom will be regular (adult) size.

Teen Services Area:

The function of this division is to provide services to teens (primarily ages 12 to 16) by giving them a space that they can call their own with collections and special study areas. In this space, the needs of teens can be met with special collections, electronic access, limited privacy, and the ability for them to exchange ideas conversationally without disturbing other patrons or staff. This space should contain a "graffiti" board for the teens to draw and post messages on. A tackable surface for notices, posters, etc. is also desirable.

Furniture in this area should be modern, attractive, durable and unique from other spaces in the library. It is especially important to have data and power available at the table and lounge areas for this age group.

If there is 84" perimeter shelving, it should have a tackable backing for posting flyers, notices and posters.

Customers in this age group are also major users of the adult collection for homework support and leisure, as well as the electronic resources; therefore, it should be located near the adult collections, the Study Rooms and the major computer area(s). The Teen Services Area must be distinct from the Children's Services Area and physically far away from it.

Circulation Services—Public Areas:

The primary function of this division is to efficiently handle the circulation of the collection (books, magazines and Sight and Sound materials). The circulation activities include the following tasks: 1) customers checking-out library materials at the Circulation Desk using express checkout machines or going to staffed check-out stations; 2) staff checking the materials back in; 3) staff sorting the various materials; 4) staff re-shelving the collections in their proper locations; and 5) routine transactions including registration, payment of fines and fees, reserves, etc.

Customers can do two of these operations themselves (checking out materials and picking up their reserves) or they may choose to get help at the Circulation Desk. Careful attention must be given to designing a smooth and efficient workflow for the staff and in designing the area to encourage customers to help themselves.

The Circulation Desk (Check-Out Desk) is located next to the Staff Workroom near the main public entrance. It is long enough for two staff workstations—approximately 4 linear feet each (with one PC with monitor underneath, a barcode scanner and keyboard on counter at each station) and a shared

sensitizer/desensitizer.

The desk top should be 32" to 36" deep and the desk is 34" high (to meet ADA) with a flat work surface of a very durable material (stone, corian or similar product). Grommets for cable and power cords are required, but will not be added until the library is ready to open to the public and equipment has been placed.

The Circulation Desk may also accommodate the Express Check Out machines, which customers will use to check out their own materials. Although the library will open with two, space should be provided to add a third Express Check Out machine in the future. Each has a PC (monitor on top of a CPU and scanner) with enough space for customers to set down their books)—approximate 3' linear feet per Express Check Out machine. These machines may also be located near the staffed Circulation desk but not on the same continuous counter, depending upon the design of the library.

The staff side of the desk should not have built shelves, drawers, keyboard trays, etc. Instead it should be open except for supports with space underneath for two mobile pedestals (box, box, file), mobile shelving with pull out shelves for handouts and materials, a shelf for one staff printer, etc. The goal is to have the mobile components (on castors) to allow for future flexibility. Because of the height of the desk, the components may also have to be millwork.

Staff needs circulation space behind the desk, as well as space to move and park book trucks (a minimum of 6' is required) to park book trucks along the wall. Because this is a very high traffic area and a focal point for customers checking out materials, the wall and corners require special protection.

The customer side of the Circulation Desk must have a "kick plate" of a durable material (for example, if the desk top is stone, stone may be used; or it may be stainless steel; or a similar material) from the floor to up about 6 to 8" for protection from heavy wear.

Note that the carpeting behind the Circulation Services Desk must be padded (this is the only place in the library that has padded carpet), because staff working behind that desk is on their feet most of the day.

Printing and Copying Center(s):

The plan for the new libraries is to move to heavy-duty printers for the public PCs and not send these print jobs to the copy machine; thus the program is calling for one copy machine and two printers. In addition, there should be a small storage cabinet next to it that can also serve as a sorting table for customers using the machine. The equipment in this area may be put in one discreet area or it may be disbursed depending upon the layout of the building and the location of the public PCs. Because the way this service will be provided in the near future is in flux, final details will be determined in the design process. Below is an example from the central library in Phoenix with the copier and sorting table in a freestanding, screened-in area.

Public Meeting Room:

The function of this division is to provide performance, conference, classroom, and meeting room space that can be used for library programs and by community groups. The Meeting Room will seat 100 people. It will be designed as a large open multi-purpose space with an audio loop, seating, amplified sound (speakers required) and power and data available in several places for projection. The projection system should be portable (not hung from the ceiling or a built in sound booth) which will require access to power and data at strategic spaces in the room. The room should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, performances, etc.

Walls (all or some, depending upon the size and configuration) of the meeting room may be covered with a tackable material (acoustic panels, fabric wrapped) to provide space for posting notices and other information, which may go from ceiling to floor or may start from about 30" from the floor to about 84" high, depending on the room design. An example from Multnomah County (Portland, Oregon) is shown below.

The walls need chair rails for protection, and there should be cork strip around the perimeter of the room to use to hang pictures (may be incorporated into the tackable surface area described in the previous paragraph.

Furnishings include a mechanized projection screen hung from the ceiling that is controlled (raised and lowered) with an electrical switch; standard size is 54" x 96" but may have to be sized differently to meet dimensions of a particular meeting room. Lightweight rectangular tables (aluminum is preferred) that can be used in a classroom setting or put together lengthwise for a meeting table (each 18" wide x 72" long x 29.5" high) and the Herman Miller Caper Chair (stacking with glide)—or similar—are preferred.

If natural light comes into the room, there must be a way to darken the room. In general, blinds and shades are not desirable because they tend to break, hang unevenly, and look unsightly.

The meeting room has a simple kitchenette, with deep sink, a counter-top (about 8' long, total), lockable cupboards below (back splash & bulletin board above), and power above the counter-top for coffee pots, etc. This can be a space recessed into the meeting room wall and closed off by doors or it could be a separate alcove, ideally near the meeting room entrance and away from the front of the meeting room where it would be distracting if used during a presentation.

Just outside the Meeting Room is a Pre-Function Area which allows people to gather before and after a program. This space may be a good place to display public art or to have display cases or displays items of interest to the community.

The Meeting Room requires two Storage Closets – one large enough to store stackable chairs and folding tables when they are not being used and the other large enough to store a mobile Laptop Computer Cart (current carts are 2' wide x 3' long x 4' H, but plan for larger cart of 3' wide and 6' long) and an audio/projector cart (current cart is 3' long x 2' W x 38" H). Both Storage Closets require double doors with corner guards for protection.

Public Restrooms and Drinking Fountains:

The drinking fountains should be located just outside the public restrooms. The preferred configuration is to have a short hallway into the restroom area with the water fountains straight ahead, the men's room off to one side and the women's room off to the other.

DCPL has established a standard for restroom fixtures that will be used in all of the branches (toilets, sinks, stalls, faucets, everything)—all will be wall-hung (not floor-mounted) for easier cleaning, except for the stalls (which will be sturdier if floor-mounted). The stalls in the Women's Room should have sanitary napkin disposal containers. Toilets should have manual flush features instead of automatic. Sinks may have sensors to turn the water on (if that is within the budget) or the regular standard faucet. Electric hand dryers are preferred to providing paper towels. Soap dispensers should be independent of the sink to allow for changes in the future. A mirror with a shelf below to set down books, handbags, etc. should be located above the sinks. All public restrooms need high quality (stainless steel) baby changing tables.

Any single-person restroom should be designed as a unisex restroom (not necessarily using that term)—even if there are two of them side by side.

Staff Areas (Non-Public)

The staff work areas (Children's, Circulation and Information) are listed separately here in case they need to be physically separated based upon the design of the building and the number of floors. However, there may be instances where their spaces can be integrated into a single workroom. Only the Branch Manager needs a separate office. There will be a Staff Lounge and a Staff Restroom (a single unisex restroom).

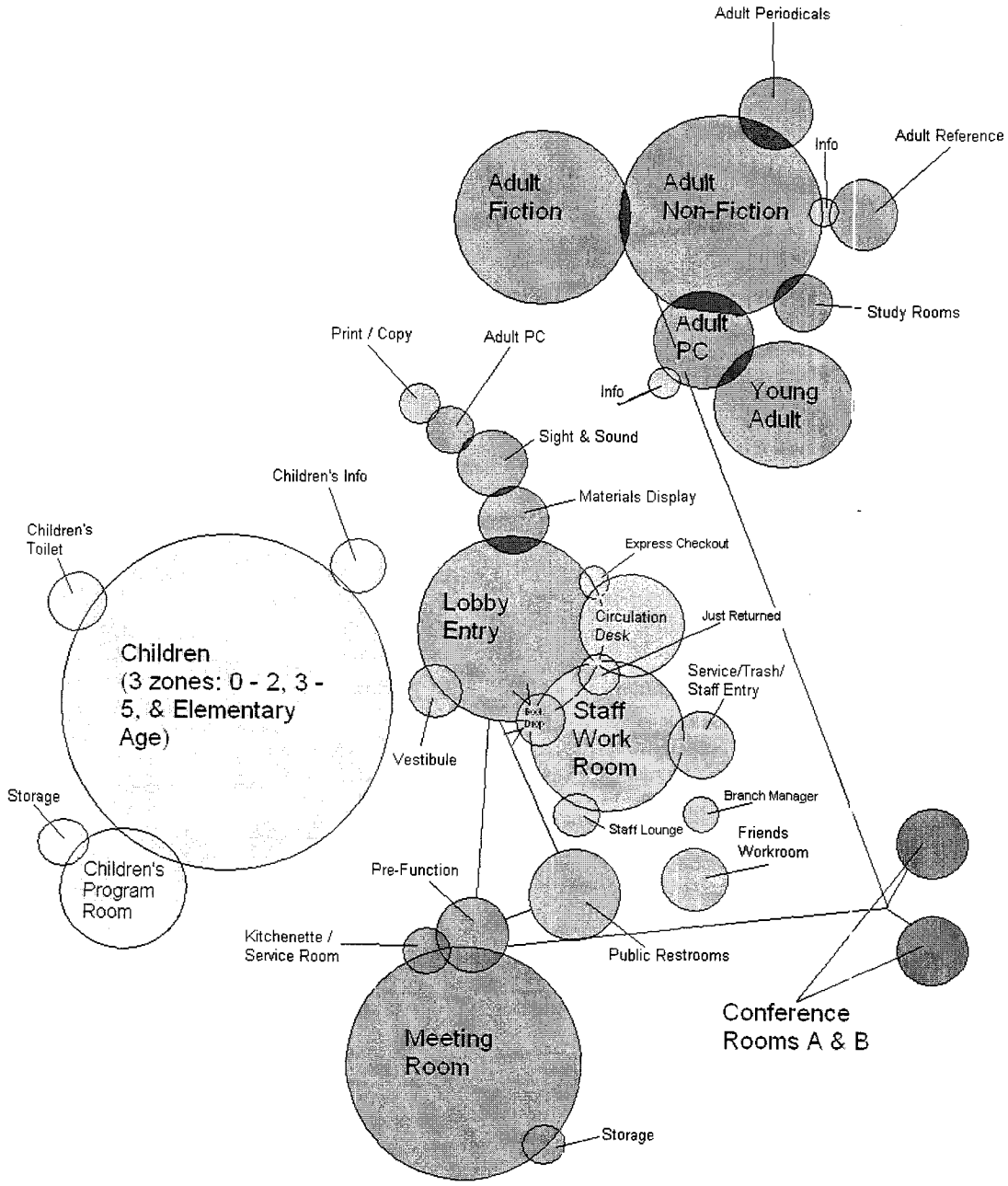
The Staff Work Area is where all of the back-of-house work for the Circulation, Information Staff and volunteers will be done. Work for the circulation staff includes checking-in library materials and sorting them in preparation of shelving, processing circulation materials, preparing materials for hold shelf, etc. Mail and deliveries come into and are sorted in this room as well. Information staff responsible for working with children, teens and adults will also do their off desk duties here. Most of the staff will use shared office landscape workstations or counters built around the workroom perimeter.

All walls and corners in the library where book trucks and tubs move by must be protected with wall and corner protectors. This is especially important in the staff workrooms which will have heavy traffic of book trucks and tubs.

Space must be provided for 9.5 Full Time Equivalents (FTEs), which is comprised of full time and part time staff. The major divisions are as follows; however, as noted above, all may be located in a single workroom or in more than one, based upon the configuration of the building.

- ***Branch Manager*** will have a separate office (150 square feet)
    - Desk (L-shaped with space & wire management for PC & printer)
    - Chairs (ergonomic task chairs, 2 visitor chairs)
    - 4-drawer lateral file cabinet
    - Shelving unit (84" high x 3'wide w/10" shelves)
- ***Circulation Workroom***
    - ***General***
        - The Circulation Workroom must be located by the public and staff (delivery) entrance and the Circulation Desk.
        - The supply cabinet for the whole branch is located here (18 to 24" deep x 6' wide x 84" high with double doors).
        - Lockers (total of 10 lockers, approximately 12" x 12" x 12 each, which is two rows 12" wide x 12" deep x 66" high) must be provided for staff and volunteer use.
            - These may be located in the Staff Lounge if it is close to the Staff Workroom; otherwise in the Staff Workroom.
        - File cabinets (2) for branch records are located here (5 drawer lateral cabinets 36 to 42" long x 16" deep)
        - Bulletin Board (4 to 5' wide by 4' high)
        - Staff Mailboxes (16 to 20 slots)
        - Key Cabinet (wall-mounted – 12" H x 8" W x 2.5 D)
        - Sign In & Out Board near entrance

Adjacencies:



Organization of the Library Spaces

Flow of the Public Spaces: From outside the customer will enter the *Vestibule* to the *Entry Lobby.* These spaces will provide access to the book return slots, a wall to post notices for the public and this distribution of flyers, and often public display areas (i.e., place to hang art work or for display cases). *Vending Machines* for customers to purchase snacks and drinks to consume in the library can be located in this space or just inside the library proper, but should be tucked away into a convenient alcove. Ideally, the *Meeting Room(s)* and *Public Restrooms* will also be accessed from the vestibule/lobby area in order to allow these rooms to be used after library hours.

From the main entry point, one enters the library itself through materials security gates. Near the entrance, the customers should be able to see *Express Checkout*, the *Express Hold pick up area*, then the *Circulation Desk*, followed by the most popular adult collections – the *Browsing and New Materials Section* and the *Sight and Sounds Section.* This area should have the same feel as a bookstore. The best location for the *Children's Services Area* is also near the main public entrance for easy access for parents, children and strollers, and away from the core adult collection and study areas.

The *Adult Services Area* is generally located further from the public entrance with spaces for quiet study and reading, as well as an area for PCs and other electronic resources. The *Teen Service Area* is a space of its own, unique and physically separated from the Children's Area.

If the library is on more than one floor, the following services will be located on the floor where the main entrance is located: *Express Checkout, the Express Hold pick up area, then the Circulation Desk*, followed by the most popular adult collections – *the Browsing and New Materials Section and the Sight and Sounds Section; and then the Children's Services Area. The Adult Services and the Teen Services Areas* may be located on a different floor, as well as the meeting room and restrooms.

Flow of the Staff Spaces: The *Staff/Delivery Entrance* should open into the *Staff Workroom.* In some cases, the footprint of the building will not allow all of the staff workroom spaces to be consolidated in one area. In that case, it is the *Circulation Staff Workroom* that must be by the Staff/Delivery Entrance with offices for the librarians located elsewhere in the building. The *Vestibule* area should have hooks for coats; ideally the *Staff Lounge* is nearby for staff to put away their lunch and will include lockers for staff to lock away valuables. The *Book Drop Room* opens into the Staff Workroom. The Circulation Workroom is located behind the public *Circulation Desk.*

Library materials are processed in the Circulation workroom. The major work is checking in items that have been returned—either over the counter, from the book drop or from the inter-branch delivery. A secondary process is the preparation of new materials either coming from Central Cataloging and Processing or directly from the vendor. These materials need to get checked-in and ready to shelve in the appropriate places in the library.

In addition, some items need to be worked on and temporarily stored in the Circulation Workroom (such as, multi-part CD sets with missing parts) and space needs to be provided for this and similar activities. General deliveries and the mail are taken care of in this space as well.

There needs to be natural flow—similar to an assembly line— to this process for reasons of efficiency. The materials need space at which staff may stand or sit--a continuous counter next to the primary check-in PC with space for a book tub(s) or book truck(s); as items are checked-in, they will be sorted to different book tubs or book trucks (for holds, for items going to other branches, or onto appropriate book trucks to be shelved in various places in the branch). A continuous counter is the best way to accommodate this workflow.

Public Seating Requirements

There are more than 200 reader seats in the library, excluding the meeting and conference rooms.

Electrical: Power should be available for customers at most of the tables, as well as conduit to meet for cabling needs for opening day and the future. It is important to have the tables aligned with the electrical floor boxes.

NOTE: Standards for tables and chairs (size, style, materials, etc.) at all branches are being developed.

Adult – Seating — 1,902 square feet

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Lounge	8	32	256
Chair, Reader's	72	0	0
Table, End	2	13	26
Table, Reader's	18	90	1,620

Children's – Seating — 1,140 square feet

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Young Child's (14"w x 13"d x 10-16"h)	16	0	0
Chair, Juvenile (Adult height)	36	0	0
Chair, Juvenile Lounge	4	20	80
Table, Young Child (60"w x 36"d x 21-26"h -4 Person)	4	80	320
Table, Juvenile (72"w x 36"d x 29"h -4 Person)	9	75	675
Early Literacy Workstation	1	65	65

Teens – Seating — 550 square feet

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Lounge	6	35	210
Chair, Reader's	16	0	0
Table, Reader's	4	85	340
White Board	1	0	0