Specific Space Design
INFORMATION CENTER

Issues:
In order to provide the focus described in "The Image is Service" the Information Center must contain:

Current information on local groups, clubs, government bodies, meetings, etc.

Files, scrapbooks, brochures, etc. on local experts, local attractions, etc.

Information collected by systems, state libraries, etc. on state and federal programs.

Other information which has been requested or which library personnel can determine is needed in a particular community.

Collections of yellow pages from large urban areas, particularly those closest to the community.

The card catalog (or book catalog, etc.)

A computer terminal now or in the future.

Various indices - e.g. Readers' Guide, B.I.P. etc.

Seating and writing surfaces for librarian and patron(s).

Discussion:
The conclusion in "The Image is Service" is that people need a centralized, organized information source - and would like to get health, emergency and social service information from the public library.

It is suggested that this special aspect of library service - immediate local and regional coping information - be emphasized and coordinated and that it be made evident to passers-by that this service exists and is relevant to everyday life.

The forms in which information of this sort may be obtained will be much more various than the usual books, magazines, etc. They will include pamphlets, clippings, microforms, computer output, scrapbooks, card files, phone and many phone-books, slides, schedules, route maps, etc. As a result, organization and storage of this material will be more complicated and individualized than usual library shelving.

Since in many small libraries there are only 1-2 professional librarians, the normal reference functions (e.g. phone-in questions, ready reference use of compilations, almanacs, etc.) will probably be handled by the same librarian who helps people in the Information Center.

In "Material Storage for Use" it was hypothesized that in a small library materials usually sorted out for reference would be interfiled with other non-fiction without undur inconvenience to staff and with increased clarity for users. This would mean that there
must be a close relationship between the Info Center and the non-fiction collection.

The divisions of the Dewey decimal system make this reasonably easy to accomplish. Using subject area alcoves as described in "Material Storage for Use" will allow the most used reference subjects to be placed closest to the Info Center. In Dewey numbering the 000's are general knowledge and include encyclopedias, almanacs, etc. frequently used in answering reference questions, and 900's include history, biography and geography - the most requested reference subjects currently (Vickers, n.d.). Arrangement of alcoves might them be very roughly circular with the 000's and 900's closest to the Information Center. In some communities, obviously, other subject areas may be or become more important in which case arrangement of alcoves should be consistent with usage. In a truly small library the distances will be negligible anyway.

Because the card catalog is used by so few people and used less skillfully ("Ways of Finding Materials") it is sensible that this catalog be in the place where the librarian is most likely to be - for the librarian's use but also so the librarian can see and offer help to potentially frustrated catalog users. This place will be the Information Center.

For direct communication between librarian and user, studies (cited in Veatch 1979) have shown that communication is better in a knee-to-knee situation than in one where a desk intervenes.
Building Recommendations

An ordinary reference area for a population of 10,000 is estimated at 550 Square feet (I.F.L.A. 1973). The Info Center will share some of this space with the non-fiction/reference section. Approximately 300-500 square feet for the Info Center alone.

Make the Info Center a library focal point where the librarian can see all other sections and where people in these sections can see the librarian as a potential source of help.

To decrease walking distance, the Info Center should be close to staff areas and close to non-fiction/ref.

A square or circle with information sources around the edges and people in the center would be most sensible. If dividers are used within the Center, maximum height should be 3.5'.

The Info Center will include
- Lateral files
- Shelving (extra deep - 12")
- Card files
- Periodical indices
- Telephone
- Card catalog
- Order files
- Display space
- Flat picture storage
- Computer terminal
- (Microform storage and equipment)
- Seating and writing surfaces
The character will be active, pleasant, but no-nonsense. Businesslike seating/writing surfaces, not lounge-like.

Partitions between the Info Center and the rest of the library may be a maximum of 54". Use the material storage units as dividers.

High light levels for the reading of small print and also to emphasize the area within the rest of the library.
NON-FICTION/REFERENCE

Issues:
The non-fiction and reference sections of a small public library may be arranged in various ways in order to fulfill the following functions:

Quick answers to relatively simple questions - for patron, librarian, telephoners.

Searches for answers requiring more time and "sorting out".

Study of a particular subject drawing from several sources - most often by students.

Recreational reading, particularly in social science, popular psychology, history and biography.

Discussion:
Because of conclusions reached in "Material Storage for Use" there are already some givens for this area.

Subject area alcoves

Children's and Adults' interfiled.

Reference and non-fiction interfiled.

All forms stored together.

Some other aspects of behavior which can help define this area follow.

First, a Baltimore area study (Bundy 1967) found that percentages of use of a public library for personal reading increases as the size decreases and the percentage of information use is directly proportional. Therefore in a small public library it is likely that much of the use of a non-fiction section is currently for general reading.

Secondly, from various empirical studies Trueswell (1969) has formulated the "80/20" rule. This rule says that 20% of the information items in a library account for 80% of the transactions. If one can then develop a knowledge of what items - or subject areas - are most used, arrangement of these areas for users can be simplified.

A study by Vickers (n.d.) found that history and biography are the most popular subject areas for telephone reference questions. Further, this study found that the non-fiction collection and the card catalog were used most often by librarians to answer these questions.

This all suggests what while using the Dewey decimal system, the most prevalent system in small libraries (Most small public libraries will probably not change to Library of Congress numbering in the foreseeable future for 2 major reasons

- Patrons, if they have library use training at all probably had it in public schools using Dewey.

- It is an unnecessary expense to switch because L.C. is primarily useful in very large collections where the proliferation of decimal divisions in Dewey become a confusing and unwieldy way to sub-classify.)
the arrangement of subject alcoves can be manipulated to put the most used areas in the most prominent locations (i.e. closest to circulation.) Signage will be used to indicate alcoves both by number and by name.

Once the overall arrangement of alcoves is determined, arrangement of the materials within the alcoves will be important. Pamphlets, clippings, etc. are generally kept in hanging files. Audio-visual materials may be kept in special racks made especially for each form and which fit into book shelving, or may be filed in individual book-size packets on regular shelves. The packets should be less confusing since they can be interfiled with books in exact numerical/subject sequence. Further, it is easy to add or subtract packets without having to change shelf arrangements. Some libraries simply use a cabinet at the end of each stack which contains all the non-book material which would have come in order within that stack. With an alcove arrangement this would be even easier to accomplish. This has the advantage of being lockable if theft or vandalism is a problem, but is, of course, less convenient for the user and librarian.

The conjunction of study and the use of the library must be considered. A survey in 1966 (cited by Taylor and Johnson in 1973) showed that half of the users in a reference section only needed a quiet place to use their own materials. This would mean that some quiet seating outside the alcoves could help keep alcove seating for actual material users.
Building Recommendations

Alcove size will depend on the size of the collection, so dividers should be formed from shelving which can be moved.

- Range will be 50-100 square feet.
- For a population of 10,000 there will be approximately 11,000 to 12,000 volumes of non-fiction and reference @ 161 square feet per 1000. (I.F.L.A. 1973)
- Seating @ 1.5 per 1000 population. At least one seat is needed per alcove.

Because of "Privacy Gradient" non-fiction alcoves should be farthest from entry but adjacent to Info Center.
- General reference 000's should be closest to Info Center.
- Access from Adults', Young Adults' and Children's reading is desirable. All will use the same non-fiction section.
- The sociology/anthropology alcove and the history/geography alcove are usually very interrelated and should be close to each other if possible.
- Manipulate alcoves so that most used subjects are closest to circulation.

In small libraries the divisions may be
- General reference works
- Religion, philosophy, psychology
- Sociology, anthropology, etc.
- Pure science
- Technology
- Arts
- History, biography, etc.
Language and literature (Dewey numbers 400 and 800) may be shelved with fiction or in the alcoves.
Provide a subject directory at the starting point of the non-fiction section:
- As a starting point in the search for a particular subject.
- Changeable to include special subjects as they become popular.

**HISTORY 900**
- EUROPEAN
- German
- WORLD WAR II

Form subject alcoves which contain all books, vertical file material, and audio-visual material on that subject area. Probably will use Dewey subdivisions - arrange so numerical sequence is obvious.
- Within each alcove label all subdivisions clearly with subject name and number.
- Provide storage for audio-visuals as needed. Book-size boxes are probably most convenient.
- Storage in files for pamphlet, clipping and picture materials is most efficient in lateral files. These may take space usually taken by hard to see bottom shelves.

- Provide one seat (or more) per alcove with a writing surface of at least 6 square feet. (Needed for note-taking, Orr 1976)
- If study space for students is to be provided, group seating for 2-3 should be provided outside the alcoves.
- Character will be a quiet, contained individual rather than group setting. There will be few windows to distract. Seating within alcoves will be busineslike with writing surface. Carpeting will permit floor sitting. Casual seating for browsers should be outside alcoves.
The divisions will be different sizes and will probably fluctuate, so partitioning should be accomplished with moveable shelving.
- Max. divider height of 5'

- For calculating loads, 1 cubic foot of filled shelving weighs about 25# (Ramsey and Sleeper, 1970).

Electrical outlets for the use of AV equipment are necessary in each alcove. Wiring for video monitors is also needed in each alcove.

Lighting will be largely artificial. 30 footcandles ambient light (Cohen and Cohen 1979) with higher level individual lighting at writing surfaces (50-70 footcandles.)
Current Periodicals - Browsing
CURRENT PERIODICALS/BROWSING

Issues:
There are two major uses of periodicals and newspapers:
For current, generalized daily information and entertainment.

For specialized subject information searches. Require the use of indices of various types.

Browsing areas and current periodical areas serve similar purposes.

Discussion:
Periodicals are frequently stored in two different ways reflecting the two ways they're used. Current periodicals and newspapers are usually kept on display racks showing the front cover to attract readers - the same principle as newstand displays. Frequently the seating provided will be casual, comfortable, and conversation is not discouraged. Some low tables might be used for spreading out large newspapers, but writing surfaces are not important.

Those who come to use current periodicals are generally there for enjoyment, entertainment, etc. They are not seeking specific information in a systematic manner. They are more relaxed. Current periodicals and browsing areas are sometimes used by those taking a break from more rigorous reading, or by those waiting for someone, etc. The outdoor reading spaces mentioned in "Indoor-Outdoor Relationships" would very appropriately open from these spaces.

The same ambience is that needed for the displays of new books, special collections, paperback displays and exchanges, book sales (if the library does this) etc. Current periodicals and browsing/display areas are therefore closely related and can double function.
Building Recommendations

- 32 square feet per seat and 1 seat per 2000 population. For a population of 10,000 it would be 160 square feet for current periodicals. An equal amount for browsing seems reasonable.

- Current periodicals/browsing displays should be stored with front covers visible in an area near the entry, seen from the entry (30% of those who come to read periodicals come only for that - Taylor and Johnson 1973).
  - If any vending machines are available they should be near this area.
  - Views to entry and children’s area for those who are "waiting".
  - Views to out-of-doors and access to any outdoor reading spaces are desirable.

- Since conversation is not discouraged some seating should be able to face each other.
  - Surfaces are needed only for resting books, for electrical equipment and for spreading out newspapers.
  - Most seating should be easily moved by patrons to area of choice.

- Area will contain:
  - Newspaper racks
  - Display of periodicals, front cover exposed.
  - Moveable seating.
  - 1-2 tables (36" by 48" adequate)
  - Paperback display
  - New book display
  - Other collections displayed
  - Places for setting books.
  - Viewing/listening equipment.

- Comfort, color and cheer should characterize this area.

- Ambient lighting should be at a fairly low level (25-30 footcandles) with local lighting raising to 60-70 footcandles on reading matter.
Microforms
Microform reader-printers are required to produce take-home copies.

Positive microfilm is easier to read but produces negative printouts. Negative film makes pictures with the text difficult to decipher.

All pictures are black and white instead of color.

These problems and advantages also apply to other materials available in microform. Large and expensive reference works, rare books, unpublished papers, etc. are all available as microforms.

The resistance of the general public to microforms as being difficult, esoteric, may eventually be overcome. But for now, small libraries may want to limit microforms to things difficult (impossible) to manage otherwise, e.g. back periodical issues, and be sure staff assistance is always available to users.

The trend toward microforms is clear and expanding rapidly. The question may in fact be decided at systems and state level anyway. Systems and state libraries frequently supply some materials only in microform.

Some libraries where microforms are heavily used even offer portable readers for check-out. This is fairly simple equipment which will help people become used to using microforms as they currently use books, recordings and films.
Building Recommendations

- For periodicals on microform only 50-60 square feet (readers and storage) and 50 square feet more per periodical index.

- In or adjacent to the Info Center and non-fiction areas. Indices in particular must be where the librarian in the Info Center can easily reach them. Visual connection between librarian and readers to offer immediate aid when necessary.

- Storage cabinets and readers must be next to/across from each other.

- Microform area will contain:
  - Storage cabinet(s) 18-24" deep and up to 54" high if used as a divider.
  - Reader-printer plus 1-2 other readers depending on amount of microform and use. One seat per reader.
  - Note-taking surfaces.
  - At least one index (table). Approximately 3' by 6' will allow 2-3 person use with note-taking possible.

- Most people using microforms are seeking specific information rather than browsing. The atmosphere will be businesslike rather than casual.

- Lighting at a normal level of about 30 footcandles should be sufficient to keep screen-surround contrasts from being too great.

- Extra electrical outlets will allow addition of more readers when necessary.
Adult Fiction & Literature
ADULT FICTION/LITERATURE

Issues:

The adult fiction area may be used by both adults and teenagers.

Special collections may be part of the fiction area.

Audio-visuals may be classified as part of adult fiction.

Literature other than novels may be considered as part of the fiction area or may be shelved with non-fiction.

Discussion:

Most adults currently come to a small public library for recreational reading (Gallup 1976). While many read non-fiction recreationally, most choose fiction. Taylor and Johnson (1973) found that people who looked for general reading chose fiction 3 to 2 over non-fiction despite the larger size of non-fiction collections generally.

The behavior most likely to occur in this area is browsing behavior. Most fiction readers will be looking for things to take home since most adult fiction is too long to be read in an hour or two in the library. Therefore the type of material storage/seating relationship discussed in "Multi-choice Postures" for browsing areas applies. Various types of individual seating with places to set books already selected interspersed among shelving are needed.

The exception to browsing behavior will be the use of audio-visuals such as talking books, dramatizations on videotape, etc. Some libraries provide listening booths for these. Others rely on headsets in a more open area.

The other major use of adult fiction will be for display of and enticement by new books, best sellers, etc. These will be in the browsing area adjacent to the permanent literature/fiction collection.

Some libraries rent new fiction, give readers a chance to try it, and then decide what to purchase after their own public has indicated which books interest them. This rental collection will also need its own display shelving. Bin-type shelving is often used because alphabetical order is superfluous here.
Because most people do not use card catalogs some libraries (already recognizing this fact) divide fiction into types rather than filing alphabetically. Other libraries file alphabetically but put colorful stickers on books to indicate what category they fit. While these may be helpful to some extent, many books fit several categories and readers may feel they have fewer choices than in fact they have. Revolving special displays might be more appropriate.

Another option is to use the Dewey 800's which do, in fact, encompass all literature including fiction. This may give fiction browsers a chance to enjoy essays, plays, humor, poetry, etc. which they normally would avoid because it's shelved with non-fiction. Whether using Dewey or not, it seems helpful to have all literature available to browsers in one area rather than making an artificial distinction between novels and other forms of literature.
Building Recommendations

For 10,000 population there would be about 5000-6000 volumes of fiction. At 161 square feet per 1000, the fiction area would be 800-900 square feet. This includes young adult area which may be subtracted if separate.

This area should be adjacent to current periodicals and browsing/display. Visual contact with the children's fiction area would be helpful for parent/child concurrent use.

Rather than stack plus reading area, intersperse individual seating/resting spaces with material storage. No group seating (such as table space) is needed. Provide surfaces, ledges, etc. on which to set selected books.

Provide:
- Material storage as described above - max. divider height 5'.
- Seating which can be easily moved by users.
- Places for viewing, listening.
- Places to set selected books.
- One seat per 1000 population. (Includes floor seating.)

With browsing a very informal casual character. Windows are useful here, plants, prints, color, comfort. Less social, more private than current periodicals/browsing.

Dividers within the space must be moveable.

Electrical outlets and spaces for viewing/listening must be coordinated.

Lighting of about 30 footcandles with some individual higher level luminaires for prolonged reading.

CASUAL, COLORFUL, COMFORTABLE
Young Adult Fiction
YOUNG ADULT FICTION/LITERATURE

Issues:
Young adults will vary in tastes and reading ability from children to adults.

Young adults use libraries most often in their capacity as students.

Young adults tend to create and tolerate different noise levels when studying.

Materials needed by students may be costly and considered lower priority if school libraries are available.

Discussion:
Young adults are those people enduring the extended rites of passage imposed by an industrialized culture between sexual maturity and official adulthood. Their interests remain partly childish, become partly adult and encompass those of that special subculture recently invented called teen-age. These people are very conscious of their new status as non-children.

The library deciding whether to include a young adult area will, of course, evaluate the libraries available to the young people in the area. If the school library is well-run and well-stocked it may be that a special young adult section in the public library would be redundant.

But Robertts (1969) found that high school kids frequently don't use the school library because of a lack of time in the school day - the only time the school library is open. Further, Roberts found that 50% said they couldn't find what they needed in the school library. Cooke (1969) found that most kids surveyed said they rely on the public library more than the school.

Jack Chitwood (1967) states that all educational institutions raise issues and questions which demand more material than the institutional library can provide.

Whether or not a public library provides a separate young adult fiction section, it remains the case that public libraries are open when school libraries are not - evenings and weekends - and that they are popular places for students to do homework, listen to records, see friends, etc. Many public libraries have found that this use actually takes over the library weekday evenings.

Some libraries counter this with glassed in study rooms for small groups. Others try to discourage noise by breaking up conveniently grouped furniture arrangements; others use sound-absorbing materials and shelf/dividers to control noise spread. Since public librarians prefer not to see themselves as disciplinarians and stereotyped shushers, it is wise to try to contain noise spatially.
Building Recommendations

100 square feet for fiction only to 400 square feet for extra study space if the library decides to provide it.

Ideally the Young Adult area should be close to both adult and child fiction so that young adults will be able to cross back and forth as interests and reading levels vary. Also near non-fiction so that young adults coming to study may be enticed to look at fiction as well.

Seating for young adults is included in the numbers for adults. But floor seating is also heavily used by young adults and can't be numbered accurately.

Will Contain:
- Paperback shelving/display for 300 to 1000 books.
- Floor seating.
- Other display space for posters, etc.

Cheerful, colorful and inviting; windows, plants, outdoor reading area appropriate.

30-40 footcandles sufficient.

Study space if provided:
- 40 to 60 square feet per group area.
- Near or in the non-fiction/reference area, acoustically shielded, suitable for groups of 2-3. (92-97% of all informal groups in public places consist of 2-3 people - Veatch 1979).
Small, intimate carpeted areas with floor cushions, portable writing surfaces etc. will be more attractive to young adults than a larger space with tables and chairs.

Balance between informal seating and businesslike character. Less color.

No windows. 20-30 footcandles ambient light, small individual lights at surfaces to highlight work.
Children's Area
CHILDREN'S LITERATURE AREA

Issues:

Who is a child?

How do children use public libraries differently than school media centers?

How do children use libraries differently than adults?

Are there subdivisions within materials for children which must be reflected in spatial organization?

What extra materials are required by children?

Discussion:

The make-up of a children's area in a public library will at least partially depend on how that library defines "child". Most libraries include preschoolers able to sit through a story session (2-4 year olds). Some libraries include younger children by providing collections of stimulating toys and games which can be checked out by parents. The upper limit is more varied.

Libraries with active young adult sections may only intend the children's department for those up to 4-5 grade. Others may include sections for jr. highers - usually paperbacks - in the children's area. The decision whether or not to have a separate young adult area was discussed further in that chapter. This decision will certainly affect the size and scope of the children's area.

Generally how the school district label ages and the where the splits occur will affect how kids classify themselves. Children who have entered jr. high or middle school will probably not want to use a children's section anymore.

MATERIALS: Returning to "Material Storage for Use" we find the recommendation that all non-fiction be shelved together whether it is intended for children or adults. This is because the scope of interest in non-fiction isn't limited by age and because reading levels are not necessarily analogous to age.

Conversely, literature and fiction is more readily assignable to interest and age levels. While there are many exceptions (e.g. Watership Down and Grimm's Household Tales) it is generally fairly easy to divide fiction appropriately.

This dichotomy will have some ambiguous aspects. There are picture books clearly intended for young children, with very little informative text which are usually classified as non-fiction in children's libraries. These will probably be of little interest to any adult looking for information and should be kept like fiction in the children's area.

Children are very used to AV materials. Children in the U.S. average several hours per day of TV viewing. The proportion of audio-visuals in the children's area will likely be higher than elsewhere and will require that more electrical outlets be available.
So the children's area will include children's fiction, loosely interpreted to include some folk literature, poetry etc., and audio-visuals for children which may include toys and games.

The other question concerning materials involves picture books and other books. Picture books are those in which the pictures are intended to tell the story with or without accompanying minimal text. They are usually larger and thinner than "regular" books.

They are difficult to keep on normal shelving and most libraries have tended to shelve them separately in deeper divided shelves or in bins. They are designated for younger children, and by separating them out they are made taboo to older children.

The problem with this is that many picture books are actually stories which will interest older not younger children. Further, the age group at which many picture books are aimed are learning to read and the vocabulary used in books of this type is frequently not an early reading vocabulary.

The early reading, controlled vocabulary (e.g. "I can read" and Dolch books) are actually formatted to resemble the size and shape of books for older children so that older non-readers won't feel embarrassed using them. Therefore, it seems unfortunate that a book's size and shape and proportion of text to picture determine whether it is for younger or older children rather than the subject matter and vocabulary involved.

To accomplish the interfiling of picture books and other books in the children's area all shelving would have to be able to hold picture books - i.e. deeper and higher than regular shelving. Unless space is at a great premium, this would allow children to explore the entire range of children's literature without the pejorative term "baby books" attaching to any of them.

PROGRAMS: The children's area must include space for the usual story hours and other children's programs the library plans. There may be puppet workshops, demonstrations of musical instruments, craft times, art appreciation, film showings, children's theater, creative writing, etc. There may even be play areas (indoor or outdoor) in conjunction with the children's area. Generally the public library will be helping children enjoy and manipulate the culture and language they are learning in school.
Most children use the public library for recreation rather than as an extension of the school curriculum. Taylor and Johnson found that children chose fiction over non-fiction 2 to 1 (1973). This is particularly true for the youngest children—preschoolers and primary age. Older children begin to use the public library as study space and this proportion of recreation to study time continues to decrease as children get older and become young adults. This means that most seating ("Multi-choice Postures") will not be study postures in primarily children's areas.

CHARACTER: Anyone who works with children will affirm that children feel comfortable under things and in very small spaces. Children's librarians find children under tables, chairs, even curled up on vacant shelves. Some children use several chairs and papers, books, etc. to build forts around themselves. Children use the floor, steps, etc. as furniture—particularly if carpeted. Children's libraries have used crates, boxes, even old claw-footed bathtubs as curl-up reading space for children. Given a choice most children ignore tables and chairs and use all three dimensions to make spaces for themselves.

Areas or parts of areas may even be divided vertically since children do not need as much headroom as adults. Areas 5-6' high are usable by children. But if such areas are created, there should be some provision for adults to be able to reach children in them in case of emergency.

Most children do come to the library with parents and many parents come to the library only to bring children. If toys and games and AV materials are to be provided in the children's area it is to be hoped that adults will want to spend some time occasionally reading to, playing with, or watching and listening with their children. Therefore, some provision for adult comfort is necessary in the children's area.

ADULT SHOULD BE ABLE TO REACH CHILD IN AN EMERGENCY.
Building Recommendations

6500 to 10,000 volumes for a total population of 10,000 are recommended for a children's collections. One-third (approx.) will be fiction. @ 161 square feet per 1000, plus a bit for special shelving, picture book non-fiction, audio-visuals, etc. total will be about 450-550 square feet.

Children's area should be located so children can reach it and the washrooms without having to pass through quieter adult areas.

- Visual connection to adult browsing.
- Near Non-fiction area for easy use.
- Adjacent to any outdoor reading space, play area, etc.

Space should be divided by low 3-4' materials storage units to form small enclosed spaces. Use floor and level changes to create seating.

Area should contain:

- Enough floor space to gather groups.
- Places where children can curl up and feel private.
- Mostly floor seating - portable writing surfaces.
- Storage for both large and regular format books.
- Display shelving for children's magazines.

LOW DIVIDERS, LEVEL CHANGES
- Ways of watching and listening to AV materials.
- Lots of electrical outlets (one per 10 square feet).
- A "wet area" if craft sessions, art, etc. will be planned. Need easy clean floor, storage and sink.

Character should be informal, cheerful and calm. By breaking space the planner can discourage running, shouting, etc. The possibility of making spaces vertically, with 5-6' ceilings will also help control noise.

Lighting to be 30 footcandles with local higher light levels available. Children's area lighting should have separate controls from the rest of the library for atmosphere lighting for children's programs.

Acoustical shielding is desirable.

A PLACE TO GATHER
Community
Group Meeting Room
COMMUNITY GROUP MEETING ROOM

Issues:
This space may be used for:
  Purely library-related functions
    Library Board meetings
    Staff/volunteer meetings
    Friends of the Library
    Film showings, story hours

  Semi-library related functions
    Book discussion groups
    Literary club meetings
    Lectures
    Author parties, etc.
    Craft demonstrations
    Club meetings at which library materials can be displayed

  Groups with no library affiliation
    Local clubs - Rotary, League of Women Voters, etc.

Discussion:
Each library will make a policy decision about who qualifies to use the meeting room and this will help determine the size and configuration of the room(s). If a library is truly concerned with serving the entire community it will likely decide to admit as many groups as scheduling of space permits (although priorities will be established.)

In any case, the meeting space will need to be used at times which may be at variance with the ordinary library schedule. It would be most useful if people were able to enter this space without having to pass through the rest of the library.

People using the meeting room will, however, need to be able to use washrooms, phone, coat hanging space and kitchen facilities if they are provided in the library, and will need to be able to control lights, ventilation, etc. without entering the main library.

Further, use of AV materials will be very important to many groups using this room. Wiring, projection, screen and speakers must all be planned for as necessary in a particular community.
Building Recommendations

- Provide a meeting room of at least 150 square feet. For groups larger than 10 provide at least 20 square feet per anticipated occupant. 30 to 40 square feet would be more comfortable.

- Provide a way to enter the meeting room without having to pass through the rest of the library. Make washrooms, coat hanging, phone accessible from the meeting room.

- A room which is rectangular (e.g., 1 to 1.3) will be more useful both for audio-visuals and group meetings. Wedge-shaped auditoriums are excellent for viewing but less useful for egalitarian committee meetings.

- The room must contain:
  - Provision for room darkening.
  - Screen or equivalent
  - Projection capabilities (booth or outlets in wall facing screen.)
  - Carpeted floor
  - Chair/table storage
  - Table(s) to seat 10-15.
  - Display space/pin-up board

- Character to be pleasant, informal, colorful - particularly if there are no windows. Windows are not necessary here.

- Provide for control of lights, HVAC other utilities, by occupants of the room. Include control of natural light if the room has windows, skylights, etc.
Special Collections
SPECIAL COLLECTIONS

Issues:
The types of special collections which small public libraries may have include:
- Professional library - publications concerning the profession of library science.
- Local History - will include pictures, photos, slides, maps, tapes, drawings, books, clippings, manuscripts, etc. which may be displayed or stored in locked or open areas.
- Subject specialized collections - a more comprehensive collection of subject matter material in one particular category.
- Papers, etc. belonging to local celebrities.
- Etc.

Discussion:
There is little if any printed information available as to how professional library materials are actually used. From observation, experience and questioning, it appears that catalogs, journals and books are read/looked at wherever the librarian happens to be working, and then filed. The public seldom uses these materials, and they could reasonably be stored in the staff space. Catalogs are non-uniform and usually require file cabinet space. Periodicals can be stored on shelves in file boxes, flat or bound. Old periodicals are frequently replaced with microform.

Indices and cataloging aids because of bulk are usually not carried from place to place. The indices may be needed by patrons to locate things not in the library, or by librarians to answer reference questions. Most librarians in small libraries no longer do cataloging of materials - it's done by book jobbers, Library of Congress or by library systems. This means that cataloging aids are more useful as locators than for cataloging. So all of these may need to be kept in the Info Center rather than in the staff room.

The local history collection may be minimal or extensive depending on local attitudes and available documentation. Early writings, photos, drawings, maps, tools, artifacts, etc. are all fair game. Some libraries even tape stories, songs, folk wisdom, etc., from the old people in the area. This type of collection may contain rarities which must be kept under lock and key. Otherwise, the local history collection may become simply another alcove in the non-fiction section of the library.

Any other specialized collections will likely be kept in the non-fiction area also. If extensive it may require its own alcove. If special collections include rare books, papers, etc., the library may wish to have an entire room devoted to the collection.
Building Recommendations

The professional library may be divided according to use:

- That used by the public in the Info Center. 20-30 square feet.

- That used only by staff in staff areas. 30 square feet (i.e. 10' of shelving and 2-3 4-drawer filing cabinets.)

Other collections will require varying amounts of space. But a small library will seldom devote more than 100 square feet to local history or other special collection.

Local history collection need not be in a prominent place provided the individual items may be displayed in prominent places. An alcove in non-fiction is the most likely location for any special collection.

- Provide locking display cases in ordinary display spaces for rotating items which are rare.

The local history collection and other special collections must be housed in conditions appropriate to the items involved - their amount condition and rarity.

Storage may include that for:

- Files, clippings
- microforms
- slides
- scrapbooks
- tapes, videotapes
- books, newspapers, manuscripts
- photos, pictures, posters, etc.
- objects, clothing, tools, toys, etc.

In "Privacy Gradient" special collections should be as private as possible. Quiet, protected, calm in character, the area should include seating for at least one person with writing surface of at least 6 square feet.

If collections include rare and/or valuable items there should be methods of locking either the whole area or at least the particular items away.

There must be electrical outlets in the area appropriate to the kind of equipment for the materials involved.

Direct sunlight is harmful to most rare materials. Artificial light @ 30 footcandles should be supplemented by individual adjustable lighting for reading fine (faded) print. (100 footcandles)
Staff & Circulation Control Point
STAFF AREAS/CIRCULATION CONTROL POINT

Issues:
This area will include:
Methods of circulation control (e.g. the usual charge desk).

Workspace for
ordering
accessioning
processing
cataloging
filing
materials repair
typing

Storage for
in-process work
specially requested items
returned materials
damaged materials
files, etc.

Storage for staff personal belongings
Librarian’s office which may be separate or combined with other staff space.

Delivery/bookmobile loading, unloading.

Kitchen/lounge space if provided.

Discussion:
Any small library belonging to an active system can expect two major effects of systems on staff space:
Reduction of space allocated to ordering, processing, etc.

Expansion of space needed for storing of temporary materials - AV, special collections, etc. - borrowed from the system.

Even so, a staff work space may need to accommodate normal material ordering, accessioning, cataloging, and processing, storage for materials in-process, typing, duplicating printing, tape-duplicating, darkroom work, materials and equipment repair, temporary storage, and the various files necessary for all this work.

If materials production is to be included, it should probably be separated somehow from other work space since lighting requirements, noise, etc. will make them incompatible. Materials production will obviously be compatible with AV if there is an AV room (See "Audio-Visual Materials").

If there is not an AV area, then production equipment needed by the public, e.g. typewriter, copy machine, etc. should be available. The logical place for this will be very near the entry where the noise will be least disturbing. This will coincide with the circulation control point discussed later.

BOOKMOBILES/DELIVERIES: In order to facilitate loading and unloading it would be most useful if the workspace communicated directly with the outside. The type of deliveries made and delivery vehicles used by any particular
system will determine whether any kind of dock would be needed. For bookmobiles a dock is not needed.

Interior storage space for materials and supplies adjacent to these doors would be helpful.

LIBRARIAN'S OFFICE: A small public library is unlikely to have more than 2 full time librarians (one a children's librarian) and often will only have one. Office space may take the form of a separate room or may simply be a corner of the workspace divided off with shelving. Some librarians even regard the whole workspace as office and prefer to simply have a desk within that space. This way the librarian can always feel in touch with any clerical or volunteer help also working in the library.

Because the librarian may spend at least part of the time as the only staff in the library, he or she must be able to see into the rest of the library from workspace or office. Pierson (in Schell 1975) suggests ways to minimize staffing problems:

Reference and circulation desks close to each other.

Reference desk close to indexes, catalog, etc.

Relating desks and office space visually.

For this paper translate reference to Info Center.
CIRCULATION CONTROL POINT: Most public libraries particularly small ones, will not have electronic circulation control. They are also not likely to have elaborate turnstile check points such as university libraries and even some large public libraries have adopted. Besides, the theft problem being less severe in small communities, small public libraries are not likely to have any really valuable books or documents which can be stolen.

But most librarians will wish to have a point which overlooks the entry where material sign out occurs. This will act as a reminder to those leaving that they should sign out materials they are borrowing and will allow a staff member to see and remind them if they forget.

In a large library there may be separate charging points at the exits to various specific areas. Because of scale and size of staff this is unlikely to be true in a small public library. The only division which might be considered in a small public library would be between adults and children, but even this requires extra staff supervision and would be hard to justify.

The functions which will occur at the circulation control point will include:

- Charging and renewing of materials.
- Check-in of materials and fine paying if required.
- Storage of requested materials and reserve materials.

Preliminary sorting and storing for reshelving of returned materials.

Storage and check-out of equipment if the library provides this service.

Card files needed for circulation records.

Because the Information Center will become a real base of operations for the librarian, the circulation control point will usually be staffed by clerical or volunteer workers. It would be helpful then if it adjoined and was visible from both the workspace and the Info Center so that any staff members could take over as needed.

The writing surface provided for check out must be adjustable in height or at least be bi-level for adults, small children and those inbetween.

![Writing surfaces at least 2 heights](image-url)
Building Recommendations

- 100-120 square feet per staff member of workroom space plus 45 square feet per for other staff space - lounge, kitchen, etc. (I.F.L.A. 1973).

- The librarian's office, if formed as a separate space, should be formed with temporary dividers which can be moved as needed. 100-120 square feet.

- Storage for staff personal belongings @ 12 cubic feet per staff.

- Workspace should have direct access to outside for delivery and bookmobile servicing. (Double doors with clear opening of 6' in width.)

- Circulation control point, workspace and Info Center should be visually connected.

- C.C.P. should overlook entry.

- Workspace should overlook the user areas of the library.

- Staff workspace must include counter-space, water source, electrical outlets and storage.

- If any kitchen facilities are provided they will be here. Would also be good if they could be used by meeting room.

- Circulation Control Point should have writing surfaces of at least two heights. 36" and 29".

- Staff spaces should be cheerful, comfortable but businesslike. Office landscaping type furnishings to divide space without permanent partitions would be best.

- Electrical outlets within the furniture system would be most helpful.

- Light levels of 50 footcandles with local luminaires to levels of 100 footcandles, particularly for typing, and at the surfaces used for charging materials.
NECESSARIES: Washrooms, Phone, Coats, Service, Janitor's Closet, Etc.

Issues:
The necessaries will serve the users of the library as it is first built.
The necessaries may not be duplicated in additions.
The necessaries will also serve groups using the meeting room, outdoor spaces, etc.

Discussion:
While a public phone and a place for coats (size depending on climate) seem fairly straightforward, the question of providing washrooms is less so.

Small libraries are currently used more by women than men. This appears to reflect the roles that are still fairly common in smaller communities; that is, that many women do not have jobs outside the home and so are freer to do other things such as use the public library. Even mothers with small children can bring them to preschool story programs, etc.

So, at least for the time being, more washroom space for women is needed during the daytime hours the library is open.

The other washroom question is whether children and adults will use the same washrooms. In very small libraries it is likely that the space and expense involved in duplicating facilities would not be worthwhile. It is possible, however, that scaled-down facilities - child-size - might be provided along with adult facilities in the same room or area. This is not strictly necessary since children do use regular size toilets at home, but if sinks are hung at adult height, children must be provided with a way to reach them.

Veatch (1979) citing studies which show stalls in restrooms are chosen to maximize privacy recommends:
Restroom facilities should provide maximum privacy for each toilet.

In libraries, washrooms must have shelves for setting books, etc.

This would also be true for places where people are putting on coats, boots, etc.

Myller (1969) provides a list of the things necessary in a janitor's space:
slop sink
floor to ceiling shelving 12" deep
clothes hanging space
shelving 24" deep for supplies
mop, broom and brush rack
space for a vacuum cleaner, etc.
space for janitor's cart 1'9" by 2'2".
space for mop bucket
6' and 14' stepladders
desk or worktable and tool storage
outdoor equipment if not stored outside.
provide a floor drain.
Building Recommendations

- At least two washrooms of at least 14 square feet each are required.
- Cloakroom space will vary with location, climate, etc.
- Public phone may be indoors or outdoor booth. 9-10 square feet.
- Janitor's space, mechanical space, plus circulation will take 10-15% of the total building space (I.F.L.A. 1973).
- Washrooms should be located near entry. If possible, they should be usable from meeting room without passing through the rest of the library.
- Coat space and public phone should also be near entry/exit and also usable without entering the rest of the library.
- Janitor's space may be located with these other necessaries, or may be in staff area. If staff members do routine clean-up jobs during open hours, the supplies, etc. are better kept in the staff area.
- Washrooms will be more usable if small sink and toilet rooms are provided, such as those on an airplane. If these are lockable, they can be used by either sex without embarrassment.
- If there are more than 2, one or more could be child size.

To provide for children, sinks may be hung at two heights, toilets may be hung at two heights, etc. or a method for children to reach adult height facilities must be provided.

Soap and hand-drying equipment must also be considered at two heights.

Coat hooks, racks, etc. must be at 36" and 54".

Both coat areas and washrooms must have shelves for books, etc. at 36" and 29".

Coat areas should have some type of seating for putting on boots in extreme climates.

Since these spaces will be part of the first impression given by the library they should be especially colorful, cheerful and if possible have natural light.