Contents

	rie	Juce		Α.
1.	Bu	ilding Planning and Architecture		
	A.	Indicators of Dissatisfaction with Existing Facilities		1
	В.	Institutional Planning Team		2
	C.	Determining Space Needs		3
	D.	Joint Use Considerations		6
	E.	Selecting a Library Building Consultant		8
	F.	Choosing an Architect		9
	G.	Choosing a Contractor		12
	Н.	Architectural Design		14
2.	Bu	ilding Construction Alternatives	# 1 12 a -	
	A.	New Construction Considerations		17
	В.	Building Addition Considerations		18
	C.	Rehabilitation/Renovation of Existing Buildings		
		to Library Use Considerations		19
	D.	Preserving Existing Library Buildings Considerations		20
	E.	Virtual Library Considerations		20
	F.	Alternatives to New Library Construction		21

3.	Lib	orary Site Selection	
	A.	General Conditions	25
	В.	Community Planning Issues	27
	C.	Location	29
	D.	Accessibility	30
	E.	Size	32
	F.	Environmental Issues	33
4.	Su	stainable Design	
	A.	LEED Certification	35
	В.	Sustainable Sites	36
	C.	Water Efficiency	40
	D.	Energy and Atmosphere	41
	E.	Materials	42
	F.	Indoor Environmental Air Quality	44
	G.	Lighting and Day Lighting	45
	Н.	Roofs	46
	l.	Heating, Ventilating, and Air Conditioning (HVAC)	47
5.	Ge	neral Exterior Considerations	
	A.	Landscaping	49
	В.	Parking	51
	C.	Building Exterior	53
	D.	Roof	54
	E.	Bicycle Racks	55
	F.	Flagpole	55
	G.	Exterior Signage	56
	Н.	Loading Docks and Delivery	58
	l.	Outdoor Trash Enclosures	61
	J.	Outdoor Book and Media Returns	61
6.	Int	terior Organization of Library Buildings	
	A.	Entrance	63
	B.	Circulation Desk Facilities	66
	C.	Reference Facilities	69
	D.	Information Commons	73

	E.	Multimedia Facilities	75
	F.	Media Production and Presentation Labs	76
	G.	Special Collections/Rare Books/Archives	77
	Н.	Reserve Book Room	79
	l.	Faculty/Graduate Carrels and Study Rooms	80
	J.	Group, Quiet, and Silent Study Spaces	81
	K.	Literacy Center	82
	L.	Young Adult Facilities	83
	Μ.	Children's Facilities	85
	N.	Meeting and Seminar Rooms	88
	0.	Convenience Facilities	91
	P.	Displays	94
	Q.	Public Art	96
	R.	Interior Signage	98
	S.	Workroom/Offices	100
	T.	Staff Lounge	102
	U.	Friends of the Library	103
	V.	Library Store	105
	W.	Interior Storage	107
7.	Co	mpliance with ADA Accessibility Guidelines	
7.			109
7.	A.	Guidelines	109
7.		Guidelines Transportation, Parking Lots, Parking Signage,	
7.	A. B.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes	110
7.	A. B.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces	110 111
7.	A. B. C. D.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts	110 111 112
7.	A. B. C. D.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps	110 111
7.	A. B. C. D. E.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs	110 111 112 114
7.	A. B. C. D. E. F. G.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators	110 111 112 114 115
7.	A. B. C. D. E.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors	110 111 112 114 115
7.	A. B. C. D. E. F. G. H.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances	110 111 112 114 115 115
7.	A. B. C. D. E. F. G.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances Accessible Routes within the Building	110 111 112 114 115 115 118
7.	A. B. C. D. F. G. H. J.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances	110 111 112 114 115 115 118 119
7.	A. B. C. D. E. F. G. H. I. J. K.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances Accessible Routes within the Building Drinking Fountains	110 111 112 114 115 118 119 120 121
7.	A. B. C. D. E. F. G. H. I. J. K.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances Accessible Routes within the Building Drinking Fountains Toilet Rooms	110 111 112 114 115 115 118 119 120 121
7.	A. B. C. D. F. G. H. I. J. K. L.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances Accessible Routes within the Building Drinking Fountains Toilet Rooms Toilet Stalls	110 111 112 114 115 115 118 119 120 121 122
7.	A. B. C. D. E. F. G. H. I. J. K. L. M.	Guidelines Transportation, Parking Lots, Parking Signage, and Accessible Routes Ground and Floor Surfaces Curb Cuts Ramps Stairs Lifts and Elevators Doors Entrances Accessible Routes within the Building Drinking Fountains Toilet Rooms Toilet Stalls Toilets	110 111 112 114 115 118 119 120 121 122 123

	Q.	Handrails and Grab Bars	12/
	R.	Controls and Operating Mechanisms	128
	S.	Alarms	129
	T.	Signage	130
	U.	Telephones	132
	V.	Fixed or Built-in Seating and Tables	133
	W.	Assembly Areas	134
	Χ.	Building Assistance Facilities	135
	Y.	Service Animals	136
8.		lecommunications, Electrical, and scellaneous Equipment	
	A.	General Considerations	139
	В.	Entrance Facility	140
	C.	Equipment Room	142
	D.	Telecommunications Room	143
	E.	Horizontal Pathways	143
	F.	Cabling and Outlets	145
	G.	Wireless	146
	Н.	Workstation Connections	148
	1.	Workstation Equipment	149
	J.	Telephone System	150
	K.	Miscellaneous Electrical Equipment	151
	L.	Electrical Power	152
9.	Int	erior Design and Finishes	
	A.	Service Desks	155
	В.	Plus-Friendly Spaces	157
	C.	Seating	159
	D.	Tables	162
	E.	Lighting	163
	F.	Windows	165
	G.	Flooring	166
	Н.	Walls	167
	l.	Color	169
	J.	Equipment List	169
	K.	Behavioral Aspects of Space	176

10.	En	trepreneurial and Collaborative Spaces	
	A.	Makerspaces	181
	В.	Co-working in the Library	186
	C.	Technology Lending Library	187
	D.	Musical Instrument Lending Library	188
	E.	Tool Lending Library	189
	F.	Seed Lending Library	191
11.	Ma	terials Handling and Storage: Book Stacks and Shelv	<i>i</i> ing
	A.	Conventional Stationary Stacks and Shelving	193
	B.	Movable-Aisle Compact Shelving	197
	C.	Automatic Storage and Retrieval Systems (ASRS)	199
	D.	Materials Handling Systems	199
	E.	Remote Storage	201
12.	Bu	ilding Systems	
	A.	Acoustics	205
	B.	HVAC (Heating, Ventilation, and Air Conditioning) Systems	209
	C.	Electrical Systems	212
	D.	Lighting	214
	E.	Plumbing and Restrooms	217
	F.	Elevators and Escalators	219
	G.	Internet of Things to Monitor and Control Building Systems	220
13.	Sa	fety and Security	
	A.	General	223
	B.	External Security	224
	C.	Internal Security	225
	D.	Fire Safety	226
	E.	Disaster Planning	227
14.	Ma	intenance of Library Buildings and Property	
	A.	Regular Routine Maintenance Considerations	231
	В.	Building Materials	232
	C.	Graffiti and Security	233
	D.	Building Systems Preventive Maintenance	234

x >> Contents

	E.	Building Cleaning	236
	F.	Custodial Facilities	239
	G.	Groundskeeper Facilities	240
	Н.	Trash Enclosures	240
	I.	Betterments and Improvements	241
15.	Bu	ilding Occupancy and Post-Occupancy Evaluation	
	A.	Building Acceptance	243
	В.	Certificate of Occupancy	244
	C.	Getting Ready for Occupancy	245
	D.	Moving	246
	E.	Post-Occupancy Evaluation	248
16.	Gre	oundbreaking and Dedication Ceremonies	
	A.	Planning	251
	B.	Event Checklist	254
	Bib	lioaraphy	259