

## C. REQUIREMENTS DETAILS—LIBRARY AND POLICE DEPARTMENT

The library and police department space requirements are separated from the space requirements of the other civic center components, because these two areas will be refitted into their existing areas, with possible expansion as required, and so the program information and methodology is different from that for the other components of the new civic center.

The designer should review the requirements of these departments, and should analyze how the existing facilities can be used in meeting them, making such compromises as are noted in the requirements tabulations. Thus, if a space is noted as requiring 300 sf, and an existing space of 290 sf or 310 sf is available, then it likely should be assigned. Other assignments depend on meeting the needs of the functions which are to be conducted in the listed areas. If it is not possible to build onto the facility, and also not possible to meet all the requirements, then it is necessary to prioritize the needs, and develop a layout that achieves as many priority levels as possible.

### LIBRARY

The library is now located below the plaza deck and Bidwell Forum. The space needs for the library significantly extend beyond the present areas, however, and so some spaces need to be found that go into different areas. The biggest need for new space is in the separation of youth areas from the midst of the quieter library functions, for improvements in technical services space and other support areas, and for expansion of the children's area, including librarian work areas and a story center. There are a number of other changes that are required in how space is used, however. Among these is the need for rearranging staff areas, and for accommodating advanced technologies.

### LIBRARY SPACE ALLOCATION RATIONALE

The allocation is divided into several parts, based on information supplied by the City Librarian in a memorandum dated 5/3/88. This information has been of notable value in compiling the city library requirements.

#### Main Floor Office Areas

- The office size listed for the librarian office is based on the city standard and the space requirement. In practice, it may be necessary to relocate the librarian to the same office space, however.
- The office needs for the first floor are based on relocating some existing functions up to the second floor. See Technical Services and Support Areas, below.

#### Circulation Desk

- The area requires re-configuration to make the area workable. The existing circulation desk is a barrier to good functioning of the library space.

#### Technical Services

- Most second floor staff office requirements are listed under this heading.

- The work flow of the space and the design of the work stations are critical to using the available area effectively. At the time of design development, it will be necessary to work with library staff to ascertain the current requirements and specifics.

#### Periodicals Receiving and Mail

- There is a high volume of mail received at the Library, including hundreds of periodicals. Many of these, as well as other professional publications and correspondence, are routed to staff members.

#### Support Areas

- Some of the areas listed here should be on the second floor—staff room, mail area, supply and storage, and computer.
- The conference room should be close at hand to public access, since it will be used both for staff functions and public functions. Other city hall conference rooms can be used for staff functions if the complex is integrated into a single facility and they are nearby.

#### Book Store Outreach Office

- These spaces can be located with general public areas of the civic center, and need not be located with the library specifically. A catalog terminal should be located in the general public space of the civic center as well.
- There is presently a need for up to 1,000 cu ft of book storage space, since sales are now annual. With the addition of the book store, it is hoped that this storage space is no longer needed. Relocating the preparation area now on the second floor will give more space to items listed under Technical Services.

#### Reference

- The reference area should be visible from the entrance and easily accessed from it. It should be adjacent to non-fiction.
- The area should be screened from the noisier parts of the library (particularly the youth areas and popular browsing).

#### Non Fiction

- Book stacks are located as a block, without interruption by tables, but tables and seating should be nearby any point within the non-fiction area.
- The area should be near to Reference.

#### Fiction

- The fiction area should be near to popular browsing areas, and should be visible from the entrance to the library.
- Book stacks are located as a block, without interruption by tables or displays. Some general shelving may be used for facing materials, however.
- The ranges should be kept to no more than 8 sections long, and preferable should be no longer than 6 sections long.

### Senior Library and Community Services

- We have listed community services offices with the senior library area, but community services has a wider range of activities and so should not be isolated within the senior areas.
- Circulation space within the senior areas should be somewhat larger than in other areas. Some seating should have raised seats (rather than low lounge type) which are easy to get in and out of.
- The area should be near to the front of the library and easily visible from there.

### Popular Browsing

- This area must be near to the entrance of the library. It should be in a space distinct from the senior library but may be adjacent to it.
- The noisier areas (such as the A/V areas or seating areas, where patrons talk among themselves) should be separate from Reference and non-fiction.
- Popular browsing areas relate well with and should be near to general fiction collections.

### Young Adults/Youth Center

- It is assumed that the redesign process will result in a youth center that is separate from the existing library area, probably upstairs. Staff supervision and access to the space is essential.
- The space is active on certain evenings (Monday through Wednesday, with Monday the most active) after school hours.
- Vending machines should include sale of paper and work materials. Food items should also be available. The vending areas should be isolated from the general work areas due to noise and talking there, and a refreshment zone or center might be considered in the design.
- From time to time, users of the youth area will go to the other parts of the library for materials and services, including to photocopiers, Reference, Fiction, and Non-fiction areas.

### Children's Library

- The chief deficiency today is the lack of librarian work space (a work room) and the lack of a story area which is separated somewhat from the general library space.

### Other Comments

- The library will require considerable upgrading of communications and power service to accommodate television, computer terminals, and other electronic equipment in the future.
- Public catalog terminals should be places throughout the library area, as indicated in the program. A concentration of such terminals is needed in Reference, however.
- Book stack aisles should be 4' as is now the case.
- The existing library entries are not easy to operate by the physically impaired, and they should be replaced or modified.

## ADJACENCIES OF SPACES WITHIN THE LIBRARY

The bubble diagram that appears on a following page is symbolic of the relationships that are required. It is unlike the diagram provided for certain other areas of the civic center in that it does not represent all of the individual rooms. The library is to be fitted into the existing space, with expansions as required, and so the standard format bubble diagram is not suited to the needs here.

# LIBRARY

