

# SPACE NEEDS WORKSHEET

INSTRUCTIONS: Fill in or check off all shaded worksheet cells.

## DESIGN POPULATION

Projected resident population	.....	2,000
Nonresident service population	.....	0
Design population	.....	2,000

## COLLECTION SPACE

**Books:** The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.

- \* How many volumes will be in the library's print collection? ..... 4,500
- \* What is the library's preferred collection density? (choose one) .....
  - ☐ 10 volumes per sq.
  - ☒ 13 volumes per sq.
  - ☐ 15 volumes per sq.

**Magazine / newspapers:** The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.

- \* How many titles will the library receive? ..... 0

**Magazine backfile:** Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.

- \* How many of those titles will the library retain in backfiles? ..... 0
- \* What will be the average backrun for a typical title (in years)? ..... 0

**Nonprint:** This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.

- \* How many nonprint items will the library house? ..... 150
- \* What is the library's preferred collection density? (choose one) .....
  - ☒ 10 items per sq.ft.
  - ☐ 13 items per sq.ft.
  - ☐ 15 items per sq.ft.

**Public access computers:** Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.

- \* How many public access computers to provide? ..... 3
- \* What is the preferred space allocation for each? (choose one) .....
  - ☐ 35 sq.ft. per station
  - ☒ 45 sq.ft. per station
  - ☐ 50 sq.ft. per station

## READER SEATING SPACE

The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.

\* How many reader seats should the library provide? .....

## STAFF WORK SPACE

The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.

\* How many staff work stations are needed? .....

\* What is the preferred space allocation for each? (choose one) ..... ☐ 125 sq.ft. per station  
☐ 140 sq.ft. per station  
☒ 150 sq.ft. per station

## MEETING ROOM SPACE

**Multi-purpose:** How many seats to accommodate in a multi-purpose room?

**Conference:** How many seats to accommodate at a conference table?

How many seats in a gallery?

**Storytime:** What is the maximum audience for a typical storytime?

Do your storytimes include a craft or activity? (choose one) ☒ Yes ☐ No

**Computer training lab:** How many trainees should be accommodated?

## SPECIAL USE SPACE

Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.

\* Choose the library's preferred allocation for special use space ..... ☒ 12% of gross area  
☐ 15% of gross area  
☐ 17% of gross area

## NONASSIGNABLE SPACE

Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.

\* Choose the library's preferred allocation for nonassignable ..... ☒ 25% of gross area  
☐ 27% of gross area  
☐ 30% of gross area

ADDITIONAL ALLOWANCES

As an option, this worksheet can accommodate additional special allowances for features that may or may now be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance

		Allowance	
Special Collections (The Russell Collection)	.....	10	sq.ft.
Rocking Chair	.....	12	sq.ft.
	.....	0	sq.ft.
	.....	0	sq.ft.

# SPACE NEEDS SUMMARY

## COLLECTION SPACE

4,500	volumes to house at	13	vol/sq.ft.	346	sq.ft.
0	magazine display at	1	sq.ft./title	0	sq.ft.
0	magazine backfile at	0.5	sq.ft./title/yr held	0	sq.ft.
150	nonprint items to house at	10	items/sq.ft.	15	sq.ft.
3	public access computers at	45	sq.ft. per station	135	sq.ft.

## READER SEATING SPACE

5	reader seats at	30	sq.ft. per seat	150	sq.ft.
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## STAFF WORK SPACE

1	staff work stations at	150	sq.ft. per station	150	sq.ft.
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## MEETING ROOM SPACE (See notes 1 through 4)

0	multi-purpose seats	10	sq.ft. per seat	0	sq.ft.
0	conference room seats	30	sq.ft. per seat	0	sq.ft.
15	storytime seats	15	sq.ft. per seat	275	sq.ft.
0	computer training lab seats	50	sq.ft. per seat	0	sq.ft.

## SPECIAL USE SPACE

calculated at	12%	of gross building area	204	sq.ft.
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## NONASSIGNABLE SPACE

calculated at	25%	of gross building area	425	sq.ft.
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## SPECIAL ALLOWANCES

Special Collections (The Russell Collection)	10	sq.ft.
Rocking Chair	12	sq.ft.
		sq.ft.
		sq.ft.

<b>GROSS AREA NEEDED</b> .....	<b>1,722</b>	<b>sq.ft.</b>
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- NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
  2. Conference room area includes allocation for gallery / audience seating, if so designated.
  3. Storytime area includes a modest allocation for storytime presenter.
  4. Computer training lab area includes a modest allocation for trainer's station.

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