

Cowles Library Building Program

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Table of Contents

Program Overview	1
Conceptual Considerations.....	2
Specific Design Considerations.....	3
Space, Seating, Technology Summary.....	5
Spatial Relationships.....	7
Collection Size and Shelving Capacity Summary.....	8
Collection Detail for Core, Research, and Archives Collections.....	9
Functional Area Descriptions.....	10
Exterior Site Features.....	11
Entry / Vestibule / Lobby	12
Restrooms	13
Program Rooms	14
Service Desk Area.....	16
Café and Browsing Collections.....	18
Support Center (IT).....	19
Desktop Support (IT)	21
Technology Learning Center (IT).....	22
Learning Commons.....	23
Technology Learning Classroom A	25
Technology Learning Classroom B (IT).....	26
Class Rooms	27
Core Learning Collection.....	28
Quiet Reading Rooms.....	29
Historic Reading Room and Atrium	30
Research Collection	31
Collier Heritage Room.....	32
Archival Collections and Services.....	33
Institute for the Design of Exceptional Learning and Teaching	35
Alumni Center.....	37
Staff Workroom and Offices.....	39
Staff Room Area	43
Receiving / Staff Entry.....	44
Storeroom	45
Custodial Services.....	46

Program Overview

Conceptual Considerations

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. It also seeks to proscribe an environment that reflects the Library's and University's missions and intent. The program serves as the library's written instructions to the architect in beginning the design process.

The Cowles Library building program reflects several over-arching principals:

- Support the University's and Library's Missions
- Partner with the University's schools, departments, and services
- Engage the campus and leverage the library's role as a campus center
- "Let the Library be the Library" – purposeful partnering while maintaining mission
- Physical and virtual library – synergy and interaction between both manifestations

The Cowles Library building program was developed with the assistance of many stakeholders:

- Research of trends, best practices, studies
- User survey data (LibQUAL)
- Effectiveness Study of the existing Cowles Library
- Campus Representatives
 - Students
 - Advancement
 - Faculty
 - Ray Society
 - Colleges/Schools/Deans
 - Teaching Center
 - Academic Support
 - International Center
 - Facilities
 - Disabilities Center
 - Sodexo
 - Academic Counseling
 - Technical Managers / OIT
 - DULAP
 - Professional Studies
 - Center for Global Citizenship
- Consultants

Broad Design Concept

The library supports two broad divisions of its physical space or learning environments: Collaborative and Scholarly. This construct serves as a guide for the establishment of adjacencies in the schematic design. Within the library there are to be two distinct zones or paths that support the Collaborative and the Scholarly environments. The following is a brief characterization of the two divisions in outline form.

Collaborative	Scholarly
Characteristics	Characteristics
Amorphous groups Informal Creative Active / Discourse	Individuals Structured environments Reflective Scholarly / Quiet
Functions	Functions
Learning Commons Program Spaces Technology and Media	Reading Rooms Classrooms Books / Archives
Design Approach	Design Approach
Open Contemporary	Directed Traditional

Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. These issues are called to the planning team's specific attention.

Core and Research Collections

A Core Learning Collection with a finite size of 130,000 volumes is created to provide ready access to the frequently requested print materials. Study and casual seating is provided in concert with the Core Learning collection. A Research Collection contains the balance of the print materials in a compact shelving configuration.

24/7 Zone

A subset of library collections and services are configured to allow 24/7 access to the learning community while maintaining a secure separation from the balance of the library space. Included in the 24/7 configuration are

- Entry/Vestibule/Lobby
- Service Desk Area
- Learning Commons
- Café and Browsing Collections
- Restrooms

RFID

All service points and material handling stations are to allow for the requirements of RFID (radio frequency identification) systems.

Wired Environment

The entire building is to provide wireless digital access. All public study seating is to offer power receptacles integral to the piece or immediately adjacent.

ADA and Accessibility - Libraries have a number of specific requirements detailed in the Americans with Disabilities Act beyond those requirements common to all public buildings. The building should meet both the letter and the spirit of those requirements.

Security – A building security system including a video camera system is required. Consult with staff to identify specific locations and requirements. A digital key pass system is also required.

Furnishings - Moveable furniture is preferred in every instance over fixed counters and cabinets. The only exceptions are major public service desks and counters with sinks.

Recycling – Provide white paper recycling bins in each major work area, at all public copiers, and in each major public seating area.

Ergonomics

The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes. By example, all furnishings and millwork are to allow for comfortably situated keyboards, monitors, and accessories that adjust to different users and light sources mitigate glare and veiled reflections.

Estimated Space Requirements

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

Space, Seating, and Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Program and other Seating
Entrance/Vestibule/Lobby	unassigned				
Restrooms	unassigned				
Program Rooms	7,260				250, 100 12, 12
Service Desk Area	1,052			1 self-check station	
Café and Browsing Collections	1,944		24		
Support Center	880				
Desktop Support	760				
Instructional Technology Center	1,360	12		4 computer stations video capture studio	
Learning Commons	9,566	116	20	2 catalog stations 80 computer stations 4 viewing stations 4 microform stations 2 ADA tech stations	
Technology Learning Classroom A	1,300			25 computer stations	10
Technology Learning Classroom 8	1,260			20 computer stations	
Classrooms	2,600	60			
Core Learning Collection	20,444	210	40	3 catalog stations	
Quiet Reading Rooms	1,860	36	24		
Historic Reading Room and Atrium	4,361	48	8		120
Research Collections	25,790	20		3 catalog stations	

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Space, Seating, and Technology Summary (continued)

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Program and other Seating
Collier Heritage Room	580				
Archival Collections And Services	3,805	4	4	1 catalog station	
Institute for the Design of Exceptional Learning and Teaching	3,660				
Alumni Center	2,610				
Staff Workroom and Offices	7,612				
Staff Room Area	690				
Receiving / Staff Entry	205				
Storeroom	800				
Custodial Services	155				
Net Space	100,554				
Walls	unassigned				
Mechanical Systems and Distribution	unassigned				
General Circulation and Vertical Circulation	unassigned				
Unassigned Space: At 30% of gross At 35% of gross	42,094 54,144				
Gross Space At 30% of gross At 35% of gross	143,648 154,698	506	120	video capture studio 9 catalog stations 124 computer stns 2 viewing stations 4 microform stations 1 self-check station 2 ADA tech stations	250, 100 12, 12 10, 120

Spatial Relationships

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Entrance/Vestibule/Lobby	Learning Commons	Program Rooms Service Desk Area
Restrooms	Vertical Circulation Core Program Rooms Staff Workroom	Staff Room
Program Rooms	Entry/Vestibule/Lobby	Restrooms
Service Desk Area	Entry/Vestibule/Lobby	Learning Commons
Café and Browsing Collections	Entry/Vestibule/Lobby	Learning Commons
Support Center (IT)	Entry/Vestibule/Lobby Desktop Support	
Desktop Support (IT)	Entry/Vestibule/Lobby Support Center	
Instructional Technology Center (IT)	Learning Commons Technology Learning Classrooms	
Learning Commons	Entry/Vestibule/Lobby, Service Desk, Café	Technology Learning Classrooms
Technology Learning Classroom A	Learning Commons	Instructional Technology Center
Technology Learning Classroom B	Learning Commons	Instructional Technology Center
Classrooms	Core Learning Collection	
Core Learning Collection	Quiet Reading Rooms	Classrooms
Quiet Reading Rooms	Core Learning Collection	
Historic Reading Room and Atrium	Existing Location Alumni Center	Existing Location
Research Collections		Core Learning Collection
Collier Heritage Room	Atrium, Alumni Center Historic Reading Room	Archives
Archival Collections and Services	Alumni Center	Collier Heritage Room
Institute for the Design of Exceptional Learning and Teaching	Learning Center	
Alumni Center	Collier Heritage Room, Archives Historic Reading Room and Atrium	Program Rooms
Staff Workroom and Offices	Access Work Group: Learning Commons Processing Work Group: Receiving Dock	
Staff Room Area	Staff Workroom	
Receiving / Staff Entry	Processing Work Group, Staff Workroom	Dock Driveway
Storeroom	None	
Custodial Services	None	

Collection Size and Shelving Capacities Summary

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving	Proposed Number of Single-Faced Shelving Sections	Height of Shelving	Shelves per Section	Depth of Shelf	Square Feet
Browsing Collection							
Books	100	100	10	60"	4	10"	120
Popular Periodicals	20	48	6	60"	3	12"	72
Newspapers	200	200	18	60"	4	12"	216
Media	117	420	28	60"	5	6"	336
Total	437	768	62				744
Learning Commons Collections							
Core Reference	Na	320	28	60"	4	12	336
Core Learning Collections							
All Collections	Na	19,825	1,102	90"	6	10	13,224
Research Collections - Compact Shelving							
All Collections	Na	86,861	4,826	90"	6	10	25,095
Reading Room							
All Collections	819	819	Existing millwork shelving				na
Archives- Compact Shelving							
All Collections	3,264	9,792	544	90"	6	10	2,830

Collection Detail for Core, Research, and Archives Collections

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving
Core Learning Collections		
All print collections	Na	19,825
Research Collections		
Current Periodicals	7,704	7,704
Compact Shelving	16,758	16,758
Reference	1,271	1,271
Atlases	54	54
Monographs	31,956	62,000
Oversized	705	1,250
Folios	189	250
Reference	1,591	1,591
Tier 1 – Microforms on shelves	2,847	2,847
Tier 1 – Microforms in cabinets	2,550	2,550
Tier 2 – Gov. Docs.	1,863	1,863
Tier 2 – Files.	140	140
Tier 3 – Gov. Docs.	4,038	4,038
Tier 4 – Gov. Docs.	591	591
Tier 4 – Reference	352	352
Sub-basement – Gov. Docs. / Reference	2,572	2,572
Music Collection	0	855
Total	75,181	106,686
Less 19,825 linear feet for 130,000 item Core Collection		19,825
		86,861
Archives		
Tier shelves	2,274	
Files	980	
Jimmy Maxwell Collection	10	
	3,264	9,792

130,000 items, 8 per foot, allow for 22% at end of each shelf.

$130,000 \times 1.22 = 158,600 / 8 = 19,825 / 18$ lf per section = 1,102 sections \times 12 sf per section = 13,224 square feet

Functional Area Descriptions

Exterior Site Features

North Entry Area:

- 1 free-standing, walk-up book return
- racks for 10 bicycles
- benches
- trash receptacles
- digital hours of operation and schedule monitor

Site Landscaping and Lighting

- Provide an inviting seating area to accommodate 30 participants in campus and library group tours.
- Integrate library exterior planning with space for Sodexo's food cart and seating requirements.
- Attractive but easily maintained plantings are desired. Lighting is required for public and staff safety at the public entry, site margins, and at the staff entry.
- Provide a continuous lit sidewalk path between the south and north library entries

Receiving / Loading Dock

- Provide a lit receiving / loading dock at step van height. Double-doors provide access to a receiving room. See that section for additional details.
- This entry also provides for staff entering the library.

Vehicle Circulation Issues

- Provide a path to loading dock area described in the receiving section.

Refuse

- Refuse is collected at a dumpster near the loading dock. Provide a screening dumpster enclosure.

Signage: The library is to be signed at both the north and south entries.
Digital hours of operation and schedule monitor.

Adjacencies

Primary: Receiving / Loading Dock: Cataloging working group in staff workroom

Engineering Issues

Computer Outlets:	One at exterior monitor
Electrical Outlets:	Secure exterior convenience outlets at dock and each entry

Entry/Vestibule/Lobby

Square Feet: Unassigned

Function and Design Issues

There are 2 library entries, a primary public entry to the north and an entry to the south. These areas provide a welcoming entry for the public to the library facility. The entries also serve to orient the guests to the layout of the library. Each entry is to provide for:

- vestibule entry to limit air infiltration
- automatic door openers
- walk-off system for shoe soil

The primary north entry is to provide:

- theft detection panels
- 2 display cases
- interactive building directory monitor
- 2 interactive plasma screen monitors at eye level for service and program announcements
- dedication plaque and donor recognition system for wall
- interior benches
- janitorial closet with mop sink

Signage: Plasma screen monitors

Adjacencies: Primary: Learning Commons
Secondary: Program Rooms, Service Desk Area

Engineering Issues

Computer Outlets:	One at each monitor
Electrical Outlets:	convenience outlets in lobbies and vestibules door openers theft detection panels interior of display cases
Security:	theft detection
Other:	illuminated display cases
Plumbing:	Mop sink

Restrooms

Square Feet: Unassigned

Function and Design Issues

- Public restrooms (men, women, assisted) are to be located on each primary public service level and by program rooms. One set must be within the "24/7 zone".
- Two single occupant staff restrooms are provided in proximity to the staff workroom area.
- One single occupant restroom, administrative work group

Restrooms should provide:

- Bi-level drinking fountain at near-by location
- Views to the interiors of the restrooms are to be screened when the doors are opened but no vestibule entries
- Package shelves by sinks
- Automatic fixtures for toilets, urinals, lights, hand blowers, and paper towels
- Keyed deadbolts for all public restroom doors for use only when vandalism is an issue
- Stalls should be spacious, well lit, and include coat hook and package shelf. Provide a signage venue within each stall.
- Changing tables in all assisted restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispenser located above the sink
- Tile floors and walls
- Floor drain
- Access panels to all valves located in wall cavities

Signage: per ADA requirements
signage venue within each stall

Adjacencies: Primary: Primary vertical circulation core, Program Rooms, Staff Workroom
Secondary: Staff Room

Engineering Issues

Electrical:	convenience outlets only
Security:	keyed deadbolt locks without thumb turns
plumbing:	drinking fountains floor drains access panels to any valves located in the wall automatic fixtures
HVAC:	superior ventilation

Program Rooms

7,260 square feet

Function and Design Issues

The program rooms provide space for library and university sponsored programming and a quality learning environment. All furnishings are to be selected to support mobility and frequent changes in layout.

Existing Spaces

Reading Room and Atrium

The existing Reading Room and Atrium will continue to be used as assembly spaces. See that section later in the program for a detailed description.

New Spaces

Pre-Assembly Space (1,200 square feet)

Space is needed for persons attending programs at the library to gather prior to the beginning of activities and during breaks in the programming. The Pre-Assembly Space also provides a venue for the display of temporary or traveling exhibits and informational displays. Confer with staff and consultant to further define this space.

Program Room One (3,000square feet)

The room should seat 250 people in rows of chairs or 120 at tables and be rectangular in shape with a level floor. The room is to be divisible into 2 portions in a 1/3, 2/3 configuration. The walls should be of a material and color to permit projection. The room should provide a wide range of media and technology support in each component of the room. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screens
- teleconferencing
- ceiling mounted digital out-put projection
- sound and video presentation capabilities
- secure media control console
- lighting controlled to allow for different levels and zones of illumination

Program Room Two (1,200 square feet)

The room should seat 100 people in rows of chairs or 48 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. The room should provide a wide range of media and technology support in each component of the room. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screens
- teleconferencing
- ceiling mounted digital out-put projection
- sound and video presentation capabilities
- secure media control console
- lighting controlled to allow for different levels and zones of illumination

Conference Room One (400 square feet)

The room is to seat 20 at a conference table. A presentation board, recessed service counter, clock, and recessed coat rack are required. Convenience outlets (telephone, data, power, cable television) to enable small media presentations should be provided.

Conference Room Two (400 square feet)

The room is to seat 20 at a conference table. A presentation board, recessed service counter, clock, and recessed coat rack are required. Convenience outlets (telephone, data, power, cable television) to enable small media presentations should be provided.

Shared Support Spaces (1,060 square feet)

- coat alcove or room with coat rods and package shelves
- catering service area with counter, 2 refrigerators, 2 microwaves, 2 deep sinks, disposal, cupboards
- storage for folding tables, stacking chairs, 5 media carts, 3 lecterns, dollies and programming accessories

Signage: name each room
digital scheduling display at exterior of each room

Adjacencies Primary: Entry/Vestibule/Lobby
Secondary: Restrooms, Alumni Center

Engineering Issues:

Computer Outlets:	The extensive requirements for the program rooms are to be developed in coordination with the architects and their consultants.
Electrical Outlets:	
Security:	
Other:	
Plumbing:	

Service Desk Area

1,052 square feet

Function and Design Issues

The service desk is the first point of contact for most library users. Library users come to the service desk to check-out materials, return books, request reserve and interlibrary loan materials, and ask for directions.

Materials Return

- 1 walk-up material return slot should deposit into the reshelving area into a large castered book bin.

Self-check Station

- 1 self-check station is to be adjacent to the service desk service points.

Service Desk

The service desk is composed of 2 public service points, 1 at standing height, and 1 at ADA height. The desk design is to create an identity for each service point, breaking down the scale of the “desk”.

When considering the design of the service desk area it is important to note the need to control clutter. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy movement of staff and book carts from behind the desk to the public floor. Each service point is to include:

- microcomputer
 - monitor, adjustable
 - keyboard, adjustable
 - bar code scanner
 - receipt printer
 - security system desensitization equipment
 - courtesy telephone (analog line)
 - task chair or wheeled stool
 - telephone
 - drawers / shelves
 - shield backs of equipment/cabling
 - under-counter cable management system
 - access to a shared cash register to serve all stations
-
- **Staff Workstation:** provide 1 staff workstation immediately behind the service points. The station is to provide for a task chair, microcomputer, and telephone. Desk clutter should be shielded from public view by a low stub wall or panel system without obscuring the staff's view of the service desk.
 - **Active Reserve Shelving:** provide 6 sections of 48” tall wheeled shelving for reserves, interlibrary loans, and holds located for convenient access to all of the service points

Permanent Reserve / Reshelving / Student Workstation Area

- A space adjoining but separate from the service desk to limit noise and clutter
- 12 sections of shelving for permanent reserve material
- 8 sections of shelving for rough sorting of returned materials
- 10 book carts for returned materials and general use
- 1 student staff workstation with task chair, microcomputer, bar code reader, telephone
- counter with telephone, public address controls, cupboards for supply storage, time clock

Signage Service Desk
 Returns (at return slot)
 Self-check

Adjacencies Primary: Entry/Vestibule/Lobby, Learning Commons
 Secondary:

Engineering Issues

Telephone Outlets:	1 analog line at service counter 1 at each service point 1 at check-in station 1 at each staff work station 1 at counter
Computer Outlets:	1 at each self-check unit 1 at each public service station 1 at cash register 1 at each staff work station 1 at counter
Electrical Outlets:	1 duplex at self-check unit 2 duplex at each service point 1 duplex at cash register 2 duplex at each staff work station 3 duplex at counter
Public Address:	At counter

Café and Browsing Collections

1,944 square feet

Function and Design Issues

The café provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience. The program makes an allowance of 1,200 square feet for the coffee shop and related seating. This allocation may require revision following discussions with Sodexo.

Café and Seating (1,200 square feet)

- service counter, back counter, storage room
- 8 two-place café tables, sized for laptops and books
- 8 casual, soft seats
- fireplace
- 2 large plasma screen monitors
- distribution racks for community tabloids
- 4 vending machines

Print Browsing Collections (408 square feet)

- collection shelving for browsing books, popular magazines, and newspapers

Media Collections (336 square feet)

- collection shelving for media collections

Shelving

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving	Proposed Number of Single-Faced Shelving Sections	Height of Shelving	Shelves per Section	Depth of Shelf	Square Feet
Books	100	100	10	60"	4	10"	120
Popular Periodicals	20	48	6	60"	3	12"	72
Newspapers	200	200	18	60"	4	12"	216
Media	117	420	28	60"	5	6"	336
Total	437	768	62				744

Signage: Café, each collection, range guides as appropriate

Adjacencies: Primary: Entry/Vestibule/Lobby, Learning Commons
Secondary:

Engineering Issues

Telephone Outlets:	1 at café back counter
Computer Outlets:	Confer with vendor for service counter and back counter 1 at each monitor 1 at each vending machine
Electrical Outlets:	Confer with vendor for service counter and back counter 1 duplex at café table and casual seat 1 duplex at each monitor
Other:	Fireplace

Support Center (IT)

880 square feet

Function and Design Issues

The support center provides students assistance with both connecting their computers to the campus and with hardware and software support. It also distributes free software. The Support Center is heavily used by students, especially at the start of each semester and should be located in a very visible location.

Computers requiring additional attention are transferred from the Support Center area to the Desktop Support area. These two spaces should be adjacent, with easy movement between each area

Security is also a concern. Access to the area should be keyed.

Student Information Center

Provide an exterior brochure rack, bulletin board, and digital monitor for the distribution of information about the Support Center and campus IT services.

Student Queue

Provide a queuing method to accommodate up to 30 students at the start of each semester. During the balance of the year a queue of 6 students is more common.

Service Desk

The service desk is composed of 3 public service points, 2 at standing height, and 1 at ADA height. The desk design is to create an identity for each service point, breaking down the scale of the “desk”. Each station is to be about 5 feet in width.

Each service point is to include a task chair or wheeled stool, cash drawer, under counter drawers/shelves. For possible future requirements provide power, data, and telecom ports at each station.

Workroom

Immediately behind the service desk provide:

- **Troubleshooting Workspace**
Provide 3 six foot counters for the repair of digital hardware. Each work counter is to provide 2 duplex power receptacles, 2 data ports, and keyed storage beneath the counter for equipment awaiting service.
- **Student Staff Stations** - 4 student staff workstations each with task chair, microcomputer, telephone; pedestal drawers and files. Also provide 2 free-standing supply cabinets for the storage of software and documentation.
- **Manager's office** – glazed to provide a view to the service desk and student staff workroom. The office is to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving.

Signage Support Center, a venue for posting hours of service

Adjacencies Primary: Building Entry, Desktop Support

Engineering Issues

Telephone Outlets:	1 at each service desk service point 1 at manager's office 1 at each student staff work station 1 at each troubleshooting counter station
Computer Network Outlets:	1 at each service desk service point 1 at each student staff work station 1 at manager's office 2 at each troubleshooting counter station
Electrical Outlets:	1 duplex at each public service station 1 duplex at each student staff work station 2 duplex at each troubleshooting counter station

Desktop Support (IT)

760 square feet

Function and Design Issues

Desktop support staff provides hardware and software assistance to faculty and staff. Desktop Support also provides back-up assistance for the Support Center.

Egress for the delivery of bulky equipment boxes is an important issue. There should be an unencumbered route from the library receiving dock to Desktop Support. Provide 3'0" doors at the entry to Desktop Support and at the secure storage room.

Equipment requiring additional attention is transferred from the Support Center area to the Desktop Support area. These two spaces should be adjacent, with easy movement between each area

Security is also a concern. Access to the area should be keyed.

Manager's office – glazed to provide a view to the staff workroom. The office is to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving, and a four-place project table for meeting with faculty.

Staff Stations – Provide 4 staff workstations each with task chair, microcomputer, telephone; pedestal drawers and files.

Troubleshooting Workspace - Provide 4 six foot counters for the repair of digital hardware. Each work counter is to provide 2 duplex power receptacles, 2 data ports, and storage beneath the counter. Provide static control carpet and furnishings in this area.

Secure Storage – A keyed room with 6 sections of 72" industrial shelving for the storage of up to 15 computers, inventory components, documentation, software, and tools.

Signage Desktop Support, venue for posting hours of service

Adjacencies Primary: Building Entry, Support Center

Engineering Issues

Telephone Outlets:	1 at manager's office 1 at each staff work station 1 at each troubleshooting counter station
Computer Network Outlets:	1 at manager's office 2 at each staff work station 2 at each troubleshooting counter station
Electrical Outlets:	2 duplex at each staff work station 2 duplex at each troubleshooting counter station

Instructional Technology Center (IT)

1,360 square feet

Function and Design Issues

The Instructional Technology Center suite offers students the equipment and environment for the creation of digital instructional media.

This space works as a suite environment. The entry is in to the Planning Commons and all other spaces open to the Planning Commons.

2 Manager's offices (320 square feet)

Each office is glazed to provide a view to the Planning Commons and the Multimedia Studio. The offices are to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving.

Planning Commons (480 square feet)

An area that may be reconfigured as needed for student interaction.

- 12 wheeled project tables and chairs
- 3 wheeled white boards / screens
- 2 keyed free-standing supply cabinets

Multimedia Studio (260 square feet)

- 4 computer stations, each 30" x 42" minimum with adjustable keyboard, cable management
- 2 free-standing, keyed storage cabinets

Video Capture Studio (300 square feet)

- acoustical treatment to create isolation from exterior sound sources and of interior room surfaces to create a quality recording and listening environment
- configurable lighting and blue-screen backdrop for original video production
- room for 2 video camera dollies
- 2 free-standing, large storage cabinets for video equipment, media supplies, and other equipment

Signage: Instructional Technology Center, Planning Commons, Video Capture Studio, Multimedia Studio, a venue for posting hours of service

Adjacencies Primary: Learning Commons, Technology Learning Classroom
Secondary:

Engineering Issues

Telephone Outlets:	1 at each office
Computer Network Outlets:	wireless LAN environment throughout 1 in each office 1 at each multimedia station 2 in Capture Studio
Electrical Outlets:	2 duplex at each office 2 duplex at each multimedia station 4duplex in Capture Studio

Learning Commons

9,566 square feet

Function and Design Issues

The Learning Commons provides a technology rich environment supporting both individual activity and group collaboration. The Commons concentrates library resources and personnel, technology, and other campus services to promote learning. The design should emphasize flexibility, make excellent provision for collaborative learning, and embrace and promote social interaction.

Service Points (250 square feet)

- 2 public service points each with microcomputer, telephone, task chair. The service points must be able to be moved to undetermined future locations.

Catalog Stations (80 square feet)

- 2 catalog stations at the entry area of the Learning Commons

Digital Center (3,280 square feet)

- 56 stand-alone, moveable computer stations for individual users that may be configured in small, informal clusterings of 4 stations
- 16 computer stations for the collaborative use of three users
- 2 computer scanner stations
- layout should engender a sense of relaxed personal space

Copy/Printing Center and Traditional Technologies (640 square feet)

- a defined area
- 2 photocopiers with sorting table with paper punch, stapler
- 4 LAN printer stations
- 1 printer release computer station
- wall-mounted literature racks and bulletin board
- 2 community access microcomputers
- 2 microform readers
- 2 microform reader/printers
- 4 media viewing stations

Reference Collection (336 square feet)

- collection shelving

Discourse Commons and Mixing Space (2,580 square feet)

An area that may be reconfigured as needed for study and student interaction with library staff and faculty.

- 20 wheeled two-place study tables and chairs
- 20 castered casual seats with tablet arms and cup holders
- castered occasional tables with power outlets
- 8 wheeled white boards / screens

Collaboration Spaces (1,800 square feet)

- 8 two-place glazed rooms
- 10 six-place glazed rooms with white board, computer station, wall mounted flat panel display

Focus and Partnered Services (600 square feet)

- **Accessible Technologies**
 - 1 glazed room with 2 ADA computer workstations at adjustable height tables.
- **2 Presentation Practice Spaces**
 - Two rooms to allow students to rehearse individual and group presentations. Each room is to provide 2 seminar tables, four chairs, media cart with computer, digital projector, projection screen, white board, easel, and other presentation support equipment

Shelving

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving	Proposed Number of Single-Faced Shelving Sections	Height of Shelving	Shelves per Section	Depth of Shelf	Square Feet
Learning Commons Collections							
Core Reference	Na	320	28	60"	4	12	336

Signage: Learning Commons, service points, identify each room, changeable information venue at each computer/equipment station

Adjacencies: Primary: Entry/Vestibule/Lobby, Service Desk, Café
 Secondary: Technology Learning Classroom

Engineering Issues

Telephone Outlets:	1 at each service point presentation practice room
Computer Outlets:	1 at each service point 1 at each catalog station 1 at each computer station 1 at each scanner station 1 at each microform station 1 at each viewing station 1 at each LAN printer station 1 at print release station 1 at each photocopier 1 at each collaboration room presentation practice room per engineering recommendations
Electrical Outlets:	1 duplex at each service point 1 duplex at each catalog station 1 duplex at each computer station 1 duplex at each scanner station 1 duplex at each microform station 1 duplex at each viewing station 1 duplex at each LAN printer station 1 duplex at print release station 1 duplex at each photocopier 1 duplex at each collaboration room presentation practice room per engineering recommendations

Technology Learning Classroom A

1,300 square feet

Function and Design Issues

Technology Learning Classroom A provides a structured learning environment for computer instruction and applications.

- Wheeled instructor's station at the head of the space
- 25 computer stations, each 30" x 42" minimum with adjustable keyboard, cable management
- 10 side seats with table arms and accessible power for laptops
- all workstations, seats, and equipment are to be wheeled to allow easy reconfiguration of the room
- layout to allow easy movement for instructor through the room
- ceiling mounted digital projector
- ceiling mounted projection screen
- white board
- LAN printer station
- indirect, controlled lighting system
- clock
- free-standing, keyed storage cabinet
- a classroom management system for digital instruction supervision will be implemented

Signage: name of room, digital scheduling display

Adjacencies Primary: Learning Commons
Secondary:

Engineering Issues

Telephone Outlets:	1 at instructor's station
Computer Outlets:	2 at instructor's station 1 at each computer station 1 at LAN printer station 1 at digital projector
Electrical Outlets:	1 duplex at head of room 2 duplex at instructor's station 1 duplex at each computer station 1 duplex at LAN printer station 1 duplex at digital projector

Technology Learning Classroom B

1,260 square feet

Function and Design Issues

Technology Learning Classroom B provides a structured learning environment for instruction in computer applications.

The Technology Learning Classroom is to provide:

- Wheeled instructor's station at the head of the space
- 20 computer stations, each 30" x 42" minimum with adjustable keyboard, cable management
- all workstations, seats, and equipment are to be wheeled to allow easy reconfiguration of the room
- the base configuration is in ranks facing the front of the room
- layout to allow easy movement for instructor through the room
- ceiling mounted digital projector
- ceiling mounted projection screen
- smart board
- LAN printer station
- indirect, controlled lighting system
- clock
- free-standing, keyed storage cabinet
- a classroom management system for digital instruction supervision will be utilized

Signage: Technology Learning Classroom, venue for posting sessions

Adjacencies Primary: Learning Commons, Instructional Technology Center
 Secondary:

Engineering Issues

Telephone Outlets:	1 at instructor's station
Computer Network Outlets:	2 at instructor's station 1 at each computer station 1 at LAN printer station 1 at digital projector 1 at smartboard
Electrical Outlets:	1 duplex at head of room 2 duplex at instructor's station 1 duplex at each computer station 1 duplex at LAN printer station 1 duplex at digital projector 1 duplex at smartboard

Classrooms

**2,600 square feet
(2 @ 1,300 sf)**

Function and Design Issues

Classrooms provide an enhanced learning environment for pedagogical activities led by the library staff and for other learning activities.

Each of 2 classrooms is to provide:

- 30 wheeled student stations and chairs that allow for flexible groupings of work teams
- instructor's station, wheeled
- ceiling mounted digital output projector
- ceiling mounted projection screen
- 4 white boards (1 per wall) and 3 wheeled white boards for work teams
- LAN printer station
- indirect, controlled lighting system
- clock
- free-standing keyed storage cabinet

Signage: Room Name / Number

Adjacencies Primary: Core Learning Collection
Secondary:

Engineering Issues

Telephone Outlets:	1 at instructor's station
Computer Outlets:	2 at instructor's station 1 at each computer station 1 at LAN printer station 1 at digital projector
Electrical Outlets:	1 duplex at head of room 2 duplex at instructor's station 1 duplex at each computer station 1 duplex at LAN printer station 1 duplex at digital projector

Core Learning Collection

20,444 square feet

Function and Design Issues

This area provides for the storage and retrieval of materials most frequently in demand. The collection is shelved on traditional static shelving. Seating is provided for use of the materials in the collection area and located in groupings that break-up the long runs of shelving ranges.

- collection shelving
- 3 public catalog stations
- 30 individual study carrels
- 50 two-place tables
- 20 four-place tables
- 40 casual seating pieces

Shelving

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving	Proposed Number of Single-Faced Shelving Sections	Height of Shelving	Shelves per Section	Depth of Shelf	Square Feet
Core Learning Collection							
All Collections	Na	19,825	1,102	90"	6	10	13,224

Signage: Name of area, range guides

Adjacencies: Primary: Quiet Reading Rooms
 Secondary: Class Rooms

Engineering Issues

Computer Outlets:	1 at each public catalog station 1 at each study table
Electrical Outlets:	1 duplex at each public catalog station 1 duplex at each study table 1 duplex at each lounge chair

Quiet Reading Rooms

1,860 square feet

Function and Design Issues

Two heavily glazed reading rooms offer an enforced quiet scholarly environment for those who prefer such an atmosphere.

Each room is to seat 18 at individual study tables with task lamps and 12 at casual seats with occasional tables. Provide power at each seating venue.

The interiors treatment is feature a sense of tasteful appointments and is to include windows, art, and display cases.

Quieting acoustical treatments and quiet door hardware are requested.

Signage: name each room, posting to note "Quiet Study"

Adjacencies Primary: Core Learning Collection
Secondary:

Engineering Issues

Computer Outlets:	1 wall outlet
Electrical Outlets:	1 duplex at each seating venue convenience outlets

Historic Reading Room and Atrium

4,361 square feet

Function and Design Issues

The existing Reading Room and Atrium provide 48 study seats and 8 casual seats. The Reading Room and Atrium will continue to be used as assembly spaces with the Library's permission.

To enhance the usefulness of these spaces provide:

- sound and video presentation capabilities with public address system
- telephone, data, power at locations to be determined in coordination with library staff
- lighting controlled to allow for different levels of illumination
- catering service room with counter, refrigerator, microwave, 2 deep sinks, disposal, cupboards
- coat alcove or room with coat rods and package shelves
- storage for folding tables, stacking chairs, 2 media carts, 1 lectern, dollies and programming accessories

Signage: name each room
digital scheduling display at exterior of room

Adjacencies Primary: Existing Location
Secondary: Alumni Center

Engineering Issues:

Computer Outlets:	The requirements for the Reading Room and Atrium are to be developed in coordination with the architects and their consultants.
Electrical Outlets:	
Security:	
Other:	
Plumbing:	

Research Collection

25,790 square feet

Function and Design Issues

This area provides for the storage and retrieval of materials less frequently used. The collection is shelved on moveable shelving for effective space utilization.

- collection shelving
- 3 catalog stations
- 10 two-place tables
- 10 reshelving carts
- Well lit for vision in the stacks and for safety

Shelving

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving	Proposed Number of Single-Faced Shelving Sections	Height of Shelving	Shelves per Section	Depth of Shelf	Square Feet
Research Collections - Compact Shelving							
All Collections	Na	86,861	1,102	90"	6	10	25,095

Signage: Name of area, range guides

Adjacencies: Primary:
Secondary: Core Learning Collection

Engineering Issues

Computer Outlets:	1 at each catalog station 1 at each two –place table
Electrical Outlets:	1 duplex at each catalog station 1 duplex at each two –place table Convenience outlets

Collier Heritage Room

580 square feet

Function and Design Issues

The Collier Heritage Room provides avenue for the exhibition of materials relating to the rich history of Drake University and the Cowles Library.

Existing treatment of the space is well received. The existing free-standing digital display is requested to be replaced by a wall-mounted, flat panel display. Additional power and data receptacles are also desired.

Signage: Existing

Adjacencies: Primary: Atrium, Historic Reading Room
Secondary: Archives, Alumni

Engineering Issues

Computer Outlets:	Existing service
Electrical Outlets:	Existing service

Archival Collections and Services

3,805 square feet

Function and Design Issues

The archives serve two primary purposes: to preserve and maintain materials of intrinsic importance and to make those materials available for research and personal enrichment. In support of the first mission collections are maintained in a closed stack environment in conditions designed to provide for their security and longevity. An attractive and inviting public access center offers scholars and the university community access to the collections' materials in support of the second mission.

Archives Access Center (810 square feet)

The Archives Center's interior treatment is to reflect the significance of the materials maintained within the archives. A warm, welcoming atmosphere offers guests an appropriate environment in which to appreciate and enjoy the archives.

- 1 service point is needed for a single staff to welcome guests and monitor use of archive materials
- 2 display cases for the display of collection materials
- flat panel monitor for digital display
- 1 catalog station
- 1 photocopier
- 4 casual seats with occasional tables
- 2 single-place study tables provide for the examination and use of archived materials
- A research carrel provides space for the examination of archival materials within a secure environment. The research carrel is furnished only with a four-place table, a microcomputer, and 2 task chairs. Provide space for a book truck in the room. Security is an issue so the room is to be significantly glazed and located within the direct line of sight of the public service desk.
- 2 lockers provide storage for the personal belongings of those wishing to access archive materials

Closed Stack Storage (2,995 square feet)

The closed stack area provides secure, appropriate storage for rare/fragile materials. An archival environment is to include ultra-violet filtered lamps, independent HVAC system with air filtration, and appropriate storage media. Room furnishings are to include:

- collection shelving
- 3, fifteen-drawer flat file units
- work table with chair
- telephone
- room for 2 book carts

Shelving

Collection	Existing Linear Feet of Shelving	Proposed Linear Feet of Shelving	Proposed Number of Single-Faced Shelving Sections	Height of Shelving	Shelves per Section	Depth of Shelf	Square Feet
Archives- Compact Shelving							
All Collections	3,264	9,792	544	90"	6	10	2,830

Signage: Archives

Adjacencies: Primary: Alumni Center
Secondary: Collier Heritage Room

Engineering Issues

Telephone Outlets:	1 at service point 1 at work table in closed stacks
Computer Outlets:	1 at service point 1 at catalog station 1 at flat panel monitor 1 at photocopier 1 at research carrel 1 at work table in closed stacks
Electrical Outlets:	1 duplex at service point 1 duplex at catalog station 1 duplex at flat panel monitor service to each display case 1 duplex at photocopier 2 duplex at research carrel 2 duplex at work table in closed stacks

Institute for the Design of Exceptional Learning and Teaching

3,660 net square feet

Function and Design Issues

The Institute provides an enhanced learning environment for research and instruction to support the pedagogical activities of faculty and staff and for other learning activities.

- **Reception Area (260 square feet)**
 - 2 visitor chairs with occasional table
 - **Administrative Assistant** workstation with task chair, microcomputer, telephone, 2 three-drawer lateral file, 2 sections of shelving
 - coat closet
 - clock

- **Program Room (750 square feet)**
 - 24 seats at learner tables
 - program leader's station
 - ceiling mounted digital output projector
 - ceiling mounted projection screen
 - white board
 - LAN printer station
 - indirect, controlled lighting system
 - clock
 - free-standing keyed storage cabinet
 - Provide a secondary entrance from the public floor for enhanced utilization when not required by the Institute. The passage door from the Institute to the program room must be able to be secured.

- **Computer Training Lab (600 square feet)**
 - Wheeled instructor's station at the head of the space
 - 10 computer stations, each 30" x 42" minimum with adjustable keyboard, cable management
 - layout to allow easy movement for instructor through the room
 - ceiling mounted digital projector
 - ceiling mounted projection screen
 - white board
 - LAN printer station
 - indirect, controlled lighting system
 - clock
 - free-standing, keyed storage cabinet
 - Provide a secondary entrance from the public floor for enhanced utilization when not required by the Institute. The passage door from the Institute to the training lab must be able to be secured.

- **Offices (1,220 square feet)**
 - **Institute Director's office:** a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 three-drawer lateral files, 1 side chair, project table with 4 chairs, 3 sections of shelving, bulletin board, and a coat closet.
 - **Instructional Design office:** a workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
 - **Service Learning Coordinator's office:** a workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
 - **Instructional Technology Design office:** a workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving. Also provide a large workstation for production equipment and preparation of technology applications with 2 computers, printer, and other equipment.
 - **2 Faculty Mentor offices (temporary appointments):** a workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
 - **Grant Officer's office:** workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
- **Associate Provost's Office (240square feet):**
 - A workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 three-drawer lateral files, 1 side chair, project table with 4 chairs, 3 sections of shelving, bulletin board, and a coat closet.
- **Support Services Room (530 square feet)**
 - Student workstation with microcomputer, telephone
 - 1 copier / LAN printer and sorting table
 - 1 work table with task chair
 - 3 storage cabinet(s)
 - 24 sections of 84" shelving for collection materials
 - 2 bulletin boards

Signage: Institute for the Design of Exceptional Learning and Teaching

Adjacencies Primary: Learning Center
Secondary:

Engineering Issues

Telephone Outlets:	1 at each office / workstation
Computer Outlets:	1 at each office / workstation 1 at copier / LAN printer station 3 at technology design workstation
Electrical Outlets:	2 duplex at each office / workstation 1 duplex at copier / LAN printer station 3 at technology design workstation
Program Room and Computer Instruction Lab	Review with design team and engineers

Alumni Center

2,610 square feet

Function and Design Issues

The Alumni Center provides a welcoming environment for visiting alumni and productive work environment for the Center staff. The Alumni Center requires an independent exterior entry. Its interior entry within the library should be in adjacency with the Archives.

- **Reception Area (300 square feet)**
 - 6 casual chairs with occasional tables
 - display case
 - coat storage

- **Guest Productivity Center (120 square feet)**
 - A glazed room with 2 workstations, each with computer, printer, telephone, task chair

- **Program Room (800 square feet)**
 - 24 seats at tables
 - program leader's station
 - ceiling mounted digital output projector
 - ceiling mounted projection screen
 - white board
 - LAN printer station
 - indirect, controlled lighting system
 - clock
 - refreshment service counter with sink, refrigerator

- **Offices (940 square feet)**
 - **Alumni Director's office:** a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 three-drawer lateral files, 1 side chair, project table with 4 chairs, 3 sections of shelving, bulletin board, and a coat closet.
 - **2 Assistant Director offices:** each with a workstation, microcomputer, telephone, 1 three-drawer lateral file, 2 side chairs, bulletin board, and 2 sections of shelving.
 - **2 Administrative Assistant offices:** each with a workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
 - **Special Program Director office:** a workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.

- **Support Services Area (450 square feet)**
 - special project workshop with 2 worktables, counter with sink, cupboards, programmatic allowance of 300 square feet
 - logo materials supply closet with 4 sections of industrial shelving
 - copier / LAN printer and sorting table
 - bulletin board

Signage: Alumni Center, individual offices, program room

Adjacencies Primary: Archives, Historic Reading Room and Atrium

Engineering Issues

Telephone Outlets:	1 at each office 1 at each station in guest productivity center 1 in project workshop
Computer Outlets:	1 at each office 1 at each station in guest productivity center 1 at copier / LAN printer station 1 in project workshop
Electrical Outlets:	2 duplex at each office 2 duplex at each station in guest productivity center 1 duplex at copier / LAN printer station 3 duplex in project workshop
Program Room	Review with design team and engineers

Staff Workroom and Offices

7,612 square feet

Function and Design Issues

The staff work area provides a blend of offices, workspaces, and spaces for both formal and informal interaction within an open landscape design. The area should allow for easy reconfiguration of work groups and promote collaboration, discovery, and spontaneous interaction. The shared equipment and services should serve as a “staff commons” that promotes interaction.

Shared Equipment and Services (1,335 square feet)

- 1 receiving station
- 20 sections of shelving
- 2 free-standing supply cabinets
- 2 bulletin boards
- 1 wall clock
- counter with sink/storage cupboards
- room for 12 book carts
- Conference Room
 - conference table to seat 12,
 - presentation board, computer station, telephone, wall-mounted monitor
 - telecom/power/data ports at the table and wall
 - service counter with sink, under-counter refrigerator
 - 3 sections of shelving.
- Copy Center
 - copier and sorting table
 - 4 LAN printer stations (1 color, 1 ILL, 2 b/w)
 - 1 fax station
 - work table with task chair
 - 1 storage cabinet
- Supply Closet
 - 8 sections of 16" shelving

Access Work Group (1,840 square feet)

- **4 student workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 Ariel digitization workstation** with task chair, microcomputer, scanner, telephone; pedestal drawers and files, room to accommodate 2 book trucks, and 1 work table.
- **11 offices** with workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.

Processing Work Group (1,287 square feet)

- **5 student workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **3 staff workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 office** with workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
- **2 processing/mending workstations** each with task chair and room for a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, and media containers) stored convenient to the work surface.
- **1 mail station** with room for postal scale, postage meter, the preparation of packages for mailing, surface storage of common mailing tools/supplies, and a mail sorter unit with 6 large departmental compartments and 30 staff compartments. The workstation should provide cupboard storage for mailing supplies. Allow room 2 carts.
- **1 binding work table** with task chair and room to accommodate 4 book trucks. Provide 16 sections of 90" tall shelving to support the binding activity.

Digitization Work Group (760 square feet)

- **1 project workstation** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 staff workstation** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **3 offices** each with workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
- **3 digitization workstations** each with task chair, microcomputer, scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 display preparation work table** with task chair and room for a working quantity of supplies stored convenient to the work surface.

Systems Work Group (1,370 square feet)

- **1 student workstation** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **2 staff workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.

- **4 offices** each with workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
- **2 equipment implementation stations** – large worktables for the preparation of computers, printers, and other equipment. Adjacent to the implementation stations provide 2 sections of 16” industrial shelving, 2 keyed storage cabinets, 2 equipment carts.
- **Equipment storage closet** – 3.0’ door, 4 sections of 16” industrial shelving, and 80 sf or open floor.
- **Server Room** - Provide 5 wheeled network system equipment workstation with task chair. Allow the racks and system equipment workstation to stand free from the wall to allow cable servicing. Provide a voice telephone set in the room. Controlled electrical and HVAC service is required. Confer with staff during design development for specific environmental and electrical requirements.

Administrative Work Group (1,020 square feet)

Provide an independent entry to the Administrative Work Group area to the public floor.

- **Reception Area**
 - 2 visitor chairs with occasional table
 - coat closet
 - clock
 - **Administrative Assistant** workstation with task chair, microcomputer, telephone, 1 three-drawer lateral file, 2 sections of shelving
- **1 office** with workstation, microcomputer, telephone, 1 three-drawer lateral file, 1 side chair, bulletin board, and 2 sections of shelving.
- **Dean’s Office** a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 three-drawer lateral files, 1 side chair, project table with 4 chairs, flat screen digital display, 3 sections of shelving, presentation board, and a coat closet. A single occupant restroom is also provided.
- **Conference Room** with a conference table to seat 12, presentation board, computer station, telephone, wall-mounted monitor, telecom/power/data ports at the table and wall, service counter with sink, under-counter refrigerator, 3 sections of shelving.

Signage: Staff Offices and Workroom, Dean

Adjacencies: Primary: Access Work Group: Learning Commons
 Processing Work Group: Receiving Dock

Engineering Issues

Telephone Outlets:	<ul style="list-style-type: none"> 1 at each staff workstation 1 at each office 1 at fax station
Computer Outlets:	<ul style="list-style-type: none"> 1 at each staff workstation 1 at each office 1 at each LAN printer station 1 at each digitization station 1 at copier 1 at fax station 3 at each equipment implementation station
Electrical Outlets:	<ul style="list-style-type: none"> 2 duplex at each staff workstation 2 duplex at each office 2 duplex at counter 2 duplex at each island workstation 2 duplex at each digitization station 1 duplex at copier 1 duplex at each LAN printer station 1 duplex at fax station
Plumbing	<ul style="list-style-type: none"> Sink at counter Restroom at Dean's office
Systems Room:	<ul style="list-style-type: none"> conditioned power independent HVAC controls provide redundant power and HVAC fire suppression system review requirements with staff

Staff Room Area

690 square feet

Function and Design Issues

These spaces provide for the personal needs of staff.

Break Room (560 square feet)

- counter with above and below cupboards
- sink with disposal and spray nozzle
- 2 full size refrigerators
- stove
- dishwasher
- 2 microwaves
- 4 four-place tables
- 2 lounge chairs
- 1 sofa
- magazine rack
- 1 bulletin board
- occasional tables/lamps
- telephone

Coat/Locker Area (130 square feet)

- coat rack, 16 package lockers, bench, place for wet boots/umbrellas, and full length mirror

Staff Restrooms (unassigned)

- described earlier in the program document - the restrooms should not be accessed from or share a common wall with the staff room itself.

Signage: Staff Room, restrooms per ADA

Adjacencies Primary: Staff Workroom
Secondary:

Engineering Issues

Telephone Outlets:	one
Electrical Outlets:	stove, microwaves, refrigerators, disposal, convenience outlets at counter, lamps
Lighting:	lamps as well as ceiling fixtures
HVAC:	exhaust of cooking odors
Plumbing:	Sinks, restrooms

Receiving/Staff Entry

**205 square feet
(excludes exterior spaces)**

Function and Design Issues

A receiving dock at step-van height, well lit and sheltered from the elements, provides for delivery services with a wide, unobstructed passage to the receiving room and into the library interior. The double-door entry with lites will also serve as the staff entry. If possible the receiving dock should be visible from the Processing Work Group in the Staff Workroom.

The receiving room should also function as a vestibule air lock and include:

- 2 sections of industrial shelving
- 80 square feet of floor space for boxes
- 1 four-wheeled cart
- 2 two wheeled truck

Locate by the receiving dock a parking place for a club cart for Sodexo deliveries. Avoid locating the receiving dock by HVAC air intakes.

The staff entry and receiving dock must be ADA accessible. Provide a key pad entry for the staff.

Signage: Deliveries, Staff Entry

Adjacencies Primary: Processing Work Group / Staff Workroom
Secondary: dock driveway

Engineering Issues

Electrical Outlets:	convenience outlets
HVAC:	climate control
Other:	Key pad door entry system for staff

Storeroom

800 square feet

Function and Design Issues

This space provides space for clean storage of supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use. The storeroom is to include two work tables with chairs and shelving as specified. Provide a clear circulation path to the loading dock.

Signage: Storeroom

Adjacencies Primary: None
Secondary:

Engineering Issues

Electrical Outlets:	convenience outlets
HVAC:	climate control
Other:	call buzzer or phone for deliveries

Custodial Services

155 square feet

Function and Design Issues

Primary Custodial Room (80 square feet)

This space provides for custodial services equipment and cleaning supplies, the room should provide for:

- hanger strip for brooms and mops
- and open floor space for storage of equipment
- sections of industrial shelving
- mop sink
- sealed concrete floor

Custodial Closets (75 square feet; 3 @ 25 square feet each)

These custodial closets provide storage for the custodial service at various locations throughout the building, 1 per floor minimum. An allowance is provided for 3 custodial closets at 25 square feet each, including the custodial closet described in the Entry/Vestibule/Lobby section of the program. Each custodial closet includes a mop sink and shelving. A sealed concrete floor is required.

Signage: Custodial

Adjacencies Primary: None

Engineering Issues

Electrical Outlets:	convenience outlets
Plumbing:	mop sinks