

Delaware Public Library Construction Guidelines: Recommendations for Facilities and Services

**Excerpts From The 2005 Statewide Master Plan/Study for Library Services &
Construction**

Adopted by the Council On Libraries on February 13, 2007.

Subject to Annual Review by COL

Table of Contents

Recommended Goals.....	3
Three Types of Library Facilities.....	4
Anchor Library.....	4
Regional Library.....	6
Community Library.....	8
Project Guidelines & Funding.....	10
Needs Assessment Study Components.....	11
Building Program Components.....	11
Application Process.....	12
Delaware Public Library Construction Assistance Act Worksheet	
Architectural Services & Construction Management.....	15
Library Site Selection Criteria.....	16
Tools For The Ongoing Assessment of Facilities.....	18
Library Building Assessment Survey.....	19
Facilities Checklist.....	26

RECOMMENDED GOALS

The following goals are recommended. The goals are achievable by 2025. They are:

- Library space equal to an average of one gross square foot (GSF) per capita across the state
- Ninety percent of the residents living within 10 miles of a Community or Regional Library
- Eighty percent of the residents living within 20 miles of an Anchor Library
- Library materials collections (all formats) equal to 3.09 items per capita
- Personal computers (PCs) equal to one PC for every 20 library visits per day per building (a building with an average of 500 visitors per day would need 25 PCs for public use)
- Library parking spaces equal to one space per every 200 SF of building space per building for Community and Regional libraries
- Library parking spaces equal to one space per every 300 SF of building space per building for Anchor libraries
- All buildings to be fully ADA compliant according to state and federal law
- **Consider** “sustainable architecture” and energy efficient approach to “green buildings” or to be LEEDSTM certified <http://www.usgbc.org/>

Delaware needs to increase the number of professional librarians working in the State’s libraries.

Current library directors should be “grandfathered” to allow for gradual implementation. New directors hired after July 1, 2006 should be ALA accredited MLS degreed librarians.

The consultants also discovered that many library directors and other staff in Delaware receive little or nothing in the way of fringe benefits. This situation is especially prevalent among the “independent” libraries that are established as 501 (c) (3) organizations. This lack creates difficulties in the recruitment and retention of qualified staff in addition to creating significant personal hardships.

The consultants discovered many instances in which the compensation and benefits available to library workers, including directors, are clearly inadequate. While some librarians in the State are fairly compensated and do receive basic benefits, others, especially those who work in independent libraries, are poorly paid and lack even minimal catastrophic health insurance coverage. Many also lack retirement benefits and some people continue to work beyond typical retirement age simply because they can’t afford to retire.

One solution to this problem is reducing the number of independent libraries by having them become branch libraries of county library systems. Library staff members who work for county governments often fare far better than staff members who work for independent libraries in terms of wages and benefits.

THREE TYPES OF LIBRARY FACILITIES

Three different types of library facilities, and thus three different sized library facilities, are recommended. They are:

- Anchor Library (“Regional” in NCCo)
- Regional Library (“Area” in NCCo)
- Community Library

Anchor Library

An Anchor Library will be the largest type – in every respect – in the State. It is recommended that there be at least one Anchor Library in each of the three counties, and the more populated counties may well have two to four anchor libraries within the 20-year timeframe of these recommendations. Ideally, Anchor libraries should be county or municipal libraries, or if they are independent libraries, should at least receive specific County support, in addition to state support, for fulfilling their role as a countywide resource.

Anchor libraries will have the:

- Largest and strongest collections of library materials in terms of depth of all types (print, media, and electronically-accessible)
- Largest staff (minimum 23.5 FTE) due to extended hours, extensive usage by the public, and the support role for the Regional and Community libraries within their respective counties
- Greatest number of professional staff (librarians with a master’s degree from a graduate program accredited by the American Library Association [ALA])
- Computer training facilities and “classes” for public and staff
- Most meeting room and conference room space for public and staff usage.
- Staff devoted to outreach in the community

Anchor libraries will be:

- Full service facilities
- Sized from 40,000 – 60,000 GSF
- Open seven days a week, 52 weeks per year, 70 to 90 hours per week depending on the needs of the community. An example:
 - Monday – Thursdays – 8:00 AM – 11:00 PM
 - Friday – Saturday – 8:00 AM – 6:00 PM
 - Sunday – 12:00 noon – 10:00 PM.

Anchor library collections should be developed as follows:

- Collection Emphasis (print)

- Consumer health
 - Do-it-yourself (gardening, household projects, vehicle repair, etc.)
 - Management (business)
 - Marketing, public relations, and salesmanship
 - Parenting
 - Personal finance
 - Political science
 - Religion
 - Science & Environment
 - Travel
 - State, county, and local history
 - Genealogy (if interest is present within the county in sufficient numbers)
 - Children's literature
 - Teen literature
 - Fiction, including genre (mysteries, science fiction, westerns, romance)
 - Large type books according to demographics of the service area.
- Collection Emphasis (media subject to change)
 - DVDs *
 - CD literature *
 - CD music
 - Cease the purchase of videocassettes and books-on-tape effective July 1, 2005 (but retain existing collections of those titles that have a solid circulation history).
 - Libraries should be monitoring and implementing licensing of "downloadable" content as that market begins to clarify.
- Collection Emphasis (magazines and newspapers)
 - Magazines – one current subscription for every 300 residents in the service area
 - Newspapers – included in above formula, with four to five Delaware papers, four to five regional papers, e.g. Baltimore Sun, Philadelphia Inquirer, Washington Times, Richmond Times-Dispatch, and four to five national papers, e.g. USA Today, Los Angeles Times, New York Times, St. Louis Post Dispatch, Washington Post as examples.
- Collection Emphasis (electronic resources)
 - Internet connectivity
 - Productivity Software such as Word™, Excel™, PowerPoint™, and printing and scanning capabilities
 - Access to three or four licensed databases beyond those included in the DeIAWARE licenses, as needed to test new databases; to address local needs

Regional Library

There may be from two to four or five Regional libraries within a county, depending upon the projected population and demographics, density, transportation network, and infrastructure of a county.

Regional libraries will have:

- Reasonably large and strong collections of library materials in terms of all types of materials (print, media, and electronically-accessible)
- Adequate staff (minimum 17 FTE) for the hours of usage, the services to be provided, the anticipated usage, and the size of the building
- Two to four professional staff depending upon the building size, the population to be served, and the demographics of the service area
- Computer training facilities and “classes” for public and staff
- Meeting and conference rooms for public and staff usage.

Regional libraries will be:

- Full service libraries
- Sized from 15,000 – 30,000 GSF
- Open six to seven days a week, up to 72 hours per week, (depending upon regional demographics, population served, etc.) An example:
 - Monday – Thursdays – 9:00 AM – 9:00 PM
 - Friday – Saturday – 9:00 AM – 6:00 PM
 - Sunday – 12:00 noon – 6:00 PM.

Regional library collections should be developed as follows:

- Collection Emphasis (print)
 - Consumer health
 - Do-it-yourself (lawns, household projects, vehicle repair, etc.)
 - Management (business)
 - Parenting
 - Personal finance
 - Political science
 - Religion
 - Salesmanship
 - Travel
 - State, county, and local history
 - Children’s literature
 - Teen literature
 - Fiction, including genre (mysteries, science fiction, westerns, romance)
 - Large type books according to demographics of the service area.

- Collection Emphasis (media)
 - DVDs *
 - CD literature *
 - CD music
 - * Cease the purchase of videocassettes and books-on-tape effective July 1, 2005 (but retain existing collections of those titles that have a solid circulation history).
- Libraries should be monitoring and implementing licensing of “downloadable” content as that market begins to clarify.
- Collection Emphasis (magazines and newspapers)
 - Magazines – one current subscription for every 200 residents in the service area
 - Newspapers – included in above formula, with two or three Delaware papers, two or three regional papers, e.g. Baltimore Sun, Washington Times, Philadelphia Inquirer, and three or four national papers, e.g. USA Today, New York Times, Washington Post, Los Angeles Times as examples.
- Collection Emphasis (electronic resources)
 - Internet connectivity
 - Productivity Software such as Word™, Excel™, PowerPoint™, and printing and scanning capabilities
 - Access to two or three licensed databases beyond those included in the DeLAWARE licenses. See note above

Community Library

Community libraries will be the smallest of the three types of facilities. There may be anywhere from three or four up to eight to ten community libraries in a county depending upon such factors as population, geographic size of the county, transportation network, etc.

Community libraries will have:

- Collections of library materials responsive to the direct library and information needs of the community being served
- Adequate staff (minimum 8.25 FTE) for the hours of usage, the services to be provided, and the anticipated usage
- One or two professional staff depending upon the population to be served and the demographics of the service area
- Meeting and/or conference rooms for public and staff usage.

Community libraries will be:

- Sized from 10,000 – 12,000 GSF
- Open six days a week, 56 hours per week. An example:
 - Monday – Thursdays – 10:00 AM – 8:00 PM
 - Friday – Saturday – 10:00 AM – 6:00 PM.

Community library collections should be developed as follows:

- Collection Emphasis (print)
 - Consumer health
 - Do-it-yourself (gardening, household projects, vehicle repair, etc.)
 - Homework Help
 - Parenting
 - Personal finance
 - Travel
 - Local and county history
 - Children's literature
 - Fiction, including genre (mysteries, science fiction, westerns, romance)
 - Large type books according to demographics of the service area.
- Collection Emphasis (media subject to change)
 - DVDs *
 - CD literature *
 - CD music

- * Cease the purchase of videocassettes and books-on-tape effective July 1, 2005 (but retain existing collections of those titles that have a solid circulation history).
- Libraries should be monitoring and implementing licensing of “downloadable” content as that market begins to clarify.
- Collection Emphasis (magazines and newspapers)
 - Magazines – one current subscription for every 200 residents in the service area
 - Newspapers – included in above formula, with two Delaware papers and two national papers, e.g. USA Today, New York Times, Washington Post as examples.
- Collection Emphasis (electronic resources)
 - Internet connectivity
 - Productivity Software such as Word™, Excel™, PowerPoint™, and printing capabilities
 - Access to one licensed database beyond those included in the DeIAWARE licenses (see note above).

PROJECT GUIDELINES

In order to receive matching funds from the Delaware Division of Libraries (DDL) for a capital improvement project the following guidelines are recommended:

- The project must be included in the Statewide Master Plan or justifiable in terms of these recommendations (see Building Project Recommendations elsewhere in this report)
- The end result of a project **must** be a building that is, at minimum, 10,000 SF in size*
- A Needs Assessment Study **must** first be prepared and approved by the DDL (see Needs Assessment Study Component guidelines below).

* If an existing building is, for example, 4,500 SF in size, and a proposed project would double the size of the building to 9,000 SF, such a project **would not** be eligible for State funding.

FUNDING

The Delaware Division of Libraries (DDL) will continue to pay up to 50 percent of the following costs:

- Site acquisition (see Library Site Selection Criteria section of this report)
- Building program (see Building Program Components below)
- Architectural design if prepared by an approved architect/engineer (see Architectural Request for Qualifications (RFQ) Process below) including furniture, fixtures, and equipment (FF&E) plan and specifications
- Construction, including parking and landscaping.

The DDL will pay 50 percent of the cost of a Needs Assessment Study, with \$25,000 being the normal cap. Payments for reimbursement will be made **after** the task, e.g. needs assessment, building program, conceptual design, etc. has been completed and approved. If DDL is involved in the process on an ongoing basis, then reimbursement can occur on an ongoing basis. When construction starts, then reimbursement can be monthly. DDL can reimburse 100% for the needs assessment initially, as long as the library matches 50% by the end of the construction project.

Local (municipal and/or county) tax dollars **should** support library construction. 15 to 30 percent is recommended. Private sector funding may provide the balance of the needed funds. The larger the library, the more difficult it will be to raise sufficient private funds.

Local (municipal and/or county) should acknowledge and support ongoing operational investment needed in alignment with the size of the facility.

The approval process includes the development of a budget that demonstrates a library's ability to fully fund operations as defined in this document, including required levels of staffing, hours of operation, and collections.

NEEDS ASSESSMENT STUDY COMPONENTS

The guidelines for A Needs Assessment Study are as follows, and a study **must** include the following components. A Needs Assessment must be conducted, written and submitted to DDL. It is recommended that the Needs Assessment be conducted by a professional library consultant selected through a national search.

- Population and demographic projections and analysis for at least ten years into the future (with 20 years preferred)
- Resident input early in the study via focus group discussions, “town hall” meetings, stakeholder interviews, and/or surveys (telephone, in-library, mail, and/or web)
- Staff and library board (and Friends groups if in place) input via interviews and/or focus groups
- Input from key local and/or county officials such as administrators, elected officials, and/or appointed officials
- Analysis of existing facility(ies) which may entail architectural and/or engineering analysis to determine code compliance, structural integrity, infrastructure adequacy, and the like
- Outline program plan of service for the next three to five years at a minimum (program plan of service means what services the library will offer and those that are of most importance based upon the above)
- Space needs projections based upon the outline program of service and sound space planning guidelines
- Cost projections for both capital costs and operational costs including projected staffing costs that will be needed, including cost escalation depending upon the projected implementation timetable the study recommends.

BUILDING PROGRAM COMPONENTS

A building program must be submitted to DDL in written form and **must** include the following components:

- Brief history of the library and the project (if available)
- Discussion with regard to the exterior elements, e.g. parking, signage, that have the potential to affect usage of the building
- Discussion with regard to the interior elements, e.g. acoustics, lighting, plumbing, and the like that will potentially affect the sustainability of the building as well as its usage
- Specific definition of each space within the building indicating function, projected occupancy, furniture and equipment needs, adjacencies, engineering and environmental issues, and space projections in at least net assignable and building gross square footages
- Capital cost projections for both construction and total project costs
- Any relevant other information included as appendices.

APPLICATION PROCESS

Each library with a building project will maintain ongoing communications with the Delaware Division of Libraries and will include DDL staff on all Construction Committees. See “Collaborative Construction Request Process” available from DDL.

Projects will be recommended for funding according to the recommendations of the Statewide Master Plan in the following order:

- Projects seeking renovations for total ADA compliance
- Projects resulting in Anchor facilities
- Projects resulting in the consolidation of two facilities into one
- Projects (new buildings only) seeking “sustainable architecture” and energy efficient approach to “green buildings” or to be LEEDS™ certified.
- Projects will have to result in a total building size of at least 10,000 SF of space and meet other goals as set forth above
- Project **must** have completed an approved Needs Assessment Study
- DDL will review and approve, prior to issuing reimbursement checks, the following project deliverables:
 - Building Program
 - Conceptual Design
 - Schematic Design
 - Developed Design and Outline Specifications
 - Construction Documents and Specifications
 - FF&E Plan and Specifications.

Note that budget office prioritizes COL recommended projects that have the match and are ready to move forward, see Epilogue Section 58 – add wording

Following is the Delaware Public Library Construction Act Worksheet that is used annually to prepare the budget requests to the Council On Libraries

Delaware Public Library Construction Assistance Act Worksheet

Library Name: _____

Project description and justification:

What is the estimated time-line for the project?

<u>Phase</u>	<u>Date</u>
Pre-Design:	_____
Design:	_____
Begin construction:	_____
Completion:	_____
Grand opening:	_____

What is the current status of your fundraising? How much have you raised?

What percentage of capital funding do you expect to raise from the following? (must equal 100 percent)

Local corporate: _____

Local municipal (i.e. town, county): _____

Foundations: _____

State: _____

Other: _____

Explain other _____

Estimated time-line of funding requirements (if a phase covers more than one FY note the earliest):

<u>Phase</u>	<u>FY</u>	<u>State funds</u>	<u>Local Match</u>
Pre-Design:	_____	\$_____	\$_____
Design:	_____	\$_____	\$_____
Property Acquisition:	_____	\$_____	\$_____
Construction:	_____	\$_____	\$_____
Completion:	_____	\$_____	\$_____
Totals:		\$_____	\$_____

How much state funding will you need in the coming fiscal year, FY20XX?

\$ _____

Operating Expense Comparison: (Is being edited to match Bibliostat)

Provide the current operating expenses for each category and estimate the increase for the new facility based on the percentage increase in size.

	<u>Existing</u>	<u>New facility</u>
Maintenance	\$_____	\$_____
Energy	\$_____	\$_____
Custodial	\$_____	\$_____
Salary/Wages	\$_____	\$_____
Other	\$_____	\$_____
Total	\$_____	\$_____

What are your plans to cover increased operating expenses? (include increases in local funding, grants, endowment funds etc.)

Are there any revisions to the plan since your last submission (i.e. delay, increase/decrease in size, escalation of costs, etc.)?

ARCHITECTURAL REQUEST FOR QUALIFICATIONS (RFQ) PROCESS

Libraries should conduct a national search for architects/engineers.

CONSTRUCTION MANAGEMENT

Use of a CM firm by libraries is encouraged

LIBRARY SITE SELECTION CRITERIA

It is critical to approach the site selection process for a new public library with care. The ultimate success of any new library facility, if success is measured in terms of usage of library services, will be determined to a large degree by where it is located. Public libraries are similar to other institutions that need to be used to be effective – where they are located is of prime importance.

As a successful private developer would say, the three most important ingredients of any project are location, location, and location. A bank that is poorly located will not prosper, nor a food store or an apparel shop. Neither will a public library. Acquiring anything less than a good site will prove a false economy in terms of the life-cycle costs of the library. Anything less than a good site will also hinder public use of this important community resource.

CRITERIA FOR ASSESSMENT

The criteria listed below should be taken into account as each candidate site is evaluated. The consultants have developed these criteria based upon their considerable experience and observation.

Site Capacity, Now and the Future (est. 30 points) - The site should be large enough to provide a sufficient square or rectangular library footprint; the required parking for users, staff, and volunteers; future expansion; the necessary allowances for setbacks, zoning requirements; and suitable landscaping. The resulting building should look like it belongs on the site, not forced on a plot of ground that is too small. If future expansion of the building is anticipated, then the site should be at least five times the initial BGSF (building gross square feet).

Development Cost – What will it cost to develop the site? These costs could make a site that first appears to be desirable less so upon further analysis. The issues to consider include:

- The dollar value of the site, including the potential revenue loss if income producing property is replaced by a non-taxable structure
- Demolition costs of any existing facility(ies) on the site
- Relocation costs of any existing business or residential units currently on the site
- Any unusual site development costs that may occur, such as from a site with underground utilities and/or water, a buried petroleum storage tank, etc.
- The cost of providing sufficient utility service to the site
- Any extra construction costs that will occur due to such things as:
 - Poor soil conditions
 - Limitations of the site, such as underground versus surface parking
 - Site configuration resulting in a more expensive building solution
 - Excessive drainage and/or earthwork
 - Construction of drives and roads needed to fully access the site once the building is located on the site.

Physiography - The suitability of the soil, the topography of the site, and solar orientation are important considerations in construction and operational costs.

Orientation considerations include the avoidance of west sun on the books, or the necessity of a north entrance that may offer little winter sunlight and exposure to the cold northern winds. Other factors to consider include these:

- Prevailing breeze
- Solar potential (passive and active)
- Sun angles
- Trees and landscaping.

Parking Potential, On-site and Off-site (25 points) – This is a companion to Site Capacity. However, in addition to the pure size of the site, are there or may there be in the foreseeable future, restrictions to having an adequate number of parking spaces?

Accessibility (23 points) - The site should be easily accessible by automobile and public mass transit, and within walking distance of some potential users. However, pedestrian access will always be secondary. Adequate parking is a key element of vehicular accessibility.

Visibility by Passers-by (7 points) - A prominent location is required to attract the largest number of people to the library. A highly visible site, along a major roadway, with easy accessibility, is ideal. If the site involves other buildings, such as a joint-use complex, the library should be able to be oriented in a portion of the site with high visibility.

Views, Distant and Close – What does one see from the library site looking outward, across the street, and several blocks away? Conversely, what does the library site look like from across the street and from blocks away?

Building “Fit” into Fabric of the Community, Now and the Future (15 points) - Will the library be a good neighbor? Is the neighborhood fully developed? If so, how will the library fit into the neighborhood? If there is development in the future, will it be compatible with the mission and goals of the library?

Legal Matters - The existence of easements or other restrictions can serve to minimize the buildable area of a site. A site owned by several persons and/or entities could be difficult to acquire. Zoning restrictions can hamper development, including parking and/or entrance and egress to and from the site.

RANKING THE SITES

Once the library has determined the site selection criteria, the next step in the process is to adjust the point value to each of the above nine criteria based on local factors. The sum total of the nine should be 100. Within each major factor, points can be assigned to the sub-factors. The sub-factor points should equal the sum of the major factor point total.

As an example, a library site study might conclude that Site capacity, followed by Accessibility, Visibility by passers-by, and Building “fit” into fabric of community were the four most important factors, worth 20, 15, 12, and 12 points respectively. Within Site

Capacity, the two most important sub-factors might be Usable Site Area and Expansion Capacity, worth, in order, seven and five points. Therefore, if the usable site area of Site A were considered to be near perfect, it would receive a ranking of six or seven points. Conversely, if Site B was considered poor in this area the ranking might be zero, one, or two.

Each factor and sub-factor should be given a point value. The site that receives the most points is determined to be the best site. If two or more sites were within eight to ten points of each other, then cost effectiveness needs to be taken into consideration.

Each area within a county, municipality, or community where a new library may be considered may have a different ranking point system. The demographics, geographic size, and potential population of the area should be considered before assigning point values.

Tie-Breaking Factors

The land cost – purchase price criteria should be dealt with last, and should be in addition to the 100 points of the other criteria. The reason for this is that pure land cost should not be the first consideration inasmuch as the cost of the site will most likely be the least of the project costs for a new (or replacement) library facility when spreading the costs over the life span of the facility.

CONCLUSION

The consultants cannot over-emphasize the importance of an objective site selection process. There is nothing, aside from the informational content within a library building, that will have a greater impact upon the overall success of a library than where it is located. Since success of a library building is measured by usage, the more a building is used, the more cost effective it is. A good site will go a long way toward ensuring the operational success of a library facility for the community residents.

TOOLS FOR THE ONGOING ASSESSMENT OF FACILITIES

The following pages contain tools that can be used for the ongoing assessment of library facilities.

LIBRARY BUILDING ASSESSMENT SURVEY

BUILDING:

ADDRESS:

**NAME OF DIRECTOR OR MANAGER
OR AUTHORIZED REPRESENTATIVE:**

NOTE: Most of the responses can be a simple Yes or No. However, please feel free to add any comments you believe are important and the consultants should be aware of.

BUILDING EXTERIOR:

1. Is there adequate and safe access to the building:
 - a. for pedestrians? _____
 - b. for vehicular traffic? _____

2. Any problems with parking striping, pavement, or sidewalks? _____

3. Adequate accessible ramps for handicapped patrons? _____

4. Any problem with curbs or curb cuts? _____

5. Is there adequate parking:
 - a. for patrons (including handicapped)? _____
 - b. for bicycles? _____
 - c. for staff/delivery vehicles? _____

6. Any problems with the exterior building materials/ elements?
 - a. doors? _____
 - b. windows? _____
 - c. cracks/gaps/drafts? _____
 - d. electrical/gas service equipment/conduits? _____
 - e. roof leaks? _____
 - f. gutter/snow guard problems? _____
 - g. insect/rodent infestations? _____

- h. paint/stain problems? _____
 - i. signage problems? _____
 - j. exterior lighting? _____
 - k. parking lot lighting? _____
 - l. site flooding/drainage? _____
 - m. other (please explain)? _____

7. Door Hardware? (knobs, levers, panic devices, hinges, etc.) _____

8. Window Hardware? (locks, cranks, counterweights, etc.) _____

9. Masonry/stone deterioration? _____

10. Any problems with any exterior book drops? _____
a. separate "slots" for books and media? _____

11. Problematic landscaping elements? (example: trees obscuring windows; inadequate shading of outdoor areas, etc.)

BUILDING INTERIOR:

FINISH MATERIALS

12. Any problems with flooring materials? (i.e. cracks, unevenness, tripping hazards, stains):

- a. carpeting? _____
- b. base? _____
- c. tile/stone? _____

13. Any problems with ceiling materials? (i.e. sags, cracks, missing/damaged tiles, stains) _____

14. Wall surface problems? (e.g. paint, wall coverings, drywall, plaster) _____

15. Is interior signage adequate? _____

ACCESSIBILITY

16. Adequate handrails at interior stairs or ramps? _____

17. Adequate space between stacks? _____

- a. what is the typical aisle width? _____

18. Adequate space in toilet rooms? _____

- a. separate toilet room(s) for children? _____
- b. toilet rooms have diaper-changing tables? _____

ELECTRICAL SYSTEMS

19A. Is there adequate number of outlets for:

- a. power? _____
- b. data? _____

19B. Are the outlets where they now need to be? _____

19C. Any problem with "Spaghetti Wiring"? _____

20. Are the light levels adequate in:

- a. staff areas (task lighting & general lighting)? _____
- b. bookstacks? _____
- c. circulation desk area? _____
- d. reading areas? _____
- e. computer stations? _____
- f. any problems with glare? _____
- g. is the lighting energy efficient? _____

21. Any problems with lighting (e.g. non-functioning sockets, light "flutter")? _____

22. Any problems with power outlets (e.g. non-functioning)? _____

23. Any problems fire or smoke alarms/detection/warning devices? _____

24. Any problems with exit signs? _____

25. Is the telephone system adequate in terms of:

- a. number of telephone instruments? _____
- b. number of telephone lines? _____
- c. do they all function adequately? _____
- d. are there public pay telephones? _____
- e. do they all work properly? _____
- f. are they accessible for persons with disabilities? _____

g. for children? _____

HVAC SYSTEMS

26. Excessive odors at toilet rooms? _____

27. Any flooding in toilet rooms? _____

28. Any temperature fluctuations throughout building? _____

29. Excessive HVAC equipment noise? _____

30. Air quality OK? _____

31. Any problems maintaining existing HVAC equipment? _____

PLUMBING

32. Is there adequate water pressure? _____

33. Any leaks at plumbing fixtures or roof drains? _____

33. Toilet fixtures conservation efficient? _____

34. Water faucets conservation efficient? _____

TABLES AND CHAIRS

35. Are tables in good shape? _____

36. Are chairs adequate? _____

a. if upholstered, soiled/stained? _____

37. Do you have the right "mix" of seating, e.g. 4-place tables, study carrels, lounge (soft) seating?

38. What about seating at computers and OPACs? _____

a. adequate? _____

b. right type? _____

39. Is furniture in offices and workrooms adequate? _____

SAFETY AND SECURITY:

40. Is there a fire suppression system (sprinklers)? _____

a. when was it last tested? _____

41. Are there smoke alarms? _____

a. when were they last tested? _____

42. Is there an intrusion alarm system? _____

43. Is there a library materials theft system? _____

a. does it have "gates"? _____

44. Is there a closed circuit surveillance system? _____

a. are the cameras full-motion color? _____

b. is the system monitored during all hours the building is open? _____

c. for what period of time are the tapes retained? _____

45. Are the exit door(s) clearly marked? _____

46. Is there more than one way to an exit in case of emergency? _____

a. are all of the exit signs visible and properly lighted? _____

b. is there a clearly posted evacuation plan? _____

47. Are there fire stair(s) if the building is multi-level? _____

a. does the stair(s) "deposit" a person outside the building? _____

b. is there a landing within the fire stair(s) where a physically challenged person can be placed that is free from smoke and fire until rescue? _____

48. Is there an "after hours" library materials return room within the building? _____

a. is the room a 2-hour fire rated? _____

b. does the room have a separate fire suppression system? _____

HISTORICAL SIGNIFICANCE:

49. Is the building historically significant? _____

a. if Yes, what is the significance? _____

OTHER:

50. Is there anything else about the building that should be stated here? _____

_____ Signature

_____ Date

FACILITIES CHECKLIST

Library Name _____ Year Opened _____

Address _____
Street #/name City Zip Code

Name of person in charge of building _____

Persons' Telephone # _____ E-mail address _____
Area code Number

**Checklist can be completed by checking appropriate column.
 Space for Other Comments below.**

Element Question	Yes	No		
Site	Location of building:		On a corner	___
			Mid block	___
Exterior Signage	Parallel to street			___
	Perpendicular to street			___
	Also (or only) on face of building		Also Only	___
Parking	Parking for public on site			___
	Parking for staff on site			___
	Clearly marked handicap spaces			___
	Parking spaces clearly stripped			___
	Parking area(s) lighted at night			___
Sidewalks	Around the site			___
	Leading to the entrance			___
	Condition of sidewalks good			___
Landscaping	Adequate landscaping			___
	Adequately maintained			___
Building Entrance	Clearly visible from street			___
	Clearly visible from parking			___
	There is a foyer			___
	Entrance door(s) easy to open for all			___
	Entrance doors are single-width			___
Entrance doors are double-width			___	
Interior Signage	Signage is visible, clear, meaningful			___
	Signage is professional in execution			___
Lighting Adequacy	For use of computers (no glare)			___
	For bookstacks			___
	For study			___

Accessibility	Ramp to entrance	___	___
	If yes, Ramp is ADA compliant (1" rise/12" length)	___	___
	If yes, there are handrail(s)	___	___
	Elevator if multi-level	___	___
	Doors have levers or handles, not knobs	___	___
	Interior doors have levers/handles, not knobs	___	___
	Restrooms are ADA complaint	___	___
	Bookstack aisle spacing is 36" or more	___	___
Safety and Security	Fire suppression system (sprinklers)	___	___
	Smoke alarms	___	___
	Intrusion alarm system	___	___
	Library materials theft system	___	___
	Closed circuit surveillance system	___	___
	Exit door(s) clearly marked	___	___
	More than one way to exit in case of emergency	___	___
	Fire stair(s) if multi-level	___	___
Bookstacks	Height appropriate for different ages	___	___
	Materials are crowded, jammed	___	___
Furniture, Condition of	Tables, chairs, etc. in good condition	___	___
Technology	No visible spaghetti wiring	___	___
	Seating adequate for use by public	___	___
	Seating adequate for use by staff	___	___
Spaces for Public	Appropriate space for children	___	___
	Adequate space for children	___	___
	Appropriate space for teens	___	___
	Adequate space for teens	___	___
Meeting Space	Multi-purpose meeting room	___	___
	Adequate meeting room space	___	___
	Conference room(s)	___	___
	Adequate conference room space	___	___
	Other room/space	___	___
Spaces for Staff	Staff break room	___	___
	Staff break room adequate	___	___
	Off desk work space(s)	___	___
	Off desk work space(s) adequate	___	___
	Maintenance/custodial space(s)	___	___
	Maintenance/custodial space(s) adequate	___	___
	Loading dock/area	___	___

Offices/Workrooms for Staff	Building manager (person in charge)	___	___
	Building manager space adequate	___	___
	Adult services head	___	___
	Adult services space adequate	___	___
	Children's services head	___	___
	Children's services space adequate	___	___
	Other	___	___
	Other space adequate	___	___

Other Comments _____

Signed by manager/supervisor

Date

Signed by library director

Date

