STATE OF DELAWARE DIVISION OF LIBRARIES

Statewide Master Plan for Library Services and Construction 2018

BOOK 2
IDEAS BOOK

HOLZMAN MOSS BOTTINO ARCHITECTURE

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INTRODUCTION

BEFORE

Bear Public Library in New Castle County, Delaware contracted Holzman Moss Bottino Architecture to help them renovate and re-design their space. A few of the problems addressed included clutter, flooring, furniture, paint, signage & wayfinding, merchandising, and more.

AFTER

Through the use of colorful paint, patterned carpet tiles, collaborative furniture, and more, Bear Public Library was transformed into a lively and inviting community hotspot.

In 2017, the Delaware Division of Libraries (DDL) conducted a Statewide Library Master Plan to update the last statewide plan completed over ten years ago. The intent of the updated Master Plan was to review the progress since the last study, consider ways to make improvements moving forward and develop a step-by-step process for making those next steps. A substantial part of the master plan is to assure open, accessible, up-to-date Library facilities in all parts of the state. As part of the process, the DDL wanted to make sure there was a way to offer suggestions and improvements at all Delaware Library locations no matter the size, budget or likelihood of improved or new facilities. The DDL Leadership requested a simple, straight-forward recommendation book to help libraries make physical improvements in each of their communities whether they had a budget or not. As a result of those discussions, came the creation of this IDEA BOOK.

The IDEA BOOK is intended to provide a list of things to think about just like a "DIYer" guide at your home. They include ideas as simple as getting rid of clutter and painting an important wall a special color. All of the recommendations in the IDEA BOOK can be implemented using a libraries Maintenance Budget or modest fundraising and are not intended to require capital funding. Many are recommendations that can be implemented by volunteers, community non-profit organizations or your local Friends of the Library group.

The underlaying goal for the IDEA BOOK is that each staff member of every Delaware Library walk into their library as though it was the first time to ever visit. Take a note pad and write-down what you see. Think about your experience like a new library patron and ask yourself what improvements could be made. Ask yourself:

+ Can I easily find a person to assist me?
+ Can I easily find the genre I am looking for without assistance?
+ Can I easily understand the services and program that are offered at this library?
+ Can I find a comfortable seat with an electrical outlet for my devices?

Write down the areas of concern and discuss it with your colleagues. What did they see? Then flip through this IDEA BOOK to see if you see options for how to address these challenges. Can you find a group, individual or Library group to help implement these improvements?

Most importantly, have fun as you dream about your improvements and organize a way for the community to help with implementation. Make these improvements a community event!

COLOR

Adding even a small amount of color to your library can make a huge difference. A common misconception is that books provide enough color in a library. This is rarely the case as books are arranged non-descriminately in terms of the colors and patterns of their covers and spines. Therefore, the eye sees them as a single gray-ish visual entity which is pushed to the background of more expansive colors like white shelves.

Bright, or saturated, colors are great for attracting attention and drawing people to specific spaces, particularly in children's areas.

However, you may feel that saturated colors do not fit with your library's aesthetics. In this case, you may instead opt for the "Historic Colors" offered by most paint companies.

SHOW IT OFF

Use color as a way to draw users to specific points in your library. If you want patrons to travel to the back of the library, paint the wall farthest from the entry a bold color. To encourage socialization, make sure collaborative furniture is a colorful feature. To highlight new items, under-appreciated genres, or fundraising methods, draw people in with distinguishable color.
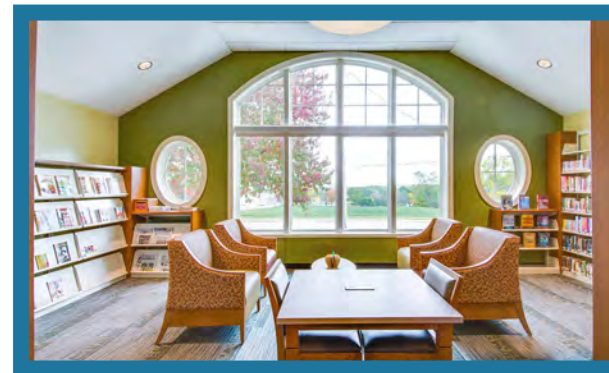
PAINT
Do not under-estimate the benefits of paint. Even just painting one wall in your library a color can dramatically improve your library's aesthetics.

FURNITURE
Either by purchasing new furniture or utilizing what you have, your most colorful pieces will draw patrons to a particular location.

ART
Whether rich oil paintings or kids' doodles, art can add vibrant colors to a space and reinforce the library-community bond.

BOLD TYPE

Big letters can make a big impact. Using craft store wood letters, painting directly on the wall with stencils, or printing and cutting-out words can define spaces, guide behavior, and add color to your library.

GREENERY

Plants add one of nature's most beautiful colors to your space. Living greenery can also improve the air quality, and thus the user health, in a space. However, fake plants should always be avoided as they gather dust and look tired quickly.

SPRAY PAINT

For only the cost of a can of spray paint many of your old, tired, or just too neutral furniture items can become bold and beautiful statement pieces. Visit this website for tutorials on how to re-paint your existing furniture: www.krylon.com/how-to

MURALS

Commission a local artist or even a high school or college art club to create murals in your library. These works of art can add color to your space while also reflecting any subject matter of your choosing. You may even consider creating an annual competition for the same wall.

LIGHTING

Because reading is one of the most important tasks in a library, proper lighting is critical. Lighting comes in many forms which each respond to different tasks and behavioral concerns. In order to achieve a truly well-lit space, ambient lighting, task lighting, and accent lighting should be layered strategically throughout your library. This allows a library to be multi-functional, flexible, and adapt to changes. The main goal for library lighting should be reducing glare as much as possible. Consider using LED light bulbs in all fixtures to cut down on electric costs, reduce glare, and better control light temperature.

PERIMETER LIGHTING

Because merchandising, signage, bookshelves, and other popular items tend to congregate around library perimeters, it is vital that these areas be extremely well-lit. Illuminated perimeters also increase the feeling of brightness throughout the entire space by defining the perimeter of the space.

AMBIENT LIGHTING

Ambient light provides general illumination throughout a space. It is important that this type of lighting radiates a comfortable level of brightness without glare. This type of lighting should be ceiling lighting and should be the most prevalent in your library.

STACK LIGHTING

The two main objectives of stack lighting are 1) helping patrons find books easily and 2) preventing staff from feeling visual discomfort after long hours spent re-shelving collections. Rather than trying to achieve a high lighting level at a specific point, it is most important that even illumination is spread across the entire stack from top to bottom.
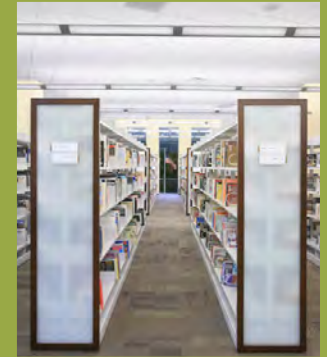
TASK LIGHTING

Task lighting at the worksurface helps library patrons and staff to perform specific tasks. Although the most vital task to provide lighting for in your library is reading, other tasks include using the computer, writing, and doing homework. It is important that this type of lighting be without glare, shadow-less, and bright enough to prevent eye strain.

DAYLIGHTING

Utilizing daylight in your library can improve occupant comfort and productivity, as well as reduce energy consumption. However, uncontrolled daylight can cause glare and damage sensitive materials.

ACCENT LIGHTING

The main goal of accent lighting is to create visual interest and improve the aesthetics of a space. Whether the intent is to draw patrons' eyes to artwork, highlight texture, or emphasize a book display, accent lighting can significantly define a space. Accent lighting must be three times brighter than the surrounding space.

TABLE & FLOOR LAMPS

These fixtures come in a wide variety of shapes, sizes, and styles, which make them extremely versatile assets in a library setting. Most lamps direct light down and are therefore often used as task lights for reading or working.

FURNITURE

Improving the furniture in your space can either be one of the least or the most expensive improvements to your library. Either economic approach is relatively easy and can be divided into phases as time and money become available.

The first step in approaching furniture is understanding the pieces you already have and identifying what may be missing. You may also find that many of the furniture pieces you have can serve multiple purposes and/or be upgraded to accommodate new purposes.

TABLES

+ **Laptop Tables:** Should be easy to pull up next to lounge furniture and high enough to fit over someone's lap.

+ **High-Top Tables:** Provide patrons the opportunity to stand while reading/working.

+ **Conference Tables:** Allow for meetings and collaboration; should be powered if possible.

+ **Computer Tables:** Best if some privacy can be maintained from one computer station to another; should be powered.

+ **Mobile Tables:** Tables on casters that create flexible and collaborative spaces.
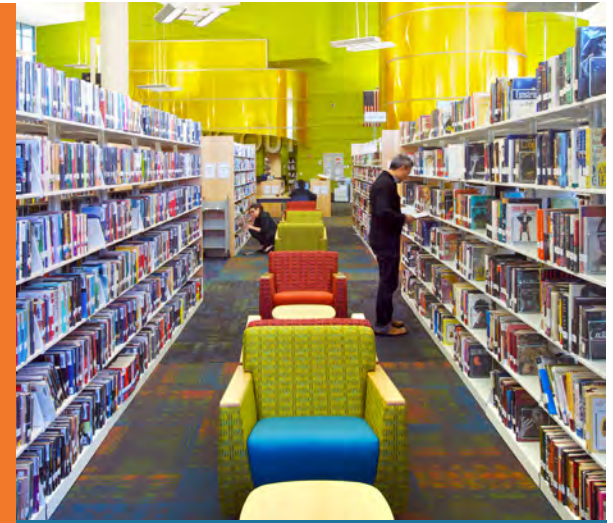
SEATING

+ **Lounge Seating:** Can and should be present in the form of soft, comfortable chairs; should be adjacent to a side or coffee table.

+ **Study Seating:** Should be comfortable enough for patrons to work and read in for 1-2 hours.

+ **High-Back Seating:** High-back chairs create a sense of privacy and prevent patrons from feeling as if their backs are exposed when reading.

+ **Ottomans:** In addition to their use as foot rests, ottomans make great children's seating.

HERE'S AN IDEA

A common problem in libraries is bulky, hard-to-move furniture. If your budget is too tight to purchase new, more flexible furniture you may consider adding casters to your existing tables, chairs, and merchandise fixtures. Casters can either be taken from your broken or unwanted furniture or purchased from a hardware store.

CHILDREN'S FURNITURE

You probably already associate children's furniture with being smaller, more colorful, and more playful than a library's general furniture. However, this category requires much more consideration than simply how it looks. For instance, children of different ages have different furniture size requirements, particularly when it comes to desk height. For a full list of the furniture children of different ages require, see www.smithsystem.com

GENERAL FURNITURE

General furniture covers everything from stack shelving to reading tables and chairs to meeting room furniture. The important thing to keep in mind with general furniture is to try and keep things as consistent as possible.

TEEN'S FURNITURE

When it comes to teens, lounge and collaboration are key. Booths, bean bag chairs, and any other forms of comfy lounge furniture is ideal in a space geared toward teens. However, it is important to remember that teens typically do not like to feel exposed to the rest of the library. Thus, high-back seating or even privacy screens/curtains may be effective furniture in a teen space.

FINISHES - FLOORS

Because library flooring tends to suffer almost continuous damage, it is the most important finish to keep updated.

VACUUM REGULARLY
Vacuuming expands the life of your carpet, improves indoor air quality, and keeps your floors looking good.

DON'T GO SOLID
Texture and pattern hide dirt. Solid colors, even grays and black, show dirt significantly more than carpets with a bit of texture or pattern to them.

MEDIUM VALUES
Selecting carpet of a medium value - not too dark or too light - is the best when it comes to hiding dirt.

EXISTING CARPET
Most carpeting should be vacuumed every day and undergo hot water extraction 1-2 times a year to avoid dust collection and increase its overall lifespan.

CARPET TILES
Carpet tiles are great for cleaning or replacing damaged or stained flooring easily and come in a variety of colors, patterns, textures, and sizes.

AREA RUGS
If money and resources are not available to install new carpeting, area rugs may be a good solution. Keep these rugs thin (no more than 1/2" thick) to avoid tripping hazards.

DID YOU KNOW?
Did you know that you can ditch your current carpet without moving your heavy stacks? Avoid taking everything off your shelves by cutting the existing carpet around bookshelves - then simply lay down new carpet tiles in the aisles and main pathways.

The following are just a few of the hundreds of flooring options available to you:

Entry Carpet
HomeDepot.com Traffic Master
Doormat - $20

+ SchoolOutfitters.com
+ Amazon.com
+ AmericanFloorMats.com
+ MatsMatsMats.com

General Area Rugs
SchoolOutfitters.com Eva
Rug - $103 - $396

+ Demco.com
+ HomeDepot.com
+ Alibaba.com
+ YLiving.com

Carpet Tiles
FLOR.com Modular Carpet
Tiles - $8-88 / Tile

+ BestCarpetValue.com
+ HomeDepot.com
+ Alibaba.com
+ Carpet-USA.com

Kid's Area Rugs
YLiving.com Safavieh Kids
Rug - $42-563

+ KidCarpet.com
+ Demco.com
+ TheLibraryStore.com
+ SchoolOutfitters.com

CREATE A PATH
By winding a different color and/or patterned carpet through your library, you can both improve wayfinding and create visual interest. Be sure both carpets are the same height to avoid tripping hazards.

DEFINE AN AREA
Choosing a different carpet tile for different areas can help you divide your library into zones. This can also be achieved through the use of area rugs.

FINISHES - WALLS

As the architectural elements in your library which occupy the most square footage, walls can be your library's most important design asset. Think of walls as a blank canvas on which you can better define your library. What message do you want to convey? What behavior do you want to encourage? How do you want patrons to feel in the space? Paint, art, and wallcovering can help you execute the answers to all these questions.
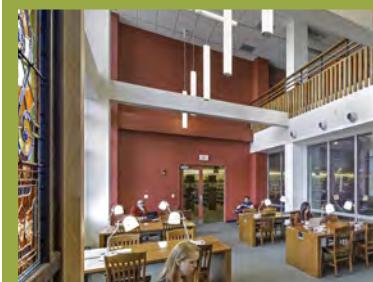
PAINT

It is generally a given that all walls in your space will be painted. However, the colors and finishes chosen can dramatically define a space. For example, cool colors like blues, greens, and purples tend to make a space feel calming, while warm colors like reds, oranges, and yellows make a space feel more lively.

WALL ART

Artwork comes in many shapes and forms, all of which can dress up your walls and improve the aesthetics of a library. Artwork can also be a great way to bring a sense of community to your library. Encourage artists in your community to donate works or even create a special piece specifically for your library.

WALLCOVERING

Wallcovering is any product applied to a wall surface for decoration or protection. Whether paper, fabric, or vinyl, wallcoverings come in a variety of materials and infinite patterns and can cut-down on the need to re-paint walls over and over again.
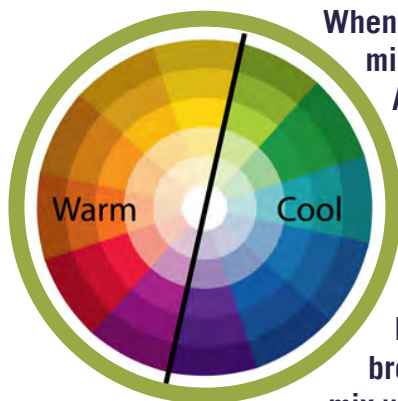
CONSIDER THIS

Designate at least one wall in each section of your library to be an "accent wall." By covering this wall with a bright paint color, eye-catching artworks, and/or fun wallpaper, a focal point is created in the space which will draw patrons in and invite them to move through different sections of the library.

PAINT

When choosing paint, it is vital to keep in mind the psychological impact of colors. All colors can be divided into three categories: warm, cool, and neutral. Warm colors like reds and oranges will create a library environment which is exciting and stimulating, while cool colors like blues and greens tend to have a more calming effect. Neutral browns, beiges, grays, blacks, and whites mix well with both categories and tone down the use of bolder, more saturated colors.

If the desire is to make your library feel more traditional, you may consider selecting colors from a manufacturer's "Historical Collection." Many companies, such as Benjamin Moore and Sherwin-Williams, carry these lines which are re-created from color schemes rooted in American history.

ART

The following are just a few examples of ways to bring art into your space:

POSTERS
$18-63
Society6.com
Storytime Poster

WALL DECALS
$32.99
Target.com
Cat in the Hat Decal

CRAFTS
$199
Etsy.com
Bookcase Quilt

HERE'S AN IDEA

Turn your walls into a free and easy display case. Mount items representing your community throughout the adult collections area, hang children's artwork in the kid's section, or create popular music and video game displays in the teen section. Keep items to one specific wall or area to avoid a feeling of clutter.

FINISHES - WINDOWS

Overall, roller shades are the best way to improve the windows and control natural light in your library. Roller blinds are essentially rectangular swaths of fabric attached to a dowel which can be operated by a chain or spring mechanism. Unlike draperies, blinds, and shutters, roller shades integrate much easier into a window's frame. Products can range from opaque to transparent, ceiling to window mounted, and come in a variety of colors, textures, and patterns.

STEP 1: REMOVE DRAPERIES
Although they may be aesthetically pleasing, draperies do not belong in a public library where natural light should be coveted. Additionally, drapes are difficult to clean, trap dust and other allergens, and discolor over time.

STEP 2: CLEAN WINDOWS
Library windows should be cleaned every 2 to 4 months. Keeping your windows clean will not only improve aesthetics, but the air quality and sunlight in your library as well.

STEP 3: ROLLER SHADES
The best window solution for your library is to purchase & hang roller shades. Roller shades, which can be purchased from your local hardware store, are modern, easy, and can be tailored to fit your space's specific needs.
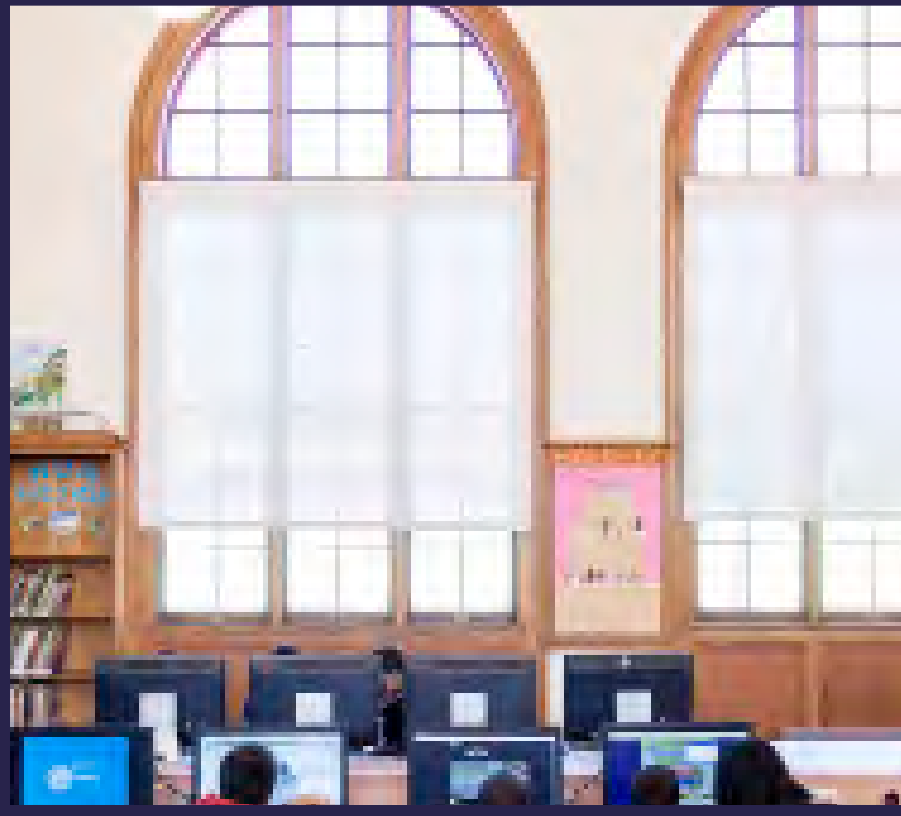
FINISHES - COLUMNS

COLOR

Painting the columns in your library is a cheap and easy way to implement consistent pops of color throughout a space.

SIGNAGE

Columns are a great way to provide your library signage with a consistent backdrop and location. Because it is likely that every area in your building will have at least one column, signage will be easy to locate from almost anywhere.

MERCHANDISING

You can also use the columns in your library as merchandising fixtures. This could be as simple as mounting one or two wall shelves onto square columns. A slat wall system can also be utilized on columns in order to create a more elaborate, flexible, and cohesive method of merchandising.

It is easy to see columns as an architectural burden, but they can also be used to your advantage. Think of columns as "moments" throughout your library. What do you want to achieve when patrons reach one of these moments? Is it a feeling? An experience? Is it informative? Columns can achieve all of these with minimal effort.

CONSIDER THIS

Paint columns with blackboard or marker board paint to activate their surfaces. On these surfaces, children can draw, teens can study, or local artists can display their artwork. This will enable all patrons to feel more engaged with the library space.

SIGNAGE & WAYFINDING

Signage welcomes, guides, and instructs patrons and is a pivotal part of the user experience. When done well, it gives people the information they need to find what they are looking for without having to take time away from library staff. Too many signs, and signs too dense with information, contribute to visual clutter and information overload.

HERE'S AN IDEA

Conduct a signage audit. Photograph every sign in the library and create a spreadsheet classified in the following categories: directional, identification, instructional, regulatory, or informal. Then evaluate its usefulness, does it serve its intended purpose, is it clear and easy to understand? You may find your library has:

+ Too many signs
+ Signs with inconsistent branding, terminology, and style
+ Signs with too much text laid out in a confusing manner
+ Multiple signs referring to the same information
+ Signs that are no longer relevant
+ Signs that contradict other signs

DIRECTIONAL
Guides people to areas or services within the building.
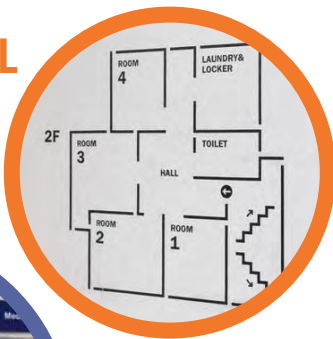
INSTRUCTIONAL
Helps users to better utilize the library.

REGULATORY
Aims to enforce rules and influence user behavior.

IDENTIFICATION
Identifies departments, resources, or specific functions within the library.

INFORMATIONAL
Tells users about things that they are seeking information on, but can also tell them things about which they may have never known.

LETTERING

Use a matching typeface throughout the library. Helvetica is the typeface that is recommended for most signs due to its legibility at a distance. It is best to use both upper and lowercase letters, as all capital letters can be hard to read.

COLOR

Signs that have white letters on dark background are clear and visible. All Identification and Directional signs should be done in the same way throughout the library. Lettering color and background color should have as much contrast as possible.

SIZE AND SHAPE

A standardized size and shape helps the patron distinguish between different kinds of signs at a glance. A limited number of sign shapes facilitates production and is economical.

CONSIDER THIS

Treat all signs, permanent and temporary, regardless of their function, consistently in terms of lettering, color, shape, size, design, and placement. All signs should be clearly readable from five feet away or further.

SPACE PLANNING
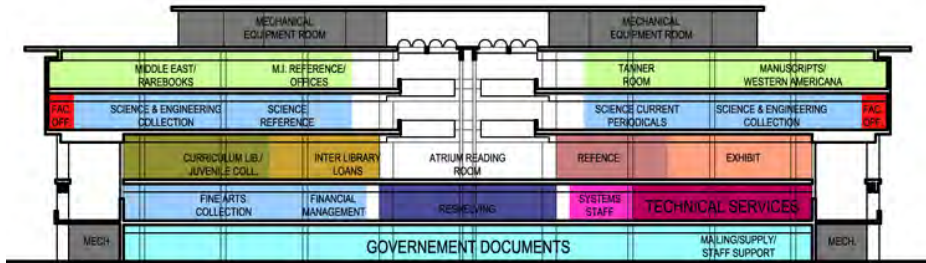
Space planning is how one translates the needs of a library and its programming into spatial requirements. At its core, a space plan calculates the sum of all furnishings and shelving multiplied by the square footage needed around them. For example, a 4' x 6' table for four people should have 3' behind each chair and 2' behind each end. Therefore, this area should occupy a total area of 100 square feet (10' X 10'). Each space's size should be determined based on what will need to occur in said space; seating, collections, technology, display, programs and meetings, and staff work areas are all important to consider.

NATURAL LIGHT

Take advantage of natural light by concentrating the tallest stacks in your library farther from window walls in order to minimize the amount of natural light which is blocked. Locating seating near windows also provides patrons with the benefit of exposure to natural sunlight.

ZONING

Thoughtfully dividing your library into zones not only helps with space planning, but also helps to manage the library and its patrons' needs better. For example, teens should be placed in a "nook" area which can remain visible but still provide a sense of privacy.

ELIMINATE STACKS

Whenever possible, strive to eliminate tall and bulky shelving stacks. If stacks are not 75% full, remove them. If stacks are over 5 shelves high, remove/don't use the top shelf in order to increase light.

CONSIDER POWER

Rather than blocking off powered walls with bookshelves, arrange your library so that desks, lounge seating, and meeting tables have easy access to power. In many cases, this will mean locating furniture along both interior and exterior walls.

AMERICANS WITH DISABILITIES ACT - OR ADA

Regardless of the Americans with Disabilities Act, all libraries should strive to be as accessible to the public as possible. Below are a few ADA highlights, but for a detailed report, please visit www.ADA.gov.

+ Aisle widths, particularly between stacks, should be at least 36 inches (but 48 inches is preferred).
+ There should never be any protruding objects into paths.
+ Reach heights for displays should be 48" for front approach by wheelchair and 54" for side approach.
+ Head room should be provided of at least 80" throughout library.
+ All tables, counters, circulation desks, etc. should have clear space for wheelchair approach. This space should be 30" wide and 30" high.

CONSIDER THIS

Think about how patrons use your space when planning. Parents bringing children for storytime might browse new displays or look for a comfy chair nearby. Teens might want to grab a snack at the vending machine during their time in the library. Older patrons may appreciate brighter lit tables with lamps near the large print collections. These are just a few examples of space planning improvements which could benefit your space.

MERCHANDISING

Retail fixtures are designed for visual display, are adaptable, and are familiar to the library user.

The bestselling area on any merchandise display is between the waist and eye level. Whether you are creating a table top, horizontal (range top or slat-wall) or vertical (multiple shelf end displays stacked in a vertical row), always emphasize the areas right at eye-level –- higher in adult areas, lower in children's areas – or the view most seen from traffic pathways.

Make the shelves look full with the use of face out displays. Every shelf arrangement in the key visual zone around your library should have at least one title, if not more, faced out. Media and paperback shelves should always be arranged using the 'Zig-zag' fixtures.

SHOW IT OFF

Simple and uncluttered displays will create a strong focal point to grab the eye of your patrons. Wherever possible, pull books and other materials to the fronts of shelves. The effect helps make your book shelves look well attended and freshly stocked. Use the bottom shelf exclusively for face-out display where possible.

The following are just a few examples of products which can be purchased and used for merchandise purposes:
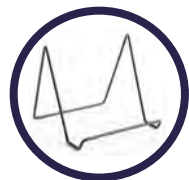
$1.35
Displays2Go.com
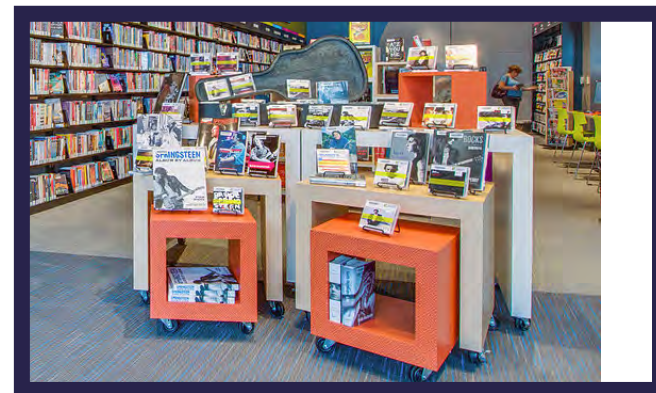**Wire Easel**

$6-18
Demco.com
Clear Plastic Easel

$63
OpeningTheBook.com
Feature Shelf

$87-99
Demco.com
Acrylic Zig-Zag Shelf

SchoolOutfitters.com
Curved Mobile Storage Shelving - $418-569

+ Available in two different sizes and shelf quantities.
+ Four casters, all locking for mobility.
+ Available in a variety of wood and laminate finishes/colors.

ShopBrodart.com
Brodart Classic Three-Tier Displayer - $900

+ Allows the set-up of three displays on the same unit.
+ Available in a variety of wood and laminate finishes.

TheLibraryStore.com
Russwood Octagon Display Unit - $1,643

+ Approachable from 360 degrees.
+ Available in a variety of wood and laminate finishes.
+ Compatible with all standard slatwall accessories.

Demco.com
Accent Display Tower - $5,750

+ Multi-functional display options with slatwall, face-out, and storage options.
+ Four casters, all locking for mobility.
+ Available in a variety of wood and laminate finishes/colors.

VISUAL & ACOUSTICAL PRIVACY

Visual and acoustic privacy is a necessary response to typical library user behavior. When patrons need to focus, privacy should be provided and distractions should be blocked. Library users also express a desire to possess temporary ownership of spaces.

Another way to create visual privacy is by dividing sections of the library. This can be achieved through the use of walls, screens, and/or furniture arrangements.

Acoustical privacy can be integrated into these methods by utilizing acoustic materials such as wool, upholstery, and other insulating materials.

FURNITURE
Soft, upholstered furniture can help to absorb sound. Furniture pieces with high backs increase this sound absorption and create visual privacy.

PRIVACY SCREENS
Privacy screens help to distinguish spaces and many, covered in fabric or felt, help to absorb sound.

CARRELS
Study/computer carrels allow individuals to maintain personal space and visual privacy. Upholstered carrels, or at the least dividers, help to absorb noise.

WALL PANELS
Peel & stick acoustic panels are a great, easy, and affordable way to absorb excess noise.

ACCESS TO POWER

As devices become more and more critical to and within the library experience, access to power increases in importance. Advances in technology offer a variety of ways to power everything in your space, including phones, floors, and furniture. Visit the following websites to see products available to increase access to power in your library:

+ Poppin.com
+ YLiving.com
+ Steelcase.com
+ HomeDepot.com

DID YOU KNOW?

Access to power is no longer limited to electrical outlets. The average library patron may also desire access to USB ports. You may want to consider designating a "Charging Station" for library patrons to access this type of power quickly.

INTEGRATED FLOOR POWER

Integrating power into your library floor ensures that this essential element is accessible throughout the entire space. Your library may also find it convenient to purchase products which bring power from the floor up to seat height.

POWER PODS

A variety of manufacturers now produce "power pods" which can sit on a desktop or other surface and allow multiple devices to be powered at once.

TRADITIONAL POWER

The easiest and most economical way to integrate power is to design your space around the locations of existing electrical outlets. For example, computer stations, seating arrangements, and technology bars may be located at the perimeter of your library to allow power to be run with minimal wiring.

POWERED FURNITURE

By integrating power directly into library furniture, power is both accessible and controlled. Powered furniture can be either plugged in through floor or wall outlets.

UNCLUTTER

The simplest, easiest, and cheapest way to improve your library is to unclutter your library. Taking a look at your circulation stats is a must: if a book hasn't been checked out for multiple years, it may need to go. It is better to have a small collection of great books and resources than tightly-packed shelves of unnecessary collections. The benefit is you may be able to weed through enough books to remove shelving units, thus creating valuable space to allow your library to breathe.

VISUAL OVERLOAD

Many libraries suffer from visual overload in the form of an excess in signs, papers, merchandise, etc. Be strategic in the information and items you display. Will a patron really read ten signs located all in one spot or will they be overwhelmed? Will they pick up and look through books stacked high on a table or will they go for less-crowded displays?

VISIBILITY

At least once a week you should verify that all necessary items are as easily visible to patrons as possible. Pull all shelved books to the very front, clean up brochures and items stacked on counters and tables. Find opportunities to display new books in face-out displays.

GIVE IT A HOME

Clutter tends to build up when signs, posters, and merchandise don't have designated homes. Consider displaying these items on a slat-wall system. If needed, create multiples with signs designating categories such as "Community," "Events," and "New Items." These work well in areas near public restrooms.

BACK-OF-HOUSE

Visibility is as important in back-of-house areas as on the main library floor. As often as possible, clean up your storage rooms and make sure all items are stored in clear bins on open shelves. Additionally, you may want to remove the doors from back-of-house cabinets in order to increase visibility and reduce the chance of losing items hidden from sight.

BEFORE

Not only is this space dominated by stacks, but stacks which are more than half-empty. Seating only exists at stack ends with no adjacent table surfaces. The space is also quite overcome with both visual and physical clutter.

The following are a variety of websites and collections to help keep your library organized:

Storage Bins

+ Containerstore.com: Clear Plastic Boxes
+ Demco.com: Mag | Box
+ Muji.US: PP Storage
+ Amazon.com: Sterilite

Organizer Systems

+ Demco.com: Seville Classics
+ Ikea.com: Ivar Shelving System
+ DesignPublic.com: Blu Dot Hitch Bookcases
+ Muji.US: SUS Shelves

AFTER

By removing stacks, new spaces have emerged which are open, collaborative, and flexible. Stacks are fuller, seating counts have tripled, and space for computer stations was even created. Minimal signs and posters have been ceiling-mounted and shelf tops are clean and devoid of clutter.

HERE'S AN IDEA

Walk through your library and view it as though you were a patron. What items are necessary and helpful and which get in your way? Eliminate any items which don't support your library's mission or vision.

CURB APPEAL

The exterior of your library is a patron's first impression of your services. Keep landscaping fresh and maintained, clean dirty windows and brick, and paint trim regularly. These improvements are all ways to invite patrons in to discover what the library has to offer.

HERE'S AN IDEA

Freshly painted trim, handrails, and columns at the front entry invite patrons in and ensure that your library appears well-kept and maintained. Sand and repaint any flaking paint and splintered wood. For a tutorial on how to accomplish this yourself, see the following website: www.DoItYourself.com/scat/DecoratingExterior

INCREASE VISIBILITY

Increase visibility from street with neat landscaping. Trim overgrown bushes - clip low hanging tree branches and rake leaves as often as possible.

ADD COLOR

Add colorful flowers that change with each season near the front door. Make sure planting beds are freshly mulched and weeded (coral mulch with edging strips if needed). Check out this website for seasonal flowers in the state of Delaware: www.VisitDelaware.com

UPDATE CONSTANTLY

Your library's curb appeal is always going to need updating given its exposure to the elements. A few of the most important updates are power washing brick or stone, replacing patchy grass with low ground cover, and regular weed control.

STAFF AREAS

It is an unfortunate reality that library staff areas often go over-looked and under-funded. A happy and organized staff can totally transform the way a library is run. Keep all staff areas as clean and easy-to-manage as possible and always encourage staff to suggest or even initiate improvements.

IDEA #1

Providing staff with one or two comfortable lounge chairs with a side table can go a long way in providing even the smallest of "break" areas.

IDEA #2

Incorporating plants in staff areas is another way to create a welcoming and comfortable environment in which to work.

IDEA #3

Taller counter-height tables and chairs double as extra food-prep space in the kitchen.

DID YOU KNOW?

Think about the workflow in your space in a linear fashion. From where do books enter the space? Where are they sorted and scanned? How are they placed on carts for reshelving or holds? Where do they leave the staff area? Think about arranging functions to support, rather than hinder, this workflow.

ACCESSORIES

Library accessories allow users to further participate and engage in library activities, events, and resources. They encourage one to create manifestations of ideas into their environment and apply concepts to one's own life for deeper learning experiences.

MARKER BOARDS

Events and meetings held in your library will most-likely require some form of marker board. Whether wall-mounted or freestanding on casters, these accessories encourage study, collaboration, and can be utilized as signage or space dividers.

BULLETIN BOARDS

Bulletin boards, or any tackable surface, can best be utilized in your library as an informative and adaptable display. Examples of ways to take advantage of tackable surfaces include: advertising events, creating forums for patrons to discuss ideas, highlighting new items, promoting fundraising efforts, and even extending the merchandising fixture sitting in front of it.

FREE-STANDING SCREENS

Privacy, acoustic, writable, tackable, and decorative free-standing screens are accessories which can serve a variety of purposes in your library. In addition to serving the purposes aforementioned, these items can be used to divide spaces and create zones in an inexpensive and adaptable manner.

CONSIDER THIS

Many libraries avoid accessories like pillows, ottomans, decorative objects, etc. out of fear that they may be stolen. If you think your library would benefit by having these accessories, consider sticking an RFID security tag on or in the item.

SHOW IT OFF

Many of these accessories can best be utilized as tools for highlighting merchandise, events, community artifacts, and more. For example, many, if not all, of these accessories can be used to create captivating seasonal displays, show off art or collections, encouraging patrons to explore and discover new interest, and much more.

The following are just a few of the hundreds of accessories you may find useful in your library:

Demco.com
Best-Rite Rubber-Talk Bulletin Board - $65 - $310

+ Tackable, recycled rubber surface that will not show pinholes.
+ Available in a variety of sizes.
+ Resists moisture, mold, mildew, and bacteria.
+ Sound & shock absorbent.
+ Anodized steel frame.
+ Easy to clean & maintain.

Staples.com
Mobile Whiteboard - $175 - $265

+ Double-sided markerboard.
+ Magnetic.
+ Available in a variety of different sizes.

Demco.com
Zuma Freestanding Acoustical Screens

+ Available in a variety of fabrics and colors.
+ Bases stack in storage.
+ Handle located on side for easy transport.

ShopBrodart.com
Slatwall Room Divider- $2,060 - $2,735

+ Double-sided slatwall system.
+ Compatible with all standard slatwall accessories.
+ 25-year warranty.

ACKNOWLEDGEMENTS

This document was created during the 2017 Delaware Division of Libraries Statewide Library Master Plan project. The consultants involved in the process were Holzman Moss Bottino Architecture, Godfrey Associates, Advantage Technologies, and Studio Jaed. This IDEA BOOK document was created by Holzman Moss Bottino Architecture with the assistance of Alyson Kritz, Peggy Chong, Debbi Waters, and Douglas Moss.

Delaware *Division of* **Libraries**

HOLZMAN MOSS BOTTINO ARCHITECTURE