

# APPENDIX III

## FULL-SERVICE MODELS

### DETAIL Overview

	GROSS SQ FEET	TARGET POPULATION
15K	15,568	30,000
20K	20,373	40,000
25K	25,047	50,000
35K	35,331	70,000

Vols/Items	Seats Stations	Technology Room	Staff Work Seats	Meeting Stations
15K 68,175	122	30	20	120
20K 85,392	160	52	26	120
25K 105,201	204	56	31	155
35K 156,414	288	77	36	236

Space Allocation	Reader Seats	Technology	Staff	Collections	Meeting	Special Purpose
15K	23%	16%	21%	25%	13%	3%
20K	26%	16%	19%	24%	10%	4%
25K	29%	15%	17%	24%	11%	4%
35K	26%	14%	16%	24%	15%	4%

## SPACES AND ASSIGNED SQUARE FOOTAGE FOR EACH SIZE OF MODEL

Division	Spaces	15K	20K	25K	35K
Audio-Visual	AV Library	-	500	600	760
Browsing	Browsing Area	794	388	552	866
Children's Library	Children's Collection & Seating	500	580	780	840
	Children's Desk	-	-	-	235
	Children's Reading and Story Time	180	180	180	180
	Children's Reference & Technology	265	435	445	885
	Children's Rest Room	N/A	N/A	N/A	N/A
	Juvenile Collection and Seating	1,073	1,125	1,242	1,787
	Circulation Services	Automated Sort and Check	390	382	382
Branch Manager		149	164	168	172
Customer Service Station		270	306	318	220
Computer/Telecom Room		116	116	131	149
Copy Area		90	100	104	104
Custodial Sink & Storage		101	112	126	126
General Library Storage		178	246	334	518
Self Check Out		160	160	200	200
Self Service Reserve Books		80	80	80	80
Staff Entrance and Lobby		50	50	50	50
Staff Lounge		306	356	356	436
Staff Rest Rooms		N/A	N/A	N/A	N/A
Staff Workroom		1,050	1,260	1,543	1,873
Fiction		Fiction Collection & Seating	594	934	1,070
General Building	Friends Book Storage & Workroom	174	166	179	235
Learning Center	Learning Center	-	620	800	850
Library Entrance	Friends Books Store & Café	60	335	375	847
	Lobby	N/A	N/A	N/A	N/A
	Public Rest Rooms	N/A	N/A	N/A	N/A
Non-Fiction Collection	Non-Fiction Collection & Seating	1,160	1,520	1,980	2,806
Non-Fiction Collection	Quiet Reading Room	360	360	500	640
Periodicals	Current Magazine Area	340	538	738	944
Public Meeting Rooms	A/V Storage	121	158	194	266
	Conference Room	-	-	262	322
	Kitchenette	91	91	91	91
	Community Meeting Room	1,230	1,270	1,588	2,551

<b>Division</b>	<b>Spaces</b>	<b>15K</b>	<b>20K</b>	<b>25K</b>	<b>35K</b>
Reference	Computer Training Lab	-	575	575	675
	Reference Collection & Seating	800	844	976	1,769
	Reference/Info. Desk	-	-	-	276
	Study/Tutoring Room	160	175	175	175
	Study/Tutoring Room	-	-	150	150
	Study/Tutoring Room	-	-	145	145
	Study/Tutoring Room	-	-	-	135
Young Adult Services	Study/Tutoring Room	-	164	164	164
	YA Area	884	990	1,232	1,574
	Net Assignable Square Feet	11,676	15,280	18,785	26,498
	<b>GSF</b>	<b>15,568</b>	<b>20,373</b>	<b>25,047</b>	<b>35,331</b>
Threshold	<b>Population @ .4 sq. ft. per capita</b>	38,920	50,933	62,618	88,328
Target	<b>Population @ .5 sq. ft. per capita</b>	31,136	40,746	50,094	70,662
Prime	<b>Population @ .6 sq. ft. per capita</b>	25,947	33,955	41,745	58,885
<b>15K / 30,000 population</b>	<b>SF per capita</b>	0.53			
<b>20K / 40,000 population</b>	<b>SF per capita</b>	0.51			
<b>25K / 50,000 population</b>	<b>SF per capita</b>	0.50			
<b>35K / 70,000 population</b>	<b>SF per capita</b>	0.50			

## COLLECTIONS

Division	Collection	15K	20K	25K	35K
Audio-Visual	Audio CDs	1,400	2,000	2,000	2,000
Audio-Visual	Books on CD	1,650	1,600	3,100	3,600
Audio-Visual	DVD	4,500	5,500	6,300	8,000
Audio-Visual	Books on cassette	750	750	1,000	1,000
Audio-Visual	Video cassette	600	750	750	750
Browsing	New Book Display	460	860	860	1,060
Children's Library	Easy Readers	2,400	3,600	4,000	4,500
Children's Library	Paperbacks	1,500	1,500	1,500	1,500
Children's Library	Picture Books	4,200	6,000	7,500	9,000
Children's Library	Children's Magazines	6	12	18	18
Children's Library	Children's Ready Reference				24
Children's Library	Children's Reference	180	240	300	360
Learning Center	Homework Center				200
Learning	Textbooks				200
Children's Library	Juvenile Fiction	4,800	6,500	7,000	8,000
Children's Library	Juvenile International Literature				2,500
Children's Library	Juvenile Non-Fiction	9,000	9,500	10,000	21,000
Fiction	Fiction	7,000	8,000	10,000	18,000
Fiction	Mysteries	1,200	1,200	2,500	2,500
Fiction	Paperbacks	1,500	1,500	1,500	2,000
Fiction	Romance	1,200	1,200	1,200	1,200
Fiction	Sci Fi	1,200	1,200	1,200	1,200
Fiction	Westerns	425	600	850	1,200
Fiction	International Languages				3,500
Fiction	Large Print	1,200	1,600	2,000	3,000
Literacy	Literacy Collection & Seating			250	500
Non-Fiction Collection	Non-Fiction Collection & Seating	20,000	28,000	36,000	48,000
Periodicals	Current Magazines	60	80	100	120
Periodicals	Current Newspapers	6	9	9	12
Reference	Ready Reference	20	20	40	60
Reference	Reference Collections	500	750	1,000	1,200
Young Adult Services	YA materials	2,400	2,400	2,400	3,000
Young Adult Services	YA current periodicals	18	21	24	27
Young Adult Services	Audio CDs			1,800	2,000
	<b>Total Items</b>	<b>68,175</b>	<b>85,392</b>	<b>105,201</b>	<b>151,231</b>

Division	Collection	15K	20K	25K	35K
Threshold	Population at 1.75 vols per capita	38,957	48,795	60,115	86,418
Target	Population at 2.15 vols per capita	31,709	39,717	48,931	70,340
Prime	Population at 2.75 vols per capita	24,791	31,052	38,255	54,993
<b>15K / 30,000 population</b>	Volumes per capita		2.27		
<b>20K / 40,000 population</b>	Volumes per capita		2.13		
<b>25K/ 50,000 population</b>	Volumes per capita		2.10		
<b>35K/ 70,000 population</b>	Volumes per capita		2.16		

### MEETING ROOM SEATS

Division	Spaces	15K	20K	25K	35K
Children's Library	Children's Program Area	20	20	20	20
Public Meeting Rooms	Meeting Room	100	100	125	200
	Conference Room			10	16
	<b>Total Meeting Seats</b>	<b>120</b>	<b>120</b>	<b>155</b>	<b>236</b>
Threshold	<b>Population @ 2.5 seats per 1k</b>	<b>48,000</b>	<b>48,000</b>	<b>62,000</b>	94,400
Target	<b>Population @ 3.5 seats per 1k</b>	<b>34,286</b>	<b>34,286</b>	<b>44,286</b>	<b>67,429</b>
Prime	<b>Population @ 4.5 seats per 1K</b>	<b>26,667</b>	<b>26,667</b>	<b>34,444</b>	<b>52,444</b>
<b>15K / 30,000 population</b>	<b>Meeting Seats per 1,000</b>		4.00		
<b>20K / 40,000 population</b>	<b>Meeting Seats per 1,000</b>		3.00		
<b>25K/ 50,000 population</b>	<b>Meeting Seats per 1,000</b>		3.10		
<b>35K/ 70,000 population</b>	<b>Meeting Seats per 1,000</b>		3.37		

## READER SEATS

Division	Spaces	15K	20K	25K	35K
Audio-Visual	AV Library				
Browsing	Browsing Area	6	8	12	22
Children's Library	Children's Collection & Seating	16	16	24	24
	Children's Reference & Technology	8	8	16	
	Juvenile Collection and Seating	24	24	28	32
Fiction	Fiction Collection & Seating	12	12	12	20
Learning Center	Learning Center		16	24	24
Library Entrance	Friends Books Store & Café				14
Non-Fiction Collection	Non-Fiction Collection & Seating	10	10	10	18
	Quiet Reading Seats	12	12	16	20
Periodicals	Current Magazine Area	8	14	18	24
Reference	Reference Collection & Seating	8	8	12	16
	Study/Tutoring Room	6	6	6	6
	Study/Tutoring Room			4	4
	Study/Tutoring Room			6	6
	Study/Tutoring Room				4
Young Adult Services	Study/Tutoring Room		4	4	4
	YA Area	20	22	24	34
<b>Total Reader Seats</b>		<b>122</b>	<b>160</b>	<b>208</b>	<b>288</b>
Threshold	<b>Population @ 2.5 seats per 1k</b>	<b>8,800</b>	<b>64,000</b>	<b>83,200</b>	115,200
Target	<b>Population @ 3.5 seats per 1k</b>	<b>34,857</b>	<b>45,714</b>	<b>59,429</b>	<b>82,286</b>
Prime	<b>Population @ 4.5 seats per 1K</b>	<b>27,111</b>	<b>35,556</b>	<b>46,222</b>	<b>64,000</b>
<b>15K / 30,000 population</b>	<b>Reader Seats per 1,000</b>	4.1			
<b>20K / 40,000 population</b>	<b>Reader Seats per 1,000</b>	4.1			
<b>25K/ 50,000 population</b>	<b>Reader Seats per 1,000</b>	4.1			
<b>35K/ 70,000 population</b>	<b>Reader Seats per 1,000</b>	4.1			

## TECHNOLOGY WORKSTATIONS

Division	Spaces	15K	20K	25K	35K
Browsing	Browsing Area	4			
Children's Library	Children's Desk (Self Check)				1
Children's Library	Children's Reference & Tech.	6	6	6	12
Circulation Services	Book Return Room				
Circulation Services	Copy Center				
Fiction	Fiction Collection & Seating				
Learning Center	Learning Center		6	6	6
Non-Fiction Collection	Non-Fiction Collection & Seating			2	2
Periodicals	Current Magazine Area				
Reference	Computer Training Lab		20	20	20
Reference	Reference Collection & Seating	12	12	12	24
Young Adult Services	YA Area	8	8	10	12
		<b>30</b>	<b>52</b>	<b>56</b>	<b>77</b>
Circulation Services	Self Check Out	4	4	5	5
Threshold	Population @ .75 Tech per 1K pop	40,000	69,333	74,667	102,667
Target	<b>Population @ 1 Tech per 1K pop</b>	<b>30,000</b>	<b>56,000</b>	<b>58,000</b>	<b>81,000</b>
Prime	Population @ 1.25 Tech per 1K pop	24,000	41,600	44,800	61,600
<b>15K / 30,000 population</b>	<b>Technology Stations per 1,000</b>	<b>1.00</b>			
<b>20K / 40,000 population</b>	<b>Technology Stations per 1,000</b>	<b>1.40</b>			
<b>25K / 50,000 population</b>	<b>Technology Stations per 1,000</b>	<b>1.22</b>			
<b>35K / 70,000 population</b>	<b>Technology Stations per 1,000</b>	<b>1.17</b>			

## STAFF WORKSTATIONS

Division	Spaces	15K	20K	25K	35K
Children's Library	Children's Desk				2
Circulation Services	Branch Manager	1	1	1	1
Circulation Services	Smart Sort Return	2	2	2	2
Circulation Services	Customer Service Station	3	3	3	2
Circulation Services	Computer/Telecom Room	1	1	1	1
Circulation Services	Staff Workroom	13	15	20	21
Learning Center	Learning Center				
Library Entrance	Friends Books Store & Café		1	1	2
	Friends' Workroom		2	2	2
Reference	Computer Training Lab		1	1	1
Reference	Reference/Info. Desk				2
		20	26	31	36