



Library Construction Project Year

[Descriptive phrase for project]

PURPOSE

The [name of library or municipality] proposes to construct a new, state-of-the-art library to serve [local community and/or chartered service area] and the broader community of Erie County.

[Indicate special features, uses or audiences.] This facility will replace the current [name and address of library to be replaced].

LOCATION

The proposed new facility will be located at [address].

[Indicate specific details or benefits of the proposed site, e.g., proximity to public transportation, residential concentration, schools.]

BACKGROUND

The existing [name] Library is [Indicate deficiencies or needs that a new library would address, e.g., inadequate parking, meeting room, ADA compliance.]

[Indicate project budget, including approximate cost of furnishings and opening day collections. Indicate available funds or describe plans to raise necessary monies.]

The new library will uphold the B&ECPL's Mission Statement and Principles and conform to B&ECPL policies as required by law or by contract.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY – MISSION STATEMENT

Our mission is to enrich the lives of the individuals of Erie County's diverse communities by creating and sustaining superior public library services through responsive staff, dynamic collections, appropriate technology and access to global information.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY – PRINCIPLES

The Buffalo and Erie County Public Library will:

1. Provide open, equal and free access to information in accordance with the American Library Association's "Library Bill of Rights."
2. Deliver timely, confidential and responsive customer-oriented service to meet the informational, recreational and educational needs of the community.
3. Promote lifelong learning by encouraging all children and adults in their enjoyment of reading and discovery.

4. Contribute to the region's economic vitality by assisting individuals, businesses and government as they pursue better jobs and economic growth.
5. Create and maintain an environment that attracts, develops and encourages a diverse and skilled staff.
6. Listen to the entire community in pursuit of the Library's Mission.
7. Manage resources effectively and be accountable to its funding sources.
8. Pursue the private and public funding necessary to fulfill its Mission.

SITE DEVELOPMENT

[Indicate present condition of construction site, including any need for demolition or unusual site preparation.]

The new library shall be ground level at all entrances and public areas. All utilities, including electric, telephone and cable, should be buried underground. The parking lot should provide [number] spaces and be paved or blacktopped. Any landscaping shall be provided under the construction contract. Hose bibbs should be provided at convenient locations.

BUILDING EXTERIOR

The exterior of the building should be [describe specific features or unique design elements that are required, if any]. The grounds should be landscaped to complement the exterior. Access must be at street level with no steps up or down. Sufficient lighting is necessary. The sign identifying the library should be suitably located, easy to read and positioned perpendicular to the road.

The Entrance

The entrance must relate to both the interior and exterior of the library. It should be well lit, inviting and leave no one in doubt that this is where one enters the building. There will be only one public entrance to the library.

There should be easy access to both the street and the parking lot from the entrance. Walking distance to the entrance from a parked car should be minimal since many people will be carrying heavy loads of library materials. Handicapped parking is necessary.

The entrance must be ADA accessible and have a foyer to prevent heat loss. The inner and outer main doors should open automatically and their hardware located for quiet operation and easy access for maintenance. Recessed walk off mats with French drains should be provided.

From the entrance, visitors should quickly locate major services and collections.

INTERIOR AREAS FOR THE PUBLIC

The building shall be approximately [number] square feet and will be used by several types of library visitors.

- The *short-term user* is the most typical of the library's daily patrons. This person may be returning previously borrowed materials, picking up a reserved book or locating a simple piece of information. The average stay is 30 minutes or less.
- The *long-term user* visits the library for extended periods of time, perhaps to do research, read or use the computers. The average stay is about an hour.
- *Groups*, formal or informal, come to the library for a particular program or to use the meeting room. They could be school children on a class visit or an organization using the meeting room.

The public areas of the building shall include:

Lobby

The lobby must present a positive first impression while efficiently conveying people into the library or meeting room(s).

The rest rooms and the meeting room(s) should be adjacent to it. A pay telephone and a water fountain should be in the lobby. When the library is closed, there should be access to the lobby, the meeting room(s) and rest rooms. The library proper should be inaccessible and secured after open hours.

General and library-specific information will be available in the lobby. It should contain [Indicate specific details, e.g., a lockable, wall-mounted, lighted, glass display case, bulletin board, pamphlet rack or directory/map of the building.]

Library Room

This is the heart of the library and serves many functions. There should be separate spaces for each of its functions that flow one from the other, allowing sufficient room for travel between areas. It should accommodate a collection of [number] volumes in standard book stack units.

The design should minimize projections and not include any obstructions or hazards. It should incorporate both natural and artificial lighting. This room will provide reading and study areas for adults, young adults and children. There should be sufficient seating capacity and computer workstations throughout.

Where circumstances warrant, a theft protection system should be installed at the entrance.

The major areas of the library room will be:

- Circulation (2.5%)
- Reference/Information Services (5%)
- Adult Area (35%)
- Young Adult Area (2.5%)
- Children's Area (15%)
- Special Purpose Area (xx%, subtracted from above)

Circulation

The circulation desk is the first staff contact point that a patron sees upon entering the facility and it is the nerve center of the library. Patrons must be able to immediately identify a place where they can receive assistance. Traffic control is critical since so many functions occur at this location. Queuing provisions must be made for a smooth flow of traffic entering and leaving the library during peak periods. It is possible that stanchions and roping may be required to accommodate long lines. The desk must be near [the theft protection system and] the main entrance. There should be clear sight lines from the circulation desk to most of the public spaces in the library.

There must be sufficient data drops and wiring to accommodate up to [number] staff computers, [number] receipt printers and [number] printers for the public access computers. [In addition, in close proximity to the circulation desk, there should be appropriate wiring and data drops for the theft protection system and a self-checkout machine. Manufacturer's specifications must be followed in siting these devices to prevent interference problems.]

Typical activities occurring at the circulation desk include the following:

- Checking library materials in and out
- Registering customers for library cards and computer use
- Retrieving printed materials from the public access computers
- Answering the telephone
- Collecting overdue fines, making change for the copier, printers and public telephone, necessitating a cash register or locking drawer

- Retrieving reserved library materials for patrons

In addition, the following is required:

- Storage for stationary supplies
- Library materials drop slot, unstaffed, for self-return

Design of the desk should be done in consultation with library staff and must be accessible to children and disabled persons. [Number] library staff will be working at the circulation desk.

Reference / Information Services

One of the primary roles of a library is to provide information to individuals and organizations in the community. Staff help with a variety of user needs: answering brief questions either in person or via the telephone, assisting patrons in using computers/library equipment, helping customers use the library and its resources effectively and conducting in-depth reference interviews.

A wide variety of customers use the reference section in the course of an average day. They include students doing their homework, businesspersons needing quick, timely and accurate answers, people conducting research, patrons using the computers, etc.

The reference desk [where indicated] should be clearly visible to those using the library. It should be within view of the circulation desk and have good sight lines to all public service areas in the library room. It should be appropriately wired for a staff computer and a telephone.

The overall atmosphere of the reference/information area should be comfortable and cordial but businesslike. At times, the area immediately surrounding the reference desk can be relatively noisy. For the entire reference area, design methods of dampening noise are recommended. Carpeting is essential.

Many of the library's online public access computers should be located in close proximity to the reference desk. Customers will frequently need assistance in the use of the computers and their applications.

This area will also include patron seating at study tables and shelving for a [number] volume reference collection. The majority of the shelving should be 42 inches in height; some may be 60 inches high.

Quiet Study Rooms [where indicated]

[Specify number and dimensions] spaces will function as either study or small group meeting rooms. Each shall contain a table to accommodate a minimum of

[number] people and a maximum of [number] people. The study rooms should be convenient to and visible from the circulation desk.

Copier Station

In close proximity to the reference area, space must be provided for a copier. This section will include [a change machine and] a standing height worktable. The necessary power outlets must be installed. The area should be visible from [either the reference desk or] the circulation desk.

Adult Services

Circulating materials and seating for adults are housed in this area. Shelving is needed for approximately [number] volumes – books (paperback, new, large print, fiction and non-fiction), magazines, and media of all types. All stack areas should be colorful, cheerful and inviting. New book, paperback, media and periodical shelving should be especially eye-catching. While this represents a substantial amount of shelving, a warehouse effect is undesirable. Freestanding shelves should be 42 and 60 inches in height. Wall shelving can be as high as 82-inches.

Lighting in the stacks is very important. It should extend to the floor with 30 foot-candles of illumination at the bottom shelf. The space between stacks should be at least 36 inches wide to allow for passage of a wheelchair. If the accessible route is less than 5 feet, there must be places for wheelchairs to maneuver that meet ADA specifications.

There should be approximately [number] seats at tables, lounge furniture and computer stations. Lounge seating should be close to the periodical collection.

A relationship exists between this collection and the reference area. Staff makes use of the circulating non-fiction collection in answering reference questions and patrons often use this collection in concert with reference materials and services. Therefore, the adult collection should be adjacent to the reference section.

All stack areas of the library should be positioned to allow for staff supervision in order to reduce vandalism and anti-social behavior.

Young Adult Area

Teenagers should have their own special place. The area must be attention grabbing and comfortable, with [specify furnishings]. Young adult fiction, both hardcover and paperback, will be found in this area along with teen magazines. Housing will be required for up to [number] paperbacks, [number] hardcover books and [number] magazines. Teenagers will use both the children's and adult non-fiction circulating collections. The young adult area should be visible from the service desk(s).

Children's Facilities

This area serves children, from infancy through 5th grade, as well as their parents, teachers, and other adults who work with children. The physical and psychological environment should be pleasing and welcoming to children, yet designed in a manner that does not discourage adults who need to use it. The area should be immediately identifiable as a place for children without having to resort to signage. The ambience should encourage exploration and learning. This section should be as visually open as possible for ease of supervision. Although excessively loud behavior is not permitted, no attempt will be made to keep it a quiet area. Therefore, noise transmission to other areas of the library should be minimized.

The children's section is multi-purpose and must be designed as a flexible and comfortable space. It will be used by patrons for browsing, reading, studying and using computers. Some will use the collection to do homework, while others will view the area as a place to amuse themselves and socialize. Very young children may play with toys while waiting for their parents or siblings to select books. Parents will chat and mingle while their children participate in a story hour or other program. Older children may study after school, read aloud to younger ones or enjoy a good book.

Approximately [number] children's volumes will be housed in this section, including a variety of books and audiovisual materials. Shelving should not be higher than 60 inches and most of it should be 42 inches high.

Seating at appropriately sized furniture should accommodate about [number] children and adults. There should be both informal seating and chairs at reading tables. A visual surprise can be added through the use of imaginative pieces of furniture, both as to form and function. At least [number] computer workstations for children will be included in this area. Display furniture, whether stand alone or built-in, is very important.

Children's Programming

Since the library will offer a variety of programs for children, such as story hours, class visits and summer reading clubs, space for conducting such programs is needed. If possible, it should be adjacent to the children's area and accommodate at least [number] to [number] children. If the room is not dedicated to children's programming, it would be a bonus if it could be divided to create a children's space. Storage is needed for chairs, tables, craft materials and special equipment (for example, a puppet stage). Under ideal conditions, a sink should be available in the storage area.

Special Purpose Area(s) [where indicated]

[If there will be an area (or areas) of the library that is unique and reflects the community, add a description and its function here. Be specific. Possibilities

include a computer training lab and a room devoted to local history or a special collection.]

Meeting Rooms

Programs, workshops and meetings constitute a significant segment of the library's use. These activities may or may not be library-sponsored. It is essential to have a meeting room with a capacity of [number] people that is barrier free and ADA compliant. Auxiliary amenities include a food preparation area, chair storage and a large closet. If it is to be used as a children's programming room and the size warrants it, the room should be partitioned.

The meeting room must be wired for video, computer and telecommunication equipment with a screen for viewing. If possible, the projection screen [and partition] should be electronically operated.

Attention must be paid to acoustics, lighting and comfort. Lighting should be non-glare, well diffused and shadow-less. Dimmers are desirable.

When the library is closed, it is essential to have access to the meeting room, rest rooms, a pay telephone and the water fountain. These elements should be included in or immediately adjacent to the lobby. Security is important. The library proper must be inaccessible after open hours. All doors opening onto the lobby must have locks.

Restrooms

There should be two public lavatories adjacent to the lobby and within view of the circulation desk. [A buzzer system is required to unlock doors from the circulation desk.] The rooms should be well ventilated, amply lit and soundproof. The wall and stall [where indicated] surfaces should be vandal proof. The doors should be marked "Women" and Men." Both must be designed for use by handicapped patrons. Each should accommodate [number] people. [The women's restroom should contain one third more toilets than the men's room.] The toilets should be wall-hung to facilitate cleaning. The floors and wainscoting in the restrooms should be ceramic tile. There must be center floor drains. Each restroom must contain a diaper-changing table.

STAFF AREAS

Staff areas should be situated in close proximity to each other and within view of the library room. If possible, they should be located directly behind the circulation desk. There will be [number] FTE staff working in the library; all will not be in the library at one time. The total includes maintenance/cleaning staff [and a building guard].

Workroom

The workroom is a busy place where a variety of functions are performed. Activities that take place here include: processing of new materials, preparation for library programs and exhibits, packing and receiving the daily delivery, routing-in and breaking-down library materials, sorting mail, and clerical tasks.

There should be [number] workstations to accommodate the staff. Desks should be wired for technology and telephones and positioned to allow enough room for book trucks. Counter space, with cabinets above, should be plentiful for page and volunteer activities. Space should be provided for file cabinets [and a copier]. [A clean-up sink is required.] Shelving should line any vacant walls. There must be a large window looking out onto the library room. The workroom should be at least [number] square feet.

Delivery Entrance/Receiving Area

The receiving and delivery area of the library should open to the exterior of the building with a secure door that is a minimum of 42 inches wide. The entrance should be sheltered from the weather and have a buzzer near the door. Daily deliveries of library materials and the occasional delivery of large pieces of furniture and equipment will be made through these doors. [This will also serve as the employee entrance.] To avoid drafts from the door, a wall should separate this area from the rest of the workroom. The receiving and delivery room should be in close proximity to a custodial room and inaccessible to the general public.

Staff Lounge

The staff lounge will serve as the lunch and break room for staff. Space should accommodate a kitchenette (including microwave oven) and appropriate lounge and table seating. There should be space nearby for a coat rack or closet [and lockers for (number) FTE employees]. It should be at least [number] square feet.

Staff Restroom

This should be a unisex restroom sufficient for a staff of [number] FTE employees. The room should be located near the staff lounge and the workroom but not accessible to the general public. It should have ceramic tile wainscoting and floor with a center drain.

Manager's Office [where indicated]

The office should be adjacent to the staff areas and close to the library room. It will be used to hold confidential meetings, prepare reports, conduct interviews, etc. The office should be wired for technology and a telephone. It should be approximately [number] square feet.

Library Materials Drop Box

A weatherproof, vandal proof, adjustable and lockable library materials return slot shall be placed in the external wall of the building in a section easily accessible from the sidewalk and the street. The external location should be brightly lit. When the library is closed, users will be able to return library materials through this slot, which will empty into a depressible fireproof cart that must contain any fire or attempts at vandalism. The slot should be near the workroom.

Storage

Interior

Storage space is always at a premium in a library. There should be [number] square feet of storage adjacent to the staff workroom to allow for storage of supplies, discards for book sales, media equipment and children's programming materials. The wiring closet for the computer network will also be housed in this space.

[There should be a custodial storage room for the equipment, supplies and tools needed to maintain the building. Access to the area should not cause any disruption to the public functions of the library]

Exterior

There must be a separate, heated, exterior storage building for the snowplow/snow blower, lawn mower, garbage cans, ladders, gasoline, oil, paints, etc. It must have an exhaust fan [and be connected to the security/fire alarm system].

Custodial Room

There should be a custodial room with a slop sink and a place for cleaning supplies. The wainscoting and floors should be ceramic tile and there should be a center floor drain. Access to the area should not cause any disruption to the public functions of the library.

Mechanical Room

This room should be large enough to house the heating, air conditioning and mechanical equipment. It should also provide workbench space for the building caretaker. Access to the area should not cause any disruption to the public functions of the library. The mechanical room should be acoustically shielded from the rest of the building. It should have a door to the exterior.

BUILDING REQUIREMENTS

1. The building shall comply with the standards of the New York State Fire Prevention and Building Code. It shall be handicapped accessible

per existing ANSI requirements and the Uniform Federal Accessibility Standard (UFAS) or the Americans with Disabilities Act Accessibility Guidelines (ADAAG), as directed by the State or municipality.

2. The building shall be properly insulated against heat and cold.
3. Design and material should be such as to keep supervision and maintenance at a minimum.
4. The exterior finish should be attractive with some type of graffiti resistant treatment.
5. A one-floor plan is preferred.
6. There will be only one public entrance to the building.
7. Materials for exterior facing and trim, interior finishes, flooring and paint shall be submitted to the [name] Building Committee for approval. Interior walls shall be of durable, easily maintained materials. Walls, behind as well as above and around book shelving, shall be finished.
8. Ceiling lights should conform to appropriate architectural design compatible with good lighting and a feel of spaciousness. Ceiling heights should be kept at the minimum required for good architectural design and shall be of adequate acoustical materials throughout.
9. Lighting in reading and work areas shall provide 50 to 70 foot-candles (maintained) on tabletops at 30" AFF. Stacks illumination levels should be 30 foot-candles (maintained on the horizontal plane) at the bottom shelf.
10. A mixture of natural and artificial light is desired. Control of glare, indoor temperature maintenance and the elimination of leaks should be priorities. Ease of window/skylight cleaning must be considered [where indicated].
11. Carpeting is recommended for the library room, including behind the circulation desk, and the meeting room(s). Carpeting must be resilient so that tables and chairs can be moved without leaving permanent marks. Non-carpet floor coverings must be selected for easy maintenance, treated to need a minimum of waxing and not be slippery. All flooring material should be attractive, highly durable, low maintenance, institutional quality products.
12. All restrooms and slop sink rooms must have ceramic tile floors and wainscoting. The floors should be slightly sloped toward center drains.

13. Floors inside entry doors should be recessed to provide for walk-off mats with French drains.
14. Keys and locks are to be provided for all doors and keyed to the requirements of the [name] Library. Panic hardware should be installed on all exterior doors.
15. If possible, the main door should open automatically and its hardware located for quiet operation and easy access for maintenance.
16. Provision should be made for the following:
 - Vandal-proof covering for floodlights and outside lights
 - Emergency exit capability without keys
 - Kick and push plates on all doors
 - Weatherproof, vandal-proof, fireproof, lockable drop boxes

Heating, Ventilating and Air Conditioning

1. An energy efficient HVAC system should be provided. Low maintenance requirements for mechanical systems will be a priority.
2. [For Buffalo Branches: The HVAC system should have automatic HVAC control, field monitoring and control processor software. Controls are to be an integrated LON network. Additionally, key alarms are to be fitted with spare contacts so that they can be tied into a telephone dialer.]
3. Overall thermostatic control, convenient to the circulation desk and inaccessible to the public, should be provided with separate controls in the library room, and the meeting room(s).
4. Air conditioning is required throughout the building.
5. Double pane windows and proper insulation is required.

Electrical Requirements

1. The electrical, telephone and cable lines into the building should be buried underground to eliminate the possibility of vandalism [and the disabling of the alarm system].
2. Electrical outlets should be provided in sufficient number and locations as to permit efficient use of all media and electronic equipment, displays, cleaning equipment, etc.

3. Sufficient and easily accessible electrical outlets must be provided to allow computer equipment to be appropriately located and readily used. Surge suppression and line conditioning are required for all potential computer workstation locations.
4. The use of conventional lighting sources, with replacement bulbs/tubes available through New York State contract, is preferred. The number of different lamp types should be minimized to simplify maintenance and lamp stocking.
5. In addition to the master panel, there should be individual control switches in various rooms.
6. The staff entrance should have a light control, allowing adequate illumination before arriving at the main control point for interior lighting.
7. Floodlights, mounted on the building with a timing device, are recommended for the parking area, the drop box area and the external storage building. For interior lighting a timing device is also needed.
8. Floor outlets are essential at the circulation desk, [the reference desk] and the computer workstations and should be flush with the floor. Wall outlets are acceptable in the library room only where they will not interfere with shelving installations. Outlets should be provided in all work areas as well as the library and meeting rooms according to adequate power codes. Outlets are needed for the exterior of the building. A 220-volt outlet is required in the mechanical room.
9. Electrical clocks of approved design shall be installed in the library room, the meeting room(s), the staff lounge, the workroom and the mechanical room.
10. Conduits shall provide power for use of computers and media equipment including cable television.
11. All entrances should have exterior lighting.
12. Fixtures should be easily accessible for maintenance.
13. Lighted, energy-efficient exit signs should be provided.
14. Telephone installation should be provided at the circulation desk with extensions at the reference desk [where indicated], in the workroom and the manager's office [where indicated]. A public telephone should be provided in the lobby. It must be accessible and usable by people in wheelchairs and those with hearing impairments. It should be installed to allow for outgoing calls only.

15. A smoke and fire detection system with alarms should be installed. If it a sprinkler system is included, it should be a pre-action type.

Network Functions

1. The building shall be flexible in its design to allow for future technological innovations. No point in the library should be far from a potential access point for a telephone line, local access network line or electrical power source. It should have sufficient and strategically placed raceways, including the perimeter, as well as chases down all columns and under floor ductwork so that the appropriate wiring can be run when and if needed.
2. There should be a secure wiring closet provided for the critical network equipment. It should be floor to ceiling mounted with space to circulate around it and located adjacent to the demarcation site where vital communication links from outside vendors enter the building.

Security System [where indicated]

1. A quality security system is advised. It should include motion detectors, panic buttons [where appropriate] and door alarms. In addition, it should provide cameras, both interior and exterior, with recording capabilities, electric door releases and an intercom system.
2. A theft detection system for library materials may be installed at the entrance to the library room.

Plumbing

1. Connection to the public sewer system will be provided, where available, or an adequate waste disposal system must be installed.
2. A backflow preventor will be installed in the water supply service inside the building.
3. A gas supply service adequate for the heating and/or air conditioning will be constructed.
4. One drinking fountain is required in the lobby. It should cool the water and must be positioned at ADA appropriate height, allow toe and knee clearances and provide accessible controls.

Roof

Construction shall be such that ice and snow will not accumulate. Gutters and downspouts are to be carefully designed to prevent ice, snow and water problems. Wherever possible, flat roofs will be avoided.