

# TUFTS MAIN LIBRARY MASTER PLAN

## BUILDING AREA SIZE SUMMARY

| Room No.                                 | Department Name         | Room/Area Name   | Room or Area NASF | Subtotal NASF |
|--|-------------------------|--|-------------------|---------------|
| <b>A. LOBBY</b>                          |                         |  |                   |               |
| 1  | Lobby                   | Building's Main Entrance Lobby / Vestibule (Parking Lot) | 380               |               |
| 2  | Lobby                   | Building's Street Entrance: Lobby/Vestibule              | 300               |               |
| A. Lobby Subtotal                        |                         |  |                   | <b>680</b>    |
| <b>B. CIRCULATION</b>                    |                         |  |                   |               |
| 3  | Circulation             | Circulation Desk   | 702               |               |
| 4  | Circulation             | Self Check-out Stations                                  | 200               |               |
| 5  | Circulation             | Circulation Workroom                                     | 470               |               |
| 6  | Circulation             | Bookdrop Room  | 40                |               |
| B. Circulation Subtotal                  |                         |  |                   | <b>1,412</b>  |
| <b>C. POPULAR LIBRARY</b>                |                         |  |                   |               |
| 7  | Popular Library         | Copier Area  | 110               |               |
| 8  | Popular Library         | Popular Library Collection and Seating                   | 3,770             |               |
| C. Popular Library Subtotal              |                         |  |                   | <b>3,880</b>  |
| <b>D. YOUNG ADULTS</b>                   |                         |  |                   |               |
| 9  | Young Adults            | Young Adults/Teens Collect'n and Seating                 | 1,185             |               |
| D. Young Adults Subtotal                 |                         |  |                   | <b>1,185</b>  |
| <b>E. PERIODICALS LOUNGE</b>             |                         |  |                   |               |
| 10                                       | Periodicals             | Periodicals Collection and Seating                       | 1,375             |               |
| E. Periodicals Lounge Subtotal           |                         |  |                   | <b>1,375</b>  |
| <b>F. REFERENCE</b>                      |                         |  |                   |               |
| 11                                       | Reference               | Reference Services Desk                                  | 310               |               |
| 12                                       | Reference               | Copier Area  | 122               |               |
| 13                                       | Reference               | e-Commons  | 300               |               |
| 14                                       | Reference               | Reference Collection and Seating                         | 2,202             |               |
| 15                                       | Reference               | Quiet Study Room   | 480               |               |
| 16                                       | Reference               | Reference Librarian's Office                             | 150               |               |
| 17                                       | Reference               | Reference Workroom                                       | 357               |               |
| F. Reference Subtotal                    |                         |  |                   | <b>3,921</b>  |
| <b>G. ADULT CIRCULATING COLLECTION</b>   |                         |  |                   |               |
| 18                                       | Adult Circ.Collection   | Adult Circulating Collection and Seating                 | 6,275             |               |
| 19                                       | Adult Circ.Collection   | 2 Small Study Rooms                                      | 200               |               |
| G. Adult Circulating Collection Subtotal |                         |  |                   | <b>6,475</b>  |
| <b>H. GENEALOGY/LOCAL HISTORY</b>        |                         |  |                   |               |
| 20                                       | Genealogy/Local History | Genealogy/Local History Room                             | 970               |               |
| H. Genealogy Subtotal                    |                         |  |                   | <b>970</b>    |
| <b>I. CHILDREN'S SERVICES</b>            |                         |  |                   |               |
| 21                                       | Children's Services     | Children's Reference Desk                                | 220               |               |
| 22                                       | Children's Services     | Discovery Center   | 300               |               |
| 23                                       | Children's Services     | Preschool Reading and Play Area                          | 900               |               |
| 24                                       | Children's Services     | Story Hour and Craft Room                                | 1,000             |               |
| 25                                       | Children's Services     | Parenting Area   | 186               |               |
| 26                                       | Children's Services     | Children's Collection                                    | 1,250             |               |
| 27                                       | Children's Services     | Homework / Study Area                                    | 840               |               |
| 28                                       | Children's Services     | Children's Services Librarian's Office                   | 150               |               |
| 29                                       | Children's Services     | Children's Services Workroom                             | 362               |               |
| I. Children's Services Subtotal          |                         |  |                   | <b>5,208</b>  |

**TUFTS MAIN LIBRARY MASTER PLAN**

| <b>Room No.</b>                                   | <b>Department Name</b>    | <b>Room/Area Name</b>                      | <b>Room or Area NASF</b> | <b>Subtotal NASF</b> |
|---|---------------------------|--|--------------------------|----------------------|
| <b>J. MEETING ROOM COMPLEX</b>                    |                           |  |                          |                      |
| 30  | Meeting Room Complex      | Meeting Room Lobby                         | 1,800                    |                      |
| 31  | Meeting Room Complex      | 4 Multimedia Rooms                         | 2,320                    |                      |
| 32  | Meeting Room Complex      | Multipurpose Meeting Room                  | 2,400                    |                      |
| 33  | Meeting Room Complex      | Meeting Room Kitchen                       | 120                      |                      |
| 34  | Meeting Room Complex      | Storage Room                               | 200                      |                      |
| J. Meeting Room Complex Subtotal                  |                           |  |                          | <b>6,840</b>         |
| <b>K. LIBRARY ADMINISTRATION</b>                  |                           |  |                          |                      |
| 35  | Library Administration    | Secretary / Reception                      | 318                      |                      |
| 36  | Library Administration    | Director's Office                          | 200                      |                      |
| 37  | Library Administration    | Assistant Director's Office                | 175                      |                      |
| 38  | Library Administration    | Public Relations/Community Outreach Office | 170                      |                      |
| 39  | Computer Support Services | Computer Support Office                    | 171                      |                      |
| 40  | Library Administration    | Conference Room                            | 280                      |                      |
| 41  | Library Administration    | Storage Room                               | 50                       |                      |
| K. Library Administration Subtotal                |                           |  |                          | <b>1,364</b>         |
| <b>L. COMPUTER COMMUNICATIONS/STORAGE</b>         |                           |  |                          |                      |
| 42  | Computer Support Services | Data Communications Room                   | 250                      |                      |
| 43  | Computer Support Services | Equipment Storage Room                     | 230                      |                      |
| L. Computer Communications/Storage Subtotal       |                           |  |                          | <b>480</b>           |
| <b>M. TECHNICAL SERVICES WORKROOM</b>             |                           |  |                          |                      |
| 44  | Technical Services        | Technical Services Librarian's Office      | 150                      |                      |
| 45  | Technical Services        | Acquisitions/Cataloging Open Work Area     | 495                      |                      |
| 46  | Technical Services        | Support Services/Library Copy Room         | 313                      |                      |
| 47  | Technical Services        | Storage Rooms                              | 800                      |                      |
| 48  | Technical Services        | Delivery Area                              | 200                      |                      |
| M. Technical Services Subtotal                    |                           |  |                          | <b>1,958</b>         |
| <b>N. CUSTODIAL OPERATIONS</b>                    |                           |  |                          |                      |
| 49  | Facility Operations       | Custodial Operations Office                | 117                      |                      |
| 50  | Facility Operations       | Custodial Supplies Storage                 | 249                      |                      |
| 51  | Facility Operations       | Cleaning Closets                           | N/A                      |                      |
| N. Custodial Operations Subtotal                  |                           |  |                          | <b>366</b>           |
| <b>O. STAFF AREA</b>                              |                           |  |                          |                      |
| 52  | Staff Area                | Staff Lounge / Lunch Room                  | 485                      |                      |
| 53  | Staff Area                | Staff Entry, Restrooms and Lockers         | N/A                      |                      |
| O. Staff Area Subtotal                            |                           |  |                          | <b>485</b>           |
| <b>LIBRARY TOTAL NASF</b>                         |                           |  |                          | <b>36,598</b>        |
| <b>LIBRARY TOTAL GSF (net/gross ratio is 70%)</b> |                           |  |                          | <b>52,282</b>        |

**Area by Area Analysis**

**TUFTS MAIN LIBRARY MASTER PLAN**

**A. LOBBY**

**1. Public Area: Building's Main Entrance Lobby / Vestibule (Parking Lot)**

| Ref #           | Description of Furniture and Equipment  | Name of units    | Unit NASF | Amount of units  | Extended NASF |
|-----------------|---|------------------|-----------|------------------|---------------|
| 1               | Set of exterior automated sliding doors sufficient also for disabled                                    | ext.autom doors  | N/A       | 1                | N/A           |
| 2               | Electrically operated overhead gates leading to the Library proper                                      | overhead gates   | N/A       | to be determined | N/A           |
| 3               | Set of interior doors with electric opening capability (for the disabled), to the Meeting Room Complex. | int.elect. doors | N/A       | 1                | N/A           |
| 4               | Pedimat (carpet) with chains and drains to collect and drain rain -- just inside the exterior doors.    | mat              | 50        | 2                | 100           |
| 5               | Graphic map of Library, directional signs   | map              | N/A       | 1                | N/A           |
| 6               | Built-in Display cases  | d.case           | 50        | 2                | 100           |
| 7               | Electronic Kiosk 4-sided (library information)  | kiosk            | 100       | 1                | 100           |
| 8               | Bench   | bench            | 50        | 1                | 50            |
| 9               | Bulletin Board, wall hung   | b.board          | N/A       | 1                | N/A           |
| 10              | Set of restrooms  | restroom         | N/A       | 1                | N/A           |
| 11              | Water fountain  | fountain         | 10        | 1                | 10            |
| 12              | Pay telephone   | phone            | 10        | 2                | 20            |
| <b>Subtotal</b> |   |                  |           |                  | <b>380</b>    |
| Ref #           | Electrical / Telecommunications   |                  |           | Amount           |               |
| 1               | Hardwiring for gates, doors   |                  |           | by manuf.        |               |
| 2               | Duplex electrical receptacles for exhibits, kiosks for library information                              |                  |           | to be determined |               |
| 3               | High speed data utility jacks (for exhibits)  |                  |           | to be determined |               |

**FUNCTION AND TASKS**

This is the main entrance to the Library. It faces the parking lot. On one side of the Lobby is the entrance to the Library proper. On another side is the entrance to the Meeting Room Complex.

**PROXIMITY**

Electrically operated overhead gates divide the Lobby from the Library proper. Once inside the Library, patrons must also have good line of sight to the elevators and stairs. Access to the Meeting Room Complex is also through the building Lobby.

**SPECIAL REQUIREMENTS**

This should be an attractive area, and, perhaps, adorned with a major work of local art. This lobby also will tend to be a noisy area. Pay attention to acoustics. The restroom doors may require a key for access....to be determined. (Other adult restrooms may be placed elsewhere in the bldg.)

# TUFTS MAIN LIBRARY MASTER PLAN

## A. LOBBY

### 2. Public Area: Building's Street Entrance Lobby / Vestibule

| Ref #           | Description of Furniture and Equipment   | Name of units    | Unit NASF | Amount of units  | Extended NASF |
|-----------------|--|------------------|-----------|------------------|---------------|
| 1               | Set of doors with electronic access for disabled people  | ext. doors       | N/A       | 1                | N/A           |
| 3               | Set of interior doors with electronic opening capability for disabled people   | int.elect. doors | N/A       | 1                | N/A           |
| 4               | Pedimat (carpet) with chains and drains to collect and drain rain -- just inside the exterior doors (in the vestibule) | mat              | 50        | 2                | 100           |
| 5               | Graphic map of Library, directional signs (in the lobby)   | map              | N/A       | 1                | N/A           |
| 6               | Built-in Display cases (in the lobby)  | d.case           | 50        | 2                | 100           |
| 7               | Electronic Kiosk 4-sided (library information) (in the lobby)  | kiosk            | 100       | 1                | 100           |
| 9               | Bulletin Board, wall hung (in the lobby)   | b.board          | N/A       | 1                | N/A           |
| <b>Subtotal</b> |  |                  |           |                  | <b>300</b>    |
| Ref #           | Electrical / Telecommunications  |                  |           | Amount           |               |
| 1               | Hardwiring for doors   |                  |           | by manuf.        |               |
| 2               | Duplex electrical receptacles for exhibits, kiosks for library information   |                  |           | to be determined |               |
| 3               | High speed data utility jacks (for exhibits)   |                  |           | to be determined |               |

### **FUNCTION AND TASKS**

This is the street entrance to the Library. Although, it will likely be used several times a day by members of the public, it will be largely ceremonial.

### **PROXIMITY**

Electrically operated doors divide the vestibule from the Library proper. The lobby is an an open area that is not separated from the rest of the Library by walls and/or doors.

A service desk must be in view of the street entrance for vision and control.

### **SPECIAL REQUIREMENTS**

This should be an attractive area, and, perhaps, adorned with a major work of local art. This lobby also will tend to be a noisy area. Pay attention to acoustics.

**B. CIRCULATION**

**3. Public/Non-public Area: Circulation Desk**

| Ref #           | Description of Furniture and Equipment   | Name of units   | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|-----------------|-----------|-----------------|---------------|
| 1               | Check-out counter section workstation (39"-40"h) w/knee hole, shelves and drawers underneath   | counter section | 80        | 2               | 160           |
| 2               | Counter section workstation (30"-32"h) for registration and for disabled people -- w/knee hole | counter section | 80        | 1               | 80            |
| 3               | Shelving 68"h x 12"d for reserves and book sorting   | l.ft.           | 0.5       | 63              | 32            |
| 4               | High stool, swivel, posture with casters   | s-stool         | N/A       | 2               |               |
| 5               | Chairs, swivel, posture with casters   | s-chair         | N/A       | 1               |               |
| 6               | Book trucks, display   | b.truck         | 5         | 6               | 30            |
| 7               | Circulation Area in front of the desk  | area            | 400       | 1               | 400           |
| 8               | Multifunctional computers, networked with bar code reader                                      | computer        | N/A       | 3               | N/A           |
| 9               | Printer, networked   | printer         | N/A       | 3               | N/A           |
| 10              | Telephone  | telephone       | N/A       | 3               | N/A           |
| 11              | Fire alarm control box   | alarm box       | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |                 |           |                 | <b>702</b>    |
| Ref #           | Electrical / Telecommunications  |                 |           | Amount          |               |
| 1               | Duplex electrical receptacles (4 per workstation)  |                 |           | 12              |               |
| 2               | Data utility jack (2 per workstation)  |                 |           | 6               |               |
| 3               | Telephone outlet   |                 |           | 3               |               |

**FUNCTION AND TASKS**

The Circulation Desk is a service point that a patron sees upon entering the Library. The staff at the Desk maintains surveillance over the exit and performs the following functions: check-out and check-in library materials by the means of a bar code reader tied to a microcomputer, and registration. The shelving is primarily used for sorting. Reserve and interlibrary loan materials are also housed on the shelving, waiting for pick-up by patrons.

**PROXIMITY**

The Circulation Desk is within the sight of and with good control of the entrance/exit to the Library, the security gates and self check-out stations. If feasible, it should be in front of the Circulation Workroom.

**SPECIAL REQUIREMENTS**

Please note: The fire alarm control box may be in the lobby instead.

The Modular Desk should be specially designed to provide easy access for the disabled. Attention should be paid to lighting in the immediate area over the desk. Provide soft cushion under carpeting behind the desk as staff stand on their feet for many hours of each day.

**B. CIRCULATION (Continued)**

**4. Public Area: Self Check-Out Stations**

| Ref #           | Description of Furniture and Equipment    | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Self check-out stations                   | co-station    | 50        | 4               | 200           |
| 2               | Self check-out computers, networked       | co-comp       | N/A       | 4               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>200</b>    |
| Ref #           | Electrical / Telecommunications           |               |           | Amount          |               |
| 1               | Electrical hard wiring for self check-out |               |           | 4               |               |
| 2               | High speed/multimedia data connections    |               |           | 4               |               |

**FUNCTION AND TASKS**

This is where patrons can check-out themselves library materials without stopping at Circulation Desk. In the future, the Library may add more stations.

**PROXIMITY**

At least 2 stations should be within view and close to Circulation Desk for aid and control. The other two may be on the main floor near the elevator or on an upper public floor near the elevator.

**SPECIAL REQUIREMENTS**

All stations should be accessible for the disabled.

**TUFTS MAIN LIBRARY MASTER PLAN**

**B. CIRCULATION (Continued)**

**5. Non-Public Area: Circulation Workroom**

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | L-shaped Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above         | l-wrkst       | 85        | 1               | 85            |
| 2               | L-shaped Library Assistant furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above | c-wrkst       | 65        | 2               | 130           |
| 3               | Shelving 90"h x 10"d for sorting  | l.ft.         | 0.5       | 252             | 126           |
| 4               | Counter (one w/sink), cabinets below and above  | counter       | 60        | 1               | 60            |
| 5               | Worktable   | w-table       | 60        | 1               | 60            |
| 6               | Chair, swivel castered, posture (for worktable)   | s-chair       | N/A       | 2               | N/A           |
| 7               | Book trucks and display book trucks   | b.truck       | 5         | 4               | 20            |
| 8               | Supply cabinet  | s-cabinet     | 12        | 2               | 24            |
| 9               | Storage Room/area   | stor.rm.      | 50        | 1               | 50            |
| 10              | Multifunctional microcomputer networked   | computer      | N/A       | 3               | N/A           |
| 11              | Printer networked   | printer       | N/A       | 1               | N/A           |
| 12              | Telephone   | telephone     | N/A       | 2               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>470</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | Duplex electric receptacles (4 per workstation + 3 for counter)   |               |           | 15              |               |
| 2               | High speed multimedia data connections (2 per workstation + 2 for counter)  |               |           | 8               |               |
| 5               | Telephone outlet  |               |           | 3               |               |

**FUNCTION AND TASKS**

This workroom is for Circulation staff to perform off-desk functions. Returned books are sorted here. Desktop publishing, brochures, flyers, etc. are created in the Workroom.

**PROXIMITY**

If feasible, the Workroom should be located behind the Circulation Desk and have interior window (with blinds) to the Desk area. It should be close or adjacent to the delivery entrance.

If feasible, it should be adjacent to or actually in the same non-public room as the Technical Services Workroom.

**SPECIAL REQUIREMENTS**

This room shall have durable hard surface floor and good ventilation. The door connecting workroom with the Circulation Desk should be double swing. The Librarian's workstation is for the Circulation Supervisor. It may be partitioned with acoustical panels for privacy.

**TUFTS MAIN LIBRARY MASTER PLAN**

**B. CIRCULATION (Continued)**

**6. Public Area: Bookdrop Room**

| Ref #           | Description of Furniture and Equipment | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Depressible booktruck                  | bd.truck      | 20        | 2               | 40            |
| 2               | Book drop slot in exterior wall        | bk.slot       | N/A       | 2               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>40</b>     |
| Ref #           | Electrical / Telecommunications        |               |           | Amount          |               |

**FUNCTION AND TASKS**

This is the slots where patrons can drop out themselves library materials without going into the Library. The books are collected in this room and then brought to the workroom for sorting.

**PROXIMITY**

The Bookdrop Room has to have exterior wall and, if feasible, be adjacent to the Circulation Workroom.

**SPECIAL REQUIREMENTS**

The room should be vandal and fireproof.

## TUFTS MAIN LIBRARY MASTER PLAN

### C. POPULAR LIBRARY

#### 7. Public Area: Copier Area

| Ref #           | Description of Furniture and Equipment | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Photocopier, coin or card operated     | copier        | 50        | 1               | 50            |
| 2               | Change machine, wall mounted           | machine       | N/A       | 1               | N/A           |
| 3               | Counter height table for sorting       | h-table       | 60        | 1               | 60            |
| 4               | Supply cabinet                         | s-cabinet     | 12        | 1               | 12            |
| <b>Subtotal</b> |  |               |           |                 | <b>110</b>    |
| Ref #           | Electrical / Telecommunications        |               |           | Amount          |               |
| 1               | Heavy duty duplex electric receptacles |               |           | 1               |               |
| 2               | High speed multimedia data connections |               |           | 1               |               |

#### **FUNCTION AND TASKS**

Copiers are used by patrons and staff to copy library materials.

#### **PROXIMITY**

The area should be located in a central, easy to find location, preferably in view of the Circulation Desk.

#### **SPECIAL REQUIREMENTS**

This area requires sound attenuation and good ventilation. A fire alarm and extinguisher should also be there.

The photocopier will be linked to the computer network. It may also be used as a scanner or fax machine.

**C. POPULAR LIBRARY (continued)**

**8. Public Area: Popular Library Collection and Seating**

| Ref #           | Description of Furniture and Equipment   | Name of units  | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|----------------|-----------|-----------------|---------------|
| 1               | Shelving, 5-shelf display type for New Fiction   | l.ft.          | 1         | 150             | 150           |
|                 | Shelving, 5-shelf display type for New Non-Fiction   | l.ft.          | 1         | 150             | 150           |
| 2               | Shelving, 6-shelf for Large Print  | l.ft.          | 0.7       | 300             | 210           |
| 3               | Shelving, 5-shelf specialized display type (including face-out) for Audio Visuals (DVD's, CD's, Audio [including books on tape) and Video Tapes] | l.ft.          | 1         | 3,000           | 3,000         |
| 4               | Table, counter height -- for display   | h-table        | 1         | 60              | 60            |
| 5               | OPAC station, stand-up   | OPAC st-up st. | 10        | 4               | 40            |
| 6               | Lounge chairs  | l-chair        | 15        | 8               | 120           |
| 7               | Occasional table   | o-table        | 20        | 2               | 40            |
| <b>Subtotal</b> |  |                |           |                 | <b>3,770</b>  |
| Ref #           | Electrical / Telecommunications  |                |           | Amount          |               |
| 1               | Integral lighting for display shelving   |                |           |                 |               |
| 2               | Duplex electrical receptacle per (4 per column)  |                |           |                 |               |
| 3               | High speed multimedia data connectors (4 per column)   |                |           |                 |               |

**FUNCTION AND TASKS**

This area contains New Books and very popular circulating materials including Video and Audio materials. Audio Visual includes Videos, video CD's, Audio CD's, Audio Tapes, and Spoken Books.

**PROXIMITY**

The area should be within view of the Circulation Desk. It should be within easy access of the Periodicals Lounge and also near Adult Fiction.

**SPECIAL REQUIREMENTS**

Provide wide aisles for all shelving to encourage browsing. Display shelving shall be attractive and easy accessible.

**TUFTS MAIN LIBRARY MASTER PLAN**

**D. YOUNG ADULTS**

**9. Public Area: Young Adults/Teens Collection and Seating**

| Ref #           | Description of Furniture and Equipment   | Name of units           | Unit NASF       | Amount of units   | Extended NASF     |
|-----------------|--|-------------------------|-----------------|-------------------|-------------------|
| 1               | Shelving, 5-shelf display and 66" h standard shelving<br>YA Fiction, 10" d<br>YA Non-fiction, 10"d<br>YA Reference 10" d                         | l.ft.<br>l.ft.<br>l.ft. | 0.7<br>0.7<br>1 | 300<br>350<br>100 | 210<br>245<br>100 |
| 2               | Shelving, 5-shelf specialized display type (including face-out) for Audio Visuals (DVD's, CD's, Audio [including books on tape) and Video Tapes] | l.ft.                   | 1               | 100               | 100               |
| 3               | Lounge chairs  | l-chair                 | 15              | 6                 | 90                |
| 4               | Occasional table   | o-table                 | 10              | 1                 | 10                |
| 5               | 4-seater Table 4'x 6' with electrical and data connections   | 4-table                 | 100             | 2                 | 200               |
| 6               | Individual table or carrel with electrical and data connections  | e-station               | 30              | 6                 | 180               |
| 7               | Reading chairs   | r-chair                 | N/A             | 14                | N/A               |
| 8               | Display cases, glazed and lockable   | ld-case                 | 50              | 1                 | 50                |
| 9               | Multifunctional microcomputers   | computer                | N/A             | 3                 | N/A               |
| 10              | Printer, networked   | printer                 | N/A             | 3                 | N/A               |
| <b>Subtotal</b> |  |                         |                 |                   | <b>1,185</b>      |
| Ref #           | Electrical / Telecommunications  |                         |                 | Amount            |                   |
| 1               | Duplex electrical receptacle per (2 per 4 seater table)  |                         |                 | 4                 |                   |
| 2               | Duplex electrical receptacle per (1 per individual table)  |                         |                 | 6                 |                   |
| 3               | High speed multimedia data connectors (2 per 4 seater table)   |                         |                 | 4                 |                   |
| 4               | High speed multimedia data connectors (1 per individual table)   |                         |                 | 6                 |                   |

**FUNCTION AND TASKS**

This is the place for young adults to read and study with friends.

**PROXIMITY**

This area should be within easy access to Reference.

**SPECIAL REQUIREMENTS**

The area requires good visibility from any Service Desk. This area may be noisy: pay attention to acoustics.

(Teens can use the Quiet Study Room in Reference Services to work quietly. They can use the 2 Small Study Rooms in the Adult Circulating Collection to work on projects with one another.)

**TUFTS MAIN LIBRARY MASTER PLAN**

**E. PERIODICALS LOUNGE**

**10. Public Area: Periodicals Collection and Seating**

| Ref #           | Description of Furniture and Equipment                                       | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Shelving, current periodicals, 5-shelf display shelving and/or flat shelving | l.ft.         | 1         | 350             | 350           |
| 2               | Shelving, newspapers, rack or flat shelving                                  | l.ft.         | 1         | 100             | 100           |
| 3               | 4-seater Table 4'x 6' with electrical and data connections                   | 4-table       | 100       | 4               | 400           |
| 4               | Lounge chairs  | l-chair       | 15        | 12              | 180           |
| 5               | Couches, 3-seaters   | couch         | 75        | 3               | 225           |
| 6               | Coffee table   | c-table       | 20        | 3               | 60            |
| 7               | Occasional table (end table)   | o-table       | 10        | 6               | 60            |
| 8               | Reading chairs   | r-chair       | N/A       | 16              | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>1,375</b>  |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | Duplex electrical receptacle per (2 per 4-seater table)                      |               |           | 8               |               |
| 2               | High speed multimedia data connectors (2 per 4-seater table)                 |               |           | 8               |               |

**FUNCTION AND TASKS**

This is the current periodicals collection and seating where patrons can study and relax reading daily and current magazines and newspapers.

**PROXIMITY**

The area should be near the window wall, and within easy access to the Popular Library.

**SPECIAL REQUIREMENTS**

The area should have a living-room setting. For display, tilt shelving should be used that have storage shelves underneath them.

**F. REFERENCE**

**11. Public Area: Reference Services Desk**

| Ref #           | Description of Furniture and Equipment  | Name of units   | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|-----------------|-----------|-----------------|---------------|
| 1               | Counter section workstation (30"h) w/knee hole, shelves and drawers underneath. | counter section | 80        | 3               | 240           |
| 2               | Shelving, ready reference   | l.ft.           | 1         | 70              | 70            |
| 3               | Chair, swivel castered, posture   | s-chair         | N/A       | 3               | N/A           |
| 4               | Multifunctional microcomputers  | computer        | N/A       | 3               | N/A           |
| 5               | Networked printer   | printer         | N/A       | 1               | N/A           |
| 6               | Telephone   | telephone       | N/A       | 3               | N/A           |
| <b>Subtotal</b> |   |                 |           |                 | <b>310</b>    |
| Ref #           | Electrical / Telecommunications   |                 |           | Amount          |               |
| 1               | Duplex electrical receptacles (2 per station)                                   |                 |           | 6               |               |
| 2               | High speed multimedia data connectors (1 per station)                           |                 |           | 3               |               |
| 3               | Telephone outlets   |                 |           | 3               |               |

**FUNCTION AND TASKS**

The Desk is the hub of Library Reference services. This is for many patrons the first service point they seek. Here, Reference staff provide assistance and instruction in the use of the facility and it's materials.

**PROXIMITY**

The Reference Desk should be within easy access and in view of the entry on the main floor. The Desk also should be centrally located near the e-Commons Area and in front of the Reference Collection.

**SPECIAL REQUIREMENTS**

Ready reference materials should be accessible to patrons as well as staff.

This Desk should be able to be approached from any side. Methods to reduce noise are essential. Special attention should be paid to the lighting over the Desk and the immediate area. This area must be carpeted.

**TUFTS MAIN LIBRARY MASTER PLAN**

**F. REFERENCE (continued)**

**12. Public Area: Copier Area**

| Ref #           | Description of Furniture and Equipment | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Photocopier, coin or card operated     | copier        | 50        | 1               | 50            |
| 2               | Change machine, wall mounted           | machine       | N/A       | 1               | N/A           |
| 3               | Counter height table for sorting       | h-table       | 60        | 1               | 60            |
| 4               | Supply cabinet                         | s-cabinet     | 12        | 1               | 12            |
| <b>Subtotal</b> |  |               |           |                 | <b>122</b>    |
| Ref #           | Electrical / Telecommunications        |               |           | Amount          |               |
| 1               | Heavy duty duplex electric receptacle  |               |           | 1               |               |
| 2               | High speed multimedia data connection  |               |           | 1               |               |

**FUNCTION AND TASKS**

This copier is used by patrons and staff to copy library materials.

**PROXIMITY**

The area should be located in a central, easy to find location, preferably in view of the entrance and the Reference Service Desk.

**SPECIAL REQUIREMENTS**

Sound attenuation and good ventilation are necessary. A fire alarm and extinguisher should also be here. The photocopier will be linked to the computer network for it may also be used as a scanner and/or fax machine.

F. REFERENCE (continued)

13. Public Area: e-Commons

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Equipment dedicated station/individual table or carrel with electrical and data connections | e-station     | 30        | 10              | 300           |
| 2               | Chair, swivel castered  | s-chair       | N/A       | 10              | N/A           |
| 3               | Multifunctional microcomputers  | computer      | N/A       | 10              | N/A           |
| 4               | Printer, networked  | printer       | N/A       | 5               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>300</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | 1 duplex electrical receptacle per individual table   |               |           | 10              |               |
| 2               | 1 high speed multimedia data connectors per individual table                                |               |           | 10              |               |

**FUNCTION AND TASKS**

This area is in view of the Reference Service Desk. It provides on-line access to catalog databases and the Internet, and patrons can get one-on-one staff help if needed.

**PROXIMITY**

The e-Commons should be adjacent to the Reference Services Desk. Good visibility from the Desk is essential.

**SPECIAL REQUIREMENTS**

This area also can be located far away from windows. At least 30% of the sit-down stations must comply with ADA guidelines.

F. REFERENCE (continued)

14. Public Area: Reference Collection and Seating

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Reference shelving, 42"h 12"d   | l.ft.         | 1         | 450             | 450           |
| 2               | Reference shelving 56"h complete  | l.ft.         | 0.7       | 425             | 298           |
| 3               | Business Center shelving 42"h 12"d  | l.ft.         | 1         | 20              | 20            |
| 4               | Atlas case  | a-case        | 10        | 2               | 20            |
| 5               | Dictionary stand  | d-stand       | 10        | 1               | 10            |
| 6               | File cabinets (Road Maps, Health, Georgia, etc.)  | f-cabinets    | 10        | 5               | 50            |
| 7               | Map case  | map case      | 24        | 1               | 24            |
| 8               | Equipment dedicated station/Individual table or carrel with electrical and data connections | e-station     | 30        | 11              | 330           |
| 9               | Table, 4'x6', 4-seater with electrical and data connections                                 | 4-table       | 100       | 10              | 1,000         |
| 10              | Reading chairs  | r-chair       | N/A       | 51              | N/A           |
| 11              | Multifunctional microcomputers  | computer      | N/A       | 10              | N/A           |
| 12              | Printer, networked  | printer       | N/A       | 2               | N/A           |
| 13              | Kurzweil machine  | kurzweil      | N/A       | 1               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>2,202</b>  |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | 4 Duplex electrical receptacle per column in shelving area                                  |               |           |                 |               |
| 2               | 4 Duplex electrical receptacle per column in shelving area                                  |               |           |                 |               |
| 3               | Duplex electrical receptacle per (2 per 4-seater table + 1 per individual table)            |               |           | 31              |               |
| 4               | High speed multimedia data connectors (2 per 4-seater table + 1 per individual table)       |               |           | 31              |               |

**FUNCTION AND TASKS**

A portion of this shelving contains the reference and support collection. The rest of the material is for a Business Center that supplements the efforts of the Chamber of Commerce. As Reference materials, books and other portions of the reference collection cannot be checked-out.

**PROXIMITY**

The entire area should be within view and directly accessible from Reference Desk, and easy access to the non-fiction collection. The Business Center materials should be in close proximity to the Quiet Study Room.

**SPECIAL REQUIREMENTS**

The top shelves should be no more than 54"h to comply with ADA guidelines.

**TUFTS MAIN LIBRARY MASTER PLAN**

**F. REFERENCE (continued)**

**15. Public Area: Quiet Study Room**

| Ref #           | Description of Furniture and Equipment                      | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Individual study table with electrical and data connections | e-table       | 30        | 16              | 480           |
| 2               | Reading chairs  | r-chair       | N/A       | 16              | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>480</b>    |
| Ref #           | Electrical / Telecommunications                             |               |           | Amount          |               |
| 1               | 1 duplex electrical receptacle per table                    |               |           | 12              |               |
| 2               | 1 high speed multimedia data connectors per table           |               |           | 12              |               |
| 3               | Telephone outlets   |               |           | 1               |               |

**FUNCTION AND TASKS**

These is quiet study room for general public use. Quiet is strictly enforced.

**PROXIMITY**

This room should be located close to the Business Center materials.

**SPECIAL REQUIREMENTS**

This room shall have half glass wall for visibility and control. The room shall have good ventilation and Sound attenuation for quiet is required.

**TUFTS MAIN LIBRARY MASTER PLAN**

**F. REFERENCE (continued)**

**16. Non-Public Area: Reference Librarian's Office**

| <b>Ref #</b>    | <b>Description of Furniture and Equipment</b> | <b>Name of units</b> | <b>Unit NASF</b> | <b>Amount of units</b> | <b>Extended NASF</b> |
|-----------------|---|----------------------|------------------|------------------------|----------------------|
| 1               | L-Shaped Librarian Furniture Workstation      | l-wrkst              | 85               | 1                      | 85                   |
| 2               | Swivel castered chair                         | s-chair              | N/A              | 1                      | N/A                  |
| 3               | Shelving, 56"h x 12"d, wall hung              | l.ft.                | N/A              | 21                     | N/A                  |
| 4               | Round Conference table 4' dia                 | sc-table             | 65               | 1                      | 65                   |
| 5               | Guest chair                                   | g-chair              | N/A              | 3                      | N/A                  |
| 6               | Multifunctional microcomputer networked       | computer             | N/A              | 1                      | N/A                  |
| 7               | Printer networked                             | printer              | N/A              | 1                      | N/A                  |
| 8               | Telephone                                     | telephone            | N/A              | 1                      | N/A                  |
| <b>Subtotal</b> |   |                      |                  |                        | <b>150</b>           |
| <b>Ref #</b>    | <b>Electrical / Telecommunications</b>        |                      |                  | <b>Amount</b>          |                      |
| 1               | Duplex electric receptacles                   |                      |                  | 4                      |                      |
| 2               | High speed multimedia data connections        |                      |                  | 2                      |                      |
| 3               | Telephone outlet                              |                      |                  | 1                      |                      |

**FUNCTION AND TASKS**

This is office for Head of Reference.

**PROXIMITY**

The Office shall be located close to or actually in the Reference Workroom.

**SPECIAL REQUIREMENTS**

This office and the Reference Workroom do not have to be located directly behind or in very close juxtaposition to the Reference Services Desk. Also, the non-public Reference areas may be combined with Adult and Young Adult non-public areas.

Sound attenuation for quiet and concentration is required. Outside window is desired.

**F. REFERENCE (continued)**

**17. Non-Public Area: Reference Workroom**

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | L-shaped Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above | l-wrkst       | 85        | 2               | 170           |
| 3               | Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair                           | c-wrkst       | 65        | 1               | 65            |
| 4               | Counter with shelving above & below   | counter       | 60        | 1               | 60            |
| 5               | File Cabinets, 5 drawer   | f-cabinet     | 10        | 2               | 20            |
| 6               | Shelving 10"d, 90"h   | l.ft.         | 0.5       | 84              | 42            |
| 7               | Multifunctional microcomputer   | computer      | N/A       | 2               | N/A           |
| 8               | Printer (fax, scanner) networked  | printer       | N/A       | 3               | N/A           |
| 9               | Telephone   | telephone     | N/A       | 2               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>357</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | Duplex electric receptacles (4 per workstation + 3 for counter)   |               |           | 15              |               |
| 2               | High speed multimedia data connections (2 per workstation+ 3 for counter)   |               |           | 9               |               |
| 5               | Telephone outlets   |               |           | 2               |               |

**FUNCTION AND TASKS**

Work supporting the Reference is performed here.

**PROXIMITY**

The workroom does not have to be in close proximity to the Reference Service Desk.

**SPECIAL REQUIREMENTS**

The Librarian workstations are for use of the Reference Librarians. They should each receive one singleface stack section from the shelving allocated. Pay attention to acoustics.

Quiet and concentration are necessary.

The Head of Reference Librarian's office and this Workroom do not have to be located directly behind or in very close juxtaposition to the Reference Services Desk.

The non-public areas of Reference Services and Adult and Young Adult Services may be combined.

**TUFTS MAIN LIBRARY MASTER PLAN**

**G. ADULT CIRCULATING COLLECTION**

**18. Public Area: Adult Circulating Collection and Seating**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units           | Extended NASF |
|-----------------|--|---------------|-----------|---------------------------|---------------|
| 1               | Shelving 90"h and/or 66" high and various depths, with 6 end panels for OPACs with electrical and data connections B15 |               |           |                           |               |
|                 | Fiction - 10"d   | l.ft.         | 0.7       | 3,000                     | 2,100         |
|                 | Non-Fiction - 10"d   | l.ft.         | 0.7       | 2,500                     | 1,750         |
|                 | Biography - 10"d   | l.ft.         | 0.7       | 600                       | 420           |
|                 | Art and music collection - 10" and 15"d  | l.ft.         | 0.7       | 500                       | 350           |
|                 | Adult teacher's collection   | l.ft.         | 0.7       | 250                       | 175           |
|                 | Lower stack collection   | l.ft.         | 0.7       | 1,000                     | 700           |
| 2               | Table 4'x 6' , 4 seater, with electrical and data connections  | 4-table       | 100       | 6                         | 600           |
| 3               | Equipment dedicated station/Individual table or carrel with electrical and data connections                            | e-station     | 30        | 6                         | 180           |
| 4               | Reading chairs   | r-chair       | N/A       | 30                        | N/A           |
| 5               | Multifunctional microcomputers   | computer      | N/A       | 18                        | N/A           |
| 6               | Printer, networked   | printer       | N/A       | 4                         | N/A           |
| <b>Subtotal</b> |  |               |           |                           | <b>6,275</b>  |
| Ref #           | Electrical / Telecommunications  |               |           | Amount                    |               |
| 1               | 4 Duplex electrical receptacle per column in shelving area + 1 Duplex electrical receptacle for each of 6 end panels   |               |           | 6+ sufficient for columns |               |
| 2               | 4 Duplex electrical receptacle per column in shelving area + 1 Duplex electrical receptacle for each of 6 end panels   |               |           | 6+ sufficient for columns |               |
| 3               | 2 Duplex electrical receptacle per 4-seater table + 1 duplex per individual table                                      |               |           | 18                        |               |
| 4               | 2 High speed multimedia data connectors per 4- seater table + 1 per individual table                                   |               |           | 18                        |               |

**FUNCTION AND TASKS**

This is the main collection for the library and core retrospective for fiction and non-fiction.

**PROXIMITY**

The collection should be placed in logical order throughout the building. Fiction should be placed in close proximity to the Popular Library, and Non-fiction, to Reference. Seating should be placed within the main stacks, and near the windows in the areas in which the stacks are located.

**SPECIAL REQUIREMENTS**

At least 30 foot candles should wash the face of the bookstacks from top to bottom. For table and carrels, at least 50-75 foot candles of non-glare and well disseminated light should illuminate their task surfaces.

**TUFTS MAIN LIBRARY MASTER PLAN**

**G. ADULT CIRCULATING COLLECTION (continued)**

**19. Public Area: 2 Small Study Rooms**

| Ref #                       | Description of Furniture and Equipment                 | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------------------|--|---------------|-----------|-----------------|---------------|
| 1                           | Study table for 4 people                               | 4-table       | 100       | 1               | 100           |
| 2                           | Reading chairs   | r-chair       | N/A       | 6               | N/A           |
| <b>Subtotal for 1 Room</b>  |  |               |           |                 | <b>100</b>    |
| <b>Subtotal for 2 Rooms</b> |  |               |           |                 | <b>200</b>    |
| Ref #                       | Electrical / Telecommunications                        |               |           | Amount          |               |
| 1                           | 2 duplex electrical receptacle per table/room          |               |           | 8               |               |
| 2                           | 4 high speed multimedia data connectors per table/room |               |           | 8               |               |
| 3                           | Telephone outlets (1 per room)                         |               |           | 4               |               |

**FUNCTION AND TASKS**

These group study rooms are for small groups of people. They can be used for Literacy sessions or training.

**PROXIMITY**

They can be located anywhere in the adult circulating collection or in Reference Services.

**SPECIAL REQUIREMENTS**

These rooms shall have glass wall for visibility and control. The rooms shall have good ventilation and sound attenuation for quiet and concentration.

**TUFTS MAIN LIBRARY MASTER PLAN**

**H. GENEALOGY/LOCAL HISTORY**

**20. Public Area: Genealogy/Local History Room**

| Ref #           | Description of Furniture and Equipment   | Name of units   | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|-----------------|-----------|-----------------|---------------|
| 1               | Service Counter section workstation (30"h) w/knee hole, shelves and drawers underneath.                      | counter section | 80        | 1               | 80            |
| 2               | Swivel castered chair  | s-chair         | N/A       | 1               | N/A           |
| 3               | Shelving, 42" h for non-circulating Weymouth Collection  | l.ft.           | 1         | 150             | 150           |
| 4               | Shelving, 6 shelves high or 66" h for circulating Weymouth Collection  |                 | 0.7       | 75              | 53            |
| 4               | Display cases, glazed and lockable   | dl-case         | 20        | 1               | 20            |
| 5               | Equipment dedicated station/individual table or carrel with electric and data connections                    | e-station       | 30        | 3               | 90            |
| 6               | 4-seater Table 4'x 6' with electrical and data connections   | 4-table         | 100       | 4               | 400           |
| 7               | Microform reader/printer   | reader/pr       | 25        | 1               | 25            |
| 8               | Microfilm cabinet  | micr.cab.       | 10        | 1               | 10            |
| 9               | File Cabinets, 5 drawer  | f-cabinet       | 10        | 2               | 20            |
| 10              | Reading chairs   | r-chair         | N/A       | 19              | N/A           |
| 11              | Supply cabinet   | s-cabinet       | 12        | 1               | 12            |
| 13              | Counter height table for sorting   | h-table         | 60        | 1               | 60            |
| 12              | Change machine, wall mounted   | machine         | N/A       | 1               | N/A           |
| 14              | Photocopier, coin or card operated   | copier          | 50        | 1               | 50            |
| 15              | Multifunctional microcomputers   | computer        | N/A       | 4               | N/A           |
| 16              | Printer, networked   | printer         | N/A       | 2               | N/A           |
| 17              | Telephone  | telephone       | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |                 |           |                 | <b>970</b>    |
| Ref #           | Electrical / Telecommunications  |                 |           | Amount          |               |
| 1               | 2 Duplex electrical receptacle per 4-seater table + 1 per individual table & reader printer                  |                 |           | 12              |               |
| 2               | Heavy duty electrical receptacle for copie   |                 |           | 1               |               |
| 3               | 2 High speed multimedia data connectors per 4-seater table + 1 per individual table, reader/printer & copier |                 |           | 13              |               |
| 7               | Telephone outlet   |                 |           | 1               |               |

**FUNCTION AND TASKS**

This room is for use by public. Also can be used for special meetings.

**PROXIMITY**

The room can be anywhere in the building.

**SPECIAL REQUIREMENTS**

This room shall have climate control to maintain temperature and humidity for preservation. The door should be equipped with electronic locks. This room shall be separated from main room or corridor by a half glass wall.

**I. CHILDREN'S SERVICES**

**21. Public Area: Children's Reference Desk**

| Ref #           | Description of Furniture and Equipment          | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Counter section workstation (30"h) w/knee hole, | counter       | 80        | 2               | 160           |
| 2               | Shelving, ready reference                       | l.ft.         | 1         | 60              | 60            |
| 3               | Chair, swivel castered, posture                 | s-chair       | N/A       | 2               | N/A           |
| 4               | Multifunctional microcomputers                  | computer      | N/A       | 2               | N/A           |
| 5               | Networked printer                               | printer       | N/A       | 1               | N/A           |
| 6               | Telephone                                       | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>220</b>    |
| Ref #           | Electrical / Telecommunications                 |               |           | Amount          |               |
| 1               | Duplex electrical receptacles (2 per station)   |               |           | 4               |               |
| 2               | High speed multimedia data connectors           |               |           | 2               |               |
| 3               | Telephone outlets                               |               |           | 1               |               |

**FUNCTION AND TASKS**

This Desk is in the Children's Room as is the rest of the areas in this section of the program. The Children's Room does not have to be a separate "room" with its own door. Rather, it should be a separate area in the building specifically for children.

This Desk is where parents and children seek information about the collection, services and programs, and ask for guidance and help.

**PROXIMITY**

The Children's Reference Desk must have central sight lines and thus be able to view as much Children's Services as possible. It should divide Pre-schooler's from the older Children's area.

The Desk should be adjacent to the Youth Services Workroom and patrons should not be able to walk behind it.

**SPECIAL REQUIREMENTS**

This Desk should be able to be approached from any side. Methods to reduce noise at the desk area are essential. Special attention should be paid to the lighting over the Desk and the immediate area. This area must be carpeted.

The Desk must be 30"h, convenient for children.

# TUFTS MAIN LIBRARY MASTER PLAN

## I. CHILDREN'S SERVICES (continued)

### 22. Public Area: Discovery Center

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Equipment dedicated stations/individual table or carrel with electric and data connections | e-table       | 30        | 10              | 300           |
| 2               | Chair, swivel castered, adjustable height  | s-chair       | N/A       | 10              | N/A           |
| 3               | Multifunctional microcomputers   | computer      | N/A       | 10              | N/A           |
| 4               | Printer, networked   | printer       | N/A       | 3               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>300</b>    |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | 1 duplex electrical receptacle per station   |               |           | 10              |               |
| 2               | 1 high speed multimedia data connectors per station  |               |           | 10              |               |

#### **FUNCTION AND TASKS**

This area provides on-line access to children's catalog database and potentially to the Internet. It also enables children to use multimedia.

#### **PROXIMITY**

This area should be adjacent to the Children's Reference Desk. Good visibility from the Desk is essential.

#### **SPECIAL REQUIREMENTS**

Provide special non-glare lighting in this area. This area also can be located away from windows. At least 30% of the sit-down stations must comply with ADA guidelines.

**TUFTS MAIN LIBRARY MASTER PLAN**

**I. CHILDREN'S SERVICES (continued)**

**23. Public Area: Preschool Reading and Play Area**

| Ref #           | Description of Furniture and Equipment              | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Shelving 42"h x 1"d for Picture Books, Easy Reading | l.ft.         | 1         | 400             | 400           |
| 2               | Table, round, juvenile height                       | jr-table      | 100       | 4               | 400           |
| 3               | Reading chairs, juvenile height                     | jr-chair      | N/A       | 16              | N/A           |
| 4               | Picture Book Table with benches                     | pr-table      | 50        | 1               | 50            |
| 5               | Bin on wheels for toys                              | toy bin       | 12.5      | 2               | 25            |
| 6               | Boardbook bin                                       | bd.bin        | 12.5      | 2               | 25            |
| <b>Subtotal</b> |   |               |           |                 | <b>900</b>    |
| Ref #           | Electrical / Telecommunications                     |               |           | Amount          |               |
|                 |   |               |           |                 |               |

**FUNCTION AND TASKS**

This is the area for children to look at picture books, and read and play with toys.

**PROXIMITY**

There should be very easy access from entrance to the children's services. It should be also within the view of Children's Reference Desk. This area, because of noise, should be separated from older children area.

**SPECIAL REQUIREMENTS**

The area should be full of light and colorful. End Panels should contain display shelving. Provide tackable wall space to display children's art.

# TUFTS MAIN LIBRARY MASTER PLAN

## I. CHILDREN'S SERVICES (continued)

### 24. Public Area: Story Hour and Craft Room

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | J-hooks on wall exterior to room for children to hang coats and put boots, etc. underneath | hooks         | N/A       | 35              | N/A           |
| 2               | Counter with sink, 30"h, 10' L, with cabinets above and below                              | counter       | 60        | 1               | 60            |
| 3               | Puppet Theater Stage, portable   | pup.theat.    | N/A       | 1               | N/A           |
| 4               | Table 3'x5' (regular height), folding  | fold table    | 80        | 1               | 80            |
| 5               | Table 3'x6' (intermediate height), folding   | c-fold table  | 80        | 4               | 320           |
| 6               | Chair (intermediate height), stacking  | c-stack chair | N/A       | 18              | N/A           |
| 7               | Area to sit on the floor up to 75 children   | area          | 440       | 1               | 440           |
| 8               | Storage cabinets,built-in with shelves along one wall                                      | bs-cabinet    | N/A       | 1               | N/A           |
| 9               | Table with locking wheels for TV/VCR or computer   | wh-table      | N/A       | 1               | N/A           |
| 10              | Storage closet 10'x10' for folding tables and chairs.                                      | closet        | 100       | 1               | 100           |
| 11              | Telephone  | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>1,000</b>  |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | Duplex electric receptacles (2 at the counter)   |               |           | 8               |               |
| 2               | High speed multimedia data connections   |               |           | 2               |               |
| 3               | Dimmer lighting in story telling area  |               |           |                 |               |
| 4               | Cable TV jack  |               |           | 1               |               |
| 5               | Telephone outlets  |               |           | 1               |               |

#### **FUNCTION AND TASKS**

This is an area where children can listen to stories, see puppet shows and work on crafts.

#### **PROXIMITY**

It should be convenient to Children's Desk. It can have door to an outside terrace for summer programs. It must be close to Preschool area and away from the older children.

#### **SPECIAL REQUIREMENTS**

This should be separate room. It should contain two areas that can be divided by movable partition. The Story hour area has to be carpeted. Provide durable resilient floor surface in the Craft area. Provide acoustical treatment, and wall surface for changeable children's art displays, etc. The door should have a window for viewing.

Provide public children's restrooms in an easily accessible area. Place baby changing tables in the male and female restrooms, and in public adult restrooms in the building.

**TUFTS MAIN LIBRARY MASTER PLAN**

**I. CHILDREN'S SERVICES (continued)**

**25. Public Area: Parenting Area**

| Ref #                        | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|------------------------------|---|---------------|-----------|-----------------|---------------|
| 1                            | Shelving, 66"h x 12"d (Parenting Collection) display type, includes brochures, videos, etc. | l.ft.         | 1         | 96              | 96            |
| 2                            | Bulletin Board, wall hung   | b.board       | N/A       | 1               | N/A           |
| 3                            | Lounge chairs (adult size)  | l-chair       | 15        | 2               | 30            |
| 4                            | Loveseat  | loveseat      | 40        | 1               | 40            |
| 6                            | Coffee table  | c-table       | 20        | 1               | 20            |
| <b>Subtotal for one Room</b> |   |               |           |                 | <b>186</b>    |
| Ref #                        | Electrical / Telecommunications   |               |           | Amount          |               |
| 1                            | duplex electrical receptacle  |               |           | 2               |               |
| 2                            | High speed multimedia data connections  |               |           | 1               |               |

**FUNCTION AND TASKS**

This is a place for parents to wait while their children are attending a story hour or crafts program.

**PROXIMITY**

It has to be close to Story Hour and Craft Room and to the Children's Restroom.

**SPECIAL REQUIREMENTS**

The area should be carpeted. Also, children's restrooms should be provided complete with baby changing tables, and, perhaps in the female restroom, a couch to nurse a baby.

**TUFTS MAIN LIBRARY MASTER PLAN**

**I. CHILDREN'S SERVICES (continued)**

**26. Public Area: Children's Collection**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Shelving, Current Periodicals, New Books, Paperbacks, 5 shelf h display shelving and/or flat shelving  | l.ft.         | 1         | 50              | 50            |
| 2               | Reference Shelving, 48"h 12"d w/2 end panels for OPACs with electrical and data connections  | l.ft.         | 1         | 200             | 200           |
| 3               | Shelving, Non-Fiction, 5-shelf high 12"d w/2 end panels for OPACs with electrical and data connections   | l.ft.         | 0.7       | 700             | 490           |
| 4               | Shelving, Fiction, 5-shelf high 12"d w/2 end panels for OPACs with electrical and data connections   | l.ft.         | 0.7       | 600             | 420           |
| 5               | Non-print Media Display Shelving (5 shelf h, 8"d) for Video tapes and CD's, Audio tapes and CD's, Spoken Books, Computer Software, and Multimedia kits | l.ft.         | 1         | 90              | 90            |
| 6               | Shelving, Parents' Collection, 5-shelf high 12"d   | l.ft.         | 0.7       | 50              | 35            |
| 7               | Multifunctional microcomputers   | computer      | N/A       | 6               | N/A           |
| 8               | Printer, networked   | printer       | N/A       | 2               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>1,250</b>  |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | 1 Duplex electrical receptacle per end panel   |               |           | 6               |               |
| 2               | 1 High speed multimedia data connection per end panel  |               |           | 6               |               |
| 1               | 4 Duplex electrical receptacle per column in shelving area   |               |           |                 |               |
| 2               | 4 Duplex electrical receptacle per column in shelving area   |               |           |                 |               |

**FUNCTION AND TASKS**

This area houses a collection of materials for children from infancy through sixth grade. It is also for adults working with children.

**PROXIMITY**

The shelving shall be located in central part of Children's area behind Children's Services Desk.

**SPECIAL REQUIREMENTS**

Free standing shelving shall be no more than 60" high for children convenience. Any wall shelving may be 66" high. All end panels shall have display or tackable surfaces. At least 30 foot candles should wash the face of the bookstacks from top to bottom.

## TUFTS MAIN LIBRARY MASTER PLAN

### I. CHILDREN'S SERVICES (continued)

#### 27. Public Area: Homework / Study Area

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | 4-seater Tables 4'x 6' intermediate height with electrical and data connections       | 4c-table      | 100       | 5               | 500           |
| 2               | Equipment dedicated stations intermediate height with electrical and data connections | ce-station    | 30        | 6               | 180           |
| 3               | Lounge chairs   | cl-chair      | 15        | 6               | 90            |
| 4               | Reading chair, intermediate height  | cr-chair      | N/A       | 26              | N/A           |
| 5               | Dictionary Stand, child height, with rolling shelves                                  | cd-stand      | 10        | 1               | 10            |
| 6               | Atlas Stand, child height, with rolling shelves                                       | ca-case       | 10        | 1               | 10            |
| 7               | Photocopier, coin or card operated  | copier        | 50        | 1               | 50            |
| 8               | Multifunctional microcomputers  | computer      | N/A       | 6               | N/A           |
| 9               | Printer, networked  | printer       | N/A       | 2               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>840</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | 2 Duplex electrical receptacles per 4-seater table+ 1 per individual table            |               |           | 16              |               |
| 2               | 2 High speed multimedia data connectors per 4-seater table + 1 per individual table   |               |           | 16              |               |

#### **FUNCTION AND TASKS**

This area is for children to read, listen, view, study and do homework with friends. It may contain some equipment.

#### **PROXIMITY**

The area should be near collection and visible from Children's Reference Desk.

#### **SPECIAL REQUIREMENTS**

For tables, at least 50-75 foot candles of non-glare, and well disseminated light should illuminate their task surfaces.

**TUFTS MAIN LIBRARY MASTER PLAN**

**I. CHILDREN'S SERVICES (continued)**

**28. Non-Public Area: Children's Librarian's Office**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | L-Shaped Librarian Furniture Workstation | l-wrkst       | 85        | 1               | 85            |
| 2               | Swivel castered chair                    | s-chair       | N/A       | 1               | N/A           |
| 3               | Shelving, 56"h x 12"d, wall hung         | l.ft.         | N/A       | 21              | N/A           |
| 4               | Round Conference table 4' dia            | sc-table      | 65        | 1               | 65            |
| 5               | Guest chair                              | g-chair       | N/A       | 4               | N/A           |
| 6               | Multifunctional microcomputer networked  | computer      | N/A       | 1               | N/A           |
| 7               | Printer networked                        | printer       | N/A       | 1               | N/A           |
| 8               | Telephone                                | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>150</b>    |
| Ref #           | Electrical / Telecommunications          |               |           | Amount          |               |
| 1               | Duplex electric receptacles              |               |           | 4               |               |
| 2               | High speed multimedia data connections   |               |           | 2               |               |
| 3               | Telephone outlet                         |               |           | 1               |               |

**FUNCTION AND TASKS**

This is the office for the Head of Children's Services.

**PROXIMITY**

This office and Children's Services Workroom should be located in or adjacent to the Children's Room. The office can be located in or adjacent to the Workroom.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. An interior window that views the desk is required. An outside window is desired.

## TUFTS MAIN LIBRARY MASTER PLAN

### I. CHILDREN'S SERVICES (continued)

#### 29. Non-Public Area: Children's Services Workroom

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | L-shaped Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above | l-wrkst       | 85        | 1               | 85            |
| 2               | Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair                           | c-wrkst       | 65        | 1               | 65            |
| 3               | Counter with shelving above & below and sink  | counter       | 60        | 1               | 60            |
| 4               | File Cabinets, 5 drawer   | f-cabinet     | 10        | 2               | 20            |
| 5               | Map flat file   | map case      | 24        | 1               | 24            |
| 6               | Shelving 10"d, 90"h (one section with rods for hanging bags)  | l.ft.         | 0.5       | 168             | 84            |
| 7               | Supply cabinet  | s-cabinet     | 12        | 2               | 24            |
| 8               | Multifunctional microcomputer   | computer      | N/A       | 2               | N/A           |
| 9               | Printer (fax, scanner) networked  | printer       | N/A       | 2               | N/A           |
| 10              | Telephone   | telephone     | N/A       | 2               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>362</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | 4 Duplex electric receptacles per workstation+ 3 for counter  |               |           | 11              |               |
| 2               | 2 High speed multimedia data connections per workstation+ 3 for counter   |               |           | 11              |               |
| 5               | Telephone outlet  |               |           | 2               |               |

#### **FUNCTION AND TASKS**

Work supporting Children's Services functions is performed here. Also librarians, staff and volunteers work on projects, process materials, prepare programs, etc.

#### **PROXIMITY**

The workroom have to be in close proximity to the Children's Reference Desk.

#### **SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. A window to view the desk is required. The counter has to be 12' long and have 4' wide knee space. Provide roll-out shelves under the counter.

**J. MEETING ROOM COMPLEX**

**30. Public Area: Meeting Room Lobby**

| Ref #           | Description of Furniture and Equipment                                  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Lobby and Exhibit space   | area          | 700       | 1               | 700           |
| 2               | Built-in Display cases  | d.case        | 50        | 2               | 100           |
| 3               | Multimedia Wall   | multim.wl     | N/A       | 1               | N/A           |
| 4               | Coffee/Gift Shop (program for this space shall be developed separately) | shop          | 1,000     | 1               | 1,000         |
| <b>Subtotal</b> |   |               |           |                 | <b>1,800</b>  |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | Duplex electrical receptacles for exhibits and displays                 |               |           |                 |               |
| 2               | Cabling and wiring for Media Wall by manufacture                        |               |           |                 |               |
| 3               | Directional Lighting for Exhibits                                       |               |           |                 |               |

**FUNCTION AND TASKS**

This area functions as a lobby/meeting space for the Meeting Room Complex and an Exhibit Area. Receptions may also be held in this space.

The Complex must be able to function after Library hours and have access to the restrooms.

**PROXIMITY**

The Meeting Room Lobby should be accessible through the building's main entrance lobby. The main entrance faces the parking lot.

**SPECIAL REQUIREMENTS**

Please note: a set of public restrooms are located in the building's main entrance lobby so that they are accessible for the meeting room after library hours.

The walls of the Meeting Room Lobby should have picture hanging molding and tackable surfaces. Acoustical treatment is necessary.

**J. MEETING ROOM COMPLEX**

**31. Public Area: 4 Multimedia Rooms**

| Ref #                                     | Description of Furniture and Equipment  | Name of units            | Unit NASF | Amount of units | Extended NASF |
|---|---|--------------------------|-----------|-----------------|---------------|
| 1   | 2-person table (wired for electrical and data) for study or equipment   | 2-table                  | 60        | 9               | 540           |
| 2   | Smart podium/w CPU and drives for CD, tapes, etc., connected to overhead projection unit; also connected to the library network - at front for instructor   | podium                   | 10        | 1               | 10            |
| 3   | Instructors desk  | desk                     | 30        | 1               | 30            |
| 4   | Chair swivel with casters   | s-chair                  | N/A       | 18              | N/A           |
| 5   | Overhead projection unit controlled at podium; CPU to control its own audio/video setup with drives for computer floppies, video tapes, CD-ROM's, audio cassettes, overhead foils, 35 and 16mm film, etc. and sound system control. | overhead projection unit | N/A       | 1               | N/A           |
| 6   | Cameras and Microphones for distance learning   | cam, micr                | N/A       | as requir.      | N/A           |
| 6   | Screen/White Board combination, large size - also connected to the network (to download and/or print material written on the white board)   | Screen/white board       | N/A       | 1               | N/A           |
| 7   | Multifunctional microcomputer   | computer                 | N/A       | 18              | N/A           |
| 8   | Printer (scanning/fax capabilities), networked  | printer                  | N/A       | 6               | N/A           |
| 9   | Telephone   | telephone                | N/A       | 1               | N/A           |
| <b>Subtotal for one Multimedia room</b>   |   |                          |           |                 | <b>580</b>    |
| <b>Subtotal for four Multimedia rooms</b> |   |                          |           |                 | <b>2,320</b>  |
| Ref #                                     | Electrical / Telecommunications   |                          |           | Amount          |               |
| 1   | Lighting circuits segmented with separate switches, controls at the door and near instructor at the front.(3 for each room)   |                          |           | 6               |               |
| 2   | 1 duplex electrical receptacles per microcomputer (18 for each room)  |                          |           | 36              |               |
| 3   | 1 high speed data utility jacks per microcomputer (18 for each room)  |                          |           | 15              |               |
| 4   | Duplex electrical receptacles at the instruction desk (2 for each room)   |                          |           | 4               |               |
| 5   | Duplex electrical receptacles for screen/white board (2 for each room)  |                          |           | 4               |               |
| 6   | Telephone outlet (1 for each room)  |                          |           | 2               |               |
| 7   | Satellite access (1 for each room)  |                          |           | 2               |               |

**FUNCTION AND TASKS**

These Multimedia Rooms are for computer training, distance learning, teleconferencing etc.

**PROXIMITY**

They should be easy approachable within the Meeting Room Complex.

**SPECIAL REQUIREMENTS**

## TUFTS MAIN LIBRARY MASTER PLAN

Consider using laptop computers in at least three of these rooms so that they can be multipurpose. This implies the use of wireless technology. These rooms should not receive direct sunlight. Provide indirect lighting. Sound attenuation is required. When not in use, these rooms must be lockable.

J. MEETING ROOM COMPLEX (continued)

32. Public Area: Multipurpose Meeting Room

| Ref #           | Description of Furniture and Equipment                              | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Stacking Chair  | stack chair   | 10        | 200             | 2,000         |
| 3               | Piano, on wheels with bench located on stage                        | piano         | N/A       | 1               | N/A           |
| 4               | Large electrically operated beaded screen, flush mounted in ceiling | screen        | N/A       | 1               | N/A           |
| 5               | Stage equipped with curtain   | stage         | 400       | 1               | 400           |
| 6               | Portable lectern with light   | lectern       | N/A       | 1               | N/A           |
| 7               | Mobile coat rack  | coat rack     | N/A       | 4               | N/A           |
| 8               | Easel, fold down  | easel         | N/A       | 2               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>2,400</b>  |
| Ref #           | Electrical / Telecommunications                                     |               |           | Amount          |               |
| 1               | Plugmold with electrical and data outlets on perimeter of room      |               |           |                 |               |
| 2               | Telephone outlet  |               |           | 2               |               |
| 3               | Cable TV outlet   |               |           | 2               |               |
| 4               | Separate dimmable lighting for parts of the room                    |               |           |                 |               |

**FUNCTION AND TASKS**

The Multipurpose Meeting Room will be used for many diverse programs the Library will offer. It also will be used for community programs, professional and public meetings, conferences, staff events, teleconferencing, distance learning, etc.

**PROXIMITY**

Meeting Room Complex functions should not infringe on Library services. It must be able to function when the rest of Library is closed.

**SPECIAL REQUIREMENTS**

Provide movable partitions to divide the Meeting Room into two parts. Soundproofing is necessary. The ceiling should be able to hold cameras and directional lights. When not in use, each room and the movable partition must be lockable.

J. MEETING ROOM COMPLEX (continued)

33. Public Area: Meeting Room Kitchen

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Counter with sink, built-in stove and dishwasher, and cabinets above and below (lockable) | k-counter     | 100       | 1               | 100           |
| 2               | Coffee maker, large size (30 cups or more)  | cof.mak       | N/A       | 2               | N/A           |
| 3               | coffee maker, 10 cup  | cof.mak       | N/A       | 1               | N/A           |
| 4               | Teakettle   | teaketl       | N/A       | 1               | N/A           |
| 5               | Toaster oven  | toaster       | N/A       | 1               | N/A           |
| 6               | Large capacity refrigerator/freezer   | refrig.       | 20        | 1               | 20            |
| 7               | Large capacity microwave stove  | microw.       | N/A       | 1               | N/A           |
| 8               | Telephone   | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>120</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | Heavy duty electrical receptacles for appliances as required                              |               |           |                 |               |
| 2               | Telephone outlet  |               |           | 1               |               |

**FUNCTION AND TASKS**

This is the kitchen for Meeting Room Complex to prepare food for certain events.

**PROXIMITY**

The kitchen should be connected with Meeting Room, and if possible off the Meeting Room Lobby.

**SPECIAL REQUIREMENTS**

Provide vents and exhaust fan above the stove. All cabinet doors should be lockable.

**J. MEETING ROOM COMPLEX (continued)**

**34. Non-Public Area: Storage Room**

| <b>Ref #</b>    | <b>Description of Furniture and Equipment</b>                                   | <b>Name of units</b> | <b>Unit NASF</b> | <b>Amount of units</b> | <b>Extended NASF</b> |
|-----------------|---|----------------------|------------------|------------------------|----------------------|
| 1               | Shelving, industrial, 60"h, 24"d shelves, single face along the wall            | I-I.ft.              | 100              | 1                      | 100                  |
| 2               | Area to store stacking chairs on their dolly's, folding tables, platforms, etc. | area                 | 100              | 1                      | 100                  |
| <b>Subtotal</b> |   |                      |                  |                        | <b>200</b>           |
| <b>Ref #</b>    | <b>Electrical / Telecommunications</b>  |                      |                  | <b>Amount</b>          |                      |
| 1               | Electrical receptacles as required  |                      |                  |                        |                      |
| 2               | Telephone outlet  |                      |                  | 1                      |                      |

**FUNCTION AND TASKS**

This is the Storage room for Meeting Room Complex to store furniture and equipment.

**PROXIMITY**

The Storage room should be in a non-public area of the Complex.

**SPECIAL REQUIREMENTS**

The doors should to be double, and lockable.

**K. LIBRARY ADMINISTRATION**

**35. Public Area: Secretary / Reception**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
|                 | L-shaped Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above. (Executive Secretary) | l-wrkst       | 85        | 1               | 85            |
| 2               | Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair (Administrative Assistant)                       | c-wrkst       | 65        | 1               | 65            |
| 3               | Supply cabinet   | s-cabinet     | 12        | 1               | 12            |
| 4               | Lateral File cabinet   | f-cabinet     | 10        | 2               | 20            |
| 5               | Shelving, 5-shelf display shelving for professional collection   | l.ft.         | 1         | 21              | 21            |
| 6               | Lounge chairs  | l-chair       | 15        | 2               | 30            |
| 7               | Occasional table   | o-table       | 10        | 1               | 10            |
| 8               | Photocopier (in an alcove)   | copier        | 50        | 1               | 50            |
| 9               | Counter for sorting, cabinets above  | counter       | 60        | 1               | 60            |
| 10              | Counter with sink, cabinets above (coffee center)  | counter       | 50        | 1               | 50            |
| 11              | Coffee maker   | cof.mak       | N/A       | 1               | N/A           |
| 12              | Microwave, small   | microw.       | N/A       | 1               | N/A           |
| 13              | Teakettle  | teaketl.      | N/A       | 1               | N/A           |
| 11              | Refrigerator, under counter  | refriger      | N/A       | 1               | N/A           |
| 12              | Multifunctional microcomputer networked  | computer      | N/A       | 2               | N/A           |
| 13              | Printer networked  | printer       | N/A       | 2               | N/A           |
| 14              | Telephone  | telephone     | N/A       | 2               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>318</b>    |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | Duplex electric receptacles (4 per workstation + 3 for coffee center counter, and 1 for sorting counter)                                     |               |           | 12              |               |
| 2               | High speed multimedia data connections (2 per workstation + 1 for copier)  |               |           | 5               |               |
| 3               | Telephone outlet   |               |           | 2               |               |

**FUNCTION AND TASKS**

This is reception area for administrative suite. It also contains the workspace for the Executive Secretary and the Administrative Assistant.

**PROXIMITY**

The entire administrative suite can be placed anywhere in the non-public area of the building.

**SPECIAL REQUIREMENTS**

This Secretary/Reception area contains a copier alcove, and a coffee center. All areas of the administrative suite should be secure with electronic keycard or combination lock. All drawers, doors, etc. within the suite must be also lockable.

**K. LIBRARY ADMINISTRATION (continued)**

**36. Non-Public Area: Director's Office**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | U-Shaped Librarian Furniture Workstation | d-wrkst       | 100       | 1               | 100           |
| 2               | Swivel castered chair                    | s-chair       | N/A       | 1               | N/A           |
| 3               | Bookcases                                | l.ft.         | 0.5       | 40              | 20            |
| 4               | Lateral File cabinet                     | f-cabinet     | 10        | 2               | 20            |
| 5               | Conference table                         | sc-table      | 60        | 1               | 60            |
| 6               | Conference chairs                        | c-chair       | N/A       | 6               | N/A           |
| 5               | Multifunctional microcomputer networked  | computer      | N/A       | 1               | N/A           |
| 6               | Printer networked                        | printer       | N/A       | 1               | N/A           |
| 7               | Telephone                                | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>200</b>    |
| Ref #           | Electrical / Telecommunications          |               |           | Amount          |               |
| 1               | Duplex electric receptacles              |               |           | 4               |               |
| 2               | High speed multimedia data connections   |               |           | 2               |               |
| 3               | Telephone outlet                         |               |           | 1               |               |

**FUNCTION AND TASKS**

This is office for Director of Library Services.

**PROXIMITY**

The Office shall be located within the administration suite and adjacent to Reception.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. An outside window is desired.

**K. LIBRARY ADMINISTRATION (continued)**  
**37. Non-Public Area: Assistant Director's Office**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | L-shaped furniture workstation containing: 1 file/box pedestal, shelving bins above. | l-wrkst       | 85        | 1               | 85            |
| 2               | Swivel castered chair  | s-chair       | N/A       | 1               | N/A           |
| 3               | Shelving, 56"h x 12"d, wall hung   | l.ft.         | 0.5       | 60              | 30            |
| 4               | Round Conference table 4' dia  | sc-table      | 60        | 1               | 60            |
| 5               | Guest chair  | g-chair       | N/A       | 3               | N/A           |
| 6               | Multifunctional microcomputer networked  | computer      | N/A       | 1               | N/A           |
| 7               | Printer networked  | printer       | N/A       | 1               | N/A           |
| 8               | Telephone  | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>175</b>    |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | Duplex electric receptacles  |               |           | 4               |               |
| 2               | High speed multimedia data connections   |               |           | 2               |               |
| 3               | Telephone outlet   |               |           | 1               |               |

**FUNCTION AND TASKS**

This is office for the Assistant Director.

**PROXIMITY**

The Office shall be located within the administration suite and adjacent to Reception.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. An outside window is desired.

**K. LIBRARY ADMINISTRATION (continued)**

**38. Non-Public Area: Public Relations/Community Outreach**

| Ref #           | Description of Furniture and Equipment for<br>1 Office                               | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | L-shaped furniture workstation containing: 1 file/box pedestal, shelving bins above. | l-wrkst       | 85        | 1               | 85            |
| 2               | Swivel castered chair  | s-chair       | N/A       | 1               | N/A           |
| 3               | Shelving, 56"h x 12"d, wall hung   | l.ft.         | N/A       | 21              | N/A           |
| 4               | 4 draws letter files   | f-cabinet     | 10        | 2               | 20            |
| 4               | Round Conference table 4' dia  | sc-table      | 65        | 1               | 65            |
| 5               | Guest chair  | g-chair       | N/A       | 3               | N/A           |
| 6               | Multifunctional microcomputer networked  | computer      | N/A       | 1               | N/A           |
| 7               | Printer networked  | printer       | N/A       | 1               | N/A           |
| 8               | Telephone  | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>170</b>    |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | Duplex electrical receptacles  |               |           | 4               |               |
| 2               | High speed multimedia data connections   |               |           | 2               |               |
| 3               | Telephone outlet   |               |           | 1               |               |

**FUNCTION AND TASKS**

The Head of Public Relations works on many print, telephone, e-mail and in-person public projects.

**PROXIMITY**

The office should be located within the administration suite and within close proximity to Reception.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. An outside window is desired.

**K. LIBRARY ADMINISTRATION (continued)**  
**39. Non-Public Area: Computer Support Office**

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | L-shaped Library Assistant furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above | l-wrkst       | 85        | 1               | 85            |
| 2               | Technician workbench with recessed shelving underneath work surface and cabinets above.                                       | w-bench       | 65        | 1               | 65            |
| 3               | Swivel castered chair   | s-chair       | N/A       | 2               | N/A           |
| 3               | Shelving 56"h x 10"d  | il.ft.        | 0.5       | 42              | 21            |
| 5               | Multifunctional microcomputer networked   | computer      | N/A       | 1               | N/A           |
| 6               | Printer networked   | printer       | N/A       | 1               | N/A           |
| 7               | Telephone   | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>171</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | Duplex electrical receptacles (4 per workstation and bench)   |               |           | 8               |               |
| 2               | Duplex electrical receptacles (2 per workstation and workbench)   |               |           | 4               |               |
| 3               | Telephone outlet  |               |           | 1               |               |

**FUNCTION AND TASKS**

This is the work area for the Computer Support technician who provides hardware and software support to the library system, and computer training for staff and library patrons.

**PROXIMITY**

This office should be located in the Library administration area.

**SPECIAL REQUIREMENTS**

This room shall have durable hard surface floor and good ventilation. The workbenches have to be

**K. LIBRARY ADMINISTRATION (continued)**

**40. Non-Public Area: Conference Room**

| Ref #           | Description of Furniture and Equipment                        | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Conference table for 12 people                                | 12-table      | 200       | 1               | 200           |
| 2               | Credenza  | credenza      | 80        | 1               | 80            |
| 3               | Conference chairs   | c-chair       | N/A       | 12              | N/A           |
| 4               | Stacking chairs   | st-chair      | N/A       | 8               | N/A           |
| 5               | Coat rack   | coat rack     | N/A       | 1               | N/A           |
| 6               | Black/white board combination, wall hung                      | w-board       | N/A       | 1               | N/A           |
| 7               | TV/video combo ceiling hung                                   | TV            | N/A       | 1               | N/A           |
| 8               | Telephone   | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>280</b>    |
| Ref #           | Electrical / Telecommunications                               |               |           | Amount          |               |
| 1               | Duplex electric receptacles (mounted on the table)            |               |           | 4               |               |
| 2               | High speed multimedia data connections (mounted on the table) |               |           | 4               |               |
| 3               | Cable/Satellite outlet  |               |           | 1               |               |
| 4               | Telephone outlet  |               |           | 1               |               |

**FUNCTION AND TASKS**

This room is used for Library Board and staff meetings.

**PROXIMITY**

The room should be adjacent to the Library Director's Office.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet is required.

**K. LIBRARY ADMINISTRATION (continued)**

**41. Non-Public Area: Storage Room**

| Ref #           | Description of Furniture and Equipment                                      | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Industrial heavy duty shelving 90",5 shelves high and 12" deep, single face | i-l.ft.       | 1         | 50              | 50            |
| <b>Subtotal</b> |   |               |           |                 | <b>50</b>     |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
|                 | As required   |               |           |                 |               |

**FUNCTION AND TASKS**

This is the storage room for all administration.

**PROXIMITY**

The storage room should be adjacent to the copier area.

**SPECIAL REQUIREMENTS**

This room should have durable hard surface floor and good ventilation. The door should be equipped with lock. The shelving in the room should be anchored to the walls.

**L. COMPUTER COMMUNICATIONS/STORAGE**

**42. Non-Public Area: Data Communications/Equipment Storage**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | L-shaped Technician furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above | c-wrkst       | 65        | 1               | 65            |
| 2               | Supply cabinet metal 72"w x 30"d, lockable   | ws-cabinet    | 24        | 1               | 24            |
| 3               | Industrial heavy duty shelving 90" h, 5 shelves high and 24" deep, single face (for equipment)                         | il.ft.        | 1         | 60              | 60            |
| 4               | Industrial heavy duty shelving 90" h, 5 shelves high and 12" deep, single face (for small supplies)                    | il.ft.        | 0.7       | 30              | 21            |
| 5               | Hand truck   | h.truck       | 5         | 1               | 5             |
| 6               | Utility truck  | u.truck       | 5         | 1               | 5             |
| 7               | Flatbed truck with 6 wheels  | fb.truck      | 10        | 1               | 10            |
| 8               | Cable closet   | cable         | N/A       | 1               | N/A           |
| 9               | Electrical closet  | electric      | N/A       | 1               | N/A           |
| 10              | Network server   | server        | 12        | 5               | 60            |
| 11              | Printer networked  | printer       | N/A       | 1               | N/A           |
| 12              | Telephone  | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>250</b>    |
| Ref #           | Electrical / Telecommunications  |               |           | Amount          |               |
| 1               | Duplex electrical receptacles (4 per workstation)  |               |           | 4               |               |
| 2               | High speed multimedia data connections (2 per workstation)   |               |           | 2               |               |
| 3               | Duplex electrical receptacles for server   |               |           | 1               |               |
| 4               | High speed multimedia data connections for server  |               |           | 1               |               |

**FUNCTION AND TASKS**

This is the equipment room to support computer services in the building, and the branch libraries.

**PROXIMITY**

The room shall be adjacent to the Computer Support Office with access to that office.

**SPECIAL REQUIREMENTS**

This room should have 18" raised hard surface floor. The room also should have separate climate control to maintain temperature and humidity.

The cable and electrical closets are part of the non-assignable space.

**K. COMPUTER COMMUNICATIONS/STORAGE (continued)**

**43. Non-Public Area: Equipment Storage Room**

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | Industrial heavy duty shelving 90",5 shelves high and 12" deep, single face                                     | il.ft.        | 0.7       | 300             | 210           |
| 2               | Hand truck  | h.truck       | 5         | 1               | 5             |
| 3               | Utility truck   | u.truck       | 5         | 1               | 5             |
| 4               | Flatbed truck with 6 wheels   | fb.truck      | 10        | 1               | 10            |
| 5               | In/Out shelving area equipped with Industrial heavy duty shelving 90", 5-shelves high and 12" deep, single face | l.ft.         | 0.7       | 60              | 42            |
| <b>Subtotal</b> |   |               |           |                 | <b>230</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |               |
| 1               | Telephone outlet  |               |           | 1               |               |

**FUNCTION AND TASKS**

This is the storage room for Computer Support Services. Computer parts and equipment are stored here. In/out shelving area is for depositing equipment for repair from this and the others libraries in the system.

**PROXIMITY**

The storage room should be located close to the loading dock area.

**SPECIAL REQUIREMENTS**

This room shall have durable hard surface floor and good ventilation. The door should be equipped with an electronic lock.

**M. TECHNICAL SERVICES**

**44. Non-Public Area: Technical Services Librarian's Office**

| Ref #           | Description of Furniture and Equipment   | Name of units | Unit NASF | Amount of units |
|-----------------|--|---------------|-----------|-----------------|
| 1               | L-Shaped Librarian Furniture Workstation | l-wrkst       | 85        | 1               |
| 2               | Swivel castered chair                    | s-chair       | N/A       | 1               |
| 3               | Shelving, 56"h x 12"d, wall hung         | l.ft.         | N/A       | 21              |
| 4               | Round Conference table 4' dia            | sc-table      | 65        | 1               |
| 5               | Guest chair                              | g-chair       | N/A       | 4               |
| 6               | Multifunctional microcomputer networked  | computer      | N/A       | 1               |
| 7               | Printer networked                        | printer       | N/A       | 1               |
| 8               | Telephone                                | telephone     | N/A       | 1               |
| <b>Subtotal</b> |  |               |           |                 |
| Ref #           | Electrical / Telecommunications          |               |           | Amount          |
| 1               | Duplex electric receptacles              |               |           | 4               |
| 2               | High speed multimedia data connections   |               |           | 2               |
| 3               | Telephone outlet                         |               |           | 1               |

**FUNCTION AND TASKS**

This is office for Head of Technical Services.

**PROXIMITY**

If feasible, the entire Technical Services Workroom should be adjacent to or within the same non-public area as the Circulation Workroom. This office shall be located within the Technical portion of that room.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. An outside window is desired.

**M. TECHNICAL SERVICES (continued)**

**46. Non-Public Area: Acquisitions/Cataloging Open Work Area**

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units |
|-----------------|---|---------------|-----------|-----------------|
| 1               | Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair | c-wrkst       | 65        | 4               |
| 2               | Shelving 12"d, 90"h   | l.ft.         | 0.5       | 420             |
| 3               | Typewriter on own mobile stand  | typewr.       | 25        | 1               |
| 4               | Multifunctional microcomputer networked   | computer      | N/A       | 8               |
| 5               | Printer networked   | printer       | N/A       | 8               |
| 6               | Telephone   | telephone     | N/A       | 1               |
| <b>Subtotal</b> |   |               |           |                 |
| Ref #           | Electrical / Telecommunications   |               |           | Amount          |
| 1               | Duplex electric receptacles (4 per workstation)   |               |           | 16              |
| 2               | High speed multimedia data connections (2 per workstation)                                  |               |           | 8               |
| 3               | Telephone outlet  |               |           | 1               |

**FUNCTION AND TASKS**

Work includes copy cataloging, etc. and sorting materials before they go on to the shelves.

**PROXIMITY**

The area should be adjacent to the Support Services Area/Library Copy Room, and Delivery /

**SPECIAL REQUIREMENTS**

Good ventilation is required, and outside window is desired. All drawers, doors, etc. must be l

**M. TECHNICAL SERVICES (continued)**

**46. Non-Public Area: Support Services/Library Copy Room**

| Ref #           | Description of Furniture and Equipment | Name of units | Unit NASF | Amount of units |
|-----------------|--|---------------|-----------|-----------------|
| 1               | Supply cabinet                         | s-cabinet     | 12        | 1               |
| 2               | Copier heavy duty, with sorter         | copier        | 50        | 1               |
| 3               | Shelving 24"d, 90" h                   | l.ft.         | 0.5       | 242             |
| 4               | File cabinet, lateral                  | f-cabinet     | 10        | 1               |
| 5               | Counter                                | counter       | 60        | 2               |
| <b>Subtotal</b> |  |               |           |                 |
| Ref #           | Electrical / Telecommunications        |               |           | Amount          |
| 1               | Duplex electric receptacles            |               |           | 4               |
| 2               | Heavy duty receptacle for copier       |               |           | 1               |

**FUNCTION AND TASKS**

This area is used by Technical Services staff. It is shared space.

**PROXIMITY**

The area should be adjacent to the open work area.

**SPECIAL REQUIREMENTS**

The floors should not be carpeted.

**M. TECHNICAL SERVICES (continued)**

**47. Non-Public Area: 2 Storage Rooms**

| Ref #                         | Description of Furniture and Equipment                   | Name of units | Unit NASF | Amount of units |
|-------------------------------|--|---------------|-----------|-----------------|
| 1                             | Shelving industrial 56"h 24"d                            | il.ft.        | 300       | 1               |
| 2                             | Boxes area   | area          | 100       | 1               |
| 3                             | Telephone  | telephone     | N/A       | 1               |
| <b>Subtotal for one room</b>  |  |               |           |                 |
| <b>Subtotal for two rooms</b> |  |               |           |                 |
| Ref #                         | Electrical / Telecommunications                          |               |           | Amount          |
| 1                             | Duplex electric receptacles (4 for each room)            |               |           | 8               |
| 2                             | High speed multimedia data connections (1 for each room) |               |           | 2               |
| 3                             | Telephone outlet (1 for each room)                       |               |           | 2               |

**FUNCTION AND TASKS**

These are 2 general purpose storage rooms.

**PROXIMITY**

The area should have easy access to the Delivery Area.

**SPECIAL REQUIREMENTS**

The floor surfaces should be durable. The doors should be lockable and secure.

**M. TECHNICAL SERVICES (continued)**

**48. Non-Public Area: Delivery Area**

| Ref #           | Description of Furniture and Equipment                     | Name of units | Unit NASF | Amount of units |
|-----------------|--|---------------|-----------|-----------------|
| 1               | Exterior door with vision panel, extra wide for deliveries | dl.ext.door   | N/A       | 1               |
| 2               | Pick-up and drop-off area for boxes and flat trucks        | area          | 200       | 1               |
| <b>Subtotal</b> |  |               |           |                 |
| Ref #           | Electrical / Telecommunications                            |               |           | Amount          |
| 1               | Duplex electric receptacles                                |               |           | 4               |

**FUNCTION AND TASKS**

This door is used to send and receive library materials. It may also function as the staff door.

**PROXIMITY**

The area should be in the rear of the building and have a driveway.

**SPECIAL REQUIREMENTS**

The pick-up and drop off area should be inside the building.

|                          |
|--------------------------|
| <b>Extended<br/>NASF</b> |
| 85                       |
| N/A                      |
| N/A                      |
| 65                       |
| N/A                      |
| N/A                      |
| N/A                      |
| N/A                      |
| <b>150</b>               |
|                          |
|                          |
|                          |
|                          |

enclosed  
I Services

| Extended NASF |
|---------------|
| 260           |
| 210           |
| 25            |
| N/A           |
| N/A           |
| N/A           |
| <b>495</b>    |
|               |
|               |
|               |
|               |

Area.

lockable

|                          |
|--------------------------|
| <b>Extended<br/>NASF</b> |
| 12                       |
| 50                       |
| 121                      |
| 10                       |
| 120                      |
| <b>313</b>               |
|                          |
|                          |
|                          |

|                          |
|--------------------------|
| <b>Extended<br/>NASF</b> |
| 300                      |
| 100                      |
| N/A                      |
| <b>400</b>               |
| <b>800</b>               |
|                          |
|                          |
|                          |
|                          |
|                          |

|                          |
|--------------------------|
| <b>Extended<br/>NASF</b> |
| N/A                      |
| 200                      |
| <b>200</b>               |
|                          |
|                          |

**N. CUSTODIAL OPERATIONS**

**49. Non-Public Area: Custodial Operations Office**

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|---|---------------|-----------|-----------------|---------------|
| 1               | L-Shaped Furniture Workstation          | c-wrkst       | 65        | 1               | 65            |
| 2               | Swivel castered chair                   | s-chair       | N/A       | 1               | N/A           |
| 3               | Shelving, 56"h x 12"d, wall hung        | l.ft.         | N/A       | 21              | N/A           |
| 4               | Round Conference table 4' dia           | sc-table      | 40        | 1               | 40            |
| 5               | Guest chair                             | g-chair       | N/A       | 4               | N/A           |
| 6               | Lockers                                 | s-locker      | 3         | 4               | 12            |
| 6               | Multifunctional microcomputer networked | computer      | N/A       | 1               | N/A           |
| 7               | Printer networked                       | printer       | N/A       | 1               | N/A           |
| 8               | Telephone                               | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |   |               |           |                 | <b>117</b>    |
| Ref #           | Electrical / Telecommunications         |               |           | Amount          |               |
| 1               | Duplex electric receptacles             |               |           | 4               |               |
| 2               | High speed multimedia data connections  |               |           | 2               |               |
| 3               | Telephone outlet                        |               |           | 1               |               |

**FUNCTION AND TASKS**

This is the place for the custodial staff.

**PROXIMITY**

It should be located next to the custodial supply room in non-public area of the building.

**SPECIAL REQUIREMENTS**

Sound attenuation for quiet and concentration is required. Outside window is desired.

**N. CUSTODIAL OPERATIONS (continued)**

**50. Non-Public Area: Custodial Supplies Storage**

| Ref #           | Description of Furniture and Equipment | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Shelving industrial 56"h 24"d          | i-l.ft.       | 1         | 199             | 199           |
| 2               | Wall space to hang mops, etc.          | w.space       | 40        | 1               | 40            |
| 3               | Ladder                                 | ladder        | 5         | 2               | 10            |
| 4               | Telephone                              | telephone     | N/A       | 1               | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>249</b>    |
| Ref #           | Electrical / Telecommunications        |               |           | Amount          |               |
| 4               | Telephone outlet                       |               |           | 1               |               |

**FUNCTION AND TASKS**

This room is used to store custodial supplies for entire library system..

**PROXIMITY**

It should be located next to the Custodial Operations Office.

**SPECIAL REQUIREMENTS**

The floor surface should be durable. The door should be equipped with a lock.

N. CUSTODIAL OPERATIONS (continued)

51. Non-Public Area: Cleaning Closets

| Ref #           | Description of Furniture and Equipment  | Name of units | Unit NASF | Amount of units  | Extended NASF |
|-----------------|---|---------------|-----------|------------------|---------------|
| 1               | Cleaning closet with slop sink and racks to hold brooms, mops, etc. (1 per floor) | cl.clos.      | N/A       | to be determined | N/A           |
| <b>Subtotal</b> |   |               |           |                  | <b>N/A</b>    |
| Ref #           | Electrical / Telecommunications   |               |           | Amount           |               |
|                 |   |               |           |                  |               |

**FUNCTION AND TASKS**

The closet is used to store every day cleaning supplies and tools.

**PROXIMITY**

One closet has to be located on each floor. The central vacuum cleaning system should have outlets throughout entire building.

**SPECIAL REQUIREMENTS**

The floor surface should be durable. The door to the closet should be equipped with an electronic lock.

**TUFTS MAIN LIBRARY MASTER PLAN**

**O. STAFF AREA**

**52. Non-Public Area: Staff Lounge / Lunch Room**

| Ref #           | Description of Furniture and Equipment                               | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
| 1               | Table, 4' square, 4-seater   | k-table       | 60        | 2               | 120           |
| 2               | Chair  | k-chair       | N/A       | 8               | N/A           |
| 3               | Counter with kitchen sink, cabinets above and below                  | k-counter     | 100       | 1               | 100           |
| 4               | Bulletin board, wall hung  | b.board       | N/A       | 1               | N/A           |
| 5               | Refrigerator, large capacity   | refrig.       | 50        | 1               | 50            |
| 6               | T.V., table top height   | TV            | N/A       | 1               | N/A           |
| 7               | Coffee maker, countertop   | cof.mak       | N/A       | 1               | N/A           |
| 8               | Toaster oven, countertop   | toaster       | N/A       | 1               | N/A           |
| 9               | Microwave oven, countertop   | microw.       | N/A       | 1               | N/A           |
| 10              | Electric Teakettle   | teaketl.      | N/A       | 1               | N/A           |
| 11              | Storage closet   | closet        | 50        | 1               | 50            |
| 12              | Couch  | couch         | 75        | 1               | 75            |
| 13              | Lounge chairs  | kl-chair      | 20        | 2               | 40            |
| 14              | Occasional table (1 for TV)  | ko-table      | 20        | 2               | 40            |
| 15              | Magazine rack, wall hung   | mag.rack      | N/A       | 1               | N/A           |
| 16              | Vending Machine  | vnd.mach.     | 10        | 1               | 10            |
| <b>Subtotal</b> |  |               |           |                 | <b>485</b>    |
| Ref #           | Electrical / Telecommunications                                      |               |           | Amount          |               |
| 1               | Duplex electrical receptacle for counter                             |               |           | 6               |               |
| 2               | Duplex electrical receptacles in lounge area                         |               |           | 4               |               |
| 3               | Cable TV in lounge area  |               |           | 1               |               |
| 4               | High speed multimedia data connections in lounge area                |               |           | 2               |               |
| 5               | Heavy duty electrical receptacle for refrigerator and microwave oven |               |           | 2               |               |

**FUNCTION AND TASKS**

This is a place that provides space for staff members to eat lunch, take breaks and relax.

**PROXIMITY**

The Staff Lunch Room should not be place near, nor should it be visible from public areas. It should be adjacent to staff restrooms.

**SPECIAL REQUIREMENTS**

The floors should not be carpeted for ease of cleaning.

**TUFTS MAIN LIBRARY MASTER PLAN**

**O. STAFF AREA (continued)**

**53. Non-Public Area: Entry, Staff Restrooms and Lockers**

| Ref #           | Description of Furniture and Equipment                     | Name of units | Unit NASF | Amount of units | Extended NASF |
|-----------------|--|---------------|-----------|-----------------|---------------|
|                 | Doors, exterior with electronic access for disabled people | ext.doors     | N/A       | 1               | N/A           |
|                 | Bulletin board, wall hung                                  | b.board       | N/A       | 1               | N/A           |
| 1               | Male and Female Restroom, per code                         | restroom      | N/A       | 2               | N/A           |
| 2               | Staff Lockers  | s-locker      | N/A       | 20              | N/A           |
| <b>Subtotal</b> |  |               |           |                 | <b>N/A</b>    |
| Ref #           | Electrical / Telecommunications                            |               |           | Amount          |               |
| 1               | Duplex electric receptacles (1 per restroom)               |               |           | 1               |               |

**FUNCTION AND TASKS**

These are the staff entry, staff restrooms, and staff lockers. They are part of the building non-assignable space. (Please note: public restrooms are not noted in this building program except for the restrooms for the Meeting Room Complex and for Children's Services. The number and size restrooms are as per code.)

**PROXIMITY**

This should be located in non-public area. The restrooms should be near staff lunch room. If feasible, the lockers should be close to the staff entry.

**SPECIAL REQUIREMENTS**

In addition to the staff, there are a sufficient number of lockers to handle volunteers, etc.

**SECTION V:  
NET ASSIGNABLE SQUARE FOOT (NASF) KEY**

**TUFTS MAIN LIBRARY MASTER PLAN**

| <b>Item</b>  | <b>Name of Unit</b> | <b>Unit NASF</b> |
|--|---------------------|------------------|
| Alarm and security cameras for doors                           | alarm               | N/A              |
| Alarm control box, fire  | alarm box           | N/A              |
| Area (in front of desk, for boxes, sit on floor, etc.)         | area                | diff. sizes      |
| Atlas case -- see cabinet, atlas case                          | toy bin             | 12.5             |
| Bin, boardbook   | bd.bin              | 12.5             |
| Bin, toy   |                     |                  |
| Black/white board combination, wall hung                       | w board             | N/A              |
| Book drop slot   | bk.slot             | N/A              |
| Book truck -- see truck, book                                  |                     |                  |
| Book truck, depressible -- see truck, book depressible         |                     |                  |
| Bulletin board   | b.board             | N/A              |
| Cabinet, atlas case -- adult                                   | a-case              | 10               |
| Cabinet, atlas case -- child                                   | ca-case             | 10               |
| Cabinet, display case, built-in                                | d.case              | 50               |
| Cabinet, display case, glazed and lockable                     | ld-case             | 50               |
| Cabinet, display for toys                                      | t-cabinet           | 12               |
| Cabinet, file -- lateral or vertical                           | f-cabinet           | 10               |
| Cabinet, map   | map case            | 24               |
| Cabinet, microfilm, 10 drawers                                 | micr.cab.           | 10               |
| Cabinet, storage with shelves along one wall                   | bs-cabinet          | N/A              |
| Cabinet, supply  | s-cabinet           | 12               |
| Cabinet, supply metal, 72"w x 30"d, lockable                   | ws-cabinet          | 24               |
| Carrel -- see table  |                     |                  |
| Carrel, child -- see table                                     |                     |                  |
| Cash register  | cash reg.           | N/A              |
| Chair, bench -- child  | bench               | N/A              |
| Chair, conference -- adult                                     | c-chair             | N/A              |
| Chair, couch   | couch               | 75               |
| Chair, floor mounted auditorium with folding table arm - adult | a-chair             | 15               |
| Chair, guest (with or without casters) --adult                 | g-chair             | N/A              |
| Chair, kitchen -- adult  | k-chair             | N/A              |
| Chair, loveseat -- adult                                       | loveseat            | 40               |
| Chair, lounge -- adult   | l-chair             | 15               |
| Chair, lounge, child intermediate height                       | cl-chair            | 15               |
| Chair, lounge, kitchen -- adult                                | kl-lounge           | 10               |
| Chair, reading -- adult  | r-chair             | N/A              |
| Chair, reading -- child, juvenile height                       | jr-chair            | N/A              |
| Chair, reading -- child, intermediate height                   | cr-chair            | N/A              |
| Chair, rocking -- adult  | ar-chair            | 10               |
| Chair, rocking -- child  | cro-chair           | 10               |
| Chair, stacking -- adult                                       | stack chair         | 7.5              |
| Chair, stacking -- child                                       | c-stack chair       | N/A              |
| Chair, swivel castered, adjustable height -- child             | cs-chair            | N/A              |
| Chair, swivel, posture with casters -- adult                   | s-chair             | N/A              |
| Chair/stool, high, swivel, posture with casters -- adult       | s-stool             | N/A              |
| Change machine   | machine             | N/A              |
| Closet or storage room   | stor.rm.            | diff. sizes      |
| Closet, cleaning with slop sink (1 per floor)                  | cl.clos             | N/A              |
| Closet, coat   | c-closet            | 10               |
| Closet, storage  | closet              | diff. sizes      |

**TUFTS MAIN LIBRARY MASTER PLAN**

| <b>Item</b>  | <b>Name of Unit</b>      | <b>Unit NASF</b> |
|--|--------------------------|------------------|
| Coat rack, mobile or stationary  | coat rack                | N/A              |
| Couch -- see chair, couch  |                          |                  |
| Coffee/Gift Shop   | shop                     | 1,000            |
| Computer - see electrical/telecomm., computer                          |                          |                  |
| Counter (with and without sink)  | counter                  | diff. sizes      |
| Counter, kitchen with sink, with or without built-in stove, etc.       | k-counter                | 100              |
| Counter, service   | counter section          | 80               |
| Credenza   | credemza                 | 80               |
| Desk w/ or w/o chair, etc.: clerk and page workstation                 | sc-wrkst                 | 40               |
| Desk w/ or w/o chair, etc.: u-shaped furniture workstation             | u-wrkst                  | 100              |
| Desk w/or w/o chair, technician workbench                              | w.bench                  | 60               |
| Desk w/ or w/o chair: shared clerical furniture workstation            | sc-wrkst                 | 40               |
| Desk w/ or w/o chair, etc. -- L-shaped clerical furniture workstation  | c-wrkst                  | 65               |
| Desk w/ or w/o chair, etc. -- L-shaped librarian furniture workstation | l-wrkst                  | 85               |
| Desk, instructor   | i-desk                   | 30               |
| Dictionary stand   | d-stand                  | 10               |
| Display case - see cabinet, display case                               |                          |                  |
| Doors, interior electrically operated                                  | int.elect.doors          | N/A              |
| Doors, exterior automated sliding                                      | ext.autom doors          | N/A              |
| Doors, exterior with electronic access for disabled people             | ext.doors                | N/A              |
| Door, exterior, with vision panel for deliveries                       | dl.ext.door              | N/A              |
| Easel, fold down   | easel                    | N/A              |
| Electrical/telecomm., cameras and microphones                          | cam, micr                | N/A              |
| Electrical/telecomm., card vending machine                             | machine                  | N/A              |
| Electrical/telecomm., CCTV   | CCTV                     | N/A              |
| Electrical/telecomm., Cable closet                                     | cable                    | N/A              |
| Electrical/telecomm., computer, multifunctional micro                  | computer                 | N/A              |
| Electrical/telecomm., computer, self check-out, networked              | co-computer              | 50               |
| Electrical/telecomm., electrical closet                                | electric                 | N/A              |
| Electrical/telecomm., Kurzweil machine                                 | kurzweil                 | N/A              |
| Electrical/telecomm., multimedia wall                                  | multim.wl                | N/A              |
| Electrical/telecomm., smart podium                                     | podium                   | 10               |
| Electrical/telecomm., projection unit, overhead                        | overhead projection unit | N/A              |
| Electrical/telecomm., screen/whiteboard connected to network           | screen/white board       | N/A              |
| Electrical/telecomm., server, network                                  | server                   | 12               |
| Electrical/telecomm., sound system                                     | sound system             | N/A              |
| Electrical/telecomm., telecommunications cabinet                       | t-cabinet                | 40               |
| Electrical/telecomm., telephone  | telephone                | N/A              |
| Electrical/telecomm., telephone switch unit                            | tel.swch                 | 12               |
| Electrical/telecomm., telephone, pay                                   | phone                    | 10               |
| Electrical/telecomm., TV   | TV                       | N/A              |
| Electrical/telecomm., TV, console for closet circuit                   | console                  | 40               |
| Equipment dedicated station, child and adult -- see table              |                          |                  |
| Furniture workstation -- see desk and chair                            |                          |                  |
| Garage   | garage                   | 216              |
| Gates, overhead, electrically operated                                 | overhead gates           | N/A              |
| Gate, security gate system   | sec.gate                 | 50               |

**TUFTS MAIN LIBRARY MASTER PLAN**

| Item  | Name of Unit | Unit NASF   |
|---|--------------|-------------|
| Kiosk, electronic   | kiosk        | 25-50       |
| Kitchen appliance, coffee maker   | cof.mak      | N/A         |
| Kitchen appliance, microwave stove  | microw.      | N/A         |
| Kitchen appliance, refrigerator/freezer   | refrig       | 20-25       |
| Kitchen appliance, stove  | stove        | 14          |
| Kitchen appliance, teakettle  | teakettl.    |             |
| Kitchen appliance, toaster oven   | toaster      | N/A         |
| Kurzweil machine: see Electrical/telecomm., Kurzweil machine                                      |              |             |
| Ladder  | ladder       | 5           |
| Lectern, portable with light  | lectern      | N/A         |
| Loading dock  | dock         | 100         |
| Locker, custodial and general staff   | s-locker     | N/A - 3     |
| Locker, patron, stacking, small   | p-locker     | 3           |
| Loveseat -- see chair, loveseat   |              |             |
| Magazine rack, wall hung  | mag.rack     | N/A         |
| Magnification machine   | magn.m       | N/A         |
| Mailboxes   | mail         | N/A         |
| Map, case -- see cabinet, map   |              |             |
| Map, graphic  | map          | N/A         |
| Microform reader/printer on its own console   | reader/pr    | 12          |
| Microwave   | microw.      | N/A         |
| OPAC sit-down station - see table, e-station  |              |             |
| OPAC stand-up station - see table, OPAC stand-up  |              |             |
| Parking, bookmobile   | bkmob.sp.    | N/A         |
| Parking, cargo vans   | van.sp.      | N/A         |
| Partition, acoustical moveable  | part         | 20-50       |
| Pedimat   | mat          | N/A         |
| Photocopier   | copier       | 50          |
| Piano   | piano        | N/A         |
| Podium, lectern, portable   | lectern      | N/A         |
| Podium, smart -- see electrical/telecomm., podium, smart  |              |             |
| Printer   | printer      | N/A         |
| Puppet Theater Stage, portable + storyteller space  | pup.theat    | 100         |
| Refrigerator/freezer, large capacity  | refrig.      | 20          |
| Refrigerator, under counter   | refriger     | N/A         |
| Restrooms   | restroom     | N/A         |
| Screen, ceiling mounted, retractable or large electrically operated beaded screen                 | screen       | N/A         |
| Screen/whiteboard combination -- see electrical/telecomm., screen/whiteboard combination          |              |             |
| Security gate - See gate, security  |              |             |
| Self-check-out - table, self-check-out station; see electrical/telecomm., self check-out computer |              |             |
| Shelving, bookcases   | l.ft.        | 0.5         |
| Shelving, compact   | cl.ft.       | 0.25        |
| Shelving, industrial  | i-l.ft.      | 100         |
| Shelving, standard, display, half high, etc.  | l.ft.        | 0.5; 0.7; 1 |
| Stage equipped with curtain   | stage        | 400         |
| Stand, dictionary   | d-stand      | 10          |

**TUFTS MAIN LIBRARY MASTER PLAN**

| Item  | Name of Unit     | Unit NASF   |
|---|------------------|-------------|
| Stand, dictionary -- child  | cd-stand         | 10          |
| Storage, auto supplies or bookmobile cleaning supplies  | stor.            |             |
| Storage room  | stor.rm.         | diff. sizes |
| Table, individual, carrel, equipment dedicated, or OPAC sit-down - adult                      | e-table          | 30          |
| Table, individual, carrel, equipment dedicated, or OPAC sit-down - child, intermediate height | ce-table         | 30          |
| Table, soundproof booth   | b-table          | 50          |
| Table, 2-person (wired) -- adult  | 2e-table         | 60          |
| Table, 4-seater, round -- child juvenile height   | jr-table         | 100         |
| Table, 4-seater, round -- child intermediate height   | 4c-table         | 100         |
| Table, 4- seater, 4'x6' -- adult  | 4-table          | 100         |
| Table, 6-seater -- adult  | 6-table          | 150         |
| Table, coffee   | c-table          |             |
| Table, conference -- ganging capabilities -- adult  | gc-table         | 100         |
| Table, conference for 6-8 people -- adult   | 6c-table         | 150         |
| Table, conference for 12 people -- adult  | 12-table         | 200         |
| Table, conference, round 4' dia -- adult  | sc-table         | 40          |
| Table, counter height -- adult  | h-table          | 60          |
| Table, drafting   | d-table          | 40          |
| Table, folding -- adult   | fold table       | 50          |
| Table, folding -- child, intermediate height  | c-fold table     | 80          |
| Table, kitchen, 4' x 4'   | k-table          | 60          |
| Table, Kurzweil reader station  | kurzweil         | N/A         |
| Table, locking wheels for TV/VCR or computer  | wheel.tbl.       | N/A -40     |
| Table, occasional (end table)   | o-table          | 10          |
| Table, occasional, kitchen  | ko-table         | 20          |
| Table, OPAC station, stand-up   | OPAC st-up st.   | 10          |
| Table, OPAC, stand-up -- child  | c-OPAC st-up st. | 10          |
| Table, picture book with benches  | pb-table         | 50          |
| Table, self check-out station   | co-station       | 50          |
| Table, wheels, locking for TV/VCR or computer   | wh-table         | N/A         |
| Table, work   | w-table          | 40-60       |
| Table, workbench  | w-bench          | 65          |
| Truck, book   | b.truck          | 5           |
| Truck, book, depressible  | bd.truck         | 20          |
| Truck, flatbed with 6 wheels  | fb.truck         | 10          |
| Truck, hand   | h.truck          | 5           |
| Truck, utility  | u.truck          | 5           |
| Toilets or restrooms  | restrm           | N/A         |
| Telephone - see electrical/telecomm., telephone   |                  |             |
| TV/video/microcomputer combo, monitor ceiling hung  | TV               | N/A         |
| Typewriter  | typewr.          | N/A         |
| Vacuum, central cleaning system   | cent. vac.       | N/A         |
| Vending machine   | vnd.mach.        | 10          |
| Wall, multimedia  | multim.wl        | N/A         |
| Wall, space to hang mops, etc.  | w.space          | N/A         |
| Water fountain  | fountain         | 5           |
| Water, spigot   | w.spigot         | N/A         |