FAIRFAX COUNTY LIBRARY DESIGN MANUAL

April 7, 2017

ACKNOWLEDGEMENTS

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1. INTRODUCTION

INTRODUCTION

PURPOSE OF THE DESIGN MANUAL

The primary objective of this manual is to provide information that will streamline and aid the library design process by establishing design criteria, standards, and guidelines for many building features.

Outlined in this document are standardized concepts and program elements that have been successfully used in the design of existing Fairfax County libraries. A review of previous building designs and documentation of future requirements will result in a more informed approach to programming and design to produce better designed County libraries.

It is not the intent of this document to dictate aesthetics or building appearance in any way. Each library should be designed to respond to the unique characteristics of each library's site, planning and community.

GENERAL DESIGN CRITERIA

The planning of a new library or the renovation of an existing facility begins with a needs assessment – a snapshot of the community that will be served by the new or renewed facility. Knowledge of the community is an important first step in designing a library that works well for users and functions efficiently for staff.

The architectural elements of a library provide designers and builders with the opportunity to create an environment that promotes learning, encourages social interaction and lifts the human spirit. As a cultural center within a community, the site selection and architectural design of a new or renovated facility will initially establish the library's impact on the community. Its civic presence should set the library apart from commercial and institutional buildings. The building design should make it easily recognizable as a library while also integrating the facility into its surroundings.

Both the exterior and interior of the library should express the value of learning and knowledge and the importance of interaction with the community. The building should enhance the library experience through creative use of space and design features such as public art. The interior space should convey an uplifting feeling while maintaining a welcoming and comfortable ambiance. Customer safety and staff security are increasingly important in public buildings. There must be space for community meetings, group and individual study. The layout of the building should explain itself and be easy to use by optimizing the logical flow of customer traffic and effective signage. The interior finishes for walls and furnishings should be attractive, of timeless design, and demonstrate that the library values its customers. A feeling of openness can be achieved using well-placed windows, abundant natural light, high ceilings and carefully selected light fixtures.

Equally important in the building and design of a new or renovated library are the basic elements of construction. Particular attention must be given to the planning of the heating and air

conditioning systems to ensure a comfortable, stable interior temperature. The building must be energy efficient. Electrical systems must allow for energy load adjustments that will support future technology.

Finally, the library must be flexible and adaptable to future changes in services. Over time the building will need to address new issues about customer access, support new features that expand service through improved technology, and accommodate changes in the format of library materials.

All library facilities (building and site) shall be designed to comply with the following*:

- The Virginia Uniform Statewide Building Code.
- All applicable Fairfax County regulations for building and site development, including the Fairfax County Zoning Ordinance.
- The Fairfax County *Guidelines for Architects and Engineers - County Owned Facilities*.
- The Fairfax County *Sustainable Development Policy for Capital Projects*, which requires a minimum USGBC LEED certification level of Silver.
- Fairfax County *Public Facilities Manual* (PFM), latest edition.
- The Americans with Disabilities Act *Standards for Accessible Design* and *ADAAG*.
- Conflicts between these regulations, manuals and codes and this manual shall be brought to the attention of the DPWES Project Manager for resolution and clarification.
- A single-story building is preferred.

Any conflicts between regulatory requirements, guidelines, and this manual should be brought to the attention of the DPWES Project Manager for resolution.

ORGANIZATION OF LIBRARY DESIGN MANUAL

This document is divided into four sections: Site Design Criteria, Building Design Criteria, Individual Area Criteria, and Appendix.

Site Design Criteria outlines general design concepts for site design, including external site relationships, internal site relationships, and site organization.

Building Design Criteria outlines building design features for each type of library (Regional and Community). In addition, this section details how interior spaces should generally be organized and arranged to meet program and operational needs.

Individual Area Criteria outlines the characteristics of each specific room and service point within the building.

The **Appendix** provides detailed design requirements for products and systems. These special requirements were developed from Fairfax County's experience in the development and maintenance of existing facilities. Where appropriate, these requirements include specific products for ease of maintenance and compatibility with existing County systems.

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2. SITE DESIGN CRITERIA

SITE DESIGN CRITERIA

EXTERNAL SITE CRITERIA

In Fairfax County, libraries are often constructed in existing communities and it is important to recognize the characteristics of the community in the design. Libraries generate customer traffic; roadways leading to and around the site are essential features to consider when selecting and designing the use of a building site. The library should be readily visible from well-traveled roads and safely accessible to vehicular and foot traffic. County staff working with VDOT will locate and coordinate the installation of signs with the Library reader logo on all major roadways approaching the library site (this work is not included in the A/E's scope of work).

INTERNAL SITE CRITERIA

Each library site is unique and may contain features which should be maintained and protected. Favorable site features such as existing waterways, large trees, and historical remains may be considered neighborhood amenities. Care should be taken during planning to preserve as many desirable site features as possible.

SITE ORGANIZATION

The site design should reflect the library's role in the community by including the following features and design objectives:

- Easily recognized as a library building, the design should complement the site, and provide a single prominent entrance.

- A proper relationship between the building site and all possible approaches from vehicular and foot traffic should be created to provide good visibility and easy access to the library.

- Adequate parking should be located so as to provide a logical flow of traffic in and out of the site with minimal pedestrian/vehicle path conflict.

- Adjacent public amenities such as parks or trails should be connected to the facility and grounds where appropriate and desirable.

- For libraries with a parking garage, plan an open parking environment free of hidden spaces.
- For libraries in mixed-use/urban development settings, provide an open space/plaza area at the front/main entrance area to the library, to provide for appropriately scaled, vibrant and lively common entry area. The plaza area must coordinate with the guidelines for the overall mixed-use/urban development design and features, and provide for such elements as seating, bike racks, public art space, etc.

BUILDING ORIENTATION

The library building should be oriented to be highly visible from roadways. The building design should optimize natural light while maximizing the natural heating and cooling potential that the site provides. A direct south or west orientation should be avoided whenever possible. Windows with direct south or west exposure will require sun shading and/or glare control.

Libraries located in mixed-use/urban development settings often serve as anchor features and may be considered a prominent establishment of such development. Special consideration should be given to locating the library at ground level, along street frontage, with entrance into the library located directly off the street level, and integrated with the open space/plaza area.

SITE COMPONENTS

The following features are essential components of all library sites:

➢ **Landscaping**

Landscaping must be low maintenance and require no permanent irrigation after the initial planting season. Plantings shall be selected to comply with LEED green building principles to reduce storm water runoff and facilitate absorption of ground water.

➢ **Lighting**

Provide adequate lighting in parking areas to ensure safety while minimizing impact to neighboring properties.

All walkways and outdoor areas shall be adequately lighted to ensure customer safety. All emergency exits shall have lighted walkways leading away from the building. Light bollards are not acceptable.

Motion-sensor lighting shall be installed at the staff entrance and after-hours community room entrance/exit.

Lighting for the library sign and flag pole should be provided in the contract. All sign lighting, flag pole lighting and building exterior lighting will be operated by a light sensor.

Coordination with Dominion Virginia Power: Each project shall be evaluated to determine if the site lighting is to be provided by Dominion Virginia Power or by the general contractor. Where site lighting is provided by Dominion Virginia Power, the following should be incorporated into the contract documents: All conduit and concrete supports for light poles shall be provided for in the building contract. Fixtures and their installation shall be provided by Dominion Virginia Power. The project A/E team shall coordinate the location and height of all fixtures with Dominion Virginia Power to

provide adequate lighting while minimizing any undesirable impact on adjacent neighbors.

➤ **Off-Street Parking**

Parking shall be provided in accordance with the provisions of the Fairfax County Zoning Ordinance and as determined by the Zoning Administrator.

Accessible off-street parking spaces and related access aisles and accessible routes shall be provided in accordance with applicable governing accessibility regulations. The number of accessible parking spaces shall be included in the total required number of parking spaces.

Parking spaces for alternative fuel vehicles and for carpool use may be provided when necessary to meet LEED requirements. Each project shall be evaluated to determine the feasibility and desirability of providing these types of spaces.

Seven to twelve spaces, located near the staff entrance, shall be designated for staff parking. The exact number will be determined based on library staffing requirements. These spaces shall be included in the total number of required parking spaces.

For libraries with a parking garage, direct access, clear and effective wayfinding strategy, safe and marked pedestrians paths to the library shall be provided. Vehicular traffic must be designed to minimize conflict with pedestrian paths.

➤ **Trash and Recycling Dumpsters**

A permanent enclosure, constructed of durable, low maintenance materials, should be provided to hide trash and recycling containers from view. The enclosure shall be located to allow for collection vehicles to access the area and empty the container. Coordinate the requirements for dumpsters with the PFM and Fairfax County Solid Waste Department.

SITE CIRCULATION/TRAFFIC

➤ **Book Drop/Customer Drop-Off Zone**

Provide a vehicular pull-in or pull-up area near the main entrance to permit the use of the exterior book drop and customer drop-off without disrupting thru-traffic flow. The vehicular pull-in or pull-up zone shall allow the safe loading and unloading of passengers, be ADA accessible and marked with Passenger Loading/Unloading zone sign. If customer drop-off zone cannot be located near the library's main entrance, it may be necessary to have an outside locking bin for dropping off materials.

➢ **Dumpster Location/Access**

Provide an access route for trash/recycling trucks to pick up refuse from dumpster with minimal impact on customer vehicular and pedestrian traffic flows.

➢ **Loading/Deliveries**

Library materials are transported in wheeled bins. A ramp or curb cut is required to facilitate rolling bins in and out of the truck and building. Library access points shall be located to keep the deliveries away from the public entry.

Provide an access route and maneuverability space for a 26-foot-long truck for the daily delivery and pick up of library materials. The delivery entrance into the building shall be located as far from the public entrance as possible. When possible, create a separate access road for service vehicles (trash, deliveries, and FMD Mechanical Room, etc).

➢ **Public Transportation Access**

Where public transportation stop(s) are located along the library's property line, an accessible route from the stop to the library entrance must be provided.

➢ **Traffic Control**

Traffic should flow logically into and out of the parking area with peripheral access to exits. Consider traffic calming measures such as speed bumps.

SITE FURNISHINGS

➢ **Bike Rack**

A bike rack should be located near the main entrance and positioned so as to not impede or encroach upon pedestrian access paths to the library.

➢ **Flag Pole**

A single flag pole, twenty to twenty-five feet in height (with lockable pulleys and internal lanyard), shall be located near the library entrance. The flag pole shall be lighted from below or from the building and the fixture shall be connected to a light sensor.

➢ **Seating**

One or two benches for customers should be provided at the library entrance. Bench design should discourage reclining.

➤ **Trash Receptacle**

One 30-35 gallon covered trash receptacle, secured to the ground, should be located near the main entrance.

Provide a separate cigarette-smoker receptacle located 50 feet from library entrance.

SIGNAGE

➤ **Building Address**

Building address signage (street name and address number) should be located on the building exterior. Street numbers are only required on a front exterior wall visible from the street. See Appendix for additional requirements.

➤ **Building Signage**

Library Sign: A monument sign shall be installed near the main entrance driveway, visible to drivers approaching the library. Consider a two-sided sign if appropriate to site and vehicular approach. The Library Sign shall be lit for visibility. Consider incorporating a digital LED informational sign (need for this shall be determined in consultation with Library admin.). See Appendix for additional requirements.

Branch Name Sign: The name of the branch shall be identified in a sign on the front of the library or where most visible to roadway traffic. The Branch Name Sign can be associated with the building address sign.

➤ **Parking Signage**

Signage should be provided for staff parking, accessible parking, carpool parking and alternative fuel vehicles. Entrances to parking areas should be marked as appropriate.

➤ **Sustainable Design Informational Signage**

Sustainable site design features (i.e., pervious pavements, rain gardens, etc.), when provided, should be identified with appropriate informational signage. See Appendix for additional requirements.

EXTERIOR BUILDING ELEMENTS

➢ **Book Drops**

Provide two lockable depository wall slots near the library main entrance, easily accessible from the Book Drop/Customer Drop-Off Zone. Book drops should be sheltered from weather, well-marked, well-lit and installed to meet Code requirements for Accessibility. Signs shall be easily read from the entrance drive and shall be labeled "Return". It is highly desirable that the book drop empty into an area adjacent to the staff workroom.

In mixed-use/urban development settings, where the library may not be located at street level, a book drop room at street level with direct access to the library and the elevator shall be provided, to facilitate the transport of book bins to the library workroom. The book drop room shall be located along an exterior wall and accessible to pedestrians at the street level from the Passenger Loading/Unloading zone.

➢ **Fire Department Access System (Knox Box)**

A small, wall-mounted, key-operated safe that holds building keys for the Fire Department's use in emergencies shall be located near the building entrance. Exact location shall be coordinated with the Fire Department. Refer to the Guidelines for Architects and Engineers for additional requirements.

➢ **Storefront Window Display**
In mixed-use/urban development settings, dedicated storefront window display areas with lights and power outlets shall be provided at the street retail level for library branding, announcements, and advertising.

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3. BUILDING PROGRAM DESIGN CRITERIA

BUILDING PROGRAM DESIGN CRITERIA

LIBRARY TYPES

Fairfax County Public Library has two types of libraries: Regional and Community. Characteristics for the two library types are outlined in the Fairfax County Comprehensive Plan.

  ➢ **Regional Libraries:**

  25,000 to 39,000 square-feet in size, regional libraries offer a comprehensive collection of materials, services and programs. Regional libraries provide services to their local community and support information needs of all county residents. Regional libraries have 24-30 staff, with the actual number determined by level of business.

  ➢ **Community Libraries:**

  10,000 to 17,000 square-feet in size, community libraries offer a collection of materials, services and programs designed to serve the community in which the library is located. Community libraries have 10-15 staff, with the actual number determined by the level of business.

LIBRARY BUILDING ORGANIZATION – GENERAL

Both regional and community libraries have three basic areas: Non-public, Public and Support.

Non-public areas include the staff workroom, the book drop room, staff lounge and restrooms, receiving/delivery area, and storage areas for staff and Friends use. Non-public areas provide staff workspace and space for staff breaks.

Public areas include the lobby, restrooms, meeting rooms, service desks, collection shelving and reading areas, quiet study room and group study room(s), and public computer workstations.

Support areas include mechanical and electrical equipment spaces, janitorial closets, information technology (IT) equipment closets, and County Facilities Maintenance Department (FMD) spaces.

Multi-Level Libraries
For libraries in mixed-use/urban settings, the square foot area of a shared lobby and vertical circulation shall not be counted against the overall library square foot area. Lobby and vertical circulation serving only the library shall be counted towards the library square foot area.

Column Grid
Special consideration should be given to the structural column grid in a library. To maximize the flexibility and avoid obstructions in the interior layout of the library, a column grid of 30' by 30' minimum is recommended.

Floor to Floor Height
Libraries require a high ceiling in open library and reading areas to accommodate various library features and provide an open and welcoming civic space. In mixed-use/urban development settings, provide a floor to floor height of 20 feet minimum and finished ceiling height of 14 feet minimum above finished floor to accommodate taller book stacks, structural system, direct/indirect suspended light fixtures, and mechanical plenum.

Floor Separation
In mixed-use/urban development settings, special consideration shall be given to the structure, composition and occupancy of the floor areas immediately above the library. Such floors shall be designed to isolate and separate potential noise, vibration, air and water leaks reaching the library.

Remoteness of Air Intake
In mixed-use/urban development settings, the library's air intake shall be separated and placed away from the exhaust air of other establishments. Remoteness of exhaust air and air intake shall not only meet but also exceed code separation requirements to prevent exhaust air from other establishments from being mixed with and absorbed into the library's intake air.

LIBRARY PROGRAMMING REQUIREMENTS

The table on the following pages summarizes the building program requirements for the two types of libraries. All spaces should be provided within the ranges indicated on the table. Collection sizes should be confirmed with Library Administration staff.

Program Area	Regional Library Sq Feet /(Capacity)	Community Library Sq Feet/(Capacity)
Nonpublic Areas		
Branch Manager's Office	120 (3)	120 (3)
Book Drop Room	60	60
Delivery/Receiving Area	280-300	225
Friends Storage room	200	100
Staff Breakroom	350 (12-14)	200 (6-8)
Staff Restroom	2 @ 44	44
Staff Room Conference Room	100	100
Staff Workroom	3,500 (40)	1,700 (22)
Workroom Supply Storage	100	80

Program Area	Regional Library Sq Feet /(Capacity)	Community Library Sq Feet/(Capacity)
Public Areas		
Circulation Desk	300-500	200-300
Conference Room	300 (12-20)	160 (8-12)
Group Study	100-150 (4-6)	100-150 (4-6)
Information Services Desk	350	200-300
Lobby	600-1200	600-1,200
Library Payment System (See Appendix)	Qty. 3-4	Qty: 2-3
Meeting Room w/ Kitchenette and Storage	1,100 (100+) Storage 100-200	900 (65+) Storage 100-200
Ongoing Book Sale Area	5-6 shelves (3)	5-6 shelves (3)
Public PC Workstations and Copier/Sign Up*	332 (20)	266 (16)
Quiet Study Room*	(20 workstations)	(8-12 workstations)
Restroom-Men	225 (4)	180 (3)
Restroom-Women	225 (4)	180 (3)
Self-Check-out/Self Check-in Equipment	Qty: 4-5	Qty: 2-3
Vestibule	100-130	100-130
Shelving-Children's	(17,000-28,000 items)	(15,000-28,000 items)
Shelving-Adult Fiction	(17,000-26,500 items)	(9,000-16,000 items)
Shelving-World Lang. (included w/nonfiction)	Varies by library	Varies by library
Shelving-Holds/Pick Up	126 linear feet of shelving	84 linear feet of shelving

Shelving-Media	(12,000-14,000 items)	(3,000-5,000 items)
Shelving-New Arrivals	(3,000 items)	(1,500-2,500 items)
Shelving-Newspapers/Mag	(90-150 titles)	(50-60 titles)
Shelving-Nonfiction (Adult & Juv. Interfiled)	(46,000-80,000 items)	(22,000-30,000 items)
Shelving-Reference	(1,000-3,000 items)	(1,200-2,500 items)
Shelving-Young Adult	(6,000-9,500 items)	(3,200-6,400 items)
Study Tables/Lounge Seating	(12-16 tables w/ 2-4 chairs); (14-30 lounge chairs)	(6-12 tables w/ 2-4 chairs); (12-30 lounge chairs)
WiFi Bar (See WiFi Bar Appendix)	Capacity (8)	Capacity (8)
Support Areas		
Electrical Room	75	75
FMD Storage	100	100
Mechanical Equip. Room	1,200 (as needed)	800 (as needed)
Sprinkler Closet	75	75
Telecommunications Room	120	120
Janitor's Closet	40	30

*Verify computer workstation needs with Library Administration.

BEFORE- /AFTER-HOURS ACCESS

The library should be designed to accommodate before-/after-hours (i.e., time periods that fall outside the library's normal open hours) access to select areas of the facility. Access should be provided to the following rooms/spaces:

- Vestibule
- Lobby
- Meeting Room w/ Kitchenette and Storage
- Conference Room
- Restrooms-Men and Women (including drinking fountain)
- Janitor's Closet

Access to the remaining parts of the library (Library collections and staff areas) from the Lobby shall be restricted by a roll-up security grille. Emergency egress shall be designed so that when the security grille is in the down position, zones of the library that are separated by the grille each have the code-required number of exits, travel distance and common path of travel. It is recommended that the A/E team consult with the Fairfax County Fire Marshal and building code plan review staff during the Design Development phase to review this component of the design.

ADJACENCY MATRIX
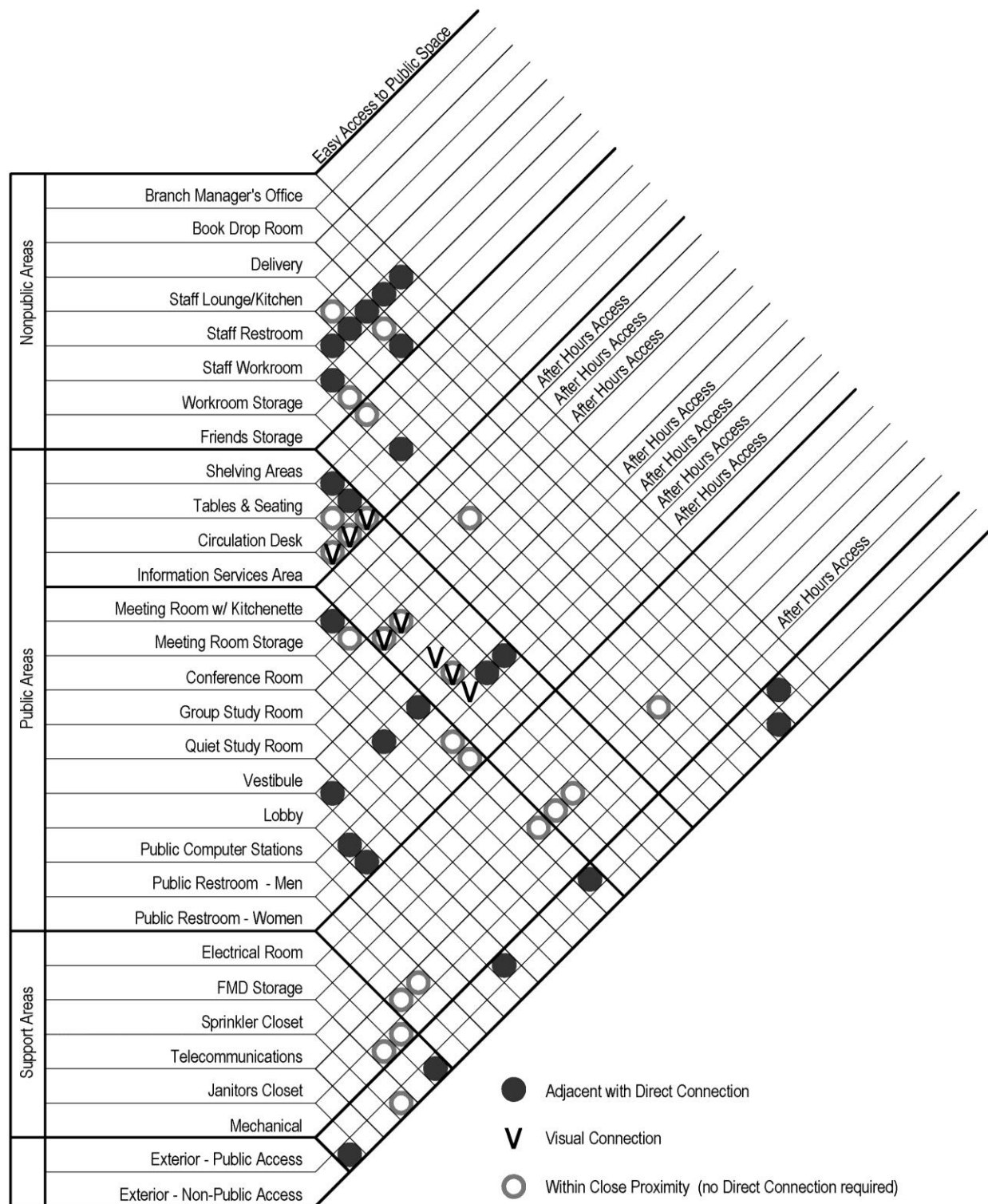
▫ Keep all mechanical equipment noise acoustically separated and isolated from all occupied areas of the library.

FINISH SCHEDULE

	FLOOR					BASE			WALLS*				CEILING		
	Sealed Concrete	Carpet Tile	Porcelain Tile	Resilient Tile	Recessed Mat	None	Resilient	Ceramic Tile	Painted Drywall	Ceramic Tile	Unpainted	Masonry	Exposed	Acoustic Tile	Painted Drywall
Nonpublic Areas															
Branch Manager's Office		x					x		x					x	
Book Drop				x			x		x					x	
Delivery/Receiving	x						x		x					x	
Friends Storage				x			x		x					x	
Staff Breakroom		x		x^1			x		x					x	
Staff Room Conference Room		x					x		x					x	
Staff Restroom			x^6					x	x						x
Staff Workroom		x					x		x					x	
Workroom Storage		x					x		x					x	
Public Areas															
Circulation Desk		x					x		x					x	
Conference Room		x					x		x					x	
Group Study		x					x		x					x	
Info Services		x					x		x				x^3	x^3	x^3
Lobby			x^6				x		x^3			x^3	x^3	x^3	x^3
Meeting Rm		x					x		x					x	
Public PCs		x					x		x						
Quiet Study		x					x		x					x	
Tables and Seating		x					x		x				x^3	x^3	x^3
Restroom -Men			x^6					x		x^4					x
Restroom -Women			x^6					x		x^4					x
Vestibule			x^6		x		x		x			x			x
Shelving Areas		x					x						x^3	x^3	x^3
Support Areas															
Electrical	x						x^5		x		x	x	x		
FMD Storage	x						x^5		x		x	x		x	
Mechanical	x						x^5		x		x	x	x		
Sprinkler	x						x^5		x		x	x	x		
Telecom.	static-dissipative resilient tile						x^5		x			x		x	
Janitor's Closet	x							x	x	x^2				x	

Finish Schedule Notes

1 - Provide resilient floor tile at floor area adjacent to kitchenette cabinetry.
2 - Provide ceramic tile on walls adjacent to plumbing fixtures to minimum 48" above finished floor.
3 - Any combination of materials, based on approved design concept.
4 - Provide ceramic tile on walls adjacent to plumbing fixtures to minimum 72" above finished floor.
5 - Provide resilient base on walls with painted drywall finish. No base is permitted where walls are masonry.
6- Porcelain tile shall be large format tile of size 12"x12" or 12" by 24".
* All walls shall extend from floor to underside of structure above.

Refer to Fairfax County Guidelines for Architects and Engineers for additional requirements. In the event of conflicts between this manual and the Guidelines, consult with the Project Manager for clarification and direction.

LIGHTING REQUIREMENTS

Indoor lighting levels shall comply with ANSI/IESNA RP-1.

Lobbies	10 foot candles
Means of Egress	20 foot candles
Storage Areas	10 foot candles
Waiting rooms and Lounge Areas	10 foot candles
General Office Areas	50 foot candles
Desktops	50 foot candles
Conference Tables	30 foot candles
Staff Desks and Work Surfaces	50 foot candles
Filing Cabinets	50 foot candles
Book Shelves*	
Horizontal surfaces	50 foot candles
Vertical surfaces	30 foot candles
Library Reference Areas	50 foot candles
Library Reading Areas	50 foot candles
Meeting and Assembly Spaces	30 foot candles

Refer to Fairfax County Guidelines for Architects and Engineers for additional requirements. In the event of conflicts between this manual and the Guidelines, consult with the Project Manager for clarification and direction. Provide LED lights while still adhering to the lighting levels noted above.

Light fixture layout shall be independent of the library shelving layout to allow for flexibility of future shelving and space layout/arrangements.

TELECOMMUNICATIONS, DATA & PUBLIC ADDRESS SYSTEMS

Requirements for telecommunications, data and public address systems shall be coordinated with staff from Fairfax County.

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4. INDIVIDUAL AREA CRITERIA

Branch Manager's Office

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Non-Public</td></tr>
<tr><td>Capacity:</td><td>3 occupants</td></tr>
<tr><td>Floor Area:</td><td>120 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Private office for Branch Manager to work, counsel staff, and hold small meetings.</td></tr>
<tr><td>Adjacency:</td><td>▫ Direct access to Staff Workroom
▫ Close proximity to Public areas.</td></tr>
</table>

<table>
<tr><td rowspan="14">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Office" type
▫ Card Reader access: No
▫ Half- glass door lite or sidelight to provide view of workroom</td></tr>
<tr><td>Windows:</td><td>▫ Exterior windows: desirable, Provide blinds on windows.
▫ Interior window or door lite to provide view of workroom</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>▫ At least one duplex outlet on every wall</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient with occupancy/motion sensor</td></tr>
<tr><td>Voice/Data:</td><td>▫ Data drops (connected to staff network) at two locations
▫ Phone drop</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ Windows at walls and doors equipped with blinds
▫ 4' x 4' Marker board
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Systems Furniture:
   ▫ Desk w/ drawers and side work surface
   ▫ 2 lateral files
   ▫ Storage over work surface (wall mounted)
   ▫ 1 library shelving unit (36"W x 12"D x 76"H), wall mounted
   ▫ 2 chairs (for guests)
   ▫ Executive desk chair w/ arms
   ▫ Small table
   ▫ Desktop power outlets
▫ PC, telephone</td></tr>
<tr><td>Special Requirements:</td><td>Acoustic separation between Branch Manager's Office and adjacent rooms.
Walls and door: STC: 40 minimum</td></tr>
</table>

Book Drop Room

Functional Properties

Area Type:	Non-Public
Capacity:	4 wheeled book bins (refer to Appendix for book bin dimensions)
Floor Area:	60 net sq. ft.
Function:	Room contains bins that hold materials returned by customers through exterior book drops.
Adjacency:	▫ Exterior wall for book drop equipment ▫ Exterior side of book drop shall be visible to the public from parking and main building entrance ▫ Exterior side of book drop shall be near front door and vehicle pull-off area

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Storeroom" function ▫ Card Reader access: Yes, if room is located outside staff workroom ▫ Door/frame assembly fire rating: 90-minutes. ▫ Exterior doors on book drop equipment: keyed lock
Windows:	None
HVAC:	70-76º
Plumbing:	None
Electrical:	Add duplex outlet
Lighting:	Overhead ambient
Voice/Data:	None
CATV:	None
FF&E:	Furnished and Installed by GC: ▫ 2 Metal book drops (see Appendix for specific book drop requirements) Furnished and Installed by Owner or Owner-Contracted Provider: ▫ None
Special Requirements:	2-hr fire-rated room enclosure

Delivery/Receiving Area

<table>
<tr><td rowspan="6" style="writing-mode: vertical-lr">Functional Properties</td><td>Area Type:</td><td>Non-Public</td></tr>
<tr><td>Capacity:</td><td>Community library: 6 wheeled book bins
Regional library: 12 wheeled book bins
(refer to Appendix for additional information on book bins)</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 225 net sq. ft.
Regional Library: 280-300 net sq. ft.</td></tr>
<tr><td>Function:</td><td>▫ Daily pickup and delivery of wheeled bins containing library material
▫ Delivery/Receiving may also serve as staff entry</td></tr>
<tr><td>Adjacency:</td><td>▫ Exterior access
▫ Direct access to loading area
▫ Direct access to Staff Workroom</td></tr>
</table>

<table>
<tr><td rowspan="12" style="writing-mode: vertical-lr">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Storeroom" function
▫ Card Reader access: Yes (on exterior door)
▫ 42" wide door to both exterior and Staff Workroom (All doors to be fully weather-stripped at all side to prevent drafts.)
▫ Narrow-lite door lite in doors to Staff Workroom
▫ Heavy duty door thresholds, lock guard at strike at exterior door</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>Provide heating, ventilation and cooling as required by code</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>▫ 4 duplex outlets, minimum
▫ Exterior door bell (see Appendix)</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ Shelving and work counter along walls (quantity to be determined in consultation with Library admin.)
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ None</td></tr>
<tr><td>Special Requirements:</td><td>▫ Elevated loading dock style design preferred
▫ Prefer direct truck pull-up without turns; no obstructing curbs for truck
▫ loading area at appropriate height if feasible
▫ Bumper rails at walls</td></tr>
</table>

Friends of the Library Storage Room

Functional Properties

Area Type:	Non-Public
Capacity:	N/A
Floor Area:	Community Library: 100 net sq. ft. Regional Library: 200 net. sq. ft.
Function:	▫ Storage for Friends' book sale donations ▫ Space for sorting
Adjacency:	▫ Close proximity to Delivery/Receiving Area ▫ Close proximity to Staff Workroom

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes ▫ Heavy duty door threshold
Windows:	None
HVAC:	70-76º
Plumbing:	None
Electrical:	(2) duplex outlet, minimum
Lighting:	Overhead ambient
Voice/Data:	(1) phone/data drop
CATV:	None
FF&E:	Furnished and Installed by GC: ▫ Perimeter shelving (heavy duty metal) on all available walls from counter height to ceiling. Furnished and Installed by Owner or Owner-Contracted Provider: ▫ None (Friends may provide PC)
Special Requirements:	Access for Friends of the Library through Delivery/Receiving Area, not through Public area. If necessary, access can be provided through Staff Workroom.

Staff Breakroom

Functional Properties

Area Type:	Non-Public
Capacity:	Community Library: 6-8 staff Regional Library: 12-14 staff
Floor Area:	Community Library: 200 net sq. ft. Regional Library: 350 net sq. ft.
Function:	Staff break room
Adjacency:	Direct access to Staff Workroom

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Classroom" type ▫ Card Reader access: No ▫ Half- glass door lite in door
Windows:	Window with outside view. Provide blinds.
HVAC:	70-76º
Plumbing:	Sink with high faucet
Electrical:	Provide power for: ▫ Microwave ▫ Coffeemaker ▫ Refrigerator ▫ Electric kettle
Lighting:	Overhead ambient
Voice/Data:	Phone (with intercom), wall mounted at ADA height above finished floor, 1. Network, 1 Data
CATV:	None, 1 Cable
FF&E:	<u>Furnished and Installed by GC:</u> ▫ 48"x48" tackboard ▫ Community: 9-12 staff lockers (see Appendix) ▫ Regional: 12-16 staff lockers (see Appendix) <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> ▫ Community: 2 Tables with 4 chairs each ▫ Regional: 3 tables with 4 chairs each ▫ Sofa: 72" long minimum, suitable for two people ▫ Lounge Chair and Side Table ▫ Microwave, refrigerator, coffeemaker, electric kettle
Special Requirements:	Acoustic separation between Staff Lounge and adjacent rooms (wall and doors); STC: 40 min

Staff Restroom

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Non-Public</td></tr>
<tr><td>Capacity:</td><td>Unisex toilet room</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 1 restroom at 44 net sq. ft.
Regional Library: 2 restrooms at 44 net sq. ft. each</td></tr>
<tr><td>Function:</td><td>Staff-only restroom</td></tr>
<tr><td>Adjacency:</td><td>▫ Direct access from Staff Workroom
▫ Close proximity to Staff Lounge but cannot open off that room</td></tr>
</table>

<table>
<tr><td rowspan="14">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Privacy" type
▫ Card Reader access: No</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>70-76º; ceiling exhaust fan directly to exterior</td></tr>
<tr><td>Plumbing:</td><td>Toilet and lavatory</td></tr>
<tr><td>Electrical:</td><td>(1) duplex GFCI outlet at 44" above finished floor near lavatory</td></tr>
<tr><td>Lighting:</td><td>Lighting over lavatory</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ Wall mirror with shelf (over lavatory)
▫ Grab bars
▫ Paper towel dispenser with waste container
▫ Soap dispenser
▫ Storage cabinet for supplies, wall mounted or recessed
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Dispenser for toilet seat covers</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

Staff Room Conference Room

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Non-Public</td></tr>
<tr><td>Capacity:</td><td>Community Library: 2-4 staff
 Regional Library: 2-4 staff</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 100 net sq. ft.
Regional Library: 100 net sq. ft.</td></tr>
<tr><td>Function:</td><td>For small staff meeting or one on one counseling</td></tr>
<tr><td>Adjacency:</td><td>▫ Direct access to Staff Workroom
▫ Not accessible from the public areas</td></tr>
</table>

<table>
<tr><td rowspan="11">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Office" type
▫ Card Reader access: Yes
▫ Narrow-lite door lite in door</td></tr>
<tr><td>Windows:</td><td>Exterior, Optional (provide window blinds)</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Outlets on all walls</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient</td></tr>
<tr><td>Voice/Data:</td><td>Two Voice and data drops; wall phone mounted at ADA height above finished floor</td></tr>
<tr><td>CATV:</td><td>Cable drop, location to be determined. Include power/ network in recessed box. Include blocking on wall for display (see Library Administration for location).</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ One 72"x48" marker board
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Small conference table and chairs:
   ▫ Community: 4 chairs
   ▫ Regional: 4 chairs
▫ Wall-mounted phone</td></tr>
<tr><td>Special Requirements:</td><td>▫ Acoustic separation between Conference Room and adjacent rooms. Wall and doors: STC: 45 min, 50 preferred
▫ Chair rails on all walls</td></tr>
</table>

Staff Workroom

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Non-Public</td></tr>
<tr><td>Capacity:</td><td>Confirm staff size for library in design.</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 1,700 net sq. ft.
Regional Library: 3,500 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Staff workspace designed to support efficient work flow and collaboration. If library is on multiple floors provide a staff workroom on all floors.</td></tr>
<tr><td>Adjacency:</td><td>Direct access from Circulation Desk, Delivery/Receiving Area, Staff Lounge, Staff Storage, Branch Manager's Office
Close proximity to Book Drop Room</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>Lockset: "Classroom" function (at door to Circulation Desk area)
Card Reader access: Yes (at door to Circulation Desk area)
Narrow-lite door lite in door to Circulation Desk</td></tr>
<tr><td>Windows:</td><td>Maximize natural day-lighting; provide blinds on all windows</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Power for workstations, desktop, wall and floor outlets, dedicated outlet for copier</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient lighting; task lighting at workstations</td></tr>
<tr><td>Voice/Data:</td><td>Phone/Data at all workstations, countertop work surfaces, and copier</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
: (1) 4'X4' Whiteboard near entrance to workroom or visible location
Corner guards at all corners; wall bumper guards at book truck area
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
Systems Furniture:
Community library: confirm number of staff before beginning design
Regional library: confirm number of staff before beginning design
Workstation size: Managers without offices: 6'X8' workstation
All other workstations: 5'X6' or 6'X6'
Space for copier machine (dedicated power circuit)
Shelving: 20 linear feet of perimeter shelving (84" high)
Office chairs for each workstation and work space, mail slots for staff PCs and phones for each workstation</td></tr>
<tr><td>Special Requirements:</td><td>Provide area for wheeled book bins; provide wall guard behind bins. Coordinate with library for quantity of bins (also see Appendix).
Acoustic separation between Staff Workroom and adjacent public rooms Walls and doors: STC: 40 min.</td></tr>
</table>

Workroom Supply Storage

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Non-Public</td></tr>
<tr><td>Capacity:</td><td>N/A</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 80 net sq. ft.
Regional Library: 100 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Storage for supplies and small equipment</td></tr>
<tr><td>Adjacency:</td><td>Direct access to Staff Workroom</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫   Lockset: "Storeroom" type
▫   Card Reader access: No</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Two duplex outlets</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF+E:</td><td>Furnished and Installed by GC:
▫   Key cabinet
Furnished and Installed by Owner or Owner-Contracted Provider:
▫   Perimeter shelving (heavy duty metal) at all available walls</td></tr>
</table>

Circulation Desk

<table>
<tr><td rowspan="6">Functional Properties</td></tr>
<tr><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>Community Library: 2 staff
Regional Library: 3 staff</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 200-300 net sq. ft.
Regional Library: 300-500 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Service point for public to return and check out materials, register for library accounts. For multi floor libraries, provide a service desk on each floor.</td></tr>
<tr><td>Adjacency:</td><td>▫ Direct access to Staff Workroom and Library Shelving areas
▫ Close proximity to Lobby</td></tr>
</table>

<table>
<tr><td rowspan="14">Room Characteristics</td></tr>
<tr><td>Doors:
(see Appendix)</td><td>▫ Door with swipe access from workroom doors (See Staff Workroom for information on door to this area)</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>70-76º, positioned to avoid drafts from entrance</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Wired desk; desktop outlets plus wall or floor outlets
Wire trough for PC's and equipment</td></tr>
<tr><td>Lighting:</td><td>▫ Overhead ambient lights and pendant task lights
▫ Lighting control panel for all lights in public area located behind desk
▫ Accent lighting, if needed for interior design features, such as an accent wall behind the desk</td></tr>
<tr><td>Voice/Data:</td><td>Voice and data drops 1 per PC.</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ Circulation desk (Refer to Library Millwork Appendix for desk design features)
<u>Furnished and Installed by Owner or Owner-Contracted Provider</u>:
▫ Furniture:
  ▫ Counter height stools
  ▫ Desk chairs for low service points
▫ Computer equipment for Circulation desk (Refer to Library Millwork appendix for desk design features)</td></tr>
<tr><td>Special Requirements:</td><td>Circulation Desk should be near the Information Desk while providing all the necessary visual supervision and customer access required by each.</td></tr>
</table>

Conference Room

<table>
<tr><td rowspan="5">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>Community Library: 8-12 adults
Regional Library: 12-20 adults</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 160 net sq. ft.
Regional Library: 300 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Small public meetings and programs</td></tr>
<tr><td>Adjacency:</td><td>▫ Direct access to Lobby within zone of after-hours access
▫ Close proximity to Staff Workroom</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Classroom" type
▫ Exterior door: Exit door (panic) function lockset, card reader, serves as after-hours entry/exit.
▫ Card Reader access: Yes
▫ Narrow-lite door lite in door</td></tr>
<tr><td>Windows:</td><td>Exterior, Optional (provide window blinds)</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Outlets on all walls</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient</td></tr>
<tr><td>Voice/Data:</td><td>Two Voice and data drops; wall phone mounted at ADA height above finished floor</td></tr>
<tr><td>CATV:</td><td>Cable drop, location to be determined include power/ network in recessed box. Include blocking on wall for display (see library admin. for location).</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ One 72"x48" marker board
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Conference table and chairs:
  ▫ Community: 8-12 chairs
  ▫ Regional: 12-20 chairs
▫ Wall-mounted phone</td></tr>
<tr><td>Special Requirements:</td><td>▫ Locate to allow before and after-hours access from Lobby area
▫ Acoustic separation between Conference Room and adjacent rooms. Wall and doors: STC: 45 min, 50 preferred
▫ Chair rails on all walls</td></tr>
</table>

Group Study

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>4-6 adults</td></tr>
<tr><td>Floor Area:</td><td>100-150 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Space for small groups to work together</td></tr>
<tr><td>Adjacency:</td><td>Close proximity to service desk</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Classroom" type
▫ Card Reader access: Yes
▫ Full-glass lite in door or glass walls</td></tr>
<tr><td>Windows:</td><td>▫ Exterior optional (provide window blinds)
▫ Interior windows required for staff monitoring (no blinds)</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Wall outlets
Wall outlets on all walls</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ One 60"x40" marker board
<u>Furnished and Installed by Owner or Owner-Contracted Provider</u>:
▫ Furniture: Table and 4-6 chairs</td></tr>
<tr><td>Special Requirements:</td><td>Acoustic separation walls between adjacent rooms: minimum STC of 50</td></tr>
</table>

Information Services Desk

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>Community Library: 2 staff members
Regional Library: 3 staff members</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 200-300 net sq. ft.
Regional Library: 350 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Information Services is composed of three parts:
▫ Information Desk: Customer information including public PC support
▫ public computers for online card catalog search
▫</td></tr>
<tr><td>Adjacency:</td><td>▫ Visible from Lobby and Entry
▫ Direct supervision of public PC workstations, stacks and seating areas
▫ Near Circulation Desk</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Wired desk; Desktop power and wall or floor outlets</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient lights and pendant task lights</td></tr>
<tr><td>Voice/Data:</td><td>Voice and data drops for each PC</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ Information desk (Refer to Appendix for desk requirements)
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Furniture:
  ▫ Counter height stools
  ▫ Desk chairs for low service points
▫ Computer equipment for Information (Refer to Appendix for desk requirements)
▫</td></tr>
<tr><td>Special Requirements:</td><td>Shelving for ready reference materials: 12 linear feet maximum.</td></tr>
</table>

Lobby

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>Adequate size for use as main entrance and foyer for meeting room</td></tr>
<tr><td>Floor Area:</td><td>600-1,200 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Space where visitors enter the library
Location of community information flyers and library displays
Circulation space for after-hours rooms</td></tr>
<tr><td>Adjacency:</td><td>Direct connection to Meeting Room, Conference Room, Public Restrooms, and Janitor's Closet
Visually connected to circulation or customer service desk</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>Prefer automatic sliding doors, 1st door offset from 2nd set of doors so cold/warm air doesn't enter building.</td></tr>
<tr><td>Windows:</td><td>Maximize natural light</td></tr>
<tr><td>HVAC:</td><td>70-76º; consider heat curtain at entrance</td></tr>
<tr><td>Plumbing:</td><td>Water cooler (bi-level), in alcove, preferably</td></tr>
<tr><td>Electrical:</td><td>Power annunciator panel, Digital Bulletin Board, four duplex power convenience outlets, people counter (see vestibule), water cooler</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient, display case lighting</td></tr>
<tr><td>Voice/Data:</td><td>Data drop for Digital Bulletin Board (Recessed with mount)</td></tr>
<tr><td>CATV:</td><td>Cable drop for Digital Bulletin Board (Recessed with mount)</td></tr>
<tr><td>FF&E:</td><td>Furnished and Installed by GC: (All FF+E to be provided.)
Millwork: slat wall for information flyers; cubbies or storage for paper products; display case (lockable with glass doors); for all items confirm size/quantity requirements with Library Amin.
Roll-up security grille
Furnished and Installed by Owner or Owner-Contracted Provider:
Digital Bulletin Board (typically a flat-screen monitor)
Public address system</td></tr>
<tr><td>Special Requirements:</td><td>Recessed walk-off mat in vestibule
Floor finish should be durable and easily maintained
Annunciator panel near entrance
Prefer book drop slot from lobby that deposits return directly into the staff workroom, or consider free-standing book drop kiosk in the lobby area. Note height and width of library bin (Coordinate with Library Admin).
Designate location for AED cabinet and signage (furnished and installed by Owner)</td></tr>
</table>

Meeting Room w/ Kitchenette and Storage

<table>
<tr><td rowspan="6">Functional Properties</td><td></td><td></td></tr>
<tr><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>Community Library: 65+ people
Regional Library: 100+ people</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 900 net sq. ft. plus Storage: 100-200 net sq. ft.
Regional Library: 1,100 net sq. ft. plus Storage: 100-200 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Large room with divider for library programs and community meetings</td></tr>
<tr><td>Adjacency:</td><td>▫ Direct connection to Lobby and to Exterior
▫ Close proximity to after-hours uses</td></tr>
</table>

<table>
<tr><td rowspan="14">Room Characteristics</td><td></td><td></td></tr>
<tr><td>Doors:
(see Appendix)</td><td>▫ Interior doors: "Classroom" function lockset, narrow lite
▫ Exterior door: Exit door (panic) function lockset, card reader, serves as after-hours entry/exit</td></tr>
<tr><td>Windows:</td><td>Exterior windows shall have operable blinds or window coverings</td></tr>
<tr><td>HVAC:</td><td>70-76º, should be dedicated zone for after-hours operation/control</td></tr>
<tr><td>Plumbing:</td><td>Kitchenette: sink with gooseneck faucet</td></tr>
<tr><td>Electrical:</td><td>▫ Meeting Room: floor outlet for podium and listening devices; outlets on all walls; motorized room divider
▫ Kitchenette: power for under-counter refrigerator and above-counter outlets (2 duplex)</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient lights on dimmers; switches at both end of rooms</td></tr>
<tr><td>Voice/Data:</td><td>(2) voice/data drops (both sides of divider) for wall phones</td></tr>
<tr><td>CATV:</td><td>(2) cable drops (both sides of divider), location to be determined. Include power/ network in recessed box and blocking on wall for display. (See Library Admin. for location.)</td></tr>
<tr><td>FF&E:</td><td>Furnished and Installed by GC:
▫ Two 60"x36" marker boards, one on either side of room divider
▫ Motorized room divider (minimum STC: 50)
▫ One motorized projection screen
▫ LED panel wired for use with cable and PC
Furnished and Installed by Owner or Owner-Contracted Provider:
▫ Furniture:
  ▫ Tables: 10-15
  ▫ Chairs: Community: 65min; Regional: 100 min
▫ Under-counter refrigerator
▫ Podium with built-in assistive listening device</td></tr>
<tr><td>Special Requirements:</td><td>▫ Acoustic separation between Meeting Room and adjacent library rooms: STC 45 min, 50 preferred
▫ Picture molding on all walls
▫ Kitchenette: lockable base and wall cabinets; under-counter refrigerator
▫ Storage Room: For storing tables, chairs, and media carts; wall shelving
▫ Provide egress doors as required for occupancy and after-hours egress</td></tr>
</table>

Public Computer Workstations/Copier/ Sign Up

<table>
<tr><td rowspan="5">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>Community Library: 24 workstations (confirm with Library Admin.)
Regional Library: 30+ workstations (confirm with Library Admin.)
Capacity varies by location based on community needs</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 400 net sq. ft.
Regional Library: 500+ net sq. ft.</td></tr>
<tr><td>Function:</td><td>Public PCs with internet and printing capability</td></tr>
<tr><td>Adjacency:</td><td>Directly adjacent to Information Desk, public copier/printer and signup station
Visual supervision of each workstation from the Information Desk</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>N/A</td></tr>
<tr><td>Windows:</td><td>Computers should be located to avoid glare from windows</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Floor and/or wall mounted junction boxes for systems furniture wiring (Junction boxes placed to promote flexibility). Additional outlets for customers to plug in their phones and electronic devices (may include USB outlets). Additional outlets at desktop height.</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient (additional task lighting may be required)</td></tr>
<tr><td>Voice/Data:</td><td>Data for systems furniture; data for copier; data for sign up station</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:
(In addition see Laptop/WiFi Bar Appendix)</td><td><u>Furnished and Installed by GC</u>:
None
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
Systems Furniture workstations (refer to Appendix)
Chair for each workstation; lightweight, sled bottom
PC for each workstation
Copier/printer, each copier has a library payment system kiosk</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

Quiet Study Room

Functional Properties

Area Type:	Public
Capacity:	Community Library: 8-12 workstations* Regional Library: 20 workstations* *Number of required workstations should be confirmed with Library Admin.*
Floor Area:	30 – 40 net sq. ft. per workstation
Function:	Quiet space for individual work
Adjacency:	▫ Visibility from entrance for customers ▫ Located in quiet part of building ▫ Distant from Lobby and Children's Area

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Passage" type ▫ Full-glass lite in door
Windows:	▫ Exterior windows desirable (with blinds or shading device) ▫ Interior window required for staff monitoring (no shades or blinds)
HVAC:	70-76º
Plumbing:	None
Electrical:	▫ Floor and/or wall mounted junction boxes for systems furniture wiring (2 outlets per station workstation) at tabletop height (may include USB outlets). ▫ Avoid raised floor junction boxes. Keep junction boxes flush with the floor and ensure carpet is secured around the junction boxes to prevent raveling. ▫ Additional wall and systems furniture pop-up outlets available for customers to plug in their phones and electronics devices.
Lighting:	Overhead ambient (may not provide enough lighting). Provide task lighting in the systems furniture or sufficient overhead lighting or individual study during evening hours
Voice/Data:	None
CATV:	None
FF&E:	Furnished and Installed by GC: ▫ None Furnished and Installed by Owner or Owner-Contracted Provider: ▫ Systems Furniture workstations (refer to Appendix) ▫ Chair for each workstation; lightweight with sled bottom ▫ 4-8 lounge chairs if space permits near power outlets.
Special Requirements:	Acoustic separation between Quiet Study Room and adjacent library spaces

Restroom – Men

<table>
<tr>
<td rowspan="6">Functional Properties</td>
<td>Area Type:</td>
<td>Public</td>
</tr>
<tr>
<td>Capacity:</td>
<td>As required by Code</td>
</tr>
<tr>
<td>Floor Area:</td>
<td>Community Library: 180 net sq. ft. (or as required to comply with code)
Regional Library: 225 net sq. ft. (or as required to comply with code)</td>
</tr>
<tr>
<td>Function:</td>
<td>Public restroom</td>
</tr>
<tr>
<td>Adjacency:</td>
<td>▫ Direct connection to Lobby
▫ Locate within before/after-hours area
▫ Area near restroom entrances should be visible from Circulation Desk
▫ Visibility from service desk highly desirable</td>
</tr>
</table>

<table>
<tr>
<td rowspan="12">Room Characteristics</td>
<td>Doors:
(see Appendix)</td>
<td>Door frame only (no door)</td>
</tr>
<tr>
<td>Windows:</td>
<td>None</td>
</tr>
<tr>
<td>HVAC:</td>
<td>70-76º, with exhaust</td>
</tr>
<tr>
<td>Plumbing:</td>
<td>▫ Dual-flush toilets, manually operated
▫ Low-flow urinal, manually operated
▫ Lavatories (countertop) with faucets (hands-free sensor control, hard-wired with battery back-up)</td>
</tr>
<tr>
<td>Electrical:</td>
<td>Power for hand dryer(s) and faucets, one duplex GFCI outlet at lavatory countertop</td>
</tr>
<tr>
<td>Lighting:</td>
<td>Overhead</td>
</tr>
<tr>
<td>Voice/Data:</td>
<td>None</td>
</tr>
<tr>
<td>CATV:</td>
<td>None</td>
</tr>
<tr>
<td>FF&E:</td>
<td><u>Furnished and Installed by GC</u>:
▫ Toilet partitions, floor supported/overhead braced (with coat hook on each door)
▫ Hand dryer, high speed
▫ Toilet room accessories: soap dispensers, seat cover dispenser, diaper changing station, waste receptacle, toilet paper dispensers, grab bars, mirror with shelf (refer to Fairfax County Guidelines for Architects and Engineers for preferred equipment)
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ None</td>
</tr>
<tr>
<td>Special Requirements:</td>
<td>Special attention to visual privacy in design of door-less entry to room</td>
</tr>
</table>

Restroom - Women

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>As required by Code</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 180 net sq. ft. (or as required to comply with code)
Regional Library: 225 net sq. ft. (or as required to comply with code)</td></tr>
<tr><td>Function:</td><td>Public restroom</td></tr>
<tr><td>Adjacency:</td><td>▫   Direct connection to Lobby
▫   Locate within before/after-hours area
▫   Area near restroom entrances should be visible from Circulation Desk</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>Door frame only (no door)</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>70-76º, with exhaust</td></tr>
<tr><td>Plumbing:</td><td>▫   Dual-flush toilets, manually operated
▫   Lavatories (countertop) with faucets (hands-free sensor control, hard-wired with battery back-up)</td></tr>
<tr><td>Electrical:</td><td>Power for hand dryer and faucets, one duplex GFCI outlet at lavatory counter</td></tr>
<tr><td>Lighting:</td><td>Overhead</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫   Toilet partitions, floor supported/overhead braced (with coat hook on each door)
▫   Hand dryer, high speed
▫   Toilet room accessories: soap dispensers, seat cover dispenser, diaper changing station, waste receptacle, toilet paper dispensers, grab bars, mirror with shelf, feminine hygiene product dispenser, feminine hygiene product waste receptacles (refer to Fairfax County Guidelines for Architects and Engineers for preferred equipment)
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫   None</td></tr>
<tr><td>Special Requirements:</td><td>Special attention to visual privacy in design of door-less entry to room</td></tr>
</table>

Vestibule

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity:</td><td>N/A</td></tr>
<tr><td>Floor Area:</td><td>100 – 130 net sq. ft. min. (or as required to ensure proper operation of doors)</td></tr>
<tr><td>Function:</td><td>▫ Immediate entry space inside the building
▫ Air lock to prevent loss of conditioned air</td></tr>
<tr><td>Adjacency:</td><td>Direct connection to Lobby and parking</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Fully automatic doors in sequence
▫ Separate ingress and egress sets of doors if possible. If not possible, provide set of double doors; coordinate with door operator manufacturer for appropriate spacing and clearances (see lobby notes for door placement)
▫ Maximize glazing in doors
▫ Prefer sliding doors if space permits</td></tr>
<tr><td>Windows:</td><td>Maximize glazing and natural light</td></tr>
<tr><td>HVAC:</td><td>As necessary to provide air lock functionality, supplemental heat</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Power for door operators, heating (if electric), people counter</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ People counter
▫ Recessed walk-off mat
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ None</td></tr>
<tr><td>Special Requirements:</td><td>▫ Refer to ASTM A156.10 for automatic door operation; minimum 10' between doors to ensure proper operation of door operators. Consult with operator manufacturer.
▫ HVAC design to ensure vestibule adequately serves as air lock
▫ Walk-off mat sized to meet LEED requirements</td></tr>
</table>

Shelving Areas – Children

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Community Library: 15,000-28,000 items*
Regional Library: 17,000-28,000 items*</td></tr>
<tr><td>Floor Area:</td><td>▫ 11 net sq. ft. per shelving unit (36" long, single sided, 12" deep shelves)
▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Function:</td><td>Shelving for all children's materials except juvenile nonfiction which is shelved with adult nonfiction</td></tr>
<tr><td>Adjacency:</td><td>▫ Visual supervision from any service desk
▫ Not adjacent to entrance door</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>Wall outlets</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ Library Shelving Units:
  ▫ 48" tall – picture books
  ▫ 66" tall – juvenile fiction, audio books, DVDs
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Bins or shelves for board books
▫ 2 table w/ 8 chairs for preschool children
▫ 2 table w/ 8 chairs for school age children
▫ Slanted top table w/ 2 benches, for tablets.
▫ 1 table and chair needed for early literacy station
▫ Small sofa (2-person size) for reading
▫ Area rug (for sitting on)
▫ Regional: Provide 1-2 additional tables with child-size chairs and second small sofa</td></tr>
<tr><td>Special Requirements:</td><td>▫ Child-friendly design/furniture should identify the space for children
▫ Theme-designed space not desired</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving Areas - Adult Fiction

Functional Properties

Area Type:	Public
Capacity*:	Community Library: 9,000-16,000 items* Regional Library: 17,000-26,500 items*
Floor Area:	▫ 11 net sq. ft. per shelving unit (36" long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Shelving for fiction collection (does not include children's and young adult)
Adjacency:	Visual supervision from any service desk desirable

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76º
Plumbing:	None
Electrical:	Wall outlets, plus range end power as possible (Verify with library Admin)
Lighting:	Overhead ambient; refer to "Building Program Design Criteria" lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None

FF&E:	Furnished and Installed by GC:
	▫ Library Shelving Units:
	   ▫ 66" tall – preferred height
	   ▫ 74" tall – maximum for free-standing shelving units
	   ▫ Perimeter wall-mounted shelving units may be up to 84" tall
	Furnished and Installed by Owner or Owner-Contracted Provider:
	▫ None

Special Requirements:	None

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving Areas – World Language

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Varies by branch (determined by branch community demographics) *</td></tr>
<tr><td>Floor Area:</td><td>Included with the Adult Nonfiction area</td></tr>
<tr><td>Function:</td><td>Shelving for foreign language resources. Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Adjacency:</td><td>Visual supervision from any service desk desirable</td></tr>
</table>

<table>
<tr><td rowspan="14">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td>Furnished and Installed by GC:
▫   None
Furnished and Installed by Owner or Owner-Contracted Provider:
▫   Library Shelving Units: 66" – 72" high</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving Areas – Holds / Pick Up

<table>
<tr><td rowspan="6">Functional Properties</td></tr>
<tr><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Community Library: 84 linear feet of shelving*
Regional Library: 126 linear feet of shelving*</td></tr>
<tr><td>Floor Area:</td><td>Included in Circulation Desk zone</td></tr>
<tr><td>Function:</td><td>Customers retrieve their reserved materials without staff intervention</td></tr>
<tr><td>Adjacency:</td><td>▫   Near express checkout stations
▫   Visual supervision from any service desk desirable</td></tr>
</table>

<table>
<tr><td rowspan="15">Room Characteristics</td></tr>
<tr><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Consider feature/highlight lighting for shelving as way finding feature</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫   None
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫   Library Shelving Units: 66" – 72" high</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving – Media

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Community Library: 3,000-5,000 items*
Regional Library: 12,000-14,000 items*</td></tr>
<tr><td>Floor Area:</td><td>▫ 11 net sq. ft. per shelving unit (36" long, single sided)
▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Function:</td><td>Shelving for adult and juvenile audiobooks and DVDs</td></tr>
<tr><td>Adjacency:</td><td>Nearby Adult and Juvenile collections</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ None
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Library Shelving Units: 66" – 72" high</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving – New Arrivals

<table>
<tr><td rowspan="6">Functional Properties</td></tr>
<tr><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Community Library: 1,500-2,500 items*
Regional Library: 3,000 items*</td></tr>
<tr><td>Floor Area:</td><td>▫ 11 net sq. ft. per shelving unit (36" long, single sided)
▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Function:</td><td>Merchandising and browsing area for new books and media</td></tr>
<tr><td>Adjacency:</td><td>Near entrance and Circulation Desk
New self check-out/self check-in equipment</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td></tr>
<tr><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Enhanced overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels.
Provide accent "feature" lighting to highlight this collection</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ None
<u>Furnished and Installed by Owner or Owner-Contracted Provider</u>:
▫ Library Shelving Units: 66" – 72" high
▫ Bench or lounge chairs nearby
▫ Small stool (for children)</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving Areas – Newspapers / Magazines

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>To be provided by Library Administration staff*</td></tr>
<tr><td>Floor Area:</td><td>▫ 11 net sq. ft. per shelving unit (36" long, single sided)
▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Function:</td><td>Browsing magazines & newspaper; back issues circulation of two years or less</td></tr>
<tr><td>Adjacency:</td><td>▫ Nearby lounge seating
▫ Visual supervision from service desk desirable</td></tr>
</table>

<table>
<tr><td rowspan="14">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td>Furnished and Installed by GC:
▫ None
Furnished and Installed by Owner or Owner-Contracted Provider:
▫ Periodical shelving with slant shelf for display and additional shelving for mag boxes and back issues
▫ Library Shelving: 66"-78" tall; stand alone or perimeter
▫ Lounge seating with side tables</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving – Non-Fiction

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Community Library: 22,000-30,000 items*
Regional Library: 46,000-80,000 items*</td></tr>
<tr><td>Floor Area:</td><td>▫ 11 net sq. ft. per shelving unit (36" long, single sided)
▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Function:</td><td>Shelving for combined adult and juvenile non-fiction; includes adult and juvenile biography</td></tr>
<tr><td>Adjacency:</td><td>Main public area</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ None
<u>Furnished and Installed by Owner or Owner-Contracted Provider</u>:
▫ Library Shelving Units: 72" – 84" high</td></tr>
<tr><td>Special Requirements:</td><td>None</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving – Reference

<table>
<tr><td rowspan="6">Functional Properties</td><td>Area Type:</td><td>Public</td></tr>
<tr><td>Capacity*:</td><td>Community Library: 1,000-1,200 items*
Regional Library: 1,500-2,500 items*</td></tr>
<tr><td>Floor Area:</td><td>▫ 11 net sq. ft. per shelving unit (36" long, single sided)
▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</td></tr>
<tr><td>Function:</td><td>Shelving for combined adult and juvenile reference collections; non-circulating</td></tr>
<tr><td>Adjacency:</td><td>Main public area</td></tr>
</table>

<table>
<tr><td rowspan="12">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>None</td></tr>
<tr><td>Windows:</td><td>Natural light preferred</td></tr>
<tr><td>HVAC:</td><td>70-76º</td></tr>
<tr><td>Plumbing:</td><td>None</td></tr>
<tr><td>Electrical:</td><td>None</td></tr>
<tr><td>Lighting:</td><td>Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC:</u>
▫ None
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Library Shelving Units: 72" high with 12" deep shelves</td></tr>
<tr><td>Special Requirements:</td><td>Extra-deep shelving may be required (verify with Library admin.)</td></tr>
</table>

*Actual collection sizes should be verified with Library Admin. during programming phase.

Shelving Areas – Young Adult (YA)

Functional Properties

Area Type:	Public
Capacity*:	Community Library: 3,200-6,400 items* Regional Library: 6,000-9,500 items* Seating and activity locations (reading, studying, gaming) for Community Library: 6-8 teens Regional Library: 8-10 teens

Floor Area:	▫ 11 net sq. ft. per shelving unit (36" long, single sided)
	▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
	▫ Seating for a variety of options: soft seating (modular/sectional sofa, chairs), task chairs (table seating), stools (for WiFi bar), benches
	▫ Tables designed to allow for different configurations, including:
	    o WiFi bars
	    o Gaming consoles/mobile with seating (2 consoles at regionals, 1 console at communities)
	▫ Flat panel display for teen information/gaming (2 consoles at regionals, 1 console at communities)
	▫ Display fixture and space to post announcements, display materials
	▫ Physical dividers for space delineation and/or sound issues. May be shelving unit; seating or display; ceiling suspended curtaining
	▫ Wall space for artwork
	▫ Open space
	▫ Signage – effective and appealing

Function:	Shelving for young adult fiction
Adjacency:	▫ Visual supervision from Service Desk ▫ Not adjacent to Children's area

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76º
Plumbing:	None
Electrical:	Power and data (staff/ public) network for each gaming console/ display
Lighting:	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	Recess power/data/network into wall. (see electrical)
CATV:	Cable drop for each console
FF&E:	Furnished and Installed by GC: ▫ None Furnished and Installed by Owner or Owner-Contracted Provider: Library Shelving Units: 72" – 84" high ▫ 1-2 tables with power

▫ 2 chairs per table
▫ 2-4 lounge chairs as space permits
▫ Lounge furniture to accommodate gaming and include power.

Special Requirements: None

*Actual collection sizes should be verified with Library Admin. during programming phase.

Study Tables and Lounge Seating

<table>
<tr>
<td rowspan="6">Functional Properties</td>
<td>Area Type:</td>
<td>Public</td>
</tr>
<tr>
<td>Capacity:</td>
<td>Tables and Chairs:
▫ Community Library: 6-12 tables with 2 or 4 chairs per table (tables for 2 preferred)
▫ Regional Library: 12-16 tables with 2 or 4 chairs per table
Lounge Chairs:
▫ Community Library: 12-30 lounge chairs
▫ Regional Library: 14-30 lounge chairs</td>
</tr>
<tr>
<td>Floor Area:</td>
<td>▫ Seating at tables: 25 net sq. ft. per seat
▫ Seating at lounge chairs: 40 net sq. ft. per seat</td>
</tr>
<tr>
<td>Function:</td>
<td>▫ Seating for reading and study
▫ WiFi Bar: Seating and power for customers using their own WiFi-enabled electronics; situate so as not to promote groups; refer to Appendix</td>
</tr>
<tr>
<td>Adjacency:</td>
<td>▫ Perimeter seating desirable
▫ Clustered in quieter areas of library</td>
</tr>
</table>

<table>
<tr>
<td rowspan="11">Room Characteristics</td>
<td>Doors:
(see Appendix)</td>
<td>None</td>
</tr>
<tr>
<td>Windows:</td>
<td>Natural light preferred; seating arranged to take advantage of natural light and views</td>
</tr>
<tr>
<td>HVAC:</td>
<td>70-76º</td>
</tr>
<tr>
<td>Plumbing:</td>
<td>None</td>
</tr>
<tr>
<td>Electrical:</td>
<td>Power provided to tables at tabletop; floor or wall outlets at lounge chairs</td>
</tr>
<tr>
<td>Lighting:</td>
<td>Overhead ambient; Table lamps for task lighting</td>
</tr>
<tr>
<td>Voice/Data:</td>
<td>None</td>
</tr>
<tr>
<td>CATV:</td>
<td>None</td>
</tr>
<tr>
<td>FF&E:</td>
<td><u>Furnished and Installed by GC</u>:
▫ None
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Tables, chairs, lounge seating for individuals; no couches</td>
</tr>
<tr>
<td>Special Requirements:</td>
<td>Refer to Appendix for addition information regarding WiFi Bar</td>
</tr>
</table>

Electrical Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	75 net sq. ft.
Function:	Incoming electrical service equipment; building distribution panels
Adjacency:	▫ Direct access to building exterior or mechanical room ▫ No public access

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	65-80º, vented with fan
Plumbing:	None
Electrical:	As required for electrical system plus 120V duplex receptacle
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	Telephone and data drop for one wall phone (mounted at +48" above finished floor)
CATV:	None
FF&E:	<u>Furnished and Installed by GC:</u> ▫ Electrical equipment as required <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> ▫ None
Special Requirements:	▫ Wall space for additional panels; room sized to allow minimum 3ft clearance in front of every electrical panel. ▫ Comply with A/E Guideline requirements

Facilities Maintenance Division (FMD) Storage

<table>
<tr><td rowspan="6" style="writing-mode:vertical-rl">**Functional Properties**</td><td>**Area Type:**</td><td>Support</td></tr>
<tr><td>**Capacity:**</td><td>N/A</td></tr>
<tr><td>**Floor Area:**</td><td>100 net sq. ft.</td></tr>
<tr><td>**Function:**</td><td>Storage for building materials needed for future replacements (carpet squares, ceiling tiles, etc); i.e. Attic Stock storage</td></tr>
<tr><td>**Adjacency:**</td><td>Near/off mechanical room or other service area. If roof access is available, it should be through this room.</td></tr>
</table>

<table>
<tr><td rowspan="13" style="writing-mode:vertical-rl">**Room Characteristics**</td><td>**Doors:**
(see Appendix)</td><td>▫ Lockset: "Storeroom" type
▫ Card Reader access: Yes</td></tr>
<tr><td>**Windows:**</td><td>None</td></tr>
<tr><td>**HVAC:**</td><td>Minimum heat</td></tr>
<tr><td>**Plumbing:**</td><td>None</td></tr>
<tr><td>**Electrical:**</td><td>One dedicated 20-amp circuit with duplex receptacle</td></tr>
<tr><td>**Lighting:**</td><td>20 foot candles using fluorescent fixtures</td></tr>
<tr><td>**Voice/Data:**</td><td>None</td></tr>
<tr><td>**CATV:**</td><td>None</td></tr>
<tr><td>**FF&E:**</td><td><u>Furnished and Installed by GC</u>:
▫ None
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ Shelving for storage of building construction documents (plans and specifications), O&M manuals, etc.</td></tr>
<tr><td>**Special Requirements:**</td><td>Comply with A/E Guideline requirements.</td></tr>
</table>

Mechanical Equipment Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	Community Library: 800 net sq. ft. (as needed) Regional Library: 1,200 net sq. ft. (as neded)
Function:	Houses incoming HVAC equipment, incoming utilities
Adjacency:	▫ Direct access to building exterior for equipment replacement ▫ As far removed from public areas and staff areas as possible

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	Heating to maintain minimum temperature
Plumbing:	Floor drains; equipment drains as needed
Electrical:	Power for equipment plus one or more dedicated 120V duplex receptacles
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	Telephone and data drop for one wall phone (mounted at +48" above finished floor)
CATV:	None
FF&E:	<u>Furnished and Installed by GC:</u> ▫ HVAC equipment; water heater; energy management control system components <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> ▫ None
Special Requirements:	▫ Smoke and fire barrier requirements per Building Code ▫ If room is adjacent to occupied spaces provide walls with a minimum STC of 50 and sound rated door assembly ▫ Comply with A/E Guideline requirements

Sprinkler Closet

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	75 net sq. ft.
Function:	Access for operation and maintenance of fire protection system equipment
Adjacency:	▫ Access to exterior of building; near other service areas ▫ No public access

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	65-80º, vented with fan
Plumbing:	None
Electrical:	As required for sprinkler system operation
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	None
CATV:	None
FF&E:	Furnished and Installed by GC: ▫ Fire protection system equipment Furnished and Installed by Owner or Owner-Contracted Provider: ▫ None
Special Requirements:	Exterior room sign per Fire Marshall requirements

Telecommunications Equipment Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	120 net sq. ft.
Function:	Houses telecommunications, cable, network services; fire protection control panel; security system component rack
Adjacency:	Centrally locate to minimize wire/cable runs

Room Characteristics

Doors: (see Appendix)	▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	Dedicated cooling system; heating to maintain minimum temperature
Plumbing:	None
Electrical:	Power for all equipment plus one dedicated 120V duplex receptacle
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	Telephone and data drop for one wall phone (mounted at +48" above finished floor) Primary entry point for voice/data network
CATV:	Primary entry point for cable TV feed, cable modem for gaming.
FF&E:	Furnished and Installed by GC: ▫ Full length ¾" fire retardant grade painted plywood on walls Furnished and Installed by Owner or Owner-Contracted Provider: ▫ None
Special Requirements:	▫ Static-dissipative flooring ▫ Comply with A/E Guideline requirements ▫ Coordinate requirements with representatives of Fairfax County Department of Information Technology ▫ Rack Space for 1. Digital display PC 2. Security Camera/ CC TV 3. Cable Modem for gaming

Janitor's Closet

<table>
<tr><td rowspan="5">Functional Properties</td><td>Area Type:</td><td>Support</td></tr>
<tr><td>Capacity:</td><td>N/A</td></tr>
<tr><td>Floor Area:</td><td>Community Library: 30 net sq. ft.
Regional Library: 40 net sq. ft.</td></tr>
<tr><td>Function:</td><td>Storage space for cleaning products and cleaning equipment</td></tr>
<tr><td>Adjacency:</td><td>▫ Near public restrooms
▫ Does not open into restrooms
▫ After-hours portion of library</td></tr>
</table>

<table>
<tr><td rowspan="13">Room Characteristics</td><td>Doors:
(see Appendix)</td><td>▫ Lockset: "Storeroom" type
▫ Card Reader access: Yes</td></tr>
<tr><td>Windows:</td><td>None</td></tr>
<tr><td>HVAC:</td><td>Heating to maintain minimum temperatures</td></tr>
<tr><td>Plumbing:</td><td>Mop sink at floor level</td></tr>
<tr><td>Electrical:</td><td>One 120V duplex receptacle</td></tr>
<tr><td>Lighting:</td><td>20 foot candles using fluorescent fixtures</td></tr>
<tr><td>Voice/Data:</td><td>None</td></tr>
<tr><td>CATV:</td><td>None</td></tr>
<tr><td>FF&E:</td><td><u>Furnished and Installed by GC</u>:
▫ Mop holder rack and 18" deep shelving, (5) shelves
<u>Furnished and Installed by Owner or Owner-Contracted Provider:</u>
▫ None</td></tr>
<tr><td>Special Requirements:</td><td>▫ Provide ceramic tile on all walls to a height of 48" above finish floor
▫ Comply with A/E Guideline requirements</td></tr>
</table>

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5. APPENDIX

Book Drop

<table>
<tr>
<td rowspan="5">Description</td>
<td>Description:</td>
<td>Hardware used for returning library material from outside the building</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>KwikDrop™ Through Wall System Standard Return Ensemble

Stainless steel faceplate
10" long chute
</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Kingsley</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>Kingsley webpage:
http://www.kingsley.com</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Installation</td>
<td>Installation Requirements:</td>
<td>Through wall book drops shall be installed according to the ADA guidelines</td>
</tr>
<tr>
<td>Special Considerations:</td>
<td>

Through wall book drops shall be installed in the front of the building so that returned items are deposited into the interior book drop room
Avoid a location that requires bins to move through public areas to the workroom
Consider interior book drop in lobby area that deposits items into the workroom
Consider free-standing book drop instead of returns slot in service desk
Verify with library admin. size of delivery bins

</td>
</tr>
</table>

Door Hardware

<table>
<tr>
<td rowspan="7">Description</td>
<td>Description:</td>
<td>Hardware used for the operation of doors</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>Latchsets and Locksets at doors; Electronic access system including card readers and electric strikes; Fully automatic entry vestibule doors; panic hardware</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>
Latchsets/Locksets*:

Shall be selected from Schlage, Corbin Russwin, or Sargent (no "equal" products or substitutions are allowed)

Electronic Access (Card Key):

Preferred electric strike: Folger Adam Series 310
Access control system shall be Northern system with Win-Pak software; sole source specification, coordinate with Owner
Access control cards and card readers: HID Corporation

Emergency/Panic Hardware:

Preferred manufacture: Von Duprin

* Note: Confirm all requirements with A/E Guidelines. In the event that conflicts are found, consult with DPWES Project Manager for clarification and guidance.
</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>See websites for manufacturers identified above</td>
</tr>
</table>

<table>
<tr>
<td rowspan="4">Installation</td>
<td>Installation Requirements:</td>
<td>
Latchsets/Locksets:

Heavy duty cylindrical locksets: provide at interior Storage room and Staff Restroom doors only.
Mortise locksets: Provide at all other interior doors.
Construction cores shall be provided on locksets. At the end of construction, GC shall remove all construction cores and Owner shall install permanent cylinders (see A/E Guidelines for product info)
All locksets and hardware shall be compatible with A/E Guidelines core cylinder specifications.

Electronic Access (Card Key):

Electric strike voltages shall be compatible with access control system
Locate junction boxes above acoustic tile ceiling when possible

Fully Automatic Doors:

Provide separate ingress and egress sets of doors if possible. If not possible, provide set of double doors; coordinate with door operator manufacturer for appropriate spacing
Refer to ASTM A156.10 for automatic door operation; minimum 10' between doors to ensure proper operation of door operators

Emergency/Panic Hardware:

All panic hardware shall have removable cylinders to match the building Master Key System
Select panic hardware to maintain Code-required clear door opening

</td>
</tr>
</table>

Special Considerations:	Refer to Fairfax County Guidelines for Architects and Engineers for additional hardware requirements

Mortise Latchset Function Types (ANSI designation included):

"Passage" (ANSI F01):
Latchbolt retracted by levers from either side at all times. No keyed lock.

"Office" (ANSI F04):
Latchbolt retracted by lever from either side unless outside is locked by key outside or by turning inside thumb-turn. Outside remains locked until thumb turn is returned to vertical position or lock is unlocked by key. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

"Classroom" (ANSI F05):
Latchbolt retracted by lever from either side unless outside is locked by key. Outside is unlocked by key. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

"Storeroom" (ANSI F07):
Latchbolt retraced by key outside or by lever inside. Outside lever always inoperative. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

"Privacy" (F22):
Latchbolt retracted by lever from either side unless outside is locked by inside thumb-turn. Turning inside lever or closing door unlocks outside lever. Emergency release unlocks from outside. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

Dummy Trim: Dummy lever that does not turn. Used for door pull or as matching inactive trim.

Miscellaneous Requirements

Provide weather-stripping, thresholds and door bottoms at all exterior doors.
Provide weather seal astragal at pairs of exterior doors.
Provide security protection of strike at all exterior pairs of doors.

Door Monitoring System

<table>
<tr>
<td rowspan="5">Description</td>
<td>Description:</td>
<td>Door monitoring system monitors the opening status of all exterior doors</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>Honeywell Ademco Vista Electronic Door Monitoring System:
▫ Ademco Vista-20P control panel located in Telecommunications Room
▫ Ademco 6160 Alpha Display Keypad located behind Circulation Desk
▫ Ademco recessed door contacts
(Sole source specification)</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Honeywell</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>Honeywell Ademco Vista webpage:
http://www.security.honeywell.com/hsc/products/control/bu/ad/index.html</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Installation</td>
<td>Installation Requirements:</td>
<td>Door monitoring system shall monitor all exterior doors into library, mechanical, electrical, and sprinkler rooms</td>
</tr>
<tr>
<td>Special Considerations:</td>
<td>Location of keypad to be coordinated with location of switches and other controls located at the Circulation Desk</td>
</tr>
</table>

Door Bell System

Description	**Description:**	Doorbell system to inform library staff when delivery or service personnel are at the Delivery/Receiving Room entrance
	Item/Product:	Door Bell system: audio bell only, no video
	Manufacturer:	NuTone
	Manufacturer Contact:	Company website: http://www.nutone.com/

Installation	**Installation Requirements:**	▫ Pushbutton shall be located at exterior of door to Delivery/Receiving Area ▫ Door Bell shall be located in Staff Workroom on wall adjacent to door leading to Delivery/Receiving Room
	Special Considerations:	System shall not be wireless

Library Millwork

<table>
<tr>
<td rowspan="5">Description</td>
<td>Description:</td>
<td>Design requirements for Customer Service Desk (Circulation, Information)
▫ See Circulation Desk and Information Desk requirements.
▫ Equipment station will depend on service desk design development
▫ As service delivery methods and equipment changes continue to evolve, millwork design standards will need to be revisited. Consultation with library admin. on the status of service delivery methods and installation of new equipment will be required very early in the design phase for new and renovated libraries.</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>Custom Casework</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>N/A</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>N/A</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Drawing Standards</td>
<td>
▫ Refer to Design Requirements below for each desk
▫ Standard modular units for Information Desk shall include high and low modules
▫ Plan, elevation, section, and a 3D illustration of each desk module to include materials, size, unit components, construction details, applicable sizes and dimensions within each module, wire management and other applicable data
▫ Drawings shall locate equipment applicable to each module
▫ Drawings shall include an overall floor plan and required distances and clearances behind each desk
▫ Signage applicable to each module
▫ Desks shall comply with Accessibility requirements
</td>
</tr>
</table>

Notes:

1. Investigate (in consultation with Library Admin.) opportunities and options for combining circulation and information desks.
2. Desks shall be designed/installed so that cabinet components can be easily separated/detached from one another (allowing for relocation by the Owner at a future time).
3. Contractor shall furnish and install grommets, which shall be field-located by Owner.
4. All millwork to be provided with wire management features to organize and conceal power and tele-data wiring.
5. Power and telecom main feed up to the units to be through the millwork cavity space, with surface mounted outlets or wire-mold type power/data strip. Countertop outlets with USB.
6. Wiring from equipment down to the outlets thru grommets on top of the desk w/ wire management in an open trough below the desks.
7. The open trough to have cut out at the bottom for CPU wiring connection where CPU is placed on the floor or the shelf unit.
8. The middle portion of the desks or all open portions (when there are no shelves or drawers) shall be open to the floor with a foot rest. No shelf at the floor level.

Library Millwork - Circulation Desk*

Unit Type	Unit Name	H	W	D	Power/ Tele/data	Equipment (for information)
A	Accessible/ Children's	29	48	30	1 power, 1 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer
B	Full Service Check-out	38	60	30	1 power, 1 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer, telephone
C	Returns - Location of the returns slot at the service desk will depend on other options for returns located in the building lobby. Consultation with library staff will be necessary to determine the need for a returns slot at the service desk.	38	60	30	Power, 2 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer, telephone, desk top printer

*Verify design and requirements with Library Admin. during programming.

Refer to the Library Millwork section in Appendix for additional information.

Library Millwork - Information Desk*

Unit Type	Unit Name	H	W	D	Power/ Tele/data	Equipment (information)
A	Front Counter	38	60 - 72	30	1 power, 1 voice/data	Monitor, keyboard, CPU, scanner, mouse, keyboard, telephone
B	Accessible/ Children's (sides)	29	48	26	1 power, 1 voice/data (countertop)	Monitor, Keyboard, CPU, scanner, mouse, keyboard, telephone
C	PCAM				1 power 1 voice/data	

Verify design and requirements with Library Admin. during programming.

Refer to the Library Millwork section in Appendix for additional information.

Library Payment System

Description	**Description:**	Payment Center
	Item/Product:	▫ All equipment is N.I.C. ▫ Floor mounted vendor product ▫ Community Library: 2-3 Kiosks ▫ Regional Library; 3-4 Kiosks ▫ Dedicated Kiosk at each public copier/printer
	Manufacturer:	Comprise Technologies http://comprisetechnologies.com/wp-content/uploads/2016/11/Smart-Kiosk-Convenience-Center-Overview-CCO_108.pdf
	Manufacturer Contact:	N/A

Installation	**Community Library Installation Requirements:**	Payment System ▫ 1 Power and 2 data for each station ▫ 3 Kiosks ▫ Transaction height counter
	Regional Library Installation Requirements:	Payment System: ▫ 1 Power and 2 data for each station ▫ 4 Kiosks ▫ Transaction height counter ▫ 2 linear feet (minimum) work counter/table: systems furniture
	Special Considerations:	▫ Library Payment System should be located close to each other and to the Information Desk staff ▫ Library Payment System location should be visible to customers at public access computers ▫ If Library Payment System is not located along a wall, systems furniture panels shall screen equipment from view from the rest of the library.

Loose Furniture

<table>
<tr><td rowspan="4">Description</td><td>Description:</td><td>Tables, chairs, and children's furniture located throughout the library</td></tr>
<tr><td>Item/Product:</td><td>Tables, chairs, area rugs</td></tr>
<tr><td>Manufacturer:</td><td>Provided by County-approved Contract Furniture Provider</td></tr>
<tr><td>Manufacturer Contact:</td><td>Contact information shall be provided by Fairfax County Project Manager</td></tr>
</table>

<table>
<tr><td rowspan="2">Installation</td><td>Installation Requirements:</td><td>Refer to "Individual Room Criteria" pages for furniture requirements
Architect shall select chairs and finishes from County-approved Contract Furniture Providers</td></tr>
<tr><td>Special Considerations:</td><td>Consider floor based power for all tables and chairs not in the children's area.

Following is a representative list of typical furniture in recent libraries to note the expected types, variety, and level of quality, and guide selection of loose furniture in library facilities:

Kimball   (Lounge Chairs, Task Chairs and Conference tables)
Knoll   (Task Chairs)
Worden   (Library Tables)
TMC Furniture (Children's library Furniture)
Fixtures Furniture (Stacking Chairs)
Harter (Stacking Chairs)</td></tr>
</table>

People Counter SenSource

Description		
	Description:	Electronic people counter to allow the library to monitor the number and frequency of customer visits.
	Item/Product:	Infrared visitor counter
	Manufacturer:	SenSource
	Manufacturer Contact:	SenSource Inc. website: sensourceinc.com
		ClearCount 3D Video Based IP People Counter, 2.5mm lens, part number PC-VID3-2.5NA
		http://www.sensourceinc.com/content/documents/PCVID3-2.5.pdf

Installation		
	Installation Requirements:	▫ Install in Vestibule or Lobby ▫ Wall or ceiling installation; minimize obtrusiveness of equipment as much as possible ▫ Electrical power required in vestibule to support the people counter
	Special Considerations:	The selected unit depends on the ceiling height in the lobby area, exact model will vary.

Public Information Display Products (Lobby)

<table>
<tr><td rowspan="5">Description</td><td>Description:</td><td>Display products for display and dissemination of public information materials</td></tr>
<tr><td>Item/Product:</td><td>Display Case for the library's rotating display of art and information
Slat-wall and storage cubbies for displaying handouts and paper products for community use
Owner-provided Digital Bulletin Board (typically a flat-screen monitor) for displaying public service announcements and the Green Building Slide Show (for LEED Innovation in Design credit for Green Education Program)</td></tr>
<tr><td>Manufacturer:</td><td>Display case, slat wall and storage cubbies shall be custom casework/millwork items
Digital Bulletin Board furnished/installed by Owner</td></tr>
<tr><td>Manufacturer Contact:</td><td>N/A</td></tr>
</table>

<table>
<tr><td rowspan="2">Installation</td><td>Installation Requirements:</td><td>Display Case:
Community: (1) 4ft – 5ft long unit; Regional: (2) 4ft – 5ft long unit
Recess unit in wall if possible
Storage Shelving (lower portion of unit):
Bottom of unit shall be used for storage
Opaque doors with lock
Display Shelving (upper portion of unit):
Glass shelves on adjustable standards, min. 12" deep
Glass doors with lock
Interior lighting (see switch requirements below)
Slat-Wall and Storage Cubbies:
Community: 8 linear feet; Regional: 16 linear feet
Size cubbies to accommodate magazines, newsletters, handouts, government forms, etc.
Digital Bulletin Board:
Power, cable, and data drops shall be located behind unit, recessed special blocking for Power network CATV</td></tr>
<tr><td>Special Considerations:</td><td>Display Case:
Lighting in display case shall be positioned to prevent direct visibility of fixture from public viewing area.
Light switch shall be located at Circulation Desk
Digital Bulletin Board:
Flat Screen shall be mounted high enough to dissuade customers from tampering with controls but low enough for library staff to adjust
Mounting location, height, and projection shall comply with Accessibility requirements
Computer connected to unit should be mounted behind flat screen if possible. Provide conduit for wiring connections
Library may have specific requirements for wall space to exhibit special portraits, community plaques. Check with library staff.</td></tr>
</table>

Self Check-Out/ Check-In Equipment

<table>
<tr>
<td rowspan="5">Description</td>
<td>Description:</td>
<td>Computer system that customers can use to check in and check out library materials without staff intervention</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>▫ All equipment is N.I.C.
▫ Express checkout/ check in system located on casework items
▫ 2-3 units for communities, 4-5 units for regionals</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td><u>http://multimedia.3m.com/mws/media/691849O/8420-and-8422-site-planning-guide.pdf?&fn=8420_8422%20SPG%204303-9B3.pdf</u></td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>N/A</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Installation</td>
<td>Installation Requirements:</td>
<td>Location:
▫ Located on countertop. Millwork required.
▫ Should be visible from information desk.
▫ Verify equipment locations with library admin.

Electrical: One power duplex outlet per self-checkout unit
Voice/Data: Two network jacks per self-checkout unit

Express checkout system:

Casework requirements:
▫ Grommet in counter for power/data
▫ Power and data feed below casework; coordinate path of conduit concealed in casework</td>
</tr>
<tr>
<td>Special Considerations:</td>
<td>▫</td>
</tr>
</table>

Shelving

<table>
<tr>
<td rowspan="4">Description</td>
<td>Description:</td>
<td>▫ Shelving units to house the library collections
▫ End panels for exposed ends of shelving units</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>▫ MJ Industries system 3000 steel shelving system
▫ Designed, supplied and installed by County supplier</td>
</tr>
<tr>
<td>County Supplier:</td>
<td>Liberty Systems, Inc. (confirm with County)</td>
</tr>
<tr>
<td>County Supplier Contact:</td>
<td>Liberty Systems, Inc:
http://www.libertysystemsinc.com/
(800) 487-6421</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Installation</td>
<td>Installation Requirements:</td>
<td>
▫ Library shelving should be shown on architectural drawings as a N.I.C. item
▫ County-approved shelving supplier will design, supply, and install shelving system. Confirm with County staff name of acceptable supplier(s) prior to contacting any supplier to discuss design of shelving
▫ Architect shall design end panels. County-approved shelving supplier shall manufacture, furnish and install end panels.
▫ End Panels:
  ▫ End panel design should reflect the concept and/or architectural language used in the design of the library
  ▫ Use of materials with visual interest such as 3Form is encouraged
  ▫ All end panels should accommodate signage indicating card catalog numbers
  ▫ Some end panels should also include slat wall for display; coordinate with Project Manager and Library Administration
  ▫ Consider versatile end panels for changing needs; consider installation of brackets to secure electronic tablets on end panels.
  ▫ 3 will have iPad holders affixed
</td>
</tr>
<tr>
<td>Special Considerations:</td>
<td>
Architectural design should accommodate metal shelving construction:
▫ A run of shelving units is comprised of a "Starter" unit, followed by a series of "Adder" units
  ▫ Typical Starter unit: 37.25" long (shelves with support column at each end)
  ▫ Typical Adder unit: 36" long (shelves with support column at one end)
▫ Shelving unit depths (confirm all depths with Library Administration):
  ▫ Children's: 26-1/2" double-sided unit
  ▫ Non-fiction and Biography: 26-1/2" double-sided unit
  ▫ Fiction: 22-1/2" double-sided unit
▫ Lighting: Special attention should be paid to achieving required lighting levels on vertical faces of shelving units
▫ No canopies on shelving
▫ Signage on shelving
▫ No lighting on shelving
</td>
</tr>
</table>

Signage

<table>
<tr>
<td rowspan="5">Description</td>
<td>Description:</td>
<td>Exterior signage identifying library and sustainable design features; interior signage directing users to service areas and identifying sustainable design features.</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>Exterior:
▫ Monument Library Sign, Building Signage, Sustainable Design Signage
Interior:
▫ Room Signage, Collections and Service Area Signage, Sustainable Design Signage</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>No standard manufacturer</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>No standard manufacturer</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Installation</td>
<td>Installation Requirements:</td>
<td>

Monument Sign:
- ▫ Two-sided, if siting permits
- ▫ No pin letters
- ▫ No back lit signs
- ▫ Sign shall be lit by ground mounted or top mounted lights
- ▫ Consider incorporating a digital display board module into the sign design (discuss with Library admin. and comply with County product design standards)
- ▫ Must include the text:

<div align="center">Fairfax County Public Library
Library Name
Library Address</div>

Library Hours Sign:
- ▫ 48"H x 22"W panel on or by the main entrance door
- ▫ Letters must be large enough for viewing from the car as customers drive by the front door
- ▫ Coordinate with Fairfax County Project Manager for times
- ▫ Numbers and letters must be easily revised when hours of service change

Room Signage:
Located at all room doors/entrances in public area; Code-compliant design

Collections and Service Area Signage:
- ▫ Shall be simple and uniform with large lettering for good visibility
- ▫ Have design that can be easily moved, added to, or updated when service areas or collections are moved
- ▫ In some areas, may use light-weight materials with hangers from the ceiling grid for easy rearrangement
- ▫ Two-sided signs for flexibility
- ▫ Signage for service desks and children's area shall be easily visible from library entrance
- ▫ Clear language and effective colors with strong contrast
- ▫ Multi-lingual where appropriate
- ▫ Design shall be consistent with building concept and/or architectural language

</td>
</tr>
</table>

▫ Consistent height placement
▫ Verify wording and locations with Owner prior to installation

Sign Types/Schedule

General:
- Appropriate notes must be included in the construction documents to require that the "Sign verbiage shall be verified with the Owner prior to fabrication"

- All signage shall comply with applicable accessibility/disability requirements.

- Signage shall be designed to coordinate with and be complimentary to the overall interior design scheme.

- Signage shall be located to provide effective "wayfinding" for the public. Location and placement shall be determined in cooperation with Library Admin.

1. **TYPE A- LARGE SIGNS -** Hanging Signs, Double Sided

Sign Text	Quantity *	Notes
CHECK OUT	1	
EXPRESS CHECK OUT	2	
RETURNS	1	
PUBLIC COMPUTERS	1	
INFORMATION	1	
CHILDREN'S	1	
TEEN AREA	1	
BLANKS	3	spares for later additions or changes

*Verify with County PM during design

2. **TYPE B- MEDIUM SIGNS -** General Collection and Information Areas

Note: These signs are double sided and movable unless noted otherwise in the notes below.
Double sided movable signs attach to top of shelving.

Sign text	Quantity *	Notes
DVDs	1	
HOT PICKS	1	
NEW ARRIVALS	2	
AUDIOBOOKS	1	
LARGE PRINT	1	
LEARNING ENGLISH (ESL)	1	
HOLDS PICK UP	1	
COMPUTER SIGN-UP	1	
COPIER/PRINTER	2	single sided, wall mount
CHILDREN'S BIOGRAPHY	1	
REFERENCE	1	
PICTURE BOOKS	1	
WORLD LANGUAGES	1	
FICTION	6	
MAGAZINES + NEWSPAPERS	1	
NONFICTION	6	
TEENS (YFIC)	3	
CHILDREN'S FICTION (JFIC)	3	
QUIET STUDY	1	
BIOGRAPHY (B)	1	

MYSTERY	1	
ROMANCE	1	
SCIENCE FICTION	1	
CHILDREN'S DVDS	1	
COMMUNITY INFORMATION	2	single sided, wall mount
BEGINNING READERS (JR)	1	
CHILDREN'S AUDIOBOOKS	1	
FRIEND'S BOOK SALE	1	single sided, wall mount
BLANKS	10	spares for later additions or changes

*Verify with County PM during design

3.　**TYPE C – SMALL SIGNS -** General Collection and Information Areas

Sign Text	Quantity *	Notes
BOOK DROP	1	
BRANCH MANAGER	1	
CONFERENCE ROOM	1	
DELIVERY	1	
ELECTRICAL/MECHANICAL	3	
EMERGENCY EXIT ONLY	1	
FMD STORAGE	1	
FRIENDS OF LIBRARY	1	
GROUP STUDY	1	
JANITOR	1	
MECHANICAL	1	
MEETING ROOM	2	Interior, allow for a side slot for schedule posting
MEETING ROOM	1	Exterior
MEN	1	
QUIET STUDY	1	
SPRINKLER	1	
STAFF BREAKROOM	1	
STAFF ONLY	2	
STAFF RESTROOM	2	
STORAGE	1	
TELECOMMUNICATIONS	1	
WOMEN	1	
SHELTER IN PLACE	3	

*Verify with County PM during design

Staff Lockers

<table>
<tr>
<td rowspan="4">**Description**</td>
<td>**Description:**</td>
<td>Number of lockers and size will depend on number of staff assigned to the branch and the number of volunteers. Larger lockers with space to hang coats may be required if individual assigned work spaces are eliminated. Lockers may be shared, not permanently assigned to individuals. Recommend combination locks on the individual padlocks with master keys not built in combination locks.</td>
</tr>
<tr>
<td>**Item/Product:**</td>
<td>Five-tier metal lockers; 15" wide x 18" deep x 60" tall.</td>
</tr>
<tr>
<td>**Manufacturers:**</td>
<td>Lyon, Art Metal Products, List Industries, Penco Products, Republic Storage Systems Co.</td>
</tr>
<tr>
<td>**Manufacturer Contact:**</td>
<td>N/A</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">**Installation**</td>
<td>**Installation Requirements:**</td>
<td>Install in accordance with manufacturer's recommendations and as required to permanently anchor locker units to wall and floor.</td>
</tr>
<tr>
<td>**Special Considerations:**</td>
<td>Locker shall have the following features:
▫ Knock-down type, constructed from cold rolled steel sheet; 24 ga. for body, 18 ga. for doors, 16 ga. for frame
▫ Recessed handle, key-operated combination lock, number plate per locker door
▫ Closed metal base (4" or 6" high), finished to match lockers
▫ Continuous sloped top, prefinished end panels and closure strips
▫ All components to be factory finished with powder coat or baked enamel coating, color to be selected from standard options</td>
</tr>
</table>

Systems Furniture

<table>
<tr>
<td rowspan="4">Description</td>
<td>Description:</td>
<td>Furniture used for all staff workstations, copier and printer enclosures, public computer workstations, and Quiet Room carrels</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>Knoll Legacy furniture system consisting of panels, work surfaces, storage equipment, and shelves with integral power and data pathways.</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Provided by County-approved Systems Furniture Provider</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>Contact information shall be provided by Fairfax County Project Manager</td>
</tr>
</table>

<table>
<tr>
<td rowspan="1">Installation</td>
<td>Installation Requirements:</td>
<td>

Location and arrangement of Systems Furniture is shown on Architectural Drawings
Design and installation provided by System Furniture Provider
Finishes and materials selected by Architect based on full-range of finishes by furniture manufacturer
Power and data whip connections located and identified by A/E team; coordinate with Systems Furniture Provider; Systems Furniture Provider is responsible for connection to furniture

</td>
</tr>
</table>

| **Special Considerations:** | Systems Furniture panels:
▫ Typically, 2-1/4" thick; confirm with Systems Furniture Provider

Staff workstation design and arrangement:
▫ Overall dimensions of 3 workstations at 6'x7' for managers; all other workstations smaller @ 6'x5'.
▫ Panels between staff workstations shall be 48" tall
▫ Spine panels between rows of workstations shall be 60" tall
▫ Spine panels of workstation shall run the length of the room to maintain an open sightline from the front to the rear of the Staff Workroom
▫ Workstation panels or spines shall not obscure windows
▫ Architectural layouts shall accommodate panel thicknesses and adequate space for power/data connections to wall
▫ Counter-depth of workstations shall be 30"
▫ Adjustable shelves shall be located on the 60" high panels
▫ Each workstation shall have (2) file drawer units under one end of the counter and a 2-drawer-1-file-drawer unit on the other end of the "L"
▫ Desktop power + USB

Quiet Room study carrels:
▫ Individual study workstation size:36"x30"
▫ Panels between workstation and spine panels shall be 48" tall
▫ Desktop Power + USB

Public Computer Workstations:
▫ Continuous countertop, 24" deep", allowing for 5-8 workstations (30" per station)
▫ End and back panels shall be 48" tall; no panels between workstations
▫ Desktop Power + USB

Permitting
▫ A permit set of drawings for Systems Furniture must be submitted and approved by County DPWES prior to installation of equipment. Permit drawings will be subject to Systems Furniture Provider design |

Wheeled Book Bins

<table>
<tr><td rowspan="5">Description</td><td>Description:</td><td>Bins used by the library to collect books at Book Drop and to transport books from Staff Workroom to library shelves.</td></tr>
<tr><td>Item/Product:</td><td>Supplied by Owner.</td></tr>
<tr><td>Manufacturer:</td><td>N/A</td></tr>
<tr><td>Manufacturer Contact:</td><td>N/A</td></tr>
</table>

<table>
<tr><td rowspan="2">Installation</td><td>Installation Requirements:</td><td>At Book Drop Room and at return slot at Circulation Desk:
▫   Depressible bins: 30-1/4"H x 30"W x 25"D

At end of library shelving rows for re-shelving purposes:
▫   Thin book-trucks: 43"H x 17"W x 14"D

At Staff Workroom for shelving by staff/pages:
▫   Single-sided 3-shelf carts: 43"H x 36"W x 14"D

Delivery/Receiving Area for shelving by staff/pages:
▫   Single-sided 3-shelf carts: 43"H x 36"W x 14"D

Behind Circulation Desk for re-shelving:
▫   Double-sided 6-shelf cart: 43"H x 36"W x 28"D

For Juvenile Picture Books:
▫   Flat shelved carts: 43"H x 42"W x 18"D</td></tr>
<tr><td>Special Considerations:</td><td>Confirm all bin sizes and quantities with Library Administration staff</td></tr>
</table>

Wi-Fi Bar

<table>
<tr>
<td rowspan="4">Description</td>
<td>Description:</td>
<td>With the availability of Wi-Fi in libraries and the growing customer ownership of laptops, tablets and other handheld devices, libraries have an increased need for more seating and more electrical power outlets. Most customers doing individual work in the library prefer to sit alone or with one other person at a table even if the table is intended to accommodate more people. Today the primary need is to provide space for customers using personal laptops, but as equipment changes, Wi-Fi bars will be a desirable alternative for individuals using tablets and similar devices.</td>
</tr>
<tr>
<td>Item/Product:</td>
<td>

DataLink® fixed leg/no power tables with at least two PowerUp® modules.
Maestro® polypropylene seat and back sleigh leg chairs

</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>See System Furniture requirements section in Appendix</td>
</tr>
<tr>
<td>Manufacturer Contact:</td>
<td>See System Furniture requirements section in Appendix</td>
</tr>
</table>

<table>
<tr>
<td rowspan="2">Installation</td>
<td>Installation Requirements:</td>
<td>

Table height surface (not counter height)
Depth of surface should be 18-24" max
Individual chairs (not stools)
Wi-Fi Bar consists of 6-8 stations in a linear arrangement; seats shall not face each other
(1) duplex electrical outlet per seat + USB

</td>
</tr>
<tr>
<td>Special Considerations:</td>
<td>

Where possible, provide more than one Wi-Fi Bar in the library
Preferably, the Wi-Fi Bar should be located to face window
Do not provide separation barrier between customers
Countertop Power + USB

</td>
</tr>
</table>