Council name

[Library name] Library Design Brief

Author

Date

The Library Design Brief templates have been developed by the State Library of NSW with the assistance of fjmt, Neeson Murcutt architects and Elton Consulting. They are based on briefs developed by the State Library’s Dr David Jones for the first edition of *People Places*. The templates assist council and library staff to outline the requirements and space allocation for a new or refurbished library building. Once written, the brief can be used to inform discussion and detailed planning with the architect and design team.

Council and library staff should use the *Library building calculator* to determine the optimum size for the library building prior to writing the design brief. The calculator and other planning tools can be found on the State Library website at www.sl.nsw.gov.au/public-library-services/library-building-planning-tools

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# Introduction

## Design brief

This design brief provides a **statement of requirements** for a new library and multifunction space in [insert location].

On [insert date], [insert name] Council resolved to call for expressions of interest from suitable architects to form and lead a multidisciplinary design project team to carry out the following:

|  |  |
| --- | --- |
| **Phase 1** | * concept design options for the identified site, incorporating a library and [insert relevant details of co-located facilities including mixed use, cultural or community facilities, outdoor area requirements, parking requirements]
* [insert relevant details in terms of number of storeys, building envelope limits]
* options and associated costings and staging (if appropriate) are to be presented to council for consideration and approval
 |
| **Phase 2** | schematic design of preferred option and costing update |
| **Phase 3** | * design development and costing update
* construction documentation
 |
| **Phase 4** | contract administration of construction phase |

## Background

[Insert name] Council adopted the *Library Act* on [insert date] and its library service commenced on [insert date].

[Insert relevant details of:

* overall library service e.g. co-operative arrangements with other councils; other educational institutions
* other co-located tenants of the building
* any specific means of procuring the library such as through developer agreements
* summary or reference to council’s library, community and cultural strategies and any other relevant policies
* ABS Census data about current and projected populations and trends, demographic profile
* area-specific features such as high seasonal or tourist visitation, infrastructure growth or plans
* cultural and community context
* the site and context (if known) including opportunities and constraints]

The new [insert name] Library will be a vibrant and interesting place for the whole community. It will welcome people of all ages and backgrounds and be a landmark in [insert location], demonstrating council’s commitment to contemporary library and information services. It will support lifelong learning, meet the needs of its community and reflect its character.

The library will focus on cultural, learning and recreational opportunities, with quiet spaces for study and information-seeking, places to collaborate, accessible and highly visible collection display, and multifunction spaces for events and programs, travelling exhibitions, lectures, lifelong learning and digital literacy. It will provide a new venue for a range of community activities and appeal to people of all ages, occupations and lifestyles.

Some community consultation has already occurred and informs this design brief. Appointed architects and other consultants may be required to participate in ongoing consultation with the community and other stakeholders. An engagement plan should be developed with council identifying all primary stakeholders and aligned with the design program.

Depending on the site selected, [insert name] Council is considering [insert relevant details of co-location with other community, cultural, recreational (for example a cafe) or council services]. This will enable economies of scale, service efficiencies and a vibrant critical mass of visitors, resulting in cross promotion and co-programming opportunities. There is also the potential to co-locate with educational institutions [insert details as relevant].

# Vision

The new Library and Multifunction Space will add value to [insert name] City as a highly regarded cultural and community destination for many years to come. It should reflect the vision through the following elements.

| Vision | Inspires a building that… |
| --- | --- |
| **Identity** | * [insert – iconic, symbolic heart of community]
* timeless and retains its uniqueness
* open and welcoming
* reflects best practice in library design
* represents the future of libraries and information services
* reinforces the identity of its community
* stimulates curiosity
* becomes a community focal point
* generates a sense of pride and ownership on the part of users
* reflective of its physical and cultural context
 |
| **Ambience** | * has a look and feel of enduring quality
* feels comfortable for long or short-term visitation
* promotes and embodies sustainability
* reflects a sense of the history and culture of the area
* vibrant and interesting
* reflects the contemporary role of libraries as a place for the community
* offers a diversity of settings for all users
* feels spacious, with strong visual links to the outside and clear way finding
* feels relaxed, welcoming and engaging
 |
| **Functionality** | * accessible to all and goes beyond mere compliance with standards
* safe and secure
* flexible, adaptable and multifunctional
* functionally efficient and economic
* benchmarks environmentally sustainable design principles in building design and operation
* provides a variety of well-considered settings and spaces
* reflects best acoustic design for active spaces, quiet conversations, casual reading and intensive study
* dynamic and adaptable
* provides multifunctional spaces that anticipate and adapt to community needs, allowing for changes in emphasis and services
* facilitates access to collections in all formats
 |
| **Inspirational** | * a landmark building that expresses the aspirations of the people of [insert name]
* vibrant, interesting and exciting, with an oasis of calm
 |
| **Exceptional** | * exemplifies design excellence through high quality finishes and detailing; is light, airy and spacious; and has a mix of active and passive settings
* enhances nearby buildings and spaces to create a vibrant, interesting and exciting sense of place
* makes residents and visitors feel proud
 |
| **Opportunities** | * demonstrates council’s commitment to quality community infrastructure
* makes an eloquent statement on the community’s value of culture
* supports co-location of compatible community, cultural or commercial facilities, where suitable, taking advantages of the potential for greater efficiency and cross fertilisation/sharing of function
 |
| **Welcoming** | * has good visibility into and out of the building
* eye-catching and easy to see from the street, promoting activities within
* attractive to a demographically and culturally diverse community
* relates to the people it serves in a friendly, hospitable and inviting way
* provides a range of safe and welcoming spaces that are well designed and well furnished
 |

# Community consultation

[Insert name] Council staff will collaborate with the design team on a program of community and key stakeholder consultation during the planning and design process.

Consultants will undertake workshops with stakeholders, present progress updates at key points of the process and participate in consultation activities with community and key stakeholder groups, such as multicultural and youth groups, councillors, council’s Project Control Group and advisory committees.

# Size

[Insert name] Library will be a significant public building that represents a substantial capital commitment for council, in terms of construction as well as ongoing maintenance and operation.

Library staff have calculated the proposed minimum floor space, based on recognised standards, for the new library to provide the services, programs and activities the community needs. To do this, they have consulted with the community, analysed current and future demographic data, evaluated the way people use the current space and assessed future needs based on professional experience and library trends.

Libraries are ‘third spaces’ that provide a hub of community activity, access to technology and information, and places for meeting, collaborating, connecting, study and business spaces, as well as reader services and collections.

The new [insert name] Library must be able to meet and anticipate a variety of community needs and include:

* informal spaces to relax, read and study
* a range of meeting rooms and program spaces
* well displayed, engaging collections
* accessible spaces and facilities (lower shelf height, wider aisles)
* facilities for specific groups and collections (young adults, children, family, community languages)
* a showcase for local culture, creativity and history including local studies resources and locally created content
* greater integration of digital technology (wi-fi throughout, generous provision of power, digital display, distributed self-check, PCs and catalogues)
* group and individual study areas
* a multifunction space for activities such as travelling exhibitions, children’s storytelling and activities (this space may be dedicated), gaming and young adult activities, author talks, programs, community group meetings.

# Library profile

[Insert name] Library will be [the central/a branch] library for [insert area and note any plans for branch libraries].

[Insert name] Library will be a busy library.

[Include as appropriate:

(if a new library location) This newly developed area needs its own dedicated library and community services.

(if a replacement or extended library) Library services in the area are already heavily used and demand for services and space is growing. The existing older building is not able to meet current need and community expectations of a contemporary library building.]

A new and attractive library building on a prominent site is likely to stimulate higher visitation and lead to even greater demand.

This section outlines some of the attributes to consider when responding to this brief.

| Attributes | Description |
| --- | --- |
| **Collection** | New libraries offer the opportunity to present collections in new and appealing ways. Research shows that when visibility and display approaches improve, the number of items people borrow increases accordingly. This trend has been considered when calculating the space requirements for shelving. |
| **Demand** | Research shows there were around [xx] million visits to NSW public and mobile libraries in [insert year]. In that same time, more than [xx] million people participated in over [xx] public programs and events.[[1]](#footnote-1)[Insert name] Library typifies this level of popularity — in the past year there have been:* a total of [insert number] visits
* an average of [insert number] visits per day/week
* [insert number] people participated in [insert number] programs
* [insert number] loans
* [insert number] computer bookings and [insert number] wi-fi sessions

The demand for library programs and services is constantly growing, and there is every reason to believe this trend will continue.New libraries stimulate demand and [insert name] Library will be no different. The new library will need to be adaptable and flexible enough to respond to evolving community needs and growing demands for space, services and programs. There will also be a corresponding rise in demand for the library’s ‘off-site’ services, such as those provided via the library’s website and focused services for target groups (e.g. home library service for those unable to visit the library in person). |
| **Facilities** | Functions to be accommodated include:* foyer/entrance area
* information/service desk, returns and self-checking terminals
* display areas
* collections, including print, non-print, electronic resources, specialist and genre collections
* community language collections
* literacy collection
* stack collection (if required)
* community information (both hard copy and digital display)
* home library service
* computer catalogues or tablets
* public-access computers
* collaborative areas such as booths and larger tables
* study desks and BYOD (bring your own device) spaces
* lounge spaces
* a variety of meeting room/s
* printers, photocopiers and digital equipment
* makerspace
* recording studio
* gaming area
* local/family studies space and collection area
* children’s storytelling and activity area
* young adult area and young adult collection
* multifunction/flexible spaces that can be easily modified for games and digital media activities, travelling exhibitions/displays, children’s activities and programs, training and maker activities
* outdoor seating or multipurpose area (site dependent)
* staff area
* public toilets and parents’ room
* public parking and bicycle racks
* cleaners’ room
* storage
* loading and utility areas
 |
| **Hours** | Current library opening hours are:* Monday to Friday [insert times]
* Saturday [insert times]
* Sunday [insert times]
* public holidays [insert times/closed]
* website access 24/7

Future library opening hours will be reviewed as part of the redesign to ensure they remain relevant to community needs. |
| **Demographics** | [Insert name] Library staff members have an excellent understanding of demographic trends and the needs of the [insert name] community.Following are some of the primary characteristic of the current community and major demographic trends and changes we expect to see in our community over the next 10 to 20 years:[insert relevant population details and forecasts] |
| **Social connection** | Libraries continue to be safe and trusted places that bring people together and contribute to strong communities. They promote social connection, a sense of belonging, encouraging cohesion and equity of access to education, cultural experiences, digital technology and connections, and opportunities to participate in society.[Insert name] Library will continue to provide a valuable community hub for the people of [insert name]. |
| **Staffing** | A new library leads to an increase in use and demand for library services. It may also require a modification of opening hours. Staff hours will be reviewed in relation to these changes.At present the staffing requirements are [include relevant details]. Staff roles are continually changing as customer and community needs change. |
| **Technology** | Rapidly evolving technology will continue to influence how libraries are used and the infrastructure that is be required to support them. More and more people are using public-access terminals or bringing their own mobile or laptop devices to the library to work and learn as well as for social and leisure activity.For those who do not have computers or the internet at home, or access to training and support, [insert name] Library will continue to provide equipment, free internet, trained staff and resources to the community.Technology is no longer a separate part of the library it is integral to the delivery of a comprehensive and responsive library service and greatly enhances its offering. |
| **Trends** | Understanding how the demand for services and use of libraries will change and adapt over the next 10 to 20 years will be vital when planning and designing the new [insert name] Library.The outline of space requirements in Section 6 of this document, and the functional area data sheets in Section 7, provide valuable input to how best to meet these needs.We recommend that library staff and consultants also refer to the State Library of NSW’s *People Places* library building planning tools and undertake benchmarking studies of recent libraries for a more detailed analysis of trends and likely impacts on public libraries. |

|  |
| --- |
|  |

# Physical and practical considerations

This section outlines the issues affecting building planning, design and fit-out. More information is provided in the data sheets in Section 8 of this design brief.

| Issue | Description |
| --- | --- |
| **Accessibility** | All areas of the library must be safe and accessible for all users. Accessibility will influence all aspects of the building design, from disabled parking and barrier-free access to the entry. Design teams should be prepared to consult relevant groups and consider a range of issues, such as:* clear internal and external signage, including tactile where appropriate
* intuitive layout of external and internal spaces
* convenient access from parking bays and to entries and doorways (e.g. automatic doors)
* width of doorways, aisles and corridors to accommodate strollers, wheelchairs, book trolleys and mobility scooters
* hearing augmentation
* furniture, equipment, floor surfaces and coverings
* shelving set-out and design light levels
* guide maps, digital signage and signage
* emergency evacuation and fire precautions
* [insert requirements of library if used as an emergency centre]
 |
| **Acoustics** | * measures should be taken to insulate the library from external noise
* spaces inside the library must be carefully designed to accommodate noisy and quiet activities and special acoustic treatment may be needed in some areas
 |
| **Automation** | * [insert name] Library uses [insert preferred type of automation such as out of hours bins, sorting machines, smart bins, RFID equipment, self-check]
* [insert name] Library is currently investigating opportunities to automate some library routines and tasks to improve efficiency and WHS outcomes. If implemented, this may have cost and space implications
 |
| **Ceilings** | * ceilings should be generous and generally be 3300 mm or more above finished floor level
* design features like raked or ‘cathedral’ ceilings can be considered to provide a sense of scale
 |
| **Consultation** | Consultants should be prepared to participate in community and stakeholder consultation activities coordinated by [insert name] Council to support the planning and design process, which include:* presentations at strategic points of the process
* participation in consultation events with library users
 |
| **Data and communications** | * a multi-technology backbone system that can reticulate communication signals from latest technologies to all areas of the building will be required
* sufficient space for patch panels, hubs and cable risers
* consultants will be required to liaise closely with [insert name] Council’s information technology staff to ensure that current and future communications and data cabling requirements are met, including wi-fi distribution throughout
* a flexible telephone system able to function with its own network while remaining connected to council’s wider network
 |
| **Deliveries** | * building design must accommodate delivery vehicles, up to the size of a large van
* include a dedicated parking bay for the home library service and/or mobile library vehicle if necessary
* delivery area must be within easy reach of the library lift
* consider garbage and larger truck access as necessary and stipulated by council controls
 |
| **Disaster preparedness** | * shut-off points for power, water and other utilities must be in places that are easy for staff and authorised personnel to access
* first aid resources are required
* disaster response bin with materials to protect shelf contents
* flood mitigation measures must be discussed with council officers early in the planning stages
 |
| **Electrical** | * electrical services should be designed to meet [insert name] Council’s environmentally sustainable design objectives
* ducting, conduits and cable trays must allow for a minimum of 50% spare capacity to accommodate long-term changes throughout the life of the building
* centralised power switches will be required for when it is not necessary to turn off all individual switches (e.g. for public access computers when the library is closing)
* electrically ‘noisy’ equipment should not be on the same circuits as computer equipment and switchboards should be located where electromagnetic interference will not affect sensitive equipment or raise WHS issues
* child-resistant safety plugs are required for all floor-level power points
 |
| **Entry** | * one public entrance to the building must be highly visible and easily accessed from the street
* entrances and exits must be safe and convenient for people to use
 |
| **Environmental sustainability** | * building design should include environmentally sustainable design, and health and wellbeing principles beyond the standard requirements
* potential for achieving sustainability ratings such as Green Star in consultation with [insert name] Council staff
 |
| **Finishes** | * finishes and fittings should be selected to meet [insert rating tool and/or Council’s environmentally sustainable design (ESD) objectives]
* consideration should be given to locally sourced materials where practical
* finishes should be durable, high quality, low maintenance and discourage graffiti; paint finishes should be easy to clean
* flooring should meet the needs of the specific area, durability and ESD objectives; consider carpet, rubber, concrete, timber etc
* carpet must be heavy duty (ACCS ‘contact extra heavy duty’ 48 oz), particularly in high-traffic areas like entrances, counters and most staff areas; carpet squares are recommended
 |
| **Fire services** | * fire extinguishers and hose reels must be installed to meet requirements of relevant legislation and good practice
* any system of thermal and/or smoke detectors will be linked to [insert name] Council’s security
 |
| **Flexibility** | [insert name] Library interiors must be able to adapt to future library uses and services. Elements that assist adaptability include:* extensive use of modular loose furniture
* limiting the number of ‘built in’ items
* locating ‘inflexible’ elements such as service cores and toilets where they won’t hamper future flexibility of space
* a flexible enough design to accommodate future floor space, resources and technology changes
 |
| **Floor loading** | * design should accommodate and encourage flexible use of space, allowing bookshelves to be installed at virtually any point and with loadings in line with Australian Standard AS 1170 (i.e. not less than 7.5 kPa)
* compactus shelving will be required in closed stack areas and in parts of the staff workroom, this will require a loading of more than 10 kPa
* structural engineer’s advice is recommended
 |
| **Floors** | * library must be on as few floors as possible to minimise the number of staffing points required and support the most efficient and convenient floor layouts
 |
| **Functionality** | * [insert name] Library must be designed so it is easy for people to find their way around with minimal direction
* library layouts should be simple to follow with clear routes, unobstructed sightlines for staff, visual markers and a clear and logical approach to shelving
 |
| **Furniture** | * should be selected to meet [insert name of policy or rating tool] and [insert name] Council’s environmentally sustainable design objectives
* design and selection must account for the large number and type of people who use the library, including those with disability and children
* must be safe and ergonomic, easy to maintain, and robust but attractive
* readily available standard items of furniture are preferred over expensive and hard to replace custom-made items
 |
| **Hydraulics** | * hydraulic design should meet [insert name of policy or rating tool] and council’s environmentally sustainable design objectives
* fixtures and fittings must have the highest possible water efficiency rating and controls to minimise water use
* potable water must be available from all domestic taps
 |
| **Landscaping** | * landscaping should meet [insert name of policy or rating tool and/or] Council’s environmentally sustainable design objectives
* should be low maintenance and complement the design of the buildings and outlook
* design should consider the use of open space as an extension of library, community and cultural activity, whether reading, using wi-fi, meeting, play, leisure and programmed events
 |
| **Lift** | * where public areas of the library extend beyond one floor, they must be serviced by a lift big enough to accommodate a stretcher
* staff will also require secure lift access to delivery, staff or stack areas
* lifts will need to have capacity for accommodating multiple prams, wheelchairs and mobility scooters
 |
| **Lighting** | * lighting should be selected and designed to meet [insert name of policy or rating tool] council’s environmentally sustainable design objectives
* light levels should generally follow Australian Standard 1680 recommendations
* lighting design should use natural light to best advantage, both for aesthetic and energy conservation reasons with light sensors and zoning to conserve energy
* meeting rooms and other spaces which are used sporadically should use separate switches or movement sensors
* lighting design should avoid excessive heat loss or gain, glare and the unwanted effects of direct or reflected light
* main light switches to be located near staff entry/exit points
 |
| **Parking** | * parking requirements must be determined in consultation with [insert name] Council staff
* parking should be convenient for library users with designated parking for people with disability that is close to the library entrance
* there should be a number of secure parking bays for library vehicles, vehicles of people making service calls and for staff
* safe and accessible bicycle and mobility scooter parking must be provided close to the library entry
 |
| **Public art** | * There is scope for public art and crafts to be incorporated into the library design and decoration. This should be discussed with council staff early in the planning process to identify suitable opportunities and potential artists
* a suitable hanging system must be provided on walls to display items from council’s own collections and for public art exhibitions
 |
| **Safety and security** | The library must be safe and secure:* external design should deter vandalism and graffiti and incorporate crime prevention through environmental design (CPTED) principles
* after-hours security lighting is essential
* all external lighting should use long-life components and be vandal resistant
* consideration should be given to the after-hours returns chute both in terms of customer safety and prevention of vandalism of books
* internal design must accommodate internal intruder alarms and alarms will generally be required on emergency exit doors
* the information/service desk must have a silent duress alarm for times when there is only one staff member on duty
* sight lines and supervision of areas is to be reviewed in detail with library staff and aligned to staffing models such as provision of roving librarians
* children’s library design will require clear sightlines to and from the information/service desk and encourage passive surveillance/security
* [insert name] Library locking systems must be consistent and compatible with council’s master key system
* locks should be keyed alike, where possible
* card key access control will be required at the staff entrance and staff areas
* provision of security cameras, monitoring and data storage is to be discussed and agreed with library staff and council
 |
| **Shelving**  | Five types of shelving should be considered for the library fit-out:* standard — static, cantilever-type shelving for public areas and staff offices, including fixed or adjustable display shelving, that exceeds the minimum requirements of Australian Standard AS2273-1973 Steel library shelving. A maximum height of 1600 mm is preferred for free-standing shelves in public areas
* office shelving - various lengths of shelving for staff offices
* shelving on wheels - mobile shelving fitted with robust castors that enable sections to be moved to transform spaces
* compactus - rolling shelving on tracks which can be surface-mounted or flush with the floor, with one or more access aisles/unit of shelving, for greater use of floor space for low-use materials
* special - required for items such as CDs, DVDs and picture books, similar to that used in retail, with some face-out display.

Recommended shelving height in adult areas is 1600 mm and 1300 mm in children’s areas, although 1550 mm may be acceptable.Library fit-out contract should allow for spare new shelves, brackets and safe, easily adjustable bookends; quantity to be confirmed with council officers.Consideration should be given to shelving canopies and shelf ends as their design contributes to the character of the library and can be used for display and signage. |
| **Sightlines** | * library users and staff should be able to maintain visual contact with the library’s exterior
* people outside the library should be able to see inside the library and get a feel for what it has to offer
* public space in the library should be designed to ensure that sightlines are maintained, and that secluded spaces are avoided
 |
| **Signage** | Signage design will be included in the contract and must include:* external signs from nearby crossroads, parking areas and walkways
* prominent external building signage
* potential for digital signage/display at entry, service points and near primary circulation paths
* emergency exit and other statutory signage
* signs for some internal doors [insert digital signage requirement for bookable rooms if required]
* editable/digital signs e.g. opening hours, layout, current and forthcoming activities and events
* internal area guides e.g. for areas such as ‘large print’
* shelf signs

Some signs will need to be in community languages (including non-Roman scripts) and others may need to be made of raised lettering or Braille. |
| **Stormwater and roof water** | * stormwater management must meet [insert name] Council’s environmentally sustainable design objectives and stormwater modelling and strategies
* discharge to the street stormwater system is suitable
* roofing systems, gutters and downpipe design should consider the risk to collections from rainwater and flood and apply the appropriate benchmarks for design and detailing
 |
| **Temperature and humidity** | * [insert name] Council’s environmentally sustainable design objectives aims should be noted
* some paper-based library materials are prone to mould when subjected to high levels of relative humidity (RH)
* 40-60% RH is generally accepted as a reasonable range for storage of paper-based items
* archival collections require more stringent conditions with an RH of 50% (±5%) and a temperature of 18°C (±2°C) all day, every day
 |
| **Walls** | * walls to be used for display purposes wherever possible, with suitable hanging systems required or locations identified for permanent artwork and graphics
* walls must be protected from trolley impact in high-traffic areas like corridors, doorways and information/service desk
 |
| **WHS** | * WHS issues should be considered and accommodated throughout the planning and design process so that public and staff areas meet the highest standards
* the design team should participate in Safety in Design processes during the design and construction phases
 |
| **Windows** | * staff and public areas must have natural light
* direct sunlight should generally not fall on collections or create glare for computer users
* opening windows must have locks and be keyed alike
* window blinds must be childproof (no cords at child height)
 |

# Space requirements

This section provides the *minimum* space requirements for [insert name] Library. Floor areas are *net* and an overall grossing factor is applied to the total.

| Area code | Function | Type of floor space | Floor area (m²) |
| --- | --- | --- | --- |
| 1 | Entrance  | sheltered external space  | external |
| 2 | After hours return chute | enclosed space, may link to returns facility | [insert as relevant] |
| 3 | Outdoor seating | partly shaded courtyard or terrace seating | [insert as relevant] |
| 4 | Cafe | may have outdoor space and includes kitchen area and seating | [insert as relevant] |
| 5 | Foyer | public space with lockers, display cases | [insert as relevant] |
| 6 | Multifunction space | enclosed space for exhibitions, functions, events, programs — accessible after hours and column-free | [insert as relevant] |
| 7 | Meeting rooms | public space room(s) which can be divided into two rooms if needed, capacity [xx] people each | [insert as relevant] |
| 8 | Kitchenette | [detail if kitchenette is in interconnected, open space or separate room] | [insert as relevant] |
| 9 | Public toilets and parents’ room | public toilets including accessible toiletsparents’ room with feeding area and nappy-changing facilities | [insert as relevant] |
| 10 | Equipment store | enclosed storage room for chairs, tables, equipment | [insert as relevant] |
| 11 | Security gates | open area | [insert as relevant] |
| 12 | Information/service desk  | open area | [insert as relevant] |
| 13 | Returns facility | enclosed room, may be automated | [insert as relevant] |
| 14 | Self-check | open area[returned books can also be displayed on shelving] | [insert as relevant] |
| 15 | Computer and catalogues | open area, distributed to allow for a range of settings and users | [insert as relevant] |
| 16 | Laptop and BYOD areas | open area, furniture with power and USB connections | [insert as relevant] |
| 17 | Photocopying/scanning | enclosed room or rooms | [insert as relevant] |
| 18 | New book display | open area | [insert as relevant] |
| 19 | Community information | open area | [insert as relevant] |
| 20 | Reference | open area | [insert as relevant] |
| 21 | Newspapers and magazines | open area (consider proximity to entry and/or cafe) | [insert as relevant] |
| 22 | Lending collections | open area, includes occasional chairs and tables and collaborative settings | [insert as relevant] |
| 23 | Reading areas | open areas, distributed | [insert as relevant] |
| 24 | Study spaces | study desks, pods or carrells for individual or side by side study | [insert as relevant] |
| 25 | Local studies and family history area | open area including display, seating, electronic and microform resources  | [insert as relevant] |
| 26 | Local studies stack | lockable enclosed room, humidity and temperature controlled, possibly fireproof (consider offsite if space is constrained) | [insert as relevant] |
| 27 | Information technology and adaptive technology  | enclosed space or open area | [insert as relevant] |
| 28 | Makerspace | enclosed space  | [insert as relevant] |
| 29 | Recording studio | enclosed space | [insert as relevant] |
| 30 | Gaming area | open area | [insert as relevant] |
| 31 | Junior computers | open area, OPACs and other computers | [insert as relevant] |
| 32 | Children’s display | open area and wall space with display fittings in wall/ceiling | [insert as relevant] |
| 33 | Pre-school children’s area | open area for picture books, readers, children’s, tactile interactive elements, play zones and parent’s seating and with display fittings in wall/ceiling | [insert as relevant] |
| 34 | Junior seating | open area  | [insert as relevant] |
| 35 | Junior collections | open area with a variety of shelving | [insert as relevant] |
| 36 | Children’s storytelling and activities | acoustically zoned area with display fittings in ceiling/walls | [insert as relevant] |
| 37 | Toy library | open area, including lockable storage | [insert as relevant] |
| 38 | Young adult area | open area | [insert as relevant] |
| 39 | Young adult collections | open area | [insert as relevant] |
| 40 | Quiet study room | enclosed room | [insert as relevant] |
| 41 | Group study spaces(s) | enclosed room or settings such as booths/banquettes | [insert as relevant] |
| 42 | Manager, Library Services | enclosed private office | [insert as relevant] |
| 43 | Other offices | some staff roles may require an enclosed private office | [insert as relevant] |
| 44 | Staff meeting room | enclosed space adjacent to open plan office.  | [insert as relevant] |
| 45 | Work room | open office area, personal/team storage, layout and casual meeting areas, IT, some areas of compact shelving  | [insert as relevant] |
| 46 | Staff common room/kitchen | * enclosed space or connected to open plan office
* should offer multifunctionality for lunches and staff gatherings
 | [insert as relevant] |
| 47 | Staff toilets, shower and sick bay | enclosed space [add lockers if necessary and ‘end of trip’ facilities such as shower may be necessary depending on council/sustainability policies] | [insert as relevant] |
| 48 | IT equipment/server room | enclosed room | [insert as relevant] |
| 49 | Stack | enclosed room with compact shelving | [insert as relevant] |
| 50 | Storage | enclosed room | [insert as relevant] |
| 51 | Cleaners’ storage | enclosed room | [insert as relevant] |
| 52 | Delivery area | enclosed space, loading dock, roller shutter to delivery access | [insert as relevant] |
| 53 | Library vehicle and service vehicle parking | [x] secure parking bays | [insert as relevant] |
| 54 | Returns drop-off point | within car park or highly visible point on street | external |
| 55 | Waste disposal and recycling | room or semi-enclosed external | external |
| 56 | Staff entrance | external | [insert as relevant] |
| 57 | Library staff parking | [x] secure parking bays | external |
| 58 | Public parking | external | external |
| 59 | Bicycle parking | external, next to entrance | external |
| **Library net floor area** | [insert net total] |
| **Library gross floor area (net plus 20%)** | [insert gross total] |

# Room data sheets

| Entrance | Area code 1 |
| --- | --- |
| **Function** | sheltered public entrance to the foyer which leads into the library, multifunction space and meeting room |
| **User** | library users and staff (consider additional functionality such as events and performances) |
| **Floor area** | external space |
| **Relationship to other space** | * easy and level access from the street
* convenient access from parking areas and after-hours returns chute
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | closed circuit television cameras |
| **Curtains, blinds** |  |
| **Data** | consider distributing wi-fi to outside to further activate precinct out of hours |
| **Equipment** | * automatic entrance doors
* closed circuit television camera
 |
| **Floor finish** | hard-wearing and slip-resistant external paving or similar |
| **Furniture** |  |
| **Heating, ventilation, air conditioning (HVAC)** |  |
| **Lighting** | external, vandal-resistant lighting |
| **Power points** | for automatic entrance doors and closed-circuit television cameras |
| **Plumbing** |  |
| **Security** | secure key-activated locking device for the automatic doors |
| **Signage** | * building identification
* hours of opening visible through or on the door or nearby window
* opportunity for ‘what’s on’ signage
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | entrance must be clearly visible and obvious to approaching pedestrians |

| After hours return chute | Area code 2 |
| --- | --- |
| **Function** | after hours book return chute (design to be approved by WHS officer) with appropriate fire rating and easy to access by library users |
| **User** | public with staff access to rear |
| **Floor area** |  |
| **Relationship to other space** | * on an external wall with good supervision from public places and within easy reach of the building entrance
* internally it should be adjacent to the staff work area and may be linked to a returns processing area
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** | data point for scanner if installed |
| **Equipment** | * vandal-resistant chute
* ergonomic trolley (internally)
 |
| **Floor finish** | uniform with adjacent areas |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | * secure external lighting
* internal light for servicing
 |
| **Power points** | power for scanner, if installed |
| **Plumbing** |  |
| **Security** | * fire-rated compartment
* smoke detector within
* user access to the book chute after hours may occur by scanning a barcode or card
* vandal-resistant fittings
 |
| **Signage** | external sign |
| **Telephone** |  |
| **Wall finish** | impact-resistant |
| **Comments** |  |

| Outdoor seating | Area code 3 |
| --- | --- |
| **Function** | If the site permits there should be an enclosed courtyard or upper level terrace, accessible from the multifunction space and/or from the library proper, with outdoor seating, some landscaping and a shaded area. The library will also be enhanced by seating in front of the library enhancing public amenity. |
| **User** | public |
| **Floor area** | external |
| **Relationship to other space** | adjacent to multifunction space and/or to an access point into the library itself with pleasant outlook |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | non-slip, easily cleaned |
| **Furniture** | * [x] outdoor tables
* [x] chairs
 |
| **HVAC** |  |
| **Lighting** | external lighting |
| **Power points** | externally rated power outlets |
| **Plumbing** | consider tap/irrigation points for landscaping |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Cafe | Area code 4 |
| --- | --- |
| **Function** | * food and beverages for the public and staff
* [insert whether food is cooked onsite, which will require grease trap and significant exhaust; alternatively, food will need to be pre-prepared]
* catering for functions in the multipurpose space
* include wi-fi access
* may have outdoor space
* can be located outside or inside library secure area (or connected)
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * accessible through foyer, within library, interconnected with library
* views to outside and desirable for the cafe to open to an outdoor space facing a civic space [preferably northern orientation]
* easy access to waste disposal/loading required, without waste being transported through the library
 |
| **Acoustics** | sound absorbent walls and ceiling surfaces |
| **Ceiling finish** |  |
| **Communications** | public address and evacuation systems |
| **Curtains, blinds** |  |
| **Data** | data points for terminals for email, internet and cash receipting, distributed wi-fi |
| **Equipment** | * commercial kitchen equipment
* display refrigerators
* hot and cold food trays and display
* cash register and EFTPOS facility
 |
| **Floor finish** | high quality floor tiles and/or sheet flooring |
| **Furniture** | * [x] tables and [x] chairs
* service counter
 |
| **HVAC** | exhaust ventilation from cooking areaair conditioning to comfort conditions |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | required for cleaning and kitchen equipment |
| **Plumbing** | * hot and cold water supply
* sanitary plumbing
 |
| **Security** | * silent duress alarm
* keycard or proximity card access by cafe staff when cafe is closed
 |
| **Signage** | * area identification
* menu blackboard or similar
 |
| **Telephone** | telephone outlet |
| **Wall finish** | soft appearance, durable finish, low acoustic reflectivity |
| **Comments** |  |

| Foyer | Area code 5 |
| --- | --- |
| **Function** | entrance foyer |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * level access from outside through automatic doors
* must be transparent from outside and inside
* glass doors between the foyer and the library proper
* public toilets, parents’ room
* adjacent to multifunction space and cafe
* return chute facility in foyer to general returns area or standalone out-of-hours chute
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * CCTV camera
* public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | data outlets on perimeter walls |
| **Equipment** | * people counter positioned low enough to count children but not so low as to count individual legs
* counter ‘reader’ must be located for ease of staff access
 |
| **Floor finish** | * easily maintained and hard-wearing, non-slip floor covering
* grime-trapping mat at entrance doors
* wet weather mat may be required
* floor may be decorated in some way
 |
| **Furniture** | * [x] seating
* [x] lockers (if required)
* display joinery (if required)
 |
| **HVAC** | standard conditions or mixed mode |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * power required for automatic doors
* power required for security camera, clock, people counter, display cases, lockers
 |
| **Plumbing** |  |
| **Security** | * intruder alarm
* security cameras
 |
| **Signage** | * ‘Welcome to the Library’ sign in English, community languages and local Aboriginal language
* Acknowledgement of Country
* opening hours sign (visible through window)
* digital signage for library and community event promotion
* commemorative plaque/donor board
* large notice boards integrated into the design
* directional signs
 |
| **Telephone** |  |
| **Wall finish** | high quality, hard-wearing and low maintenance finishes |
| **Comments** | opportunity for community and public art in the fit out of the foyer |

| Multifunction space | Area code 6 |
| --- | --- |
| **Function** | area that can be used for a variety of activities, including exhibitions and displays, talks, lectures, workshops, video screenings, author talks and storytelling |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * off the foyer and opening to outdoor seating
* may be used after hours, requiring access to public toilets and kitchenette
 |
| **Acoustics** | appropriate for lecture hall or exhibition space |
| **Ceiling finish** |  |
| **Communications,**  | * general building public address/evacuation system
* separate public address system for this room
* audio loop for hearing-impaired
 |
| **Curtains, blinds** | blackout window covering (no cords at child height) |
| **Data** | data outlet at each power point, wi-fi |
| **Equipment** | * videoconferencing equipment /data projector and screens
* radio microphone
* PA system
* whiteboards/flipboards (consider pinnable/writable wall surfaces)
* clock
 |
| **Floor finish** | hard-wearing and easily maintained floor covering |
| **Furniture** | * lectern
* [x] stackable seats with storage dollies
* [x] tables, possibly folding
* temporary stage (if required)
 |
| **HVAC** | separately zoned and switchable |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* provide dimming, with provision for adjustable and independently switched spotlighting on a lighting grid system as required
* separate circuits for each subdivisible space and motion detectors
* light switching conveniently located for after-hours use
 |
| **Power points** | * perimeter duct with a double power point every two metres
* recessed floor outlets for power, data and public address system
 |
| **Plumbing** | sink with hot and cold water in a lockable cupboard |
| **Security** | provision for a lockable wireless system to protect exhibits mounted on screens or in display cases |
| **Signage** | * area identification
* provision for additional hanging or wall-mounted signs when used as exhibition space
* audio loop pictogram
 |
| **Telephone** | * dedicated telephone outlet if required (usually data outlet)
* additional phones can be linked to data outlet if required
 |
| **Wall finish** | * hanging system for framed pictures if required
* writable wall finishes (such as laminates) and/or pinboard/magnetic finishes
* finishes to be considered as part of acoustic design
 |
| **Comments** | * operable walls may divide the room into two or more spaces which must be able to be accessed independently
* walls to be easily operated by staff
* column-free area
 |

| Meeting room/s | Area code 7 |
| --- | --- |
| **Function** | * meeting room for up to [x] people
* able to be subdivided into two spaces with a capacity of up to [x] people each
* may include furniture storage area
 |
| **User** | public; library and council staff |
| **Floor area** |  |
| **Relationship to other space** | accessible from foyer and after hours |
| **Acoustics** | appropriate for a meeting room (ensure adjacent areas are not affected) |
| **Ceiling finish** |  |
| **Communications** | * general building public address/evacuation system
* separate public address system for this room
* audio loop for hearing impaired
 |
| **Curtains, blinds** | blackout window coverings (cords not to be child height) |
| **Data** | data point at each power point |
| **Equipment** | * videoconferencing equipment /data projector and screens
* pin boards and whiteboards (consider pinnable/writable wall surfaces)
* refreshment facilities in cupboard
* public address system
* clock
 |
| **Floor finish** | carpet (vinyl in storage area) |
| **Furniture** | * [x] stackable chair and storage dollies
* [x] folding tables
 |
| **HVAC** | separately zoned and switchable |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * perimeter duct with one double power point every two metres
* recessed floor outlets for power, data and public address system
* power for security cameras
 |
| **Plumbing** | sink with hot and cold water in a lockable cupboard |
| **Security** | security cameraslockable |
| **Signage** | door sign |
| **Telephone** | telephone outlet |
| **Wall finish** | * pinnable/writable wall surface
* hanging system for pictures or graphics/artwork integrated onto wall
 |
| **Comments** |  |

| Kitchenette  | Area code 8 |
| --- | --- |
| **Function** | space to allow preparation of refreshments for functions in the multifunction room and meeting rooms |
| **User** | staff, caterers |
| **Floor area** |  |
| **Relationship to other space** | * easy access to multifunction space
* kitchenette must be accessible to caterers without having to go into the multifunction space
* convenient access to waste disposal without having to take rubbish through library
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * stainless steel sink
* stove/oven
* boiling water unit
* refrigerator
* microwave oven
* dishwasher
 |
| **Floor finish** | hard-wearing, washable floor covering |
| **Furniture** | bench space with cupboards for crockery and glassware, drawers for cutlery |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | four double power points |
| **Plumbing** | * hot and cold water
* sewer plumbing
* connections for dishwasher
 |
| **Security** | lockable |
| **Signage** | door sign |
| **Telephone** | wall phone |
| **Wall finish** | hard-wearing and washable |
| **Comments** |  |

| Public toilets and parents’ room | Area code 9 |
| --- | --- |
| **Function** | * public toilets including accessible toilets
* parents’ room with feeding area and nappy-changing facilities
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * accessible through foyer
* accessible to public when multifunction space or meeting rooms are in use outside of library hours
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * soap dispensers
* automatic hand dryers
* rubbish bins
* sanitary bins for women’s toilets
* syringe disposal unit
* nappy change bench
* disposal bin for soiled nappies
* mirrors
 |
| **Floor finish** | non-slip glazed ceramic tile |
| **Furniture** | [x] comfortable chairs in parents’ room |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | for hand dryers |
| **Plumbing** | normal plumbing requirements but with electronic sensor taps and urinal flushers |
| **Security** | CCTV camera in corridor outside (if required) |
| **Signage** | pictograms |
| **Telephone** |  |
| **Wall finish** | glazed ceramic tile, full height |
| **Comments** |  |

| Equipment store | Area code 10 |
| --- | --- |
| **Function** | storage for equipment and furniture from the multifunction space and meeting rooms, including chairs, tables, electronic and craft equipment |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | easily accessible from multifunction space and meeting rooms |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * chair trolleys
* iPad/tablet storage and charging
 |
| **Floor finish** | hard-wearing, washable |
| **Furniture** | custom-made joinery/shelving as appropriate |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | lockable |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** | impact resistant, washable |
| **Comments** |  |

| Security gates | Area code 11 |
| --- | --- |
| **Function** | * security gates, which people must pass through to exit the library, will sound an alarm if library items have not been properly scanned
* opening between gates must comply with accessibility standards and accommodate mobility scooters
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * positioned between the foyer and the library proper
* highly visible from the information/service desk if possible
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** | check requirements with RFID gate supplier |
| **Equipment** | * security gates
* people counter, which can be integrated into security gates
 |
| **Floor finish** | carpet |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | power points for security gates and people counter |
| **Plumbing** |  |
| **Security** | detection gates must be open, non-threatening and as transparent as possible |
| **Signage** | consider potential for graphics on gates |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | Electromagnetic security gates must not be placed close to computer-based equipment, large expanses of metal or near trolley bays and returns shelves. |

| Information/service desk | Area code 12 |
| --- | --- |
| **Function** | * staffed service point for general and directional information
* checkouts, chutes to returns area (may be located elsewhere)
* shelving for reserves (may be located elsewhere)
* area for joining up new library members
 |
| **User** | public and staff |
| **Floor area** |  |
| **Relationship to other space** | * first service point visible when entering the library
* must be clearly visible from the foyer and provide good visibility into foyer and to entrance floor, have clear sightlines to self-service checkouts, and be preferably adjacent (beside or above) the returns facility
* preferably with clear lines of site into main library space, and stairs and lift leading to other floors
* in proximity to display and community information (digital or traditional)
* adjacent to work area if possible
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * audio loop for hearing-impaired
* public address system console
* buzzer to staff work room
* intercom to delivery area
* general building public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | * four data points
* ducting must allow for expansion and allow cabling to be easily reconfigured
 |
| **Equipment** | * [x] PCs
* RFID smart pad
* cash register and EFTPOS terminal
* printer/fax machine
* CCTV monitor and security recorder
* clock
 |
| **Floor finish** | * carpet
* extra cushioning or anti-fatigue matting required on staff side of the desk
 |
| **Furniture** | Desk to be designed or purchased in close consultation with library staff. Consider small mobile pod style desks, on castors or wheels.The desks requires highly durable work surfaces. Counter height needs to suit staff and public who are standing (approximately 1000mm high) and include an area at a height appropriate for children and people in wheelchairs. The desk requires an area for side by side consultation with customers and needs to be flexible to allow reconfiguration as equipment and needs change.Other requirements:* [x] adjustable chairs for staff
* [x] chairs on public side of desk
* drawer unit including a cash drawer
* rubbish bin

May include:* book return chute
* space for [x] book trolleys
* cash register
* lockable cupboards
* space for stationery and brochures on staff side of the desk
* facility for temporary sign or digital signage
* PA system
* audio loop for hearing impaired
* adjustable shelving for reserved items (this can be located away from desk but near entry). This shelving should be 250 mm deep, 300 mm above floor level, with 360 mm clear height between shelves. Review if returns shelves have RFID returns capability.
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* low glare fittings
 |
| **Power points** | * [x] double power points
* ducting in the desk must allow ample space for expansion and be conveniently located and easy to reconfigure
 |
| **Plumbing** |  |
| **Security** | * on/off switch for theft detection equipment, accessible only to staff
* silent duress alarm buttons
* fire exit alarm panel
* CCTV monitor (see equipment)
* remote access switch to unlock delivery area
 |
| **Signage** | * area identification
* audio loop pictogram
* digital signage
 |
| **Telephone** | two telephone outlets and fax line (if required) |
| **Wall finish** | area suitable for temporary notices |
| **Comments** |  |

| Returns facility | Area code 13 |
| --- | --- |
| **Function** | Receiving, recording receipt, re-sensitising (depending on the security system in use) and sorting of items returned to the library via the after-hours chute and the returns chutes at or near the service desk.The process could be fully or semi-automated using return sorting equipment.  |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * location adjacent to information/service desk, near entry or returns chute preferred
* proximity to a processing area (not the information/service desk) e.g. for items sorted for reserves, return to branch locations etc
* provide visibility to library floor through window
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | to be determined once sorting equipment finalised |
| **Equipment** | * sorting equipment
* [x] trolleys
 |
| **Floor finish** | vinyl |
| **Furniture** | * [x] tables
* [x] ergonomic chairs
* shelving
 |
| **HVAC** | standard conditions |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for sorting equipment, computers and general cleaning |
| **Plumbing** | sink with hot and cold water |
| **Security** | * locked area
* keycard or proximity card access by staff only
* if automated equipment is used there must be stringent safety features to shut down operations when staff access the room
 |
| **Signage** | door sign, with warning sign near equipment |
| **Telephone** | telephone (if required) |
| **Wall finish** | hard-wearing |
| **Comments** | nature of the fit-out will depend on whether an automated sorting system is installed |

| Self-check | Area code 14 |
| --- | --- |
| **Function** | equipment to allow users to check out library material for themselves  |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | highly visible to people about to check items out of the libraryvisible from information/service desk |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | data points to RFID supplier’s specification |
| **Equipment** | * [x] borrower self-check units
* [x] unit(s) at a height suitable for people with disabilities and for children
 |
| **Floor finish** | carpet |
| **Furniture** |  |
| **HVAC (HVAC)** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* instructions about equipment using pictograms supplemented where necessary in text in community languages
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Computers and catalogues | Area code 15 |
| --- | --- |
| **Function** | computers for public access to catalogues, databases and the internet |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * clusters of computers visible to library users with a variety of settings (some in high traffic zones, some in quieter study zones, consider youth and children’s area PC provision)
* provide area for potential computer training with operable walls to allow access to computers when training is not in progress (if required)
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** | [x] PCs (note catalogue computers may be tablets for greater flexibility) at least one catalogue on each floor suitable for wheelchair access |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables/benches at standing and sitting height
* [x] ergonomic chairs
* children’s area furniture to be at child sitting height
* include furniture suitable for wheelchair access
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* consider task lighting
* care taken in orientation to avoid glare from windows
 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | operable wall or screen to create occasional training room or cluster of PCs for training (if required) |
| **Comments** | * cable management to be considered in design
* ducting to allow for additional PCs in the future
 |

| Laptop and BYOD Areas | Area code 16 |
| --- | --- |
| **Function** | dedicated zones for laptop/device use |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | clusters of space visible to library users with a variety of settings (some in high traffic zones, some in quieter study zones) |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points and distributed wi-fi |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables/benches at standing and sitting height with clear access to power outlets
* [x] ergonomic chairs
* furniture may include built in power/USB outlets
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* consider task lighting
 |
| **Power points** | power and USB points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Photocopying/scanning | Area code 17 |
| --- | --- |
| **Function** | separate space or room(s) for photocopiers |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * visible from information/service desk
* one copying area near current newspapers and magazines is helpful
 |
| **Acoustics** | noise absorbent treatment |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | data point next to each double power point |
| **Equipment** | * [x] card-operated photocopier/printer/scanner
* copy card machine
* safety paper cutter, manual stapler and hole punch
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] collating tables approximately 900 mm high x 1200 mm wide x 750 mm deep with lockable storage underneath for immediate paper and toner needs
* [x] small benches alongside each copier
* recycling bins
 |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* copyright notice
* user instructions for machines
 |
| **Telephone** |  |
| **Wall finish** | pinnable surface |
| **Comments** |  |

| New book display | Area code 18 |
| --- | --- |
| **Function** | display of newly acquired library materials |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | highly visible area close to information/service desk and informal seating |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] bays display shelving (items facing out at an angle, movable and modular)
* consider co-locating book display with other display such as digital signage, posters and other items
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* consider adjustable spotlights
 |
| **Power points** |  |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Community information | Area code 19 |
| --- | --- |
| **Function** | * notice board and brochure holders for items relating to community activities
* computer terminals giving access to community information
* digital signage
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | highly visible area on entrance floor |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** | * [x] PCs or interactive screens as required
* AV equipment including monitor screen
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] noticeboards
* [x] brochure holders
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* digital signage
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Reference | Area code 20 |
| --- | --- |
| **Function** | * collection of not-for-loan reference materials; includes atlases, large format publications, annual reports, almanacs, Find Legal Answers and Drug Info collections, government publications
* dedicated e-resources PCs (if required)
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to information/service desk
* adjacent to a cluster of reading areas and with good access to copying
* proximity to e-resources
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * wi-fi throughout
* data points for e-resources PCs if required
 |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] bays of shelving, as described under ‘lending collections’ but generally only three shelves high
* atlas stand (if required)
* display for Find Legal Answers and Drug Info collections and government publications
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for PCs |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* shelf signs and potential poster pin-up area
* prominent signs for Find Legal Answers and Drug Info collections and government publications
 |
| **Telephone** |  |
| **Wall finish** | * allow for pinboard or display zone
* hanging system for framed pictures (if appropriate)
 |
| **Comments** |  |

| Newspapers and magazines | Area code 21 |
| --- | --- |
| **Function** | current and recent issues of magazines and newspapers on display |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * highly visible from the street and to those entering the library
* good access to copying area
* close to informal reading area, lounges and cafe
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | two data points and wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * stands for [x] newspaper titles and [x] periodical titles
* angled display shelving for latest issues of periodicals
* flat shelves with dividers for back issues of periodicals
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | six double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* small labels for newspaper/periodical titles and back-issue shelves
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Lending collections | Area code 22 |
| --- | --- |
| **Function** | shelving for adult lending collections, including fiction, non-fiction, large print, paperbacks, audio books, audio-visual items and other formats (note that reference, children’s and young adult collections are housed elsewhere) |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | easily accessible from the library entrance and located on as few floors as practical; interspersed with seating and reading areas |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] lounge chairs
* [describe preferred seating furniture within collection area]
* [outline shelving plan for general and specific collections, include some face-out display]
* [outline shelf end strategy including catalogues and display]
* [outline preference for castors, shelf canopies]
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for cleaning equipment and potential digital signage/catalogue connection |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* range markers on shelf-end panels
 |
| **Telephone** |  |
| **Wall finish** | * hanging system for framed pictures
* [describe other wall treatments such as interpretive graphics, mural art]
 |
| **Comments** | * adjustable metal shelving is required, with units no higher than 1600 mm
* most shelving should be 250 mm deep, with a clear height between shelves of approximately 275 mm (five shelves high) and 350 mm (four shelves high)
* shelving must be adjustable in increments of approximately 25 mm; each shelf must have rear upstand of approximately 2 mm
* tilted bottom shelves are required
* ends of brackets of tilted shelves must not protrude beyond the edge of the end panel
* most bays will be double-sided, but depending on the development of layouts, some single-sided shelving can be used against walls
* all shelving units must be stable, even when unevenly loaded; bracing to walls will be necessary with single-sided shelving bays.
* aisle widths should be a minimum of 1500 mm
* one approved book support per shelf is required; these will be standard items from the manufacturer, designed to minimise damage to library materials and safe and easy to use
* canopies and end-panels are required to enhance the appearance of the shelving, to protect library materials from dust (canopies) and to provide a good surface for mounting shelf signage and display (end-panels)
* shelving must exceed the minimum requirements of Australian Standard 2273-1973 *Steel library shelving*; it must be from a reputable and reliable supplier, finished in a standard manufacturer's colour and guaranteed for at least five years
* shelving layout should consider light distribution and offer a logical layout that is easy for users to follow
* shelving layout will offer zones for seating and studying within the collection to increase customer choice
* sequence of materials must be easy to follow, logical and clear. Avoid very long ranges of shelving.
* consider which shelving should be on castors for flexibility of layout and potential for multi-functional use; castors to be lockable
* specialised storage or inserts for standard shelf units will be required for CDs, DVDs, magazines, kits and material in other formats
 |

| Reading areas | Area code 23 |
| --- | --- |
| **Function** | * open informal areas distributed across the library, with a variety of seating appropriate for a range of users
* inviting and comfortable
* appropriate acoustic treatment
 |
| **User** | public  |
| **Floor area** |  |
| **Relationship to other space** | * informal reading areas close to newspapers and magazines area, close to entry or in areas with outlook and daylight
* other areas close to/or within lending collections, including large print and AV materials, new book display
* clusters of tables and study desks, some close to reference and nonfiction parts of the collection
* these areas benefit from an outlook and daylight, so the preferred location for the majority of seating should be at the perimeter of the building
 |
| **Acoustics** | seating should be provided in a range of active and passive spaces |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** | window treatment should consider mitigation of glare and thermal comfort within seating areas |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] armchairs and sofas
* [x] [insert dimension/number of users] tables
* [x] task chairs
* [x] single-seater low chairs
* [x] low tables
* [x] ottomans/stools/beanbags
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * for laptop use and mobile device charging (preferably on wall or table)
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | * hanging system for framed pictures
* [insert preferences for permanent murals, interpretive graphics]
 |
| **Comments** |  |

| Category | Proposed collection | % on loan | Vols | Vols/ shelf | Estimate no. of shelves | Shelves high | Bays | Square metres/ bay | Square metres required |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AV ITEMS** |
| CDs |  |  |  |  |  |  |  |  |  |
| DVDs  |  |  |  |  |  |  |  |  |  |
| Talking books |  |  |  |  |  |  |  |  |  |
| AV kits |  |  |  |  |  |  |  |  |  |
| Other formats |  |  |  |  |  |  |  |  |  |
| **GENERAL COLLECTIONS** |
| Adult fiction |  |  |  |  |  |  |  |  |  |
| Adult large print |  |  |  |  |  |  |  |  |  |
| Adult non-fiction |  |  |  |  |  |  |  |  |  |
| Adult non-fiction quartos (interfiled with nonfiction) |  |  |  |  |  |  |  |  |  |
| Adult non-fiction folios |  |  |  |  |  |  |  |  |  |
| Adult paperbacks |  |  |  |  |  |  |  |  |  |
| **COMMUNITY LANGUAGE** |
| Community languages |  |  |  |  |  |  |  |  |  |
| English as a second language (ESL) |  |  |  |  |  |  |  |  |  |
| Community language magazines |  |  |  |  |  |  |  |  |  |
| Language kits |  |  |  |  |  |  |  |  |  |
| Literacy |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |

| Study spaces | Area code 24 |
| --- | --- |
| **Function** | individual study carrels, study pods or traditional reading room desks |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | zoned to avoid active or loud areas such as circulation zones and children’s areas |
| **Acoustics** | acoustically separated or baffled by layout of collection |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | one data point per cubicle |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] desks/carrels
* [x] chairs (one for each cubicle)
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | one double power point/USB point per cubicle  |
| **Plumbing** |  |
| **Security** | glazed above desk height along at least one wall and the door to aid supervision |
| **Signage** | door sign if separate room, consider signage relating to ‘quiet zone’ |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Local studies and family history area | Area code 25 |
| --- | --- |
| **Function** | * area for access to local studies and family history resources
* includes seating, displays, electronic and microform resources and open access
 |
| **User** | public and staff |
| **Floor area** |  |
| **Relationship to other space** | * clearly visible to people approaching
* adjacent to reference collection
* electronic and microform equipment and collections must not be in an area affected by sunlight or bright natural light
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * audio loop for hearing impaired
* general building public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** | * [x] PCs
* [x] microfilm/fiche reader/scanner/printers
* [x] interactive screens
* pinboards or similar
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables
* [x] ergonomic chairs
* flexible system of display panels and display cases
* [x] double-sided bays of standard library shelving (as described under ‘lending collections’), four shelves per bay, or equivalent, for approximately [x] items
* filing cabinets (if required for newspaper clippings etc)
* flat file storage for maps and large-scale sheets
* space for stationery and pamphlets
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | silent duress alarm button |
| **Signage** | * area identification
* audio loop pictogram
* engaging digital display
* engaging interpretive graphics and display
* instructional signage
* copyright notice
 |

| Local studies stack | Area code 26 |
| --- | --- |
| **Function** | compact storage for local studies resources |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | within easy reach of local studies work areanot accessible by public |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * data point
* distributed wi-fi
 |
| **Equipment** |  |
| **Floor finish** | vinyl |
| **Furniture** | * compact shelving (note floor loading required): approximately [xx] double-sided bays shelving, 300 mm deep and 400 mm deep (archival boxes), five shelves high
* some bays may be custom sizes to accommodate outsize items
* filing cabinets
* map cabinets
* hanging space
 |
| **HVAC** | temperature to be maintained at 20°C± 2°C, relative humidity at 50% ± 10% |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3low UV required |
| **Power points** | for cleaning equipment, and one double power point adjacent to data point |
| **Plumbing** |  |
| **Security** | key card or proximity access |
| **Signage** | door sign |
| **Telephone** | telephone outlet |
| **Wall finish** | wall protection required at trolley height |
| **Comments** | stack areas must be fire resistant |

| Information Technology and Adaptive Technology | Area code 27 |
| --- | --- |
| **Function** | * enclosed space or open area with computers for public access to the internet and e-resources (this may not be required if PCs are distributed around library floor)
* optional, part of the room can be closed off and used as a training room without disrupting other users
* might include a separate area with adaptive technology
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | readily accessible and visible from public areas |
| **Acoustics** | * some degree of isolation from surrounding areas required
* isolated area for very quiet zone for individual use
 |
| **Ceiling finish** | acoustic tiles or similar sound-absorbent treatment |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * [x] data points
* distributed wi-fi
 |
| **Equipment** | * [x] PCs, plus presenter’s PC if used for training
* adaptive technology as required
* large video screen/interactive screen/data projector and screen
* printer/scanner
 |
| **Floor finish** | carpet or vinyl |
| **Furniture** | * pinboards
* x desks/tables (with access for those in wheelchairs or mobility scooters)
* x ergonomic chairs
* presenter’s desk/lectern
* lockable storage cabinets
* wastepaper bins
* display units for handouts, information sheets etc.
* document holders
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* low brightness fittings
 |
| **Power points** | x double power points |
| **Plumbing** |  |
| **Security** | * security devices on each item of equipment to attach to desks
* CCTV camera
* key card or proximity card access when closed
 |
| **Signage** | * door sign
* internal instructional and other signs as appropriate
 |
| **Telephone** |  |
| **Wall finish** | glass partitioning to allow view of space |
| **Comments** |  |

| Makerspace | Area code 28 |
| --- | --- |
| **Function** | space for creative making (digital and/or handcraft) |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to youth and children’s areas
* proximity to staff service point — area usually requires frequent staff assistance
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points (one for each PC, printer or other digital equipment) |
| **Equipment** | may include 3D printer, large format printer, hand tools, soldering equipment, sewing machine, art equipment (paints, glues, tools, recycled materials), video/recording/mixing equipment |
| **Floor finish** | hard-wearing resilient floor surface |
| **Furniture** | * storage for equipment and materials
* [x] chairs
* [x] tables/workbenches
 |
| **HVAC** | requires additional mechanical exhaust if 3D printers and other printers are used |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* low UV required
 |
| **Power points** | * [x] double GPOs specified equipment
* additional points for BYOD
* for cleaning equipment
 |
| **Plumbing** | large sink with hot and cold water |
| **Security** | consider lockable cupboards or tagged security for valuable equipment |
| **Signage** | * area identification
* instructional signs for WHS induction on equipment
 |
| **Telephone** |  |
| **Wall finish** | durable, consider one wall painted for ‘green screen’ production |
| **Comments** |  |

| Recording Studio | Area code 29 |
| --- | --- |
| **Function** | editing suite and recording room adjacent to each other connected by door and window for playing, recording, mixing and editing music, sound and visuals |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | easily accessible from information/service desk |
| **Acoustics** | acoustically separated from other spaces, specialist acoustic lining to walls and ceiling |
| **Ceiling finish** | recording studio acoustic treatment |
| **Communications** | general building public address/evacuation system, custom communications between editing suite and recording studio |
| **Curtains, blinds** |  |
| **Data** | [x] data points for equipment and wi-fi |
| **Equipment** | * studio mixer, studio monitor
* speakers, microphones, microphone stands,
* amplifier, headphones, cables and leads
* equipment trolleys
* [may also have camera recording equipment, specialist lighting and green screen]
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] benches for mixers and equipment,
* [x] task chairs
* [x] stackable stools for larger groups
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3, lighting to be controlled from studio and dimmable |
| **Power points** | * [x] double GPOs for specified equipment
* additional points for BYOD
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** | lockable rooms |
| **Signage** | * area identification
* instructional signs for WHS, induction on equipment
 |
| **Telephone** |  |
| **Wall finish** | acoustically absorptive material suitable for recording purposes |
| **Comments** |  |

| Gaming Area | Area code 30 |
| --- | --- |
| **Function** | lounge area for playing electronic games individually or as groups |
| **User** | * public
* a space which is easily accessible by children, youth and adults is preferable
 |
| **Floor area** |  |
| **Relationship to other space** | preferably near young adult area |
| **Acoustics** | zoned away from acoustically sensitive areas |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** | low natural daylight  |
| **Data** | [x] data points for equipment and wi-fi |
| **Equipment** | * [x] gaming consoles
* [x] screens
* [x] large format screen(s) for multiple people to view one game
 |
| **Floor finish** | carpet |
| **Furniture** | [x] casual lounge furniture, ottomans and beanbags  |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * [x] double GPOs for specified equipment
* additional points for BYOD
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |
|  |  |

| Junior computers | Area code 31 |
| --- | --- |
| **Function** | computers (including computer catalogues) in the children’s area |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | located in or close to children’s area  |
| **Acoustics** | acoustic treatment required |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** | * [x] PCs
* for multimedia computers there will be interactive touchscreens, headphones or other listening equipment, such as sound domes, depending on latest technology
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] ergonomic chairs
* [x] desks for [x] PCs
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3, low brightness fittings to avoid glare
* position carefully to avoid any glare from natural light
 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* instructional signs
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | bright colours or engaging design could be used throughout the children’s areas to define them and make them distinctive |

| Children’s display | Area code 32 |
| --- | --- |
| **Function** | open area with wall and ceiling space for display of children’s paintings, craft work and themed displays |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | adjacent to children’s areas |
| **Acoustics** | sound absorbent |
| **Ceiling finish** | fixings in ceiling for suspended displays with a pulley system to lower and raise framework |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] flexible/moveable display unit(s)
* [x] bays of display shelving
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* provision for wall washers and spotlights
 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | pinnable or magnetic wall surfaces, permanent artwork or graphics |
| **Comments** | bright colours could be used throughout the children’s areas |

| Preschool children’s area | Area code 33 |
| --- | --- |
| **Function** | * contains picture books, play/tactile display
* provides engaging area for children to spend extended periods of time
 |
| **User** | public; especially young children and their families |
| **Floor area** |  |
| **Relationship to other space** | clearly visible from other staffed areas |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * data points in locations of PCs
* wi-fi throughout
 |
| **Equipment** | * [x] PCs
* digital screen
* [x] self-check units
 |
| **Floor finish** | carpet tile, cushioned vinyl or similar |
| **Furniture** | * [x] children’s height chairs
* [x] children’s height desks
* [x] comfortable lounges for family reading
* [x] ottomans/beanbags
* [x] dedicated picture book storage.
* [x] shelving; one shelf in each bay (usually the top shelf), is a sloping display shelf, with items face out
* [insert customised joinery for play and exploration, tactile educational settings for pre-schoolers]
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * [x] double GPOs for PCs, digital screen, self-check and interactive screen
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | * pinnable surfaces
* hanging system for posters and framed pictures; consider art and graphic display
 |
| **Comments** | bright colours could be used in this area to make it distinctive |

| Junior seating | Area code 34 |
| --- | --- |
| **Function** | tables and seating for young library users |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | adjacent to other children’s areas, combined with collection |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * [x] data points
* wi-fi throughout
 |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables
* [x] chairs
* [x] modular seating, beanbags and ottomans
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | public address system |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | pinnable surfaces and/or hanging system for posters and framed pictures. consider art and graphic display |
| **Comments** | bright colours could be used throughout the children’s area |

| Junior collections | Area code 35 |
| --- | --- |
| **Function** | open area with shelving for children’s lending collections and some display space |
| **User** | public, especially children |
| **Floor area** |  |
| **Relationship to other space** | adjacent to information desk and the rest of the children’s collection |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * wi-fi throughout
* data point for self-check if provided
 |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * some specialised or themed joinery combined with conventional library shelving, as described under ‘lending collections’, but with shelves no more than 1300 mm high
* tilted bottom shelves are not required for junior non-fiction
* display shelving for magazine titles — [information to be inserted]
* [x] seating for quiet reading (within the collection or designed into shelving/walls)
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for cleaning equipment |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* shelf signs
 |
| **Telephone** |  |
| **Wall finish** | * pinnable surfaces and/or hanging system for posters and framed pictures
* consider art and graphic display
 |
| **Comments** | bright colours could be used throughout the children’s areas  |

| Category | Proposed collection | % on loan | Vols | Vols/ shelf | Estimate no of shelves | Shelves high | Bays | Square metres/ bay | Square metres required |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Junior fiction |  |  |  |  |  |  |  |  |  |
| Junior quarto fiction |  |  |  |  |  |  |  |  |  |
| Easy books |  |  |  |  |  |  |  |  |  |
| Junior large print |  |  |  |  |  |  |  |  |  |
| Junior non-fiction |  |  |  |  |  |  |  |  |  |
| Junior non-fiction quartos |  |  |  |  |  |  |  |  |  |
| Junior pre-school |  |  |  |  |  |  |  |  |  |
| Junior non-fiction folios |  |  |  |  |  |  |  |  |  |
| Junior magazines |  |  |  |  |  |  |  |  |  |
| Junior paperbacks |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |

| Children’s storytelling and activities | Area code 36 |
| --- | --- |
| **Function** | * distinctive children’s area
* preferably an area that can be closed off when storytelling or activities are underway
* accommodates up to [x] people (children and carers) and space for prams within sight of storytelling space
* includes a lockable cupboard containing sink
 |
| **User** | public; especially children and families |
| **Floor area** |  |
| **Relationship to other space** | * visible from service desk
* acoustic separation from quieter areas, but can open up to other children’s areas when not being used for storytelling
* easy access to storage area
 |
| **Acoustics** | design must minimise disruption to other library activities while storytelling or other activities are taking place |
| **Ceiling finish** | grid fixings for suspended displays on pulley system |
| **Communications** | * public address system for this room only
* general building public address/evacuation system
* radio microphones
 |
| **Curtains, blinds** | may be required if in a location with natural lightblind cords must be childproof |
| **Data** | [x] data points |
| **Equipment** | * AV screen/data projector and screen
* built-in sound system
 |
| **Floor finish** | * carpet with vinyl or rubber in ‘wet’ area
* kitchenette cupboard
 |
| **Furniture** | * [x] seating for children aged 3 to 7, washable and stackable
* [x] children’s height tables suitable for crafts
* built-in lockable walk-in cupboard with sink and bench
* [x] seating for accompanying adults
* tables must be easily moved and fold for storage
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3, dimmable
* spotlights
* consider feature/specialist lighting
 |
| **Power points** | [x] double power points |
| **Plumbing** | sink with thermostatically controlled hot water and cold water (possibly in lockable cupboard/behind sliding doors) |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** | telephone point |
| **Wall finish** | extensive pinnable wall surfaces |
| **Comments** | The area needs to be engaging and attractive to children — consider using bright colours and warm natural materials throughout the children’s areas. Consider the opportunities to use engaging graphics or display public art. |

| Toy library | Area code 37 |
| --- | --- |
| **Function** | display area with toys for loan |
| **User** | public, especially children and their families |
| **Floor area** |  |
| **Relationship to other space** | adjacent to other children’s areas |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | storage for toys |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for cleaning equipment only |
| **Plumbing** |  |
| **Security** | security devices for toys  |
| **Signage** | * area identification
* instructional signs for toy issue and use
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | bright colours could be used throughout the children’s areas |

| Young adult area | Area code 38 |
| --- | --- |
| **Function** | distinctive space for young adults to be designed in consultation with representative young people. |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * visible from a staff service point
* possibly adjacent to audio-visual areas, gaming areas and PCs
* not adjacent to children’s areas
* identity should be distinct to other areas
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * general building public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | * data points for PCs, gaming and for laptop use
* wi-fi throughout
 |
| **Equipment** | * [x] PCs
* digital/interactive screen
* headphones or other listening equipment, such as sound domes
* display shelving for new items
* pamphlet stands, if required
* gaming consoles (if not provided in separate gaming area)
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] informal seating, modular and/or easy to move around
* [x] collaborative tables for group study
* [x] chairs
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * for PCs and laptop use [insert location, number]
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | * pinnable wall surfaces
* hanging system for posters and framed pictures, consider public art/murals
 |
| **Comments** | bright and modern, comfortable look and feel |

| Young adult collections | Area code 39 |
| --- | --- |
| **Function** | contains young adult resources |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | adjacent to young adult area |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * magazine display for [x] titles and storage for back issues
* paperback shelving
* [x] bays of standard shelving
* graphic novels display/shelving
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for cleaning equipment |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* range end markers
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Quiet study room | Area code 40 |
| --- | --- |
| **Function** | enclosed lockable room for quiet study |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * accessible from public areas
* has at least one glazed wall to ease supervision
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] individual desks/carrels
* [x] chairs
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | lockable |
| **Signage** | * door sign
* pictograms (e.g. no eating, no drinking, noise level)
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Group study space(s) | Area code 41 |
| --- | --- |
| **Function** | multi-purpose room for group study, audio-visual viewing and listening, and other uses |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | accessible from public areasglazed on one side to ease supervision |
| **Acoustics** | some degree of isolation from surrounding areas required |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * [x] data points
* wi-fi throughout
 |
| **Equipment** | AV or computer monitor |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables
* [x] chairs
* whiteboard and pinboard/writable walls
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | lockable |
| **Signage** | door sign and potential booking system |
| **Telephone** |  |
| **Wall finish** | pinnable/writable surfaces |
| **Comments** |  |

| Manager, Library Services | Area code 42 |
| --- | --- |
| **Function** | private office |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to work room and other offices
* good access to all staff areas and to manager’s support staff
* office entrance away from main traffic flow
* natural light required
 |
| **Acoustics** | private office — people in adjacent spaces should not be able to hear conversations in this office when the door is closed |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** | PC and printer |
| **Floor finish** | carpet |
| **Furniture** | * desk
* ergonomic chair
* table and [x] visitors’ chairs
* cupboard
* one mobile pedestal
* waste/paper basket
* [x] filing cabinet
* [x] bookcases
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | within a secure staff-only zone that is accessible only by proximity card |
| **Signage** | door sign |
| **Telephone** | telephone handset |
| **Wall finish** | picture rail |
| **Comments** |  |

| Other offices  | Area code 43 |
| --- | --- |
| **Function** | some staff members may require a private office (in addition to the manager) |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to relevant team in the work room
* good access to all staff areas
* natural light required
 |
| **Acoustics** | private office — people in adjacent spaces should not be able to hear conversations in this office when the door is closed |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | two data points, wi-fi throughout |
| **Equipment** | PC |
| **Floor finish** | carpet |
| **Furniture** | * desk
* ergonomic chair
* table and [x] visitors’ chairs
* cupboard
* one mobile pedestal
* wastepaper basket
* [x] filing cabinet
* [x] bookcase
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | x double power points |
| **Plumbing** |  |
| **Security** | within a secure staff-only zone that is accessible only by proximity card |
| **Signage** | door sign |
| **Telephone** | telephone handset |
| **Wall finish** | picture rail |
| **Comments** |  |

| Staff meeting room | Area code 44 |
| --- | --- |
| **Function** | small meeting space |
| **User** | staff and accompanied public |
| **Floor area** |  |
| **Relationship to other space** | adjacent to work room accessible from public areas when required |
| **Acoustics** | high degree of sound proofing |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** | blinds required on glazed screens between this room and adjacent areas |
| **Data** | two data outlets, wi-fi throughout |
| **Equipment** | * videoconferencing equipment /data projector and screen
* pin boards and whiteboard/flip board (consider pinnable/writable wall surfaces)
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables and [x] chairs
* [x] shelving, cupboards
* Wastepaper bin
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | key card access from public areas |
| **Signage** | door sign |
| **Telephone** | [x] telephone outlets |
| **Wall finish** | pinnable/writable surfaces |
| **Comments** |  |

| Work room | Area code 45 |
| --- | --- |
| **Function** | staff work area |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to staff offices
* adjacent to staff toilets, staff common room and meeting room
* good access to service points for all staff
* good access from delivery area and storage areas
* access to natural light and windows essential
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * general building public address/evacuation system
* intercom to delivery area
 |
| **Curtains, blinds** |  |
| **Data** | * [x] data points
* wi-fi throughout
 |
| **Equipment** | * [x] PCs
* [x] printer/scanner/photocopier
* CD/DVD player
* trolleys
* possible hydraulic trolley (for deliveries)
* shredder
* binding equipment (if required)
* label printer (if required)

May include local studies workspace with:* PCs
* scanner, printer and photocopier
* digital camera
* safety paper cutter
* light box
* slide projector
* reel-to-reel cassette player, broadcast quality tape recorder
* microfilm/fiche reader
* 16 mm projector
 |
| **Floor finish** | carpet (non-slip vinyl adjacent to sink). |
| **Furniture** | * [x] ergonomic workstations
* [x] mobile pedestals
* [x] ergonomic chairs
* [x] lockers
* [x] filing/storage cabinets
* [x] recycling wheelie bins
* [x] large wastepaper bins (processing)
* [x] wastepaper bins
* [x] long table for processing
* sorting bench (near photocopier)
* [x] lockable walk in storage cupboard (approximately 20 m2)
* children’s services storage — large cupboard with lockable doors and deep shelves for craft materials
* pinboards
* tables or modular bench for printers, fax machine, equipment, label printer
* [x] visitors’ chairs
* first aid cabinet
* safe
* mail sorting bench with storage
* membership card storage
* [x] single-sided bays of static shelving, four shelves high, 400 mm deep (courier)
* [x] single-sided bays of static shelving (cataloguers)
* x single-sided bays compact shelving, maximum five shelves high, 300 mm deep (general materials)
* [x] single-sided bays of compact shelving, five shelves high, 300 mm deep (Home Library Service)
* work bench to specific design
* materials storage cupboard (high level security access, specially designed, non-metal)
* purpose built shelving for equipment storage
* may include local studies workspace
 |
| **HVAC** |  |
| **Lighting** | * ‘low brightness’ anti-glare fittings
* natural light and windows essential
 |
| **Power points** | [x] double power points  |
| **Plumbing** | sink with hot and cold water. |
| **Security** | * proximity card access to all staff only areas
* switch to remotely unlock delivery area
* CCTV monitor (linked to delivery area camera)
 |
| **Signage** | staff only signs on the public side of doors between staff and public areas |
| **Telephone** | [x] telephone handsets |
| **Wall finish** | * wall protection required at trolley height
* picture rail
 |
| **Comments** |  |

| Staff common room/kitchen | Area code 46 |
| --- | --- |
| **Function** | room for staff tea and meal breaks, casual meetings and full staff gatherings |
| **User** | staff  |
| **Floor area** |  |
| **Relationship to other space** | * natural light required
* good access to staff toilets (but not through work room)
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * data points near TV/digital screen
* wi-fi throughout
 |
| **Equipment** | * refrigerator, microwave, dishwasher
* boiling water unit, chiller/filter
* small benchtop appliances (e.g. coffeemaker, toaster, sandwich maker)
* TV/digital screen (if required)
* pin board, magnetic whiteboard or writable surface
* clock
 |
| **Floor finish** | washable (cushioned vinyl or similar) near kitchenette, the remainder carpet or resilient flooring |
| **Furniture** | * [x] tables
* [x] chairs
* [x] lounge or armchairs
* [x] low tables
* cupboard and drawer unit
* specifically designed refuse and recycling areas which can be screened from view
 |
| **HVAC** | exhaust ventilation so cooking smells not to permeate the building |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * power points for fridge, boiling water unit, water cooler/filter, dishwasher
* [x] benchtop double power points
* [x] additional power points near seating areas
 |
| **Plumbing** | * double sink with hot and cold water
* boiling water unit
* chilled filtered water unit
 |
| **Security** | within card-controlled secure staff zone |
| **Signage** | staff only |
| **Telephone** | wall phone |
| **Wall finish** | tiled around sink and benchtop |
| **Comments** |  |

| Staff toilets, shower and sick bay | Area code 47 |
| --- | --- |
| **Function** | * [x] female toilet, [x] male toilet, [x] accessible toilet
* [x] shower
* [x] sick bay
* first aid facility
 |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | within easy reach of staff work room and common room |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * sanitary bins
* soap and towel dispenser
* hand dryers
* rubbish bin
 |
| **Floor finish** | * tile in toilets and shower
* vinyl in sick bay
 |
| **Furniture** | * changing bench and coat hooks next to shower cubicle
* lounge in sick bay
* cupboard for soap, toilet paper etc
 |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | one double power point at either end of vanity units |
| **Plumbing** | * normal plumbing for toilet and shower; handbasin and toilet in sick bay
* water efficient fittings
 |
| **Security** | within card-controlled secure staff zone |
| **Signage** | door signs |
| **Telephone** |  |
| **Wall finish** | * tiled in toilets and shower
* paint in sick bay
 |
| **Comments** |  |

| IT equipment/server room | Area code 48 |
| --- | --- |
| **Function** | room for library’s computer and network equipment |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * easily accessible from IT staff work area and IT room
* totally enclosed space with no windows
 |
| **Acoustics** | noise absorbent |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | link to Council’s IT Telecommunications as required |
| **Equipment** | monitors, servers, printer, switches, hubs and associated computer equipment |
| **Floor finish** | antistatic floor covering (not carpet). Computer floor |
| **Furniture** | freestanding racks for computers and communications equipment |
| **HVAC** | * temperature to be maintained at 20°C± 2°C, relative humidity at 50% ± 10%
* 24-hour conditioning required
 |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * uninterruptible power supply — power supply requirements to be confirmed with Council staff prior to finalising design
* x double power points
 |
| **Plumbing** |  |
| **Security** | * highly restricted access
* lockable room with keycard or proximity card access by IT staff only
 |
| **Signage** | door sign |
| **Telephone** | telephone handset |
| **Wall finish** |  |
| **Comments** | * secure space
* dedicated air-conditioning system
* specific electrical and data cabling requirements
* door closer required
* fire rated space and specific fire suppression system required in this area
 |

| Stack | Area code 49 |
| --- | --- |
| **Function** | compact storage for less frequently used resources which will include reference and general collection materials, and may include local studies resources |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * within easy reach of work room
* not accessible to the public
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | one data point |
| **Equipment** |  |
| **Floor finish** | vinyl |
| **Furniture** | compact shelving (note floor loading required): approximately [xx] double-sided bays of shelving, 300 mm deep, five shelves high |
| **HVAC** | * temperature to be maintained at 20°C ± 2°C, relative humidity at 50% ± 10%
* 24-hour conditioning required
 |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* low UV required
 |
| **Power points** | for cleaning equipment and one double power point adjacent to data point |
| **Plumbing** |  |
| **Security** | key card or proximity card access |
| **Signage** | door sign |
| **Telephone** | wall phone |
| **Wall finish** | wall protection required at trolley height |
| **Comments** |  |

| Storage  | Area code 50 |
| --- | --- |
| **Function** | general storage for stationery, equipment and furniture, including tables, chairs and equipment used in children’s storytelling and activities room |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | * accessible from a staff work area; not accessible to the public
* can be more than one room in different locations
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | one data point |
| **Equipment** |  |
| **Floor finish** | vinyl |
| **Furniture** | industrial shelving, 450 mm deep |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | one double power point |
| **Plumbing** |  |
| **Security** | within proximity card-controlled secure staff zone |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Cleaners’ storage | Area code 51 |
| --- | --- |
| **Function** | storage for cleaner’s consumables and equipment |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | within easy reach of public and/or staff toilets |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | non-slip hard-wearing floor surface |
| **Furniture** | industrial shelving, 450 mm deep |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** | mop sink with hot and cold water |
| **Security** | lockable |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** | washable |
| **Comments** |  |

| Delivery area | Area code 52 |
| --- | --- |
| **Function** | covered delivery area |
| **User** | staff, outside couriers and delivery drivers. |
| **Floor area** |  |
| **Relationship to other space** | * good access to work room
* access to lift
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * intercom to work room (switchable to information/service desk)
* remote unlocking
* general building public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | one data point |
| **Equipment** | hydraulic trolley |
| **Floor finish** | non-slip concrete |
| **Furniture** | [x] bays of single-sided shelving, 300 mm deep |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | two double power points |
| **Plumbing** |  |
| **Security** | CCTV camera (monitor in work room and at information/service desk). |
| **Signage** | * area identification
* signage from strategic points to this point for ‘Library deliveries’
 |
| **Telephone** | telephone outlet |
| **Wall finish** | protection of walls against vehicle or trolley damage |
| **Comments** | wide door and generous access required to facilitate trolley access |

| Library vehicle and service vehicle parking | Area code 53 |
| --- | --- |
| **Function** | secure parking bays for library vehicles and vehicles of technicians and others making service calls to the library |
| **User** | staff and service technicians |
| **Floor area** | number of parking bays to meet Council’s requirements and Australian Standards for car parking and accessibility |
| **Relationship to other space** | within easy and secure reach of a staff entrance to the library or to a lift to a staff entrance |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | intercom to work room and information/service desk |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | slip-resistant sealed concrete |
| **Furniture** |  |
| **HVAC** | car park exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | impact-resistant power point |
| **Plumbing** |  |
| **Security** | * remote unlocking of access gate or roller shutter
* key card or proximity card access via gate or roller shutter
 |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | impact-resistant, with buffer where vehicle bumpers may impact |
| **Comments** |  |

| Returns and drop-off point | Area code 54 |
| --- | --- |
| **Function** | location in the car park where people can return items without leaving their cars |
| **User** | public |
| **Floor area** | within car park  |
| **Relationship to other space** | a returns chute located in the car park where cars stopping will not impede traffic flow; some form of link with the returns facility may be possible |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | CCTV camera |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | non-slip concrete |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | double power point |
| **Plumbing** |  |
| **Security** | fire suppression system required inside the unit |
| **Signage** | * area identification
* signposting to this area within general car park
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Waste disposal and recycling | Area code 55 |
| --- | --- |
| **Function** | area for bins for waste and recycled materials from library and cafe |
| **User** | staff |
| **Floor area** | external or internal |
| **Relationship to other space** | easy access from library work areas and café (without going through the library) |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | waste and recycling equipment |
| **Floor finish** | slip-resistant sealed concrete |
| **Furniture** |  |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** |  |
| **Plumbing** | * floor waste drain
* cold water hose cock
 |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | impact resistant |
| **Comments** |  |

| Staff entrance | Area code 56 |
| --- | --- |
| **Function** | secure covered staff entrance to the Library |
| **User** | staff and regular couriers and technicians |
| **Floor area** | nil |
| **Relationship to other space** | good access from street and from designated Library vehicle and staff parking, stairs or lift |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** |  |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | exterior/vandal proof |
| **Power points** |  |
| **Plumbing** |  |
| **Security** | key card or proximity card access by staff only |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Library staff parking | Area code 57 |
| --- | --- |
| **Function** | for library staff, especially those working shifts, including accessible parking |
| **User** | staff |
| **Floor area** | [x] secure parking bays in car park |
| **Relationship to other space** | within easy and secure reach of a staff entrance to the Library or to a lift to a staff entrance |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | slip-resistant sealed concrete |
| **Furniture** |  |
| **HVAC** | car park exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** |  |
| **Plumbing** |  |
| **Security** | key card or proximity card access via gate or roller shutter |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | impact-resistant, with buffer where vehicle bumpers may impact |
| **Comments** |  |

| Public parking | Area code 58 |
| --- | --- |
| **Function** | parking for the general public, including people with disabilities |
| **User** | public |
| **Floor area** | number of parking bays to be agreed with council |
| **Relationship to other space** | good access to stairs or lifts leading to the entrance level of the library |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | CCTV cameras |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | slip-resistant sealed concrete |
| **Furniture** |  |
| **HVAC** | car park exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | power for CCTV cameras |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | directional signage |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Bicycle parking | Area code 59 |
| --- | --- |
| **Function** | secure bicycle parking for the public and staff |
| **User** | public and staff |
| **Floor area** | external |
| **Relationship to other space** | * not in a secluded area
* public racks near library entry
* staff racks either at entry or near staff entry/carpark
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | CCTV camera |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | bicycle racks |
| **Floor finish** |  |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | external security lighting |
| **Power points** | power for CCTV camera |
| **Plumbing** |  |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

1. Refer to latest NSW Public Library statistics <https://www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/public-library-statistics> [↑](#footnote-ref-1)