

Silver Spring Library

Silver Spring, Maryland

PROGRAM OF REQUIREMENTS



FINAL – REVISED

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September 2005

**Department of Public Libraries
Division of Capital Development, Department of Public Works & Transportation
Montgomery County, Maryland**

07/02/08

1 -Silver Spring Library POR

PROGRAM OF REQUIREMENTS
FOR
SILVER SPRING LIBRARY

Silver Spring, Maryland

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CHAPTER 1.

INTRODUCTION

Goal of Program of Requirements

The overall purpose of replacing or expanding the facility and parking is to create an attractive, welcoming building which encourages easy public access to all services and fulfills the mission statement outlined below.

Library Mission Statement

The public library offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives.

The Silver Spring Library is responsible for providing a full range of public library services to the Silver Spring community. The service area of the library is primarily MNCPPC Planning Area 36. The Long Branch Library also serves part of this planning area. Based upon the demographics of the community, the following services and materials are needed to meet the needs of users: reference services; information services and professional guidance in accessing material for children and adults; a broad-based circulating collection on a wide variety of subjects; a sizable selection of popular print and non-print materials; sources to supplement the school curriculum from early childhood education through the high school level; linkage to the library system electronic databases and the internet as a whole through the SIRSI integrated library system (ILS); referrals to other sources of information; and programming activities to supplement and enrich other services are required. Library services must also meet the language needs of this diverse community.

Current Facility

The Silver Spring Community Library is the oldest community library in the Montgomery County Library System. It is the second smallest community library in terms of size of facility and has the smallest collection of non-periodical materials of any community library. The library provides a full range of services to the diverse community. The Mobile Services Unit is currently in this facility; however, it will move to the Davis Library in the space that was occupied by the Special Needs Library before the Silver Spring Library closes for renovation. At the same time, the Silver Spring area is growing in terms of the size and diversity of its residential population and is experiencing significant expansion of its business community.

Planning Process

At the urging of citizens who viewed the existing Library to be inadequate to meet the current and future needs of Silver Spring, the Montgomery County Council approved funding for the development of a study to determine library needs. This resulted in the *Community Based Library Services Plan for the Silver Spring Library*. The Plan was viewed as the first step towards establishing a program of requirements for an expanded, more comprehensive library in

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Silver Spring to better serve its demographically and ethnically diverse residents and its growing business community.

As part of the process, the Silver Spring Library Planning Committee was formed. The Committee was composed of Silver Spring residents who represented various civic associations within the Library's service area; representatives of ethnic groups who live in Silver Spring, the Friends of the Library, Silver Spring chapter; the Silver Spring Library Advisory Board and the Silver Spring Chamber of Commerce. Assisting the Committee were Montgomery County Public Libraries (MCPL) staff and a consultant. Over the period of 11 months, the Committee gathered and analyzed information on the community's needs for library services and developed recommendations on a program of requirements for a new library that would meet those needs. That report, describing the process undertaken by the Committee and its recommendations for a more comprehensive library in Silver Spring, is available upon request to the Director's Office, Department of Public Libraries.

Mobile Services

Currently, Mobile Services is housed in the Silver Spring facility; however, it will move to the lower level of the Davis Library before the new Silver Spring Library is built and ready to occupy. This Program of Requirements does not include the space needs for Mobile Services.

Projected Library Use

The Silver Spring community is unlike any other in the Montgomery County Public Library system. It most closely resembles the Twinbrook community with ethnically diverse neighborhoods and with high rise and garden apartments nearby. A major difference is that Silver Spring also has a large area of upper middle class, single-family housing. Projections for library use at a new or expanded Silver Spring Library were based upon a modified Twinbrook Library profile. The circulating collection of the Silver Spring Library is expected to be used in much the same way as the Twinbrook Library.

The Twinbrook profile is further modified, because Silver Spring is in an urban center, and it is at or near a central-business district, depending upon the selected site. The revitalized Silver Spring is expected to have a major impact on the Library. Therefore, it is expected to have more in-house use of materials and a greater daytime business use than Twinbrook. More seating (lounge, as well as tables and chairs) is needed for in-house use of materials. Many people in the community—especially those in apartments—report that they need a safe public place to gather and a quiet place to study. A large periodical section, tutor and group study rooms, and a computer training lab, which will be used by the public for information access when there are no classes are needed in the new facility. Two meeting rooms are needed—a large one with an operable wall and a small one, for staff use for children's and adult programs, for community use, language (ESOL) classes for New Americans and for other civic meetings. Because of greater in-house use of materials, shelving to accommodate 75% instead of the traditional 67% of

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the collection is being planned.

Silver Spring Demographics

Located in the heavily populated, down-county area, the Silver Spring Community Library serves a diverse and growing community. With redevelopment, there will be even more changes. Silver Spring's revitalized town center is expected to become a destination. People will travel to Silver Spring to shop, dine, and stroll, as well as to work. This will increase the number of people visiting the library and using library services.

According to the December, 1999, Silver Spring Master Plan, by the year 2020, there will be a net increase of 11,000 jobs and 2,800 households in the Silver Spring Central Business District.¹ This will bring increased demand for library services. In this urban area:

- The Silver Spring population is significantly more diverse than the county as a whole, with fewer people identifying themselves as White or Asian and more identifying themselves as Black and Hispanic, as shown by the 2000 Census.²

	Silver Spring CDP	Montgomery County
White	49.6%	67.3%
Black	30.4%	16.3%
Asian	9.2%	12.3%
Hispanic (of any race)	22.2%	11.5%

- More people in the Silver Spring Planning Area walk or ride public transportation to their places of employment than in any other area of the county: 32% versus 15.1% for the county overall.³
- More people in the Silver Spring Planning Area live in high rise apartments than in other areas of the county: 40.7% versus 9.8% for the county overall.⁴

The *Community Based Library Services Plan for the Silver Spring Library, August 2000*⁵,

¹ North and West Silver Spring Master Plan. Silver Spring, Maryland: Maryland-National Capital Park & Planning Commission, 1999. 6, 42.

² U.S. Census, 2000, Profile of General Demographic Characteristics: Silver Spring Census Designated Place, Maryland. Please note: for the first time in 2000, the Census allowed people to identify with more than a single race. Figures shown are for percentages of those who chose that race alone or in combination with one or more other races. Because people can choose more than one category, percentages can add to more than 100%.

³ 1997 Planning Area Profiles: Silver Spring Planning Area 36. Silver Spring, MD: Maryland-National Capital Park & Planning Commission.

⁴ Ibid.

⁵ Statistics in the next 7 bulleted lines are from Community Based Library Services Plan for the Silver Spring Library, August 2000. Rockville, MD: Montgomery County Department of Public

highlights demographic information for the Library's service area, defined as the region within a two-mile radius around the current library. Compared to the service areas of other libraries in the county, the population is:

- 15.8% young adults, aged 18-29 – a higher percentage than the overall County's 13.1%.
- 6.3% older persons, over age 74 – a higher percentage than the overall County's 5.1%
- Less likely to have household income over \$50,000 per year: 34% of households as opposed to the overall County's 47%.
- More likely to have children participating in the Free and Reduced-Price Meals System (FARMS) at school.
- Less likely to own a computer. While 63.4% of Silver Spring residents have computers, the rate of computer ownership among high-rise apartment dwellers is less than 50%, well below the County's overall rate of computer ownership of 67.6%.
- Less likely to have completed high school. 10.8% have not completed high school. Only the planning areas of Clarksburg, Kensington/Wheaton, and Takoma Park have a higher proportion of persons who have not completed high school.
- Similar to the County overall in percentage of college graduates, with 58% in the library service area holding college degrees. The overall County figure is 59%.

Additionally, the 1997 Census Update Survey Planning Area Profile for the Silver Spring Planning Area shows that over 29% of household heads or their spouses are foreign-born.⁶ Immigrants are from many different parts of the world, including Caribbean and African nations.

High enrollment in Montgomery County Public Schools' English as a Second Language program (ESOL) confirms that residents are using other languages at home. Silver Spring schools have a high mobility rate and are the most ethnically diverse in the County. At Montgomery Blair High School, ESOL classes are serving students using at least 25 different languages at home, and Albert Einstein High School serves students speaking at least 23 different languages. The school system's central ESOL office reports that in April, 2001, the following languages were those most spoken at home among students taking ESOL classes countywide: Spanish (56.7%), Chinese (5.5%), Korean (4.3%), French (4.1%), and Vietnamese (3.5%).⁷ The Silver Spring schools conform to this pattern. For further detail about school demographics in the Silver Spring Library's area, see the *Community Based Library Services Plan for the Silver Spring Library, August 2000*, page 7.

Libraries. 6,7,8.

⁶ 1997 Planning Area Profiles: Silver Spring Planning Area 36. Silver Spring, MD: Maryland-National Capital Park & Planning Commission.

⁷ Montgomery County Public Schools ESOL program office provided the figures in this paragraph on 8/6/2001.

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Level of Usage

The Silver Spring Library accommodates the following current volume of use: (Fiscal 2000 figures)

- circulation: 302,132
- library sponsored children's programs: 81
- program attendance: 886

After moving to a larger facility with space for a larger collection and with adequate parking, use— as measured in circulation— is expected to grow to match libraries of similar size—between 375,000 and 400,000 items per year as one measure of anticipated growth.

Meeting Room Use

Silver Spring Library has two public meeting rooms, one booked by the public and staff and the small one booked and used by the staff. Both rooms are among the most heavily used in the County. The Silver Spring Library uses them for public programs and library-sponsored workshops. There are several ESOL (English for Speakers of Other Languages) classes in the large meeting room each week. Many community and civic organizations also take advantage of their availability.

During FY 01, the estimated use to the meeting rooms is as follows:

- 70 Library-sponsored children's program with a total attendance of 2,100
- 24 Library-sponsored adult programs
- 300 to 350 bookings by the public

Organizations using the facilities included county, state and federal agencies, community and civic associations, local homeowners associations, religious, cultural and educational organizations.

The new library will require two public meeting rooms to meet the needs of the community, especially if it is located in the CBD which has excellent public transportation. One should have an electric-powered operable wall to subdivide the room and offer flexibility in meeting community needs.

Current Hours of Service

The hours of service are:

Monday, Tuesday, Thursday	10:00 - 9:00
Wednesday	01:00 - 9:00

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Friday	10:00 - 5:00
Saturday	10:00 - 5:00
Sunday	01:00 - 5:00

Current Staff Complement

The *Silver Spring Library staff* consists of 11.75 work years, including 7 full time positions:

- 1 Library Manager
- 2 Librarians II's
- 1 Library Associate
- 1 Library Assistant Supervisor
- 1 Library Assistant II
- 1 Library Assistant I

In addition, there are 10 [9?]part-time merit staff, working 20 hours per week unless otherwise noted:

- 1 Senior Librarian (Sunday Supervisor)
- 3 Librarians I's
- 1 Library Associate (30 hours/wk)
- 2 Library Assistant I's
- 2 Library Desk Assistants

plus,

- 7 shelving assistants (non-merit, working a total of 75 hours per week).

Additional Staff Needs in the New Library

If circulation increases as projections indicate, the Department may need additional staff to meet community demand.

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CHAPTER 2

REQUIREMENTS FOR THE LIBRARY

A. General Requirements

The Silver Spring Library described by this Program of Requirements is a freestanding building dedicated to library service. Consideration could be given to incorporating housing with the library building if the selected site would accommodate additional development.

The facility must be designed in accordance with all applicable codes and standards, as well as the Division of Capital Development Design Standards and Energy Design Guidelines, latest versions.

1. Site

The site selected must be of adequate size to accommodate the building program, required parking and landscaping, and any storm water management facilities. The site should be conveniently located to the service area population and to public transportation. It should provide high visibility and identification. A level site, which can accommodate the library program in a single story building, is desirable.

The site must allow appropriate vehicular access and pedestrian links to the existing network of streets, sidewalks, and public transportation. Direct access to the building must be provided for persons with disabilities, in accordance with ADA requirements; this includes accessible routes from nearby public transportation stops as well as designated accessible on-site parking spaces. Site design must provide for safe pedestrian and bicycle access, with a bicycle rack located near the building entrance. Streetscaping along the streets adjacent to the site should be compatible to the Silver Spring streetscape and street lighting standards.

Provide a drop-off area (preferably covered) for waiting and pickup with good traffic flow allowing people to be dropped off (without having to walk across traffic lanes); with a sign that clearly indicates this as a drop-off area; and with comfortable, durable benches. Attractive, durable trash cans need to be placed near the entrance(s) and/or wherever people may gather. The book drop should be convenient for pedestrian and vehicular traffic with two book drop slots and a large sign that is visible to drivers and directs customers to it. Customers must be able to drop materials into the slots from their cars and/or park in a convenient spot near the book drop. Two public pay telephones are necessary—one may be inside and one may be outside the building near the entryway – location to be determined at the time of design.

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Provide direct, easy access for deliveries to the building work areas with a ramp to the door so tubs can be rolled. This delivery area must be shielded from public view and have “no parking” signs posted. Provide a screened concrete dumpster pad in this area. Provide dedicated area for parking of a maintenance vehicle.

Ample designated parking spaces (120 spaces required) must be provided in a well-lighted and landscaped parking lot. Signs in the parking lot must state that the lot is for time-limited “library use only—violators will be towed.” Parking lot lighting must be adequate to ensure security for persons and property and designed to minimize light spillover onto adjacent properties. Much of the required parking could be accommodated in public parking facilities if conveniently located near the site.

The building should be oriented on its site to clearly project the architectural statement of the building to the community and to arriving customers; the building, not the parking lot areas, should make the initial statement. Energy considerations, security of customers and employees, and interior illumination quality should also be considered when determining building orientation and landscaping.

Provide a lighted building sign clearly visible from the street, detailing the name of the facility, the hours posted in a font large enough to be readable and signs indicating whether the library is “open” or “closed.” There should be a lighted, protected (covered), “banner” or sign space on the building where special library programs and activities can be advertised to the public. A single, lighted flagpole with a mechanism to fly three flags must be located near the building sign.

The site should be planned to minimize the impact to any significant existing site features, including existing trees and landscape buffers. New landscape buffers should be planned to minimize noise and visual disruption from traffic and commercial enterprises; low maintenance landscape materials must be specified. The landscape must also be planned with security in mind, making certain there are not places for people to hide. Mechanical equipment, transformers, etc. must be screened from view (screens must allow for proper airflow per manufacturer recommendation). An effort should be made to provide for open space that can be used for outdoor library and community functions with some seating and a small raised area for presentations or staging for events.

A statue⁸⁹, "Lion" by Marcia Billig, sits in front of the current library and must be used at the new and/or expanded library building. Dedicated in 1990, the bronze statue measures

⁸ *From Smithsonian American Art Museum Inventories of American Painting and Sculpture*
www.siris.si.edu/webpac-bin/wgbroker?0806094936064617630+1+search+select++1+0

approximately 4' by 3' by 3' with a concrete base that is 31" x 19" x 24". The lion rears above an open book, and near his foot is his companion from Aesop's fable, a small mouse.

2. Site Selection Criteria

The site selection criteria were established in meetings with the Library Department, the Division of Facilities and Services, Silver Spring Regional Services Center Director and staff. The criteria were approved by the site selection committee, as follows:

- ❖ Location Within Service Area – in or near the CBD, avoiding Long Branch service area
- ❖ Size – large enough to accommodate the building on a single floor, and if that is not possible, with all of the public services on a single floor, and adequate parking as defined in the POR
- ❖ Shape and Topography – consistent with an ADA accessible library
- ❖ Accessibility – safe *and* convenient for vehicles
- ❖ Visibility – should be prominent from the road
- ❖ Public Transportation – conveniently available
- ❖ Pedestrian and Bicycle Access – safe *and* convenient
- ❖ Positive Synergy with Adjacent Uses – uses should complement each other; co-location opportunities will be considered.
- ❖ Revitalization Impact- does the site enhance the revitalization effort?
- ❖ Parking – convenient
- ❖ Availability – willing seller
- ❖ Master Plan Compliance
- ❖ Community Support

3. Building

The building form and entry should make an inviting, aesthetically pleasing, and noteworthy design statement. The architecture should be sensitive and responsive to its neighborhood context in aspects of site planning, formal composition and choice of building materials. The design should be appropriate in material and style for an urban setting. The resulting design should be a significant, positive addition to the Silver Spring community.

Both public and staff entrances are required and there must be a delivery/loading area that opens into the General Circulation Workroom.

The library collection will total 100,000 to 110,000 volumes/items, with shelf space for about seventy-five percent (75%) of the collection (assumes about 25% is checked out at any given time). Electronic access to information will include connections to the Department's SIRSI integrated library system (ILS) and the Internet. The interior library spaces must be wired for

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maximum flexibility for connection of power; voice, and data lines; all study and workspace for customers must accommodate personal computer connections.

The building interior is conceived as a single, large, flexible, self-service open area, with easily comprehensible arrangements of collections and services. The use of signage, colors, and types of furniture should clearly indicate the function and purpose of public areas. Use a signage system that has changeable inserts (preferably from a laser printer or PC template) for signs that are not constant. Signage must be multilingual to reflect the community demographics. There must be spaces to display materials. The children's area and children's program space will have special identities within the other elements of the collection.

The major areas of the building are: circulation; the circulating collection (children's; young adult; adult general, periodicals); reference; adult and children's seating areas; adult and children's quiet study rooms; public meeting rooms; and staff areas. Although specifications are listed for possible separate children's information desk, the first designs should be an effort to combine the adult and children's desks into one operational unit. If the concept proves unworkable, then separate desks should be designed.

Furnishings and equipment must be designed and selected according to ergonomic principles to maximize both the comfort and efficiency of the staff and customers as they use the materials collection and the electronic environment. Although most of the furniture and equipment needs to be replaced, some existing furniture and equipment can be moved from the old building, i.e., computers, AV carts.

Community donations of artwork should be considered as part of the general design of the building and site.

An historic mural that was restored and installed in the current building by the Friends of the Silver Spring Library in 1997. "The Old Tavern," painted by Nicolai Cikovsky in 1937, had been commissioned through a federal New Deal art program and had hung in the old Silver Spring Post Office until 1991. Five feet high and 16 feet long, it portrays Union soldiers (including a young African-American) reading their mail in front of a tavern which once stood where Colesville Road and Georgia Avenue intersect. This mural must be installed in the new and/or expanded building.

The "Lion" sculpture described in the "Site" section of this POR should be included in the design of the new library.

Surface treatments in all public areas must discourage graffiti, facilitate cleaning, reduce wear, and augment a neat and clean appearance.

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B. Safety and Security

Effective security must be provided for the staff, the public, and library materials and equipment. Specific needs include:

- A new theft detection system is required to prevent loss of books and materials. The gates must be well integrated into the library entry area and located as unobtrusively as possible. Gates must be placed between the entry doors and the circulation desk, without impeding traffic flow or access to the desk.
- Security system, which detects sound and motion when the building is closed. Designer shall coordinate requirements with the County's Security consultant.
- Fire suppression and alarm system in accordance with current code requirements.
- Automatic door openers push pad activated at main entry doors for persons with disabilities. Exterior doors must be keyed alike; interior doors must be keyed alike except for specific offices, equipment or storage areas.
- Exterior lighting to ensure security for persons and property.
- Security mirrors and closed-circuit monitors/security cameras placed strategically to monitor activity in the building. Designer shall coordinate requirements with the County's Security consultant.
- Lines of Sight need to be designed into the building layout, with the goal of allowing staff from various service points (circulation and information desks) to monitor all public areas of the facility.
- Emergency doors need alarms to alert staff when they are opened.
- Emergency lighting as required by current codes for times of power failure.
- Non-slip floor tile and carpeting for safety of customers and employees.
- Indoor Air Quality is an issue in all library buildings. Comfortable temperatures and humidity, as well as fresh air is important to our customers and our staff. Operable windows are needed, plus air intake vents must be located away from parking and driveway areas to make sure fumes do not get into the building.
- Water filters are needed on faucets in the staff kitchen and drinking fountains.

C. Wiring

The facility must be wired flexibly (consider structural cable system) so that power, voice, and data lines are easily available everywhere (staff and public areas) in the building for a variety of electronic media, with flexibility for future technologies. Flexibility is also needed to accommodate future rearrangements of shelving and furniture.

Electronic Media and Miscellaneous Equipment: Because of the increasing use of electronic equipment, ample conduit runs of sufficient size to serve the facility and allow for future expansion are required. Flush mounted floor outlets and ample numbers of wall outlets

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(preferred for maintenance) for electrical service and cabling should be provided at regular intervals throughout the building in both staff and public areas. Use of flush mounted outlets should be coordinated so that they do not limit flexibility.

Wiring of Millwork and Furniture: Provide generous raceways and wire management devices in desks and work space areas as well as carrels and tables in public reading and study areas. Power and network connections must be available for computers at public workspaces, as well as staff spaces.

Telecommunications: Provide a telephone system that meets the complex needs of customers and staff. This telephone system will require sophisticated telephone sequencing capabilities and a public address system that reaches all parts of the library. Planning for telecommunications must be a part of the early design phase. Access to voice and data lines must be possible throughout the reading and collection areas. If feasible, telephones should be available for staff to use in the stack areas. Provide a PA (public address) system that reaches all parts of the building, either through the telephone system or an independent system, if necessary. Flexibility in access to phone and data lines is critical. Provide 4" PVC conduit from telephone/data room to a point outside the building. Cap the conduit 12" above ground/floor level. These are current standards that might be changed as technology changes.

Wireless Data Transmission: Because the technology is rapidly changing and improving, consider providing wireless access points, based upon a professionally conducted site survey, as a cost effective and more flexible alternative to cable in the public areas.

D. Lighting

Interior lighting requirements include:

Ample non-glare lighting, of sufficient intensity for reading, should be provided as well as task lighting adequate for carrels, work stations, desks, lounge areas, and shelving areas. Lighting should be provided to accommodate tasks having special requirements, such as video display terminals, library displays, etc. The requirements of the library should be particularly noted, providing maximum flexibility and allowing for possible future reconfiguration. Where standard, unlighted shelving is used, light must fall between rows and provide adequate illumination of lower shelf areas. Coordinate interior lighting with DFS Energy Guidelines.

Operable windows that are within the reach of staff, allowing air to enter the building when HVAC system is off or not working and providing natural light for offices and workroom space, must be provided. In all cases, blinds, external shading or overhangs must be provided to control solar gain and glare. Natural lighting using roof monitors is desirable;

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skylights are not acceptable.

Light switches should be located only in staff areas or areas under staff control; separate switches are needed for each major area of the building.

Lighting must be designed in accordance with the County's Energy Design Guidelines and the Energy Conservation Program of Requirements.

Exterior lighting requirements include:

Parking lot and building entrances and book drop areas must be well lighted for security. The flagpole must be lighted to allow the flag to fly 24 hours per day.

Adequate lighting must be provided for stairways and walkways.

Pole fixtures must provide a low cut-off angle to eliminate glare and spillover of light to adjacent areas. Exterior lights should be automatically controlled by the DDC (direct digital control) system— part of the energy management system. Lighting in open spaces should be compatible with the street lighting.

E. Acoustics

- The noise levels throughout the facility should be minimized to ensure user comfort and staff productivity. Because this is an open environment, particularly in public service areas, noise control is a critical consideration. Requirements are:
- Building systems must be quiet and unobtrusive. Any sound generated by mechanical systems in busy and crowded parts of the building must be limited.
- Computer printers should be of quiet design in public areas (thermal, ink-jet, or laser).
- The majority of the floor space should be carpeted, although entryways should have quarry or a similar quality of tile.
- All areas of the facility should meet the current standards in the ASHRAE Handbook and Product Directory: 1800 systems. The noise level should be no higher than NC 35. The building should also meet the reverberation levels specified in Doelle's Environmental Acoustics, with reverberation time for the library's study rooms and reference areas to be .5 seconds; all other areas should have a reverberation time of .85 seconds.
- The moveable walls in meeting rooms should have a high acoustic rating.

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CHAPTER 3: SUMMARY OF PROGRAM SPACES

PUBLIC AREAS	SQ. FT	STAFF AREAS	SQ. FT
Library Entry/Lobby	780	Agency Manager's Office	180
Special Display Area	50	LAS Office	150
Circulation Area	800	LAI Office	120
Self Service Check Out Area	70	Circulation Workroom	1,500
Information Desk	570	Adult/Reference Svcs Librarian's Office	120
Adult Circulating Collection	3,400	Children's Librarian's Office	120
Adult Reading Area	1,600	Children's Information Spc Office	220
Reference Collection	1,450	Senior Librarian's Office	120
Periodical Collection	1,360	Adult/YA/Reference Specialists' Office	240
Adult Quiet Study Rooms (2)	1,000	Delivery Area	240
Adult Group Study Room	200	Book Drop Room	80
Tutoring Rooms (3)	450	Closed Stacks/Storage	200
Computer Lab	400	Sorting/Storage Area	150
Young Adult Collection	700	Staff Conference Room	400
Children's Collection	3,000	Staff Facilities	420
Children's Reading Area	1,600	Staff Toilets	120
Children's Group Study Room	180	Subtotal	4,380
Children's Programming Room	400		
Children's Program Storage	220		
Children's Toilet	80		
PCs and Printers	900		
Subtotal	19,210		

COMMON AREAS	SQ. FT.		SQ. FT
Meeting Rooms (2)	2,000	Building Services	
Meeting Room Storage Areas (2)	335	Janitor Closets	80
Copy Machines	160	Mechanical Room	1,070
Public Toilets	700	Subtotal (GP)	1,150
Subtotal	3,195	Subtotal (Net Assignable)	1,070
		Building Services	
		Janitor Closets	80
		Mechanical Room	1,070
		Total Net	27,855
		Gross factor for single story	.33
		GRAND TOTAL GROSS single story	37,047
		Grand factor for 2 story	.38
		Grand Total Gross 2 story	38,440

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CHAPTER 4

COMPONENTS OF THE SILVER SPRING LIBRARY

The design shall incorporate all required space and systems to accommodate all noted furnishings and equipment. Additionally, where noted as [CC], the furnishings or equipment shall be designed and included in the construction contract.

Public areas

Library Entry/Lobby

Size:

- 780 NSF

Purpose:

- Main public entrance; gateway to the building; seating for people to wait for rides and meet friends; display and handout (pamphlets, flyers, community newspapers) area for community information.

Setting:

- Welcoming, spacious, well lighted, with handout area just out of the sight line to the main library (because they can look messy and cluttered). Entrance and front of building should be oriented to the street.

Furnishings:

- Pamphlet display racks (about 50 square feet with pockets 9" x 12" and 4-1/4" x 12")
- 12 linear feet of newspaper and pamphlet/leaflet shelving
- Bulletin boards (144 linear feet of tack space) [CC]
- Welcome information, including map of the library, list of events and a map showing other libraries. This could be on a PC set up in the entryway or on a free standing fixture.
- Display area with about eye-level (2' from ground to about 6' high) shelving (about 30 linear feet of shelving) to market new books and other materials. [CC]
- Lounge seating for 12 people

Equipment:

- Automatic door operators on one accessible door [CC]
- Theft detection system with security gates [CC]
- Electronic people counter at door(s) [CC]

- Adjacencies:

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- Parking area
- Circulation area
- Public Toilets
- Meeting Rooms

Other:

- Adequate signage
- Clear visibility to major service areas
- Floor material – non-skid, low maintenance, low noise
- Vestibule to the outside to keep area free of drafts and away from extreme outdoor temperature.

Special Display Area

Size:

- 50 NSF

Purpose:

- Display space. Rotating for community exhibits educational displays to meet the interests of people of all ages.

Setting:

- Welcoming, spacious, well-lighted

Furnishings:

- 10 linear feet of lighted, lockable glass display cases from floor to 9' high and 18" deep. The case should have a background surface that allows tacking. [CC]
- Additional wall space for display [CC]

Equipment:

- None

Adjacencies:

- Library Entry/Lobby

Other:

Circulation Area:

Size:

- 800 NSF

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Purpose:

- Check-in and check-out/renewal of library materials; holding area for reserved materials; customer library card registration; supplemental customer services; book truck parking/staging. Allow queue space for 15 people.

Setting:

- Open, spacious feeling; well defined desk zone designed in a way that keeps the public from wandering behind it, but without swinging doors if possible; carpeting behind the circulation desk needs to be padded, because staff spend many hours standing; clear circulation patterns for queue at check-out stations; space for merchandising of collection. Protective materials or laminates must be along the wall to protect it from tubs and booktrucks. The desk must meet the specifications of the FY01 ergonomics report. (attached)

Furnishings:

- Circulation desk [36" to 37" high x 32" deep; one workstation wheelchair accessible (lower for customers and staff.)] The circulation desk should be comprised of either modular case goods or modular furniture components sized to be easily removed by County maintenance staff and to allow for future reconfiguration and modification. Units must include flexible wire management. The PC set-up should include adjustable keyboard trays. There needs to be ample space for the book trucks (used to sort returned materials) and tubs, plus for flow of staff including shelving assistants. The Quince Orchard Library circulation desk could serve as a starting point for design (although staff does not like the "shelf" on the front). [CC]
- 3 staff workstations [CC]
- Library card registration station [CC]
- In-desk storage for maps, forms, cards, supplies: [CC]
- Storage drawers [CC]
- 12" shelving, adjustable, approx. 300 linear feet for reserve books, videos and paperbacks
- Space for 10 book trucks & 4 laundry or depressible tubs (2 of the tubs to fit under the desk at the return slots)
- 2 slots for returned materials with mechanism that will allow staff to open or close them [CC]
- 3 drafting type swivel chairs with backs and footrests
- 1 chair for customer use at the library registration part of the desk
- Display area for new or featured materials (minimum of 4 sections– each 3' wide x 72" high). [CC]

Equipment:

- 3 PC workstations, each with CRT, adjustable height keyboard, printer (on pull-out shelves or drawers– not on work surface), barcode scanner; CPU to be concealed below work surface within the circulation desk

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- 2 Telephones
- 1 cash register
- Theft detection system equipment [CC]
- 10 book trucks
- 4 depressible tubs
- Security system to alert County Security or police in emergency
- Buzzer to workroom

Adjacencies:

- Library entry/lobby
- General circulation workroom
- Information Desk

Other:

- Adequate signage
- Clear visibility to major service areas
- Clear visibility by staff to library entry and entrances to public restrooms
- Queue provided at 3 persons/workstation
- Floor behind desk carpeted and well cushioned (staff on feet many hours/day)
- Adequate circulation space for staff/desk/book trucks/tubs

Self Service (Express) Check Out Area:

Size:

- 70 NSF (includes queue area)

Purpose:

- Customers check out their own materials

Setting:

- Well marked with signage; layout should form queues (space for 4 people in line) independent of assisted checkout queues at the circulation desk. Must be located so that customers in line for assisted checkout can easily go to the express locations.

Furnishings:

- 1 workstation; may be part of the circulation desk [CC]

Equipment:

- 1 self charge machine with space to put books

Adjacencies:

- Entrance/exit
- Circulation area

Other:

- Must be located within security gates

Information Desk(s)

There are several options for information desk configurations but each option requires four staff workstations. The final decision on which option is best should be determined during the design phase of the building and based upon how to best give customer service to people of all ages and how to best monitor activity in the building. Allow queue space for 5 people at the adult side of information desk and 4 people at the children's side of the information desk. The desks must be built to ergonomic standards established in the FY01 report. ??

Option A: A unified single-service desk, with four staff workstations. This needs to be located between the adult and children's area.

Option B: Two information desks, one for adult collection and users, and one for children's collection and users.

Option C: Unified information desk with two or three work stations, plus one or two "modular" work stations in areas where staff assistance would be required on a regular basis. This is a "bookstore" information desk service model.

THIS POR DESCRIBES OPTION A.

Unified—Adult/Children Information Desk:

Size:

- 570 NSF

Purpose:

- Staff assistance for adults and children (as well as their parents and caregivers) in the use of the library and its services, its various materials and resources, both in person and by telephone. The adult and children's areas must be well defined.
-

Collection:

- 42 linear feet for ready reference to be used with children and adults

Setting:

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- Visually similar to circulation desk, but with distinct signage and design, making its function immediately understandable to the customer. This desk should face the public as they move into the main circulation path of the library and should have clear patterns for queue. Placing the desk right at the junction of the adult and children's areas is essential. It is crucial that staff is visible to both constituencies. CPUs should be beneath the desk; printers on rollout shelves.

Furnishings:

- Information desk with 4 staff workstations; should be desk height. [CC]
- 1 networked printer on rollout shelf conveniently located for all workstations
- 4 chairs for customers
- 4 chairs for staff
- Shelving in immediate proximity for 200 heavily used reference books
- 4 file drawers on pedestals, moveable and easily accessible to all staff workstations (could be single unit with 4-drawers, or 4 units with 1 file drawer and 1 pencil drawer at 4 workstations)
- Space on desk for customer telephone, TTY and fax machine.

Equipment:

- 4 staff PCs with barcode scanners CPU's concealed beneath desk surface
- 1 networked printer
- 4 telephones for staff
- 1 telephone for customer book checks
- 1 TTY
- Buzzer to staff work area(s) [CC]
- Fax machine

Adjacencies:

- Easy access to collections (in this priority order: Children's area and materials, children's programming space, reference, young adult, non-fiction, fiction)
- Clearly visible from library entry
- Within line-of-sight of as much of the library as possible, with direct sight lines to the circulation desk
- Entrance/exit so that staff may easily monitor the entry area
- Circulation desk and staff workroom areas

Other:

- Easy walkout from behind and at the sides of the desk
- Depending on layout, staff phones in stacks for book checks

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PCs and Printers for Online Public Access Catalogs (OPACs) and other Electronic Uses:

There will be approximately 20 PCs and 5 networked printers in the library used for the OPACs and other electronic information for the public.

Size:

- 900 NSF (20 PCs and 5 printers incorporated in the Adult Reading, Reference, Periodical and Children's Areas)

Purpose:

- The public consults the SIRSI Integrated Library System to locate books and other library materials and to access various information sources including the Internet and electronic databases. Staff often assists the public.

Setting:

- Highly visible, well signed; positioned to avoid glare on the screen; ample space for traffic around the catalogs.

Furnishings:

- Workstations [CC] for 20 OPACs and 5 networked printers for public use in various configurations and incorporated in spaces noted throughout the document (some for standing use, others for seated use and ADA accessible, and some sized for use by children); table tops must be adjustable by staff
- 18 chairs for use by customers at seated stations (assumes 2 stand-up workstations)

Equipment:

- 20 PCs; 5 networked printers incorporated into public spaces noted in this Program (Does not include PCs on information or staff desks.)

Adjacencies:

- In more than one location in the reading room area, some convenient to the circulating collection
- 1 near the Entry/Lobby to the library for quick use by the public
- Some in the reference area
- Some in the periodical area
- A few convenient to the Information Desk
- Some visible from entry
- Some in children's area

Other:

Each catalog workstation needs space for customers to write and place other materials (36" deep by 42" wide MINIMUM)

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Adult Reading Area/Adult Circulating Collection:

Size:

- 3,400 NSF for collection
- 1,600 NSF for reading area

Purpose:

- The adult circulating collection will be tailored to the community needs. It is used by both customers and staff for browsing and selecting materials for home use, for information searches, and for studying and reading. Silver Spring's broad demographic base may require a variety of world collections. Owning the same materials in several languages will require additional space. All adult library materials are housed in this area, as are the adult public access catalogs. Copy machines may be located here.
- This area forms the core of the building. Clear patterns of organization, well signed and laid out, must be featured throughout. Specific zones of the collection include: adult non-fiction; adult fiction; periodicals; reference; new book and other featured collections including, particularly non-print (CD, cassettes, etc.); additional materials related to cultural arts center; browsing paperback collections; public access catalogs. All areas must be easily accessible from the information desk, with as much visibility as possible. The design must encourage self-service.

Collection:

- Total collection of 56,000 items
- 75% (42,000) shelved items; another 25% in circulation⁸

Setting:

- The adult circulating area should be designed to mass the adult collection both visually and actually, and to promote coherence and self-service. Design and layout must accommodate flexibility for shelving arrangements, collection sizes, and number and arrangement of workstations and OPAC locations. Maintain 42" between aisles. Shelving on perimeter walls should be maximized.

Furnishings:

- Steel shelving with wood end panels, fully adjustable modular units and accessories, 84" height, 11" shelving depth. (A small percentage of the existing Silver Spring Library shelving may be moved, reconfigured, and used in the new or expanded building. The budget

⁸ Because the Silver Spring Library has traditionally had lower circulation rates and higher in house use of library materials than other Montgomery County libraries, a higher percentage of items need shelving space in this library (usually DPL assumes 33% is in circulation).

must allow for replacing about 95% of the shelving.)

- Shelving variations include units for both shelving and display of hardback books, paperbacks, CDs, audiocassettes, and videos.
- Furniture for all of the 20 PC workstations and all of the 5 networked printers (with provision for future expansion)
- 10 reading tables with 4 chairs per table; tables to be provided with power and data capabilities to accommodate customer's PCs.
- Lounge seating for 8.

Equipment:

- Some of the 20 PCs and some of the 5 networked printers
- Telephone for staff to pick up in the stacks

Adjacencies:

- Information and circulation desks (all areas must be visible from staffed desks– circulation or information)
- Non-fiction shelving convenient to both the children's area and reference collection
- Young adult

Other:

Reference Collection:

The reference collection is used by customers of all ages. Most of the reference collection is on 78" high shelving which allows 5 shelves per unit, although one range (up to 12' long) should be 48" high. This configuration could be changed, if needed. Ready reference collection information is included in the Information Desk section of this document.

Size:

- 1,450 NSF

Purpose:

- Adults, young adults and children's reference collection. Staff assists customers both in person and by telephone.

Collection:

- 4,000 volumes (shelf space for all)

Setting:

- Open space in the overall open floor plan layout; clearly marked with signage; easily

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accessible.

Furnishings:

- Steel shelving with wood end panels, modular units, maximum 86" height
- Furniture for some of the 20 PC workstations and some of the 5 networked printers
- Furniture for 2 specialty PCs (Job Information and Literacy)
- 1 atlas case [CC]
- 1 dictionary stand (moved from present library)
- 4 tables
- 16 chairs
- 4 lounge chairs

Equipment:

- Some of the 20 PCs and some of the networked printers
- 2 Specialty PCs

Adjacencies:

- Information desk
- Periodicals
- Children's area
- Adult non-fiction collection

Other:

Periodical Collection:

Silver Spring's adult periodical collection is the largest periodical collection in a community library with 250 adult subscriptions and 30 children's/young adult subscriptions. It comprises popular periodicals that meet the news, informational, recreational, and educational needs of the library's diverse user population. The collection is popular and heavily used. With increased lunch hour traffic, this popular collection is projected to have even greater use and remain at about the same size. Most back issues circulate.

Staff anticipates adding a mixture of traditional print titles as well as electronic periodical subscriptions.

Size:

- 1,360 NSF

Purpose:

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- Display of current issues of magazines and newspapers, and storage for back issues. Customers browse current periodicals and use them for research and information. Periodicals are provided in both print and electronic format via other databases or the Internet, hence the need for supplemental PCs.

Collection:

- This collection requires 930 linear feet of shelving.

Setting:

- Display area less formal in character than other reading room areas; back issues should be in close proximity to current issues and arranged in a way that is easy for customers to understand.

Furnishings:

- 930 linear feet of shelving, modular units for periodical and newspaper display/storage
- Lounge seating for 8 persons
- 1 table
- 4 study chairs
- Furniture for some of the 20 PC workstations and some of the 5 networked printers

Equipment:

- Some of the 20 PCs and networked printers

Adjacencies:

- Adult Reading Area
- Reference collection
- Equipment may be in separate adjacent area
- Young Adult

Other:

Adult Quiet Study Rooms:

Size:

- 1,000 NSF (2 rooms)

Room 1

Purpose:

- The Study Room is for quiet studying or reading without interruption, but Room 1 allows customers to plug in notebook computers or access data via wireless access points.

Setting:

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- Quiet, glass enclosed from floor to ceiling to provide noise control as well as visibility

Furnishings:

- 12 study carrels or tables
- 12 chairs

Equipment:

- Power and data connections

Adjacencies:

- Clear line of sight to Information Desk.
- Convenient to reference.
- As distant as possible from children's area.

Other:

- Sound absorptive finishes

Room 2

Purpose:

- The Study Room is for quiet studying or reading without interruption only. There are no power/data connections in this room.

Setting:

- Quiet, glass enclosed from floor to ceiling to provide noise control as well as visibility

Furnishings:

- 12 study carrels or tables
- 12 chairs

Equipment:

- None

Adjacencies:

- Clear line of sight to Information Desk.
- Convenient to reference.
- As distant as possible from children's area.

Other:

- Sound absorptive finishes

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Adult Group Study Room:

Size:

- 200 NSF

Purpose:

- Allow customers to work in small groups of up to 8 people

Setting:

- One room, with glass doors and walls for staff monitoring and security with clear site lines to the Information Desk. Power and data connections should be provided, or there should be wireless access.

Furnishings:

- Table for 8
- 8 study chairs

Equipment:

- None

Adjacencies:

- Convenient to adult collection

Other:

Literacy/Tutoring Rooms:

Size:

- 450 NSF (3 rooms)

Purpose:

- To be used for literacy, tutoring and other one-on-one learning; a maximum of three people per room.

Setting:

- Three rooms, each with glass walls and doors for staff monitoring and security with clear site lines to the Information Desk. Power and data connections should be provided, or there should be wireless access.

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Furnishings:

- Table for three in each room (3 tables total)
- 3 study chairs in each room (9 chairs total)

Equipment:

- none

Adjacencies:

- Adult Reading Room

Other: Provide Web connection in each

Computer Training Lab:

Size:

- 400 NSF

Purpose:

- To train the public and staff on the Internet from basic how-to courses to searching particular subjects and topics. Some of the other PCs may have special software for job searching, learning languages, etc.

Collection:

- None

Setting:

- A glass enclosed (to allow monitoring by library staff) classroom-style layout with lighting for computer use, front wall screen for projection, space for instructor in front. Web connection.

Furnishings:

- 12 PC workstations
- Projection stand for instructor with notebook computer [CC]
- Printer stand
- Dry erase board [CC]
- Projection screen [CC]

Equipment:

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- 12 PCs
- 1 networked printer
- PC projection unit for instructor (laptop/LCD)
- Telephone for troubleshooting
- An audio loop for people with hearing disabilities [CC]

Adjacencies:

- Meeting Rooms
- Within sight lines of Circulation and Information Desks
- Staff Conference Room

Other:

- This room must be able to be monitored, and used by the public all the hours the library is open, when it is not being used as a classroom.
- Lighting must be separately switched so banks of lights can be off while others are on during classes and presentations.

Young Adult Collection:

Size:

- 700 NSF

Purpose:

- Young adult customers use this area to browse informally for recreational and informational materials displayed for their interest. School materials are not included.

Collection:

- Total collection of items 2,000
- 75% shelved items; another 25% in circulation

Setting:

- Clearly defined area, informal in character, with comfortable seating and decor suited to young adults.

Furnishings:

- Shelving, modular units (with space for posters) to display books (mostly paperbacks), taped books, CDs, videos, DVDs, periodicals, etc.
- Bulletin or tack boards for displays with space for handouts and booklists [CC]
- Lounge seating for 6 persons
- Furniture for some of the 20 PC workstations and some of the 5 networked printers

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- Table, 4 chairs
- Display unit for new and featured collections

Equipment:

- Furniture for some of the 20 PC workstations and some of the 5 networked printers

Adjacencies:

- Separated clearly from the children's area and near the adult collection (especially popular materials, such as periodicals, videos, etc.)
- Within line of sight of the adult information desk, for easy supervision.
- Near the Reading List collection

Other:

Children's Area/Children's Collection:

Size:

- 3,000 NSF for collection
- 1,600 NSF for reading area

Purpose:

- Children, their parents and caregivers, use children's reference and circulating materials collection— books, recordings, periodicals, etc. Activities include professional assistance and guidance, customer browsing, reading, studying, and searching for information.
- Specific zones of the collection are 1) picture books for the very young with part of the area for toddlers and part for age 2 to 5; 2) beginning readers; 3) fiction for middle readers; 4) fiction for older children; 5) non-fiction; 6) non-print; 7) periodicals; 8) reference; 9) paperbacks; 10) World language collection; 11) parent-teacher collection; 12) children's homework center; 13) display shelving to highlight parts of the collection. The collection will be tailored to the community.
- Provision for seating for children of different ages and adults who come with the children is required. There also needs to be provision for cozy spaces/places where children can curl up and read alone, as well as some areas where adults and children sit comfortably together (including an alcove, window seating). Sight lines must be maintained in order for all staff to monitor activities for safety and security reasons. Some of the cozy seating could be integrated into the shelving areas.

Collection:

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- Total collection of 44,000 items
- 75% shelved items; another 25% in circulation

Setting:

- The area should have its own identity, making the space cheerful, and inviting, a place of adventure, stimulation, and opportunity for learning and discovery. Clear patterns of organization, defined by design, traffic patterns, and signage must be featured.
- The space should be well defined and sound baffled, but not enclosed; it should be an open, spacious, inviting atmosphere for children, with clear signage and effective use of color. Clearly defined areas in this space should invite stopping and browsing, not running and jumping. The space should be comfortable for children and on a child's scale. Although the whole area may be large, the child should not feel lost or overwhelmed, but welcomed. Signage should be at the child's eye-level and appropriate for adults.
- There should be a separate area (approximately 18' x 20') that is a language-rich environment for playing with toys, with storage shelving for them.

Furnishings:

- 3 children's reading/study tables (seating 4 each), preschool child sized, 23" height, in picture book area, with 12 preschool sized chairs
- Lounge seating for 6 in the picture book area where adults and children read together in overstuffed chairs.
- Large bulletin board [CC]
- 3 children's reading/study tables (seating 4 each), older child sized, 26"-28" height, near collection for older children, with 12 older child sized chairs.
- Lounge seating for 6 children, in a quiet reading area(s) away from the mainstream of the room – some of this seating cozily incorporated in collection area itself (see Setting, above)
- Shelving to accommodate non-print media needed throughout the collection.
- Shelving with backs, fully adjustable modular units and accessories, 42" to 44" high, to accommodate picture books (requires 14" shelving height and 12" deep); there should be two distinct areas—one for toddler's materials (approximately 10%) and another for age 3 to 5 (approximately 90%);
- 42" to 44" high, to accommodate beginning reader's books (requires 12" shelving height and 10" to 11" deep);
- 66" high to accommodate juvenile fiction and non-fiction books, children's magazines, paperbacks, children's reference and non-print
- 60% of collection on 66" high shelving; 40% on 42" to 44" high shelving.
- Display shelving to feature various parts of the collection: new materials, fiction and non-fiction, non-print, picture books, beginning readers, handouts and flyers, etc.
- For Children's World Language Collection: shelving for books, video and audiotapes and

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hanging bags (for sets).

- Shelving for Parent-Teacher Collection.
- Furniture for some of the 20 PC workstations and some of the 5 networked printers, plus 1 PC with CD-ROM software (visible from the desk and preferably with screens turned toward the Information Desk) suitable for children
- Toys and space dividers that encourage language development
- Comfortable chairs, 1 adult and 3 child size
- Puppet stage– child size with puppets
- Workstations for some of the 20 PCs and some of the networked printers.

Equipment:

- Some of the 20 PCs with some of the networked printers
- Telephone for staff to pick up in stacks
- CD-ROM workstation

Adjacencies:

- Easy access and visibility from Library Entry with child-oriented signage
- Convenient to public toilets
- Children's Quiet Study Room
- Children's Staff Office Area
- General Reference Area
- Children's Program Room

Other:

- Operable windows to the outside or to a courtyard.

Children's Group Study Room:

Size: 180 NSF

Purpose:

- Allow customers to work in small groups of up to 6 people.

Setting:

- One room, with glass vision doors for staff monitoring and security with clear site lines to the Information Desk. Power and data connections should be provided, or there should be wireless access.

Furnishings:

- Table for 6

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- 6 study chairs

Adjacencies:

- Convenient to children's areas.

Other:

Children's Programming Room

Currently there is no children's programming room at Silver Spring. Programs are held in meeting rooms. All new and renovated libraries include programming rooms because of the importance that residents and taxpayers have placed on preschool programming.

Size:

- 400 NSF

Purpose:

- Group activities such as storytelling for preschool children in an informal seating arrangement in flexibly designed space for programming, adjacent to the picture book collection.

Setting:

- Flexible design to serve as programming space, a focal point for the children's room. Must have a door with one-way see-in mirror to allow parents and caregivers to observe programs. Attractively and imaginatively designed with color, decorated with art appealing to children. Space should be somewhat secluded and sound-baffled.

Furnishings:

- Chair for storyteller
- Low cabinets and/or shelves along one wall – 9' long x 42" high

Equipment:

- Audio Loop [CC]
- Projection Screen [CC]
- Wipe board at child's height [CC]

Adjacencies:

- Picture book area of Children's Collection and Parent/Teacher Collection
- Children's Program Storage

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- Within easy range for supervising from the Information Desk

Other:

- The following equipment will be used in this room: television with VCR [CC], penny theater, CD and videodisc player, LCD projection equipment [CC], flip chart.
- The room will need: Many electrical outlets (childproof)
 Internet connection (network cable)
 Buzzer to the Information Desk
- Space should accommodate up to 50 people– mostly children. Floor: carpeting for noise control and warmth.
- Desirable: walls painted with storybook characters.

Children's Program Storage:

Size:

- 220 NSF

Purpose:

- Storage of A/V equipment (listed above), programming materials, storytime books/materials
- Space for 2 folding tables and 2 stackable chairs which may be used in the Program Room

Setting:

- Enclosed, secured (lockable)

Furnishings:

- Deep utility shelving with backing and sides for storing programming materials, 18 linear feet, 72" to 84" high, each shelf 16" high (adjustable).
- Flat file drawers - 2 set with 5 drawers each

Equipment:

- None particular to this room, but will be used to store equipment listed in Children's Programming Room

Adjacencies:

- Children's Programming Room
- Children's Staff Room (and other staff areas)

Other:

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- Space and shelving may be roughly finished

Family and/or Handicapped (Unisex) Toilet:

Size:

- 80 NSF

Purpose:

- Single occupant toilet with space for parent or caregiver to take child (instead of having to send a child to a restroom with no supervision), adult-sized fixtures, handicapped accessible.
- Enough room for adult and child.

Setting:

- Well-marked, easy to find from the Children's Area

Furnishings:

- None

Equipment:

- Adult-size toilet, lavatory, and toilet accessories [CC]
- Wall-mounted, pull-down baby changing station [CC]
- Sink with counter [CC]

Adjacencies:

- Near Children's Picture Book Area
- Children's Programming Area

Other:

- Toilet should not make a loud noise when flushed.
- Desirable: walls painted with storybook characters

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CHAPTER 5

COMPONENTS OF THE SILVER SPRING LIBRARY

The design shall incorporate all required space and systems to accommodate all noted furnishings and equipment. Additionally, where noted as [CC], the furnishings or equipment shall be designed and included in the construction contract.

Staff Areas

NOTE: Office spaces must comply with Montgomery County Space Planning Standards.

NOTE: Based upon current complement – may need to change this.

Staff envisions a general work area in a central core of office space with natural lighting, perhaps using roof monitors. The core would contain the general circulation workroom and the kitchen, restrooms, supply cabinet, etc. The individual offices for the Agency Manager and various services (Adult /Reference Services, Children's Services, Circulation Services, and Sunday Service) could radiate from this core. There would be windows in all of the perimeter office spaces.

Individual offices for all supervisors are necessary as described in this Program. Office space for non-supervisory staff can be in larger workrooms with well-defined workstations that afford some privacy for each staff member, allowing each person a space to work without interruptions. This Program places staff into areas by function; however, the actual library design may place staff in other arrangements.

Staff PCs

There will be at least 17 PCs for staff to use. They will be distributed among the Information and Circulation Desks, the Agency Manager, LAS and Librarians' offices, and the general workroom.

Agency Manager's Office:

Size:

- 180 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel in door.

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Furnishings:

- Desk with return appropriate for PC
- Ergonomic chair
- Arm lounge chair
- Lateral file cabinet
- Standard shelving, 30 linear feet
- Small conference table with 4 chairs

Equipment:

- PC (networked to workroom printer)
- Telephone

Adjacencies:

- General Staff Workroom

Other:

Library Assistant Supervisor's (LAS) Office:

Size:

- 150 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel in door.

Furnishings:

- Desk with return appropriate for PC
- Ergonomic chair
- Arm lounge chair
- Lateral file cabinet
- Standard shelving, 30 linear feet

Equipment:

- PC (networked to workroom printer)
- Telephone

Adjacencies:

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- General Staff Workroom
- Circulation Desk

Other:

Library Assistant II's Office:

Size: 120 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking for a LA II.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel in door.

Furnishings:

- Desk with space for PC
- Ergonomic chairs
- 4-drawer file cabinet

Equipment:

- Telephones
- 1 PC (networked to workroom printer)

Adjacencies:

- General Staff Workroom
- Circulation Desk

Other:

General Circulation Workroom:

Size:

- 1,500 NSF

Purpose:

- General circulation and clerical support functions – processing and mending; reserve or Interlibrary Loan operations; circulation database work – registrations; as well as much of the direct circulation work – check-ins, sorting, etc. The way work is done changes over the

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years as tools for doing the work changes.

Setting:

- Aisles between workstations and perimeter counters must be wide enough to allow loaded book trucks to pass through as well as people (a minimum of 5'). The area should look open and inviting with sight lines across the room. It should be carpeted, naturally lighted, with a variety of workstations, described below:
 - The design of workstations must be flexible because the way work is done will change over the years.
 - The number of staff members may grow by one or two, so workstations must be flexible and generous enough to allow for growth
 - Modular office with dedicated space for 2 full time staff members, and space for 1 book truck each;
 - Provide above counter shelving for all workstations
 - Modular workstations for 4 part time staff with a shared large work table between and space for 2 book trucks
 - Counter-top workstations [CC] (32" deep to allow for a PC with keyboard at some places) along the perimeter of the workroom, including: (see attached ergonomic report)
 - 2 workstations for check in/check out with space for 2 trucks and 1 tub,
 - 1 workstation for deleting materials, adding donations, sorting book sale items, etc. with enough space for a PC, plus 36" work surface, plus space for one book truck and one tub,
 - 1 workstation for shelving assistants to use to sign in, do timesheets and special projects,
 - 2 workstations for general use – email, editing library materials, etc., and
 - 1 workstation for volunteers with space for 1 book truck
- ♦ Floor space to park 23 loaded (double sided) book trucks and 12 tubs.

Furnishings:

- Systems furniture workstations for 2 full time staff members, each with: ergonomic chair, and lockable 2-drawer file cabinet underneath, shelves and tack board above workstations, space for a book truck or a tub.
- Built-in counter top workstations (as described above) with shelves above each, pencil and 2-drawer file underneath and ergonomic chair for each of the workstations. [CC]
- 36 staff mail boxes [one for each staff member (16), plus 20 for special projects/functions.] [CC]
- Supply cabinet or closet with 48 linear feet of shelving (some with 12" deep shelving and some with 18" deep shelving) for general office supply storage [CC]
- Counter-high, concrete pedestal for safe [CC]
- 48 linear feet of shelving
- Counter space [CC] for a staff copier, fax machine, emergency phone, flatbed scanner, and

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paper cutter (Equipment will move from the current facility.)

Equipment:

- Some of the 10 staff PCs with 1 networked printer for integrated system
- Telephones (on some– not all– of the workstations)
- Safe, staff copier, fax machine, emergency phone, flatbed scanner, and paper cutter
- An automated check in and sorting system should be considered as this new technology is perfected and costs have come down. The decision to implement will be made on cost/benefit analysis. [Note: The cost of the automated check-in and sorting system will not be included in the CIP project.]

Adjacencies:

- Circulation Desk
- Delivery Area
- Book Drop Room
- Staff Conference Room

Other:

Adult/Reference Services Librarian's Office:

Size:

- 120 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, computer activities, record keeping and thinking.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel in door.

Furnishings:

- Desk
- Ergonomic chair
- Arm lounge chair
- 4-drawer file cabinet
- Standard shelving, 30 linear feet

Equipment:

- Telephone

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- PC (networked to workroom printer)

Adjacencies:

- General Staff Workroom
- Adult Circulating Collection

Other:

Children's Librarian's Office:

Size:

- 120 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, computer activities, record keeping and thinking.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel to Children's Services Information Specialists' office and glass vision panel in door.

Furnishings:

- Desk
- Ergonomic chair
- Arm lounge chair
- 30 linear feet of shelving
- 2 4-drawer file cabinets
- PC (networked to workroom printer)

Equipment:

- Telephone
- PC

Adjacencies:

- Children's Services Information Specialists' Office
- Children's Area and Children's Collection

Other:

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Non-Supervisory Children's Services Information Specialists' Office:

Size:

- 220 NSF

Purpose:

- One large office to be shared by 2 children's information specialists with workspace for program and display preparation. A combination of systems furniture workstations (each with ergonomic chair, lockable 2-drawer file cabinet underneath, 2 or 3 shelves and tack board above workstation) and built-in counter top workstations (each with 2 or 3 shelves above, pencil and 2-drawer file underneath and ergonomic chair). Flexible furniture, which will allow for shared workstations is desirable, because the size of the staff may change.

Setting:

- Workroom conducive to concentration with windows that open to outside; glass vision panel in lockable door.

Furnishings:

- 2 desks, 1 with space for PC
- 2 4-drawer file cabinets
- 2 ergonomic chairs
- 2 bulletin boards, one at each desk
- 6 to 9 linear feet of shelving at or above each desk
- Flat file cabinet (2 sets of 5, stacked OK) for posters, paper for crafts, etc.
- Project table (3' x 8')
- 36 linear feet of general shelving (2-84" units with 6 shelves each). See additional shelving in J Storage Program Room)

Equipment:

- Telephone
- 1 of the staff PCs

- Adjacencies:
 - Children's Librarian's Office
 - Children's Area
 - Children's Programming Room
 - Children's Program Storage Room
 - General Staff Workroom

Other:

- Many electrical outlets for flexibility

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Senior Librarian's (Sunday Supervisor's) Office:

Size:

- 120 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel in door.

Furnishings:

Desk

- Ergonomic chair
- Arm lounge chair
- 4-drawer file cabinet
- Standard shelving, 30 linear feet

Equipment:

- Telephone
- PC with networked printer

Adjacencies:

- General Staff Workroom
- Reference Collection

Other:

Non-Supervisory Adult Services, Young Adult, Reference and Reference Specialty Information Specialists' Office:

Size:

- 240 NSF

Purpose:

- Work space for 3 part-time reference, young adult and information specialists.

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Setting:

- Workroom setting conducive to concentration. A combination of systems furniture workstations (each with ergonomic chair, lockable 2-drawer file cabinet underneath, 2 or 3 shelves and tack board above workstation) and built-in counter top workstations (each with 2 or 3 shelves above, pencil and 2-drawer file underneath and ergonomic chair). Flexible furniture that will allow for shared workstations is desirable because the size of the staff may change.

Furnishings:

- 3 work stations (see description above)
- 3 ergonomic chairs
- 3 4-drawer file cabinets at workstations
- 1 piece of furniture appropriate for PCs
- 18 linear feet of shelving (each 84" high and 3' wide)

Equipment:

- telephones
- 1 PC

Adjacencies:

- General and Specialist Reference Librarians' Offices
- Adult Services Librarian's Office
- General Staff Workroom

Other:

Delivery Area:

Size:

- 240 NSF

Purpose:

- Delivery of interoffice mail by Department's messenger service. In addition to daily mail pouches, books and other materials are transported and delivered in wheeled laundry or depressible tubs (22" wide x 26" high x 31" long) or hand carried in boxes (11" wide x 16" long x 17" high). Space is needed for outgoing tubs and boxes of book sale donations or library discards. The delivery route and interior path must not interfere with public service.

Setting:

- Entry configured so that a delivery truck (equipped with hydraulic lift) can back straight to

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the entrance and unload off the back of the truck if possible. No steps permitted; provision must be made for pushing 150 lb. tub loads, with space defined for outgoing and incoming deliveries. Create a vestibule for this doorway to keep cold or hot air out of the workroom area when deliveries are made. Must not interfere with public functions or access.

Furnishings:

- None, but space to keep 8 laundry or depressible tubs (as described above), and to stack 50 book sale boxes (12 rows, each 5 boxes high).

Equipment:

- None

Adjacencies:

- General Circulation Workroom
- Exterior loading area

Other:

- May serve as staff entry.
- Exhaust system must be sufficient to prevent truck exhaust from entering the building.

Book Drop Room:

Size:

- 80 NSF

Purpose:

- Customers return materials (print and audio-visual) through accessible slots from the exterior of the building.

Setting:

- Fire-rated, sprinklered, enclosed room with space for 4 depressible tubs to receive materials.

Furnishings:

- None

Equipment:

- Two adjacent slots– one for print and one for audio-visual materials, lockable, placed so that returns empty into two depressible tubs. [CC]
- Signage over the drop; directional signage at street level. [CC]
- 4 depressible tubs.

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Adjacencies:

- General Circulation Workroom
- Circulation Desk

Other:

- Fireproofing the room and other security measures are necessary to protect the building in case something flammable is dropped into the book drop.

Closed Stack/Storage Area (see also Children's Program Storage and various staff offices):

Size:

- 200 NSF

Purpose:

- Storage for seasonal books, collection donations, relocations, deleted materials, etc.

Setting:

- Closed stack area.

Furnishings:

- 180 linear feet of shelving 12" deep (may be compact).
- Space for 1 book truck and 2 tubs

Equipment:

- None

Adjacencies:

- General Staff Workroom
- Information Desk
- Delivery Area

Other:

Sorting/Storage Area

Size:

- 150 NSF

Purpose:

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- Provide space for storage and sorting of book sale items.
- Provide areas for “snag” shelf, deletions etc.
- Storage for computer and printer supplies
- Space for Friends of the Library book sale materials

Furnishings:

- 42 linear feet of shelving for books: 3 shelves, 12” deep, 3 shelves 18” deep. (Each shelf 3’ long)
- 9 linear feet (32” deep) of counter or workspace for volunteer workers [CC]
- 1 ergonomic chair

Equipment:

- None

Adjacencies:

- General Staff Workroom

Other:

Staff Conference Room:

Size:

- 400 NSF

Purpose:

- Groups up to 12 for meetings, conferences and workshops. The staff of the library will use the room(s).

Setting:

- Separate enclosed conference room with operable wall to divide room in half to be used by two groups at once. Room has windows to outside; 2 entry doors with glass vision panels.

Furnishings:

- 2 conference tables for 6 (can be combined to form 1 large table)
- Chairs for 12
- Laptop and LCD
- Small storage cabinet

Equipment:

- Laptop and LCD

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- Telephone
- Wipe-off board [CC]
- 2 flip charts
- Television with VCR [CC]

Adjacencies:

- General Staff Workroom
- Agency Manager's Office
- Meeting Rooms

Other:

- Internet connection
- Cable TV connection

Staff Facilities:

Size:

- 420 NSF

Purpose:

- Staff lunchroom, place for meals, lounge area, and work breaks.

Setting:

- Restful, soft and comfortable, with windows; change of character from the work areas.

Furnishings:

- 2 tables/12 chairs
- Base and wall cabinets and counter tops. [CC]
- Lounge seating/end tables for 4 (including a couch)

Equipment:

- Sink with garbage disposal and deep enough for coffee urns [CC]
- Refrigerator [CC]
- Microwave oven [CC]
- Dishwasher [CC]
- Vending machine for drinks
- Telephone
- Lockers for staff [CC]
- 21" TV/VCR with County cable to access the government channel [CC]

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Adjacencies:

- Staff Toilets
- Removed from work, public and delivery areas, but convenient to them

Other:

- Coat closet for staff is required.

Staff Toilets:

Size:

- 120 NSF

Purpose: Staff toilets

Setting:

- 2 Single occupant, fully accessible toilets, with locking doors

Furnishings:

- None

Equipment:

- In each room [CC-all]
 - Toilet
 - Grab bars,
 - Toilet Tissue and Paper Towel dispensers
 - Sink
 - Mirror with shelf
 - Soap dispenser

Adjacencies:

- Removed from General Staff Workroom, public areas, and delivery area, but convenient to them
- Staff Facilities

Other: Staff toilets must not open off of the staff kitchen as it does in the current facility.

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CHAPTER 6: Mechanical Room:

Size:

- 1,070 NSF

Purpose:

- House building HVAC and electrical equipment, and provide on-site storage of filters and other HVAC supplies.

Setting:

- Acoustically isolated from occupied spaces.

Furnishings:

Equipment:

- Provide voice and data line in mechanical rooms.

Adjacencies:

- Exterior access only for personnel and equipment maintenance.

Other:

- Telephone and LAN equipment need separate rooms within, or outside this space, and should not be co-located with any other equipment, i.e., electrical or mechanical room.
- Provide floor drain.

CHAPTER 7

COMPONENTS OF THE SILVER SPRING LIBRARY

The design shall incorporate all required space and systems to accommodate all noted furnishings and equipment. Additionally, where noted as [CC], the furnishings or equipment shall be designed and included in the construction contract.

Common areas

Meeting Rooms:

There will be two meeting rooms: a large, divisible room seating up to 120 people and a smaller room seating 25 people.

- The meeting rooms must be able to be closed off from the library at closing time to accommodate late meetings, allowing users to access restrooms and exit(s) from the building.
- The meeting room storage areas must have doors with locks and provide space to store stacked chairs and folding tables, a podium, coffee pots, cleaning supplies, audio-visual equipment (overhead projector, TV/VCR, PA system), and U.S. flag with stand.

Large Room

Size:

- 1,500 NSF
- 260 NSF storage room

Purpose:

- Meetings for library-related activities and meetings of community groups of up to 120 people during and outside of library operating hours. Space should have an operable wall (electrically operated), allowing staff to create two meetings rooms.

Setting:

- Multi-purpose space, self-contained, good lighting (windows with blinds acceptable), acoustically treated for noise and sound control; carpeted.
- Divided by highly-rated-for-sound acoustic and operable partitions into 2 rooms, with separate entrances for each.

Furnishings:

- 120 stackable chairs
- 10 (7') folding tables
- Podium or Lectern (1 for each section) [CC]
- Base and wall cabinets and counter top for each section [CC]

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Equipment:

- Acoustic folding partition(s) [CC]
- Sink with tall faucet for filling coffee urns (for each section) [CC]
- Television with VCR on moveable cart or mounted on a wall [CC]
- Audio loop (for each section) [CC]
- Erasable white boards for each section [CC]
- Separate security system (for each section) Coordinate with County Security consultant.
- Molding on wall for hanging pictures (for each section) [CC]
- Wired/cabled for Internet access (for each section) [CC]
- PC projection equipment [CC]

Small Room

Size:

- 500 NSF
- 75 NSF storage room

Purpose:

- Meetings for library-related activities and meetings of community groups during and outside of library operating hours seating up to 25 people.

Setting:

- Multi-purpose space, self-contained, good lighting (windows with blinds acceptable), acoustically treated for noise and sound control; carpeted.

Furnishings:

- 25 stackable chairs
- 3 (7') folding tables
- Podium or Lectern
- Base and wall cabinets and counter top

Equipment:

- Television with VCR on moveable cart [CC]
- Audio loop [CC]
- Erasable white boards [CC]
- Separate security system Coordinate with County Security consultant.
- Molding on wall for hanging pictures [CC]
- Wired/cabled for Internet access [CC]

Adjacencies:

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- Exterior/Library Entry/Lobby
- Public Toilets

Public Toilets:

Size:

- 700 NSF
- Part of gross program, not in net assignable area

Purpose:

- Public restrooms, one male, one female.

Setting:

- Accessible, with easily maintained and cleaned finishes.

Furnishings:

Equipment:

- Water closets, lavatories, toilet accessories, toilet partitions, waste cans, electric hand dryers, pouch-type soap dispensers, and jumbo roll towel, toilet tissue dispensers, and sanitary napkin dispensers. [All CC]
- Pull-down baby changing station in each toilet. [CC]

Adjacencies:

- Meeting rooms; visible from library circulation area if possible.

Other: Must be in an area that can be closed off from the library when the library is closed and meeting rooms are in use. If library is on 2 floors, 2 sets of toilets may be needed.

Janitor Closets:

Size:

- 80 NSF
- Part of gross program, not in net assignable area

Purpose:

- Storage and preparation of janitorial supplies.

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Setting:

- Accessible to cleaning staff without entrance to public toilets.

Furnishings:

- Shelving for cleaning supplies. [CC]
- Storage for equipment and tools in one of the closets (ladder) [CC]

Equipment:

- Janitor's sink [CC]
- Mop holder [CC]

Adjacencies:

- Public toilets
- Staff Facilities

Other:

Copy Machines for Public Use:

Size:

- 160 NSF – These machines may be in one space or incorporated in the Adult Reading, Reference and Children's Rooms.

Purpose:

- These copy machines may be owned and operated by a private company in partnership with the Library Department.

Setting:

- Visible, well signed. Consider placing copy machines behind glass screened area to minimize noise, debris and visual clutter, while providing visual control. Allow queue space for 2 people for each machine.

Furnishings:

- Some table or counter space for copy machine users. [CC]

Equipment:

- 3 copy machines, plus a lockable cabinet to store paper and supplies.

Adjacencies:

- In a single place convenient to the information desk and all collections or located within

various reading rooms— reference, adult, and children's.

Other:

- Each copy machine needs some space for customers to place other materials. Note that each copy machine requires its own electrical circuit.

CHAPTER 8 **SHELVING**

Most of the Silver Spring Community Library's current shelving is old and made of wood, although there is some newer metal shelving with wood end panels. Almost all of the shelving must be replaced. If any shelving in the current building is reusable—and perhaps a very small percentage is—funding is necessary for reconfiguring, refinishing and relocating it. Some of the new end panels may be slat-wall to allow for displays. All of the remaining end panels will be of wood veneer and will require end-of-stack directional signs (similar to the signs at the Quince Orchard Library). Note: The cost of all (100%) new shelving will be included in the project budget. If deemed to be cost effective, reuse of existing shelves may be implemented. All new shelving will be purchased outside of the general construction contract.

Also, as noted previously, the architect is responsible for doing the shelving plan, and if some of the current shelving is to be reused, how and where it will be reused needs to be specified in the plan.

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CHAPTER 9
DIAGRAM OF PRIMARY ADJACENCIES:

INSERT PASTE-UP

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CHAPTER 10

SUMMARY OF LIBRARY PCs AND PRINTERS IN THE BUILDING:

Note: Because of the way staff does its work and the way information is delivered to customers, it is conceivable that by the time the new library opens, there may be many more PCs in the building. Therefore, note that every staff desktop and most of the public tables and carrels need to be able to accommodate a PC (adequately sized desk/table surfaces & power/cable available).

LIBRARY STAFF PCs	#	Total #
Information/Public Service Desks		
Circulation	3	
Unified Information Desk	4	7
Library Work Rooms/Staff Offices:		
Distributed among these spaces:		10
Agency Manager's Office		
LAS Office		
LAII Office		
General Circulation		
Serials Check-in		
Adult /Reference Services Librarian		
Children's Librarian		
Sunday Service Librarian		
Children's Information Staff		
General Workroom & Staff Offices		
Staff Conference Room		
PUBLIC PCs		21
Located in the following areas:		
Adult Reading Room, various		
Reference areas,		
Periodical, Young Adult areas, and		
Children's area		
SPECIALTY PCs		
Job Information, Literacy, and Children's PC's for CD ROM products		3
TRAINING LAB		12
<u>TOTAL LIBRARY PCs</u>		53
<u>TOTAL LIBRARY NETWORKED PRINTERS:</u>		10

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NOTE: **Currently**, the Library has 11 **staff PCs** (3 at circulation desk; 3 at information desk; 5 in workrooms for staff and **17 public PCs** (13 for adult information, 2 for word processing and 2 for children's information), **for a total of 28 PCs**. They **have 7 networked printers for staff use**. **There are two multi-functional devices (MFDs) that the public uses to print and for photocopying**. All of this equipment will be moved to the new building. **The CIP requires funding for the additional 25 PCs and the additional 3 networked printers.**

NOTE FOR ALL PC's: A maximum of 2 PCs should be on an electrical circuit.

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CHAPTER 11

SUMMARY OF CARPETING, FURNITURE AND EQUIPMENT REQUIREMENTS:

Since nearly all of Silver Spring Library furnishings are old and no longer serviceable, they will need to be replaced. Carpeting must be of a very high quality to withstand ten years of heavy public traffic.

The architect is responsible for doing the furniture and shelving plans, as well as for consulting with staff to order the furniture within the furniture budget.

The following must be replaced or added: 1) shelving—see also shelving chapter (if any shelving in the current building is reusable—and perhaps a very small percentage is—funding is necessary for reconfiguring, refinishing and relocating it); 2) furniture in public areas; including, study tables, carrels, study and lounge chairs, atlas stand, PC workstation furniture, adult and children's information and circulation desks (including files and drawers associated with them), meeting room furniture, TV/VCR for meeting rooms, self-charge machine; and 3) furniture in staff areas, including desks (replace with systems furniture), chairs.

There are some items that can be moved to the new or expanded library:

- all of the existing PCs and printers can be moved; however additional PCs and printers will be needed in the new building— see chapter titled “Summary of PCs in the Building”;
- telephone system, including red emergency telephone (assumes new telephone system will be installed at the Silver Spring Library in FY 02) [VERIFY] will be moved, however, additional instruments may be needed if there is a larger staff in the new building and if the building layout demands more;
- public multifunctional devices (MFDs) used for printing from the PCs and photocopying and staff copy machines (leased and owned, respectively);
- various pieces of equipment for children's programming (TV/VCR, CD and videodisc, and penny theater);
- cash register,
- general file cabinets (need some new ones as part of systems furniture in staff offices and work spaces),
- various types of library equipment, such as the safe, fax machine, flatbed scanner and paper cutter
- the historic mural and outdoor lion sculpture should be moved to the new library.

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CHAPTER 12

ENERGY PROGRAM OF REQUIREMENTS:

Introduction

Energy efficiency, a healthy indoor environment, high performance, high quality, affordability, environmental sustainability, and low operating costs are important design goals for this facility. The designer is required to meet an energy consumption budget and a prescribed set of sustainable building designs on the facility as set by the Owner. The designer must provide the expertise, teamwork, and quality control to meet the energy consumption budget simultaneously with fixed cost of construction and all program requirements.

High performance, energy efficiency, low operating costs and sustainable design will be achieved through a whole buildings or systems engineering method that approaches buildings as integrated systems rather than a series of independent component selection.

The designer shall specifically follow all design procedures of DFS *Energy Design Guidelines* (EDG) latest CDROM edition. Major program elements in the EDG are as follows:

- Overall Design – Design for energy efficiency must be controlled and verified by following the "road map" of required meetings, reports and coordination points during each phase of design. Technologies and standards are set by building size. Sustainable designs are emphasized including appropriate use of day lighting, passive solar and utilization of green building technologies. The design team should submit a set of technologies and design options for review at pre-design stage. The design team is expected to adopt whole building design practices, including the use of energy efficient and environmentally sustainable technologies. The design should encourage improvements in productivity, customer utilization, personal health, comfort and sustainability.
- Energy Analysis – Hourly energy analysis is required to demonstrate compliance with energy budget and perform life-cycle-cost analysis. Analysis to follow specified options and economic factors. DOE-2 simulation is required if extensive use (if day lighting is incorporated into design).
- Thermal Envelope Design – Envelope must be well insulated, free of drafts and cold interior surfaces, and provide natural lighting into the building. Use ASHRAE 90.1 component packages for window area and insulation levels, NIST required details for air-barriers and thermal integrity, and recommended glass and frame requirements.
- HVAC Design – Mechanical design must be efficient and readily maintainable. Designer

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must follow guidelines on plant and system types, high-efficiency equipment, VFD's, condensing boilers, commissioning, refrigerant types, and distribution system design standards. Submit equipment sizing based on actual programmed loads. Oversizing is not permitted. For this building size, a new central heating and cooling plant is required.

- Energy Management Systems – Direct-digital control technology are required for automatic temperature control and energy management of HVAC systems and ON/OFF scheduling of exterior and interior lights.
- Ventilation & Indoor Air Quality, Filtration – the air quality must be healthful. Required use of ASHRAE Standard 62.
- Lighting Design – Lighting design must be of high quality meeting but not exceeding IES recommended light levels on tasks, visually comfortable, free of reflected glare, using high-efficiency lamps, ballasts, fixtures and controls as specified in Energy Design Guidelines. Facility must use 65 percent or less of the lighting wattage budget established by ASHRAE standard 90.1-1989 or latest edition.

Energy Budget

The Owner requires that building designs meet preset energy budgets. For this building, an energy budget of 67 Thousand Btu per gross interior square foot per year has been set for the facility as a whole. The Architect must analyze the facility as a whole for energy conservation opportunities and include program items for the project necessary to meet the energy budget.

The budget figure includes all metered energy use at the site, including energy for HVAC systems, lighting of the building and grounds, elevators, motors, water heating and receptacles. The Architect is responsible for identifying cost-effective energy conservation strategies, which will meet the Building Energy Budget. However, the Owner will determine which strategies are to be analyzed and which options are to be implemented in design.

For purposes of certifying energy budget compliance the consultant must use one of the programs currently accepted, namely:

- 1) DOE2 – latest available microcomputer version**
- 2) Carrier H.A.P.**
- 3) Trane Trace**

The energy analysis should include annual energy simulation of the following types of cases:

- "Base Case": Analysis of the complete facility with all prescriptive features definitely

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included in the program through *Energy Design Guidelines*.

- "Alternative Packages": Alternative HVAC systems or building features as described under Life-Cycle-Cost analysis options below.

Life-Cycle Cost Analysis

Life-cycle cost analysis should be performed to select the least-cost option in HVAC and envelope options for the facility over a 15-year analysis period. Preliminary options for this size building are as shown in the Technology Application Matrix of the *Energy Design Guidelines*.

Reporting Requirements

The results of the Energy Analysis, Life-Cycle-Cost Analysis, and Prescriptive Requirements Analysis must be properly documented for review by the Owner. Reports are due concurrent with the Schematic and Design Development submittals. The consultant must follow the energy CD ROM report output to fulfill contractual requirements for Schematic Design and Design Development.

HVAC System Design Criteria

The proposed HVAC system must be designed with the following design intent:

- a. The system must be designed with particular focus for energy efficiency, ease of operation, maintainability, and meeting the programmatic requirements of the County agencies using the facility.
- b. The proposed HVAC system must be selected based on the requirements of the County's Energy Design Guidelines and the Technology Application Matrix.
- c. The system and equipment must be properly sized. Care should be taken to avoid oversizing of equipment. Building-specific calculations must be submitted to document and justify the equipment sizing.
- d. The ventilation design must meet the latest edition of BOCA as adopted by the County and in compliance with ASHRAE Standard 62. Actual ventilation rates must match the specific uses of the program spaces. A complete tabulation of proposal ventilation requirements specific to the project must be submitted for review at schematic design.

Equipment Ratings All equipment must meet or exceed the energy efficiency ratings stipulated in the County's Energy Design Guidelines.

Building Pressurization Unless explicitly excluded, the HVAC system design must provide a

positive pressure of no less than 0.1" W.G. to minimize infiltration and moisture migration across the thermal envelope. A building pressure riser diagram must be shown on the construction documents indicating all intake and exhaust air volumes for the whole building.

Comfort Conditions Indoor environmental conditions should be appropriate for the space use and conform to the programmatic requirements of the County's user agencies. Indoor environmental conditions must meet the ASHRAE Standard on Thermal Environmental Conditions for Human Occupancy (ASHRAE/ANSI 55-1992) or its latest revisions.

Commissioning The designer must include in the bid documents the County's Commissioning Specifications for HVAC, Mechanical and Electrical Systems. (Sections 15995 and 16995).

Duct Design Use of oval and round ducts is required. The design for ducts must not have duct dimensions less than 8" in height and the difference between main and branch ducts must be 3" or greater. The aspect ratio of ducts must not exceed 2.5. A 45-degree duct take-off with manual balancing damper must be shown in the floor plan for each branch duct and a detail shown on the construction document. No plenum return is permitted. All return and exhaust air must be ducted. All flexible ducts must not exceed 6 feet in length and a Mylar-reinforced liner with factory-applied insulation specified. No polyethylene liner for flex duct is allowed. Provide external insulation on all ducts.

Air Distribution Devices All ceiling diffusers selected must be constructed single-pieced, stamped cone diffusers with 4 cones, integral coanda pockets and face panel (if applicable) for drop-in ceiling installation. Drum diffusers may be used for high ceiling application. No perforated diffusers of any type are permitted.

Air Filtration Filters should be designed for 350fpm nominal face velocity with 2" depth. Filter efficiency for air handling unit application must have a pre-filter of 25-35% dust arrestance efficiency and a final filter of no less than 65% dust arrestance efficiency.

Equipment Accessibility Designer must select and design the mechanical system for maintainability and accessibility. A net clearance of 36" must be maintained around all major equipment including air handlers, boilers, pumps, expansion tanks and control panels. Coil-pull spaces must be clearly dimensioned on the mechanical room layout. Provide 1/4 scale mechanical floor plan. No 1/8-scale layout is permitted. Provide section plan of the mechanical room showing the relative clearances of duct

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mounting heights and pipe mounting. Provide an upper level plan, if appropriate to show duct and piping layouts.

Composite Drawings Requirement: The specifications must include composite drawings showing coordination between various trades such as structural, piping, power conduits, sprinkler piping and heads, and lighting fixture locations. These must be submitted by the contractor prior to the installation of any ductwork or piping, and note on the mechanical drawings.

Fire Alarm System: The fire alarm system should be device addressable, analog detecting, low voltage and modular with multiplex communication features in full compliance with all applicable codes and standards. The design documents must show the entire system using schematic wiring diagram including all modules, circuit interface panels, power supplies, emergency generator connection, all intelligent addressable manual pull stations, heat and smoke detectors, monitoring and supervised control panels, annunciator panel, video display terminals and fireman's phone jacks. Clearly delineate transmitter zones and sub-zones for the system using a simplified floor plan.

Required in the specification is a two-year warranty from date of occupancy on equipment and wiring from inherent mechanical and electrical defects. Allowable manufacturers are Simplex and Pyrotronics. No substitution is permitted. Provide communication linkage device to connect the fire alarm to the digital EMS system. Fire alarm and security systems using EMS software and network must send signal to the County Command Center and 7 Locks Facility.

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CHAPTER 13
PLANNING ASSUMPTIONS & METHODOLOGY:

A. Planning Assumptions

The following basic assumptions were established early in the development of this program and form the basis for subsequent conclusions:

1. This POR describes a stand-alone library facility. This is not meant to limit the possibility of co-location or partnership scenarios of development.
2. The automated and computerized aspects of library services will continue to grow. Requirements for access to electronically stored information is increasingly important and must be accommodated; current library planning trends indicate that electronic resources function in addition to print collections and do not necessarily replace them.
3. The total collection size for this library is assumed to be 104,000 (44,000 children's, 56,000 adult and 4,000 reference) volumes, based upon existing collection sizes for similar County libraries, and reflecting the estimated service area population. 25% of the collection is assumed to be circulating, leaving 79,000 volumes (75,000 from the circulating collection and 4,000 from the reference collection) to be shelved.
4. The standards used in calculating the net assignable areas in this program are aggregate figures of the actual footprint of an item plus circulation area required for that item. For example, the square feet required for a single section of metal shelving equals the area of the shelving unit itself plus the area required for an appropriate aisle width normally found in a book stack area.

B. Methodology of Program Development

Program development proceeded using two complementary methods simultaneously.

1. Bottom-up programming began with nationally accepted planning standards for libraries, verified by actual County experience. Area requirements were developed by examining the collection size, staff, furniture and equipment needs for each space in the library.

This building block approach was used to determine a total net assignable area

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for the library.

2. Top-down programming provided a check for the results of the building block approach. The top-down approach relied on the big picture of a regional library as defined by the Department of Libraries Facilities Plan. Comparisons of collection sizes and types, equipment requirements, and staffing concerns at existing County libraries provided an overall framework for development of a comprehensive program for SILVER SPRING.
3. In order to insure that this program would be adequate and responsive to actual needs, the following procedures and methods were used to gather data and determine requirements for space, equipment, adjacencies, building performance, and ambiance:
 - a. Interviews and meetings with library staff,
 - b. Meetings with the public,
 - c. Report from a community study: Community Based Library Services Plan for the Silver Spring Library, August, 2000,
 - c. Questionnaires circulated among library staff,
 - d. Training at the American Library Association and Public Library Association workshops,
 - e. Examination of existing SILVER SPRING Library's collection, staffing and space utilization,
 - f. Comparison with other existing County libraries, including lessons learned from the design and construction of the County's most recent library projects; and
 - g. Research into current standards and methodologies for library planning, including use of the following resources:

Building Blocks for Library Space - Functional Guidelines, The American Library Association, Library Administration and Management Association, Functional Space Requirements Committee, Chicago 1995.

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Checklist of Library Building Design Considerations, Third Edition, William W. Sannwald, American Library Association, 1997.

Determining Your Public Library's Future Size: A Needs Assessment and Planning Model, Lee B. Brawner and Donald K. Beck, Jr., American Library Trustee Association, 1996.

Library Journal, American Library Association

Library Administrator's Digest

Montgomery County, Maryland Round 6.1 Forecast of Population in Households by Traffic Zones (1990 - 2015), Maryland National Capital Park and Planning, April 15, 1996.

1990 Census, Maryland Office of Planning

Time Saver Standards for Building Types, 3rd Edition, Joseph De Chiara and John Callender, McGraw-Hill, 1990.

Architectural Graphic Standards, Eighth Edition, The American Institute of Architects, 1988.

American Library Association Internet Web Site

Facilities Plan - Fiscal Year 1998, Montgomery County Department of Public Libraries, 1997.

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