

PROGRAM OF REQUIREMENTS  
FOR  
GAITHERSBURG LIBRARY  
RENOVATION



MONTGOMERY COUNTY  
DEPARTMENT OF LIBRARIES  
AND  
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION  
DIVISION OF FACILITIES AND SERVICES

December 23, 2008  
(Updated from August 23, 2001)

Insert Original Signature Page

# **PROGRAM OF REQUIREMENTS**

FOR

## **GAITHERSBURG LIBRARY**

18330 Montgomery Village Avenue  
Gaithersburg, Maryland 20879

REVISED P.O.R.  
APPROVED:

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**Parker Hamilton, Director**  
**Department of Public Libraries**

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**Date**

## **2007-2008 Program of Requirements Update**

The original 2001 Program of Requirements was updated in December, 2008. The revised POR reflects changes made as a result of the County Executive's March 4, 2008 recommendation to increase the renovated building size by 18,600 gross square feet instead of the 1500 gross square feet specified in the original 2001 Program.

The changes in the recommended Program were made as a result of the following actions:

### **In June 2007:**

- A community meeting was held at the Gaithersburg Library to gather suggestions from residents about the services to be delivered in the renovated facility.
- The community feedback was recorded and analyzed for incorporation into design options.

### **In October 2007:**

- Department of Public Libraries (DPL) and Department of Public Works (DPWT) staff met with the architects for the project, Whitman, Requardt & Associates, LLP and Ann Beha Architects to evaluate the impact of community feedback for the revised POR.

### **In November 2007:**

- The Director of DPL met with representatives from the Department of Recreation and the Up-County Regional Services Center as well as other senior staff in County government to discuss the possibility of Libraries and the Gilchrist Center partnering to deliver services and programs to residents from the renovated Gaithersburg Library.
- A decision was made to incorporate the space needs for a satellite office of the Gilchrist Center in the recommendations for additional space for the renovated library.
- The architect was asked to prepare four options for the design of the building that would provide the space necessary to accommodate the original 2001 Program of Requirements, space for a Gilchrist Center satellite office, and the additional services requested by the community during the June 2007 public meetings.

### **In March, 2008:**

- The County Executive recommends the option that would add 13,100 square feet to the Main level, a new 7,500 square foot second level, and 1,856 square feet to the basement level for new building and maintenance equipment. The total addition of 22,456 square feet includes space for the Gilchrist Center and meeting rooms on the new second floor addition.

### **In Spring, 2008:**

- The County Council approves funding during the CIP discussions of approximately 25 million for planning, design, and construction for the project.

### **Disclaimer:**

The updates made in the POR are primarily reflected in the "Recommendations for Change" and "Program Areas" sections under each major area. While some updating has been done in the "Conditions in the Existing Building" section, the updating is neither comprehensive nor complete. Information about the existing building conditions generally reflects the conditions that existed when the POR was originally created in 2001.

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## GENERAL RENOVATION GOAL

The Strategic Facilities Plan (FY2004-2009) outlines the need for library renovations.

*Renovation planning is the process that looks at a building and its services as an integrated whole. This overall systematic analysis of the building on a reasonable timetable is critical to maintaining adequate, safe, and up-to-date public facilities.*

The Plan describes in detail the goals of this process:

- *Provide up-to-date, comfortable and safe physical facilities for the delivery of effective, and equitable access to library services for citizens throughout Montgomery County, Maryland;*
- *Protect capital investment by maintaining the library system's infrastructure;*
- *Assure that overhaul and replacement of major mechanical, electrical, duct, and lighting systems, which are outdated and beyond economical repair, are performed while maximizing public service hours from one year to the next;*
- *Upgrade buildings to meet new code requirements (ADA, fire code, energy, safety requirements, etc.);*
- *Update building requirements necessitated because of technological change by:*
  - *meeting electrical load and cabling requirements in order to provide adequate access to power and communications,*
  - *providing flexible space design,*
  - *providing a sufficient number of dedicated conduits,*
  - *providing some blank circuits for future growth needs,*
  - *changing lighting and acoustics as needed to accommodate new technology.*
- *Determine whether building size is appropriate to meet current and projected service demands by studying:*
  - *changing population density,*
  - *changing key demographics of the population may alter library use patterns, i.e., age ethnicity, income characteristics,*
  - *changing program emphasis,*
  - *changing information formats.*
- *Replace dated furniture and equipment to meet the needs and expectations of the community by:*
  - *replacing outdated/outmoded equipment,*
  - *replacing furniture to accommodate new equipment and customer requirements,*
  - *replacing telephone systems with more efficient modern equipment,*
  - *replacing seating to meet the needs of the community, and*
  - *replacing information and circulation desks with ergonomically designed desks that accommodate new equipment and address changing ways of doing business.*
- *Redesign the interior to more efficiently utilize staff and enable customers to better "help themselves" by:*
  - *Creating joint adult children's information desks where feasible in community Libraries,*

- *Creating an open floor plan which will allow information and circulation staff to monitor the building for safety and security reasons, and allow various collections to expand, contract, and adapt as the community and information formats change,*
- *Creating simple, logical floor plans for better service,*
- *Adding signage which will encourage self-service,*
- *Providing more electronic workstations for customers to use to access information and their personal library records,*
- *Designing a “quiet study” space into the building so that customers can work away from the sounds of telephones, equipment, staff, and other customers,*
- *Redesigning staff work areas to provide adequate workspace for each staff member.*

## INTRODUCTION

Building Mission Statement: To provide a full range of public library services to the greater Gaithersburg community and the Gaithersburg region. This includes information services and professional guidance in accessing materials for children and adults, a broad based circulating collection on a wide variety of subjects, a sizable selection of popular reading, a retrospective newspaper/periodicals collection, sources to supplement the school curriculum from early childhood through the high school level, an in-depth reference collection, a social space for the Community, linkage to the library system as a whole, linkage to the greater information world via Sailor and the Internet, referrals to other sources of information and programming activities to supplement and enrich other services.

Level of Use: The Gaithersburg Library accommodates the following volume of use:

- traffic: 1.6 million visits per year
- circulation: 725,000 annually
- library sponsored programs: 1100+ programs per year
- program attendance: 18,000 annually

Meeting Room Use:

- More than 60 groups annually use both the large and small rooms

Hours of Service: The Gaithersburg Library offers 63 hours of service per week, including Sunday Service hours during the school year.

Monday through Thursday	10:00 - 9:00 p.m.
Friday	10:00 – 5:00 p.m.
Saturday	9:00 – 5:00 p.m.
Sunday	12:00 – 5:00 p.m.

Staff Complement:

Library staff consists of 16 full-time staff:

- 1 Library Manager
- 1 Senior Librarian
- 2 Librarian II's
- 3 Librarian I's
- 3 Library Associates
- 1 Circulation Supervisor
- 1 Librarian Assistant II
- 3 Full Time Library Assistant I's
- 1 IT/Technician

In addition, there are 3- 30 hour staff:

- 1 Library Associate
- 1 Library Assistant I
- 1 Office Clerk

And 8 – 20 hour staff:

- 4 Library Assistant I's
- 2 Library Desk Assistants
- 2 Library Aides

Plus shelving assistants and a corps of community volunteers.

## **GENERAL BUILDING REQUIREMENTS**

### **General Building Description**

Gaithersburg was one of the seven independent libraries that were combined under the control of the Montgomery County Department of Public Libraries when it first began operation in July 1951. Funds were appropriated for a new Gaithersburg Community Library in 1957 with a site selected the following year. This new facility was put into service in July 1960 and served the community until it was destroyed by fire in January 1981. The current facility began operations as a Library in July 1981. It quickly became the busiest library in the system and has remained the busiest for almost 20 years.

The library is located in the City of Gaithersburg, adjacent to Montgomery Village, on one corner of a very busy intersection. This area is part of the County's High Tech Corridor.

The building is a two-story structure with a brick exterior. The main mechanical room and a large storage space are located on the lower level. The main floor is used for library functions, and the basement is used by the Division of Facilities and Services, DPW&T, for storage. The Department expressed an interest in converting the storage space for public use – meeting rooms were suggested, but found that the space is not suitable for use by the public.

The whole building has an area of approximately 34,000 gross square feet. Since its opening, it has become surrounded by multi-story office and residential units.

The library was closed in August 1993 for three weeks for unification of the reference and information desks and replacement of the circulation desk. The library was closed in August 1998 for 3.5 weeks for replacement of worn carpeting, interior painting, and some rearranging of the shelves. The library was closed again in September 2001 for three days to move a wall between children's and adult reference, making the children's room larger.

### **Site Use and Building Access**

#### **Conditions in the Existing Building:**

- Sidewalks show signs of wear.
- There is a wind tunnel effect at the parking lot entrance.
- The delivery entrance is adjacent to the book drop, which causes congestion as customers queue up to park in the delivery entrance to drop off materials.
- There is inadequate space for drop off and waiting.
- Library visibility is generally good from the intersection.
- Signs directing the public to the building are inadequate.
- There is no curbside signage to indicate the building's entrance.

- There is no signage to indicate if building is open or closed other than posted hours.
- Shrubs and other plantings are in fair condition. Several mature trees are in need of pruning to prevent possible damage to the building.
- Outdoor benches are showing signs of wear.
- Flagpole is difficult to use.
- Railroad tie retaining wall near entrance is showing signs of wear.
- Traffic approaching the building from northbound Montgomery Village Avenue must turn on to Christopher Avenue and make a limited visibility U turn to enter the parking lot.
- There is considerable wind strafing around the main entrance to the building that causes debris to collect and swirl.
- The sculpture artwork has paint that is peeling and dingy.
- Exterior handrails and concrete stairs are worn and in disrepair.

**Recommendations for Change:**

- Upgrade building (inside & outside) to meet all code requirements (ADA, fire, energy Safety requirements, etc.).
- Repair damaged sections in sidewalk.
- Provide space for drop off and waiting.
- Install a lighted sign at the intersection of Montgomery Village Avenue and Christopher Avenue with changeable text that would allow advertisement of Library programs and hours, and indicates if the library is open or closed.
- Improve/add signage on the library property and on Christopher Avenue.
- Refurbish landscaping and prune trees as needed.
- Replace outdoor benches.
- Fix flagpole for easy use; add permanent lighting so flag may fly 24 hours a day, 7 days a week.
- Repair or replace railroad tie retaining wall.
- Add planters and benches along the main entrance walkway from the parking lot to stop the wind strafing.
- Renovate handrails and concrete stairs.
- Bicycle rack

**Parking Lot**

**Conditions in the Existing Building:**

- There are 155 parking spaces in the parking lot, with 5 handicapped parking spaces.
- The surface of the lot shows signs of weathering.
- There is inadequate parking for peak library use.
- Customers often speed past the library entrance to reach the bookdrop.
- Dumpster is taking up two parking spaces.
- Traffic approaching the building has problems accessing the parking lot.

**Recommendations for Change:**

- Mill and resurface parking lot.
- Re-stripe the parking lot to maximize the number of spaces.
- Improve circulation pattern in the parking lot improve safety and efficiency.
- Provide a concrete pad for the dumpster. Provide screening.
- Improve access to the parking lot.
- Widen entrances/exits to parking lot
- Add a drop-off and waiting area for cars

**Masonry/ Roof / Emergency Generator**

**Conditions in the Existing Building:**

- There are cracks in the exterior masonry due to contraction, expansion and settlement.
- Roof is nearing the end of its useful life and the roof has no interior access.
- Buildings soffit system shows sign of water damage in areas.
- The emergency generator for the grinder pumps on the sewer system has a long exhaust pipe that needs to be periodically replaced.

**Recommendations for Change:**

- Rake and point exterior walls as needed.
- Replace roof and provide roof hatch and ladder.
- Add vents for condensation control for soffit.
- Replace emergency generator exhaust pipe with permanent system.

**Safety and Security**

Effective security must be provided for the staff and their personal belongings, the public, and the equipment including library materials.

**Conditions in the Existing Building:**

- Motion detection system is in operation in parts of the building, but seems to work sporadically.
- Several security mirrors are placed for monitoring activity, but do not effectively monitor all parts of the building.
- Checkpoint materials security system is in operation.
- There is no way to monitor the outside of the building.
- There is some emergency lighting but the number of battery powered units seem inadequate.

- Fire alarm system is obsolete.
- The public entry doors are difficult to lock and have an excessive amount of free play when locked.
- A button controlled automatic door has been installed on one main entry door for handicapped access.
- Safe has been installed in the main staff office on the floor.
- Landscaping in some areas has gotten too tall and allows concealment.

**Recommendations for Change:**

- Complete a security evaluation of the building and parking lot with the goal of providing optimum protection of customers, staff, collection, and facility. Specifically:
- Correct motion detection problems or replace system.
- Add video cameras with a monitor for each and multiplexer for multiple cameras to monitor areas in the building outside of service desk sight lines and mirror effectiveness, and to monitor areas outside the building.
- Fire alarm system should be replaced to meet codes.
- Replace entrance doors, including handicapped door.
- Add emergency lighting as needed.
- Consider a card reader locking system for all entrance doors.
- Check and trim back overgrown plantings that allow for concealment.

**Lighting, Electrical, Electronic Needs:**

The interior of the building must be wired for future flexibility for a variety of equipment--both electric and electronic and voice and data lines.

**Conditions in the existing building:**

- Lighting in the parking lot is inadequate on the Christopher Street side of the building, and staff are concerned about security.
- Exterior wall security lighting is inadequate in many places.
- Interior lighting is acceptable in some places and very inadequate in others. For example, in the stacks that house the back periodicals and some of the adult fiction aisles, it is difficult to see the labels on the spines of the books and other materials.
- Building does not have adequate conduit runs and power poles for future changes in equipment or changes in configurations.
- Information and circulation desks, workspace areas, as well as study carrels, do not have ample raceways for wire management.
- Workroom and office spaces do not have sufficient electrical outlets.
- Fibernet is not in the building.

**Recommendations for Change:**

- Replace and enhance parking lot lighting and fixtures.

- Replace all exterior perimeter wall security lighting.
- Interior lighting should be replaced to provide optimum visibility, energy efficiency, and security.
- Run wire ways as required to areas where computers are planned to be located, allowing for flexibility in the future.
- Provide 4" conduit from telephone room for Fibernet.

### Acoustics

#### Conditions in the existing building:

- In general, noise carries too easily across the library.
- Children's room noise carries over to the information desk and other parts of the library and can be distracting for both customers and staff.
- Staff work areas offer few barriers to absorb noise or to provide for privacy and a quiet workspace.
- Acoustics in the large meeting room are excellent for programs.

#### Recommendations for Change:

- Investigate methods of lowering noise level such as sound absorbing panels, acoustic barriers, etc.
- Separate noisy areas from quiet areas when designing the interior layout.

### Mechanical Systems, Environmental Controls & Energy Conservation

#### See also Appendix: Engineering Program of Requirements

#### Conditions in the existing building:

- Ventilation air circulation is uneven and poor in several areas, making the building very uncomfortable with extremes of heat and cold in some areas. For example, the adult fiction area is greatly affected by outdoor temperatures, the circulation desk often relies on a ceiling fan or portable fans to provide ventilation, the staff workroom does not have adequate air circulation.
- Zonal controlled AHU (air handling units) are obsolete.
- Building has few operable windows so fresh air can enter the building during temperate times of the year.
- Clerestory windows and glass door entrance systems are single pane glass.
- Chilled water systems air-cooled chiller is nearing the end of its useful life.
- The boilers are insufficient.
- The building uses more energy relative to other library buildings.
- Sprinkler system will not meet the needs if the library interior is changed.
- Energy monitoring system is dated.
- Power for emergency back-up systems is inadequate.

### **Recommendations for Change:**

- Develop goals to reduce energy consumption.
- Replace AHU units.
- Consider using VAV systems as part of HVAC renovation to provide more even air distribution.
- Replace clerestory and glass door entrance systems with energy conserving glass.
- Replace chiller.
- Replace boilers with gas fired modular condensing boilers.
- Adjust the sprinkler system for new addition (see “Recommendations for Change” in Children’s Area, page 20) and interior rearrangement.
- Update the energy Monitoring System to reflect the HVAC renovation and to include control of all lighting.
- Ensure there is adequate emergency power for emergency systems. Consider locating a generator outside the mechanical room.
- Install floor drains in the mechanical room.
- Modernize sprinkler system to protect collection from water damage if activated.

### **Signage and Tack Space**

#### **Conditions in the existing building:**

- Interior signage is adequate but dated.
- A built in curved bulletin board (50’ by 21’) is in the meeting room area.
- The bulletin board space is adequate, but the location does not allow most visitors to view it.

#### **Recommendations for Change:**

- Replace all signage in building. Add digital signage in locations where appropriate.
- Use color, signs with large lettering, and specific types of furniture to help define function and purpose of the public areas, allowing the public to easily use the building.
- Explore alternate locations for and configurations of the bulletin board.

### **Shelving**

In order to open up the floor plan and allow better visibility, replace all steel shelving with shelving that will be lower in height and allow a mixture of components and types (for example slanted shelves for merchandising and for bottom shelf visibility.)

Most of the shelving used for paperbacks, videos and other non-print formats needs to be replaced with shelving of a higher quality and greater flexibility to allow for changing materials formats.

### **Conditions in the Existing Building:**

- Currently there is about 11,000 linear feet of steel shelving holding the various library collections.
- Currently there is 935 linear feet of a combination of unmatched wire and slatwall shelving which is of low quality and in fair to poor condition and is used for paperbacks, videos and other non-print collections.
- There is no shelving for the additional collection of the children's area.

### **Recommendations for Change:**

- Replace all of the existing shelving
- Provide shelving system with flexible components to address changes in media collections.
- Avoid 90-inch high shelving in favor of lower units, especially in the children's collection

## **Carpeting, Finishes and Furniture**

### **Conditions in the Existing Building:**

- The carpeting is wearing and there is no carpeting under the shelving.
- Walls need repainting.
- Some furniture is wearing and some is breaking (chairs, for example) and in generally poor to fair condition.

### **Recommendations for Change:**

- Replace carpeting with grade that will withstand heavy public use.
- Replace ceilings, because the existing ones will be taken out to do mechanical system work.
- Paint walls and other surfaces as needed inside and outside of the building.
- Replace all furniture, as recommended in the "Components of the Gaithersburg Library" section, with a quality that will withstand heavy public use.
- Increase the number of lounge chairs, study carrels, and tables and chairs

## COMPONENTS OF THE GAITHERSBURG LIBRARY

### ENTRANCE AND CIRULATION

In the following sections, the components of the Gaithersburg Library (the activities, participants, area required for the activity, the environment desired, equipment, furnishing and adjacencies required) are described component by component. After each is described, there follow recommendations for change.

#### Library Entry

In addition to the practical functions of allowing customers to enter and exit the facility; the entry is also where customers form their first impression of the interior. It should be welcoming and pleasant. It is also useful to have an attractive browsing area to advertise library and community events and house handouts.

The existing entrance to the library proper that is used by the general public consists of two vestibules (approximately 8.5' x 23') and an entry foyer (approximately 32' x 23'). The foyer offers good sight line to the circulation and the information desk. There is adequate space for the materials security system.

#### Conditions in the Existing Building:

- A large bulletin board is mounted on a curved wall approaching the entrance to the meeting rooms ( in the opposite direction from entry into the library proper) that is not noticed by many library customers.
- Three five-compartment and three ten-compartment, wall mounted brochure holders provide adequate storage for handouts.
- Portable pamphlet displays and easels are used both in the foyer and vestibules.

#### Recommendations for Change:

- In addition to the required entrances and vestibules the entrance supports the library, meeting room and Gilchrist Center.
- Ideal location for the café and table and chairs seating for 28 to 32. If possible access to an exterior courtyard in good weather would be ideal.
- Graphics and or displays that welcome the community to the facility
- Display for community related brochures and community newspapers and handouts. Provide an organized area with appropriate racks, tack board space and bins.

#### Program Areas:

- |                  |          |
|------------------|----------|
| • Vestibule      | 200 SF   |
| • Entrance Lobby | 2,000 SF |
| • Café           | 500 SF   |

## Circulation Area

Customers of all ages are more likely to interact with the Circulation Area staff than any other service point. Managing customer's records and circulating library materials are the main functions.

Activities at the circulation desk include: charging, discharging, and renewal of library materials, pick up of reserves and located materials, registration for library cards, and back up telephone answering. Some supplementary services occur here, such as purchase of Metro cards. Incoming materials are sorted to book trucks and depressible tubs for shelving or routing to other libraries. Reserves are stored behind the desk. Numerous supplies and materials essential to the circulation function are stored in and under the desk.

During peak times as many as 25 people may queue up to receive the services provided by staff at this desk. In addition to providing room for patrons waiting in the area immediately opposite the desk provides space for the rental video and CD collection and library book sale materials. The shelving is slat wall with wire shelves.

Three to five staff members may be scheduled on the desk depending on public demand. Space is needed for up to five (5) circulation PC's, and up to four (4) self-charge machines, and two (2) cash registers. The circulation workstations will require space for a monitor, scanner, printers, mouse, and possibly a desensitizer for the new security system, in addition to due date stampers and other supplies. The desk must have adequate space with clear circulation patterns for the queuing of lines at the check out stations (outside the desk), and ample space inside the desk for at least three book carts, four sorting depressible tubs and shelving for reserves/located items.

The Circulation Desk needs to be adjacent to the entrance and the workroom. As one of three staffed desks, this desk needs to be placed to help monitor activity in the building.

### **Conditions in the Existing Building:**

- There are five PC workstations.
- There are 82 linear feet of Compact Disc shelving, 112 linear feet of Video shelving, and 151 linear feet of book sale shelving; which is adequate for the current collection.
- The Circulation desk was designed for 'dumb' computer terminals, not PC's with separate processors and a mouse.
- The current security system does not require desensitizing materials before check out, however ample space is needed for a future requirement.
- There are usually 6 depressible tubs and 3 book trucks behind the desk.
- Space behind the desk is adequate for current functions.
- There is adequate space to store materials.
- There is one silent alarm under the desk.
- Four high stools; one is broken and has been removed, the rest are in poor condition.
- There is one black and white printer
- There are two self-charge machines located next to the circulation desk.

**Recommendations for Change:**

- Provide a new modular circulation desk with up to five (5) staff workstations that meets ergonomic standards. There needs to be knee room under the workstations for staff sitting on the stools. There must be adequate space for the electronic equipment and a proper wire/cable management system and with adequately arranged storage space (placement and depth) underneath. At least one (1) workstation should be mobile to allow them to be moved into the workroom when not needed. It can then be rolled out to the Circulation Desk and plugged in during peak traffic times.
- Provide room for up to four (4) self-charge units. There must be adequate space for the electronic equipment and a proper wire/cable management system and with adequately arranged storage space (placement and depth) underneath. Units should be near but separate from the Circulation Desk.
- Provide adequate space behind the desk for 5 book trucks and 8 depressible book tubs, with sufficient room around them to allow moving and repositioning.
- Provide storage space (drawers and shelving) to store materials (supplies, handouts) under the Circulation Desk.
- Provide space and connections for one shared printer.
- Provide ergonomic seating that will allow circulation staff to sit or stand at the circulation desk
- At least one circulation workstation and one self check station must be ADA accessible
- Provide 40 linear feet of shelving for Reserve materials behind the circulation desk.
- Provide space for future Laptop storage cabinet behind the circulation desk with power connection to recharge batteries
- Provide 160 linear feet of shelving for patron self pick-up of reserve materials

**Program Areas:**

- |  |          |
|--|----------|
| • Circulation Desk                               | 1,200 SF |
| • Media and Reserve Shelving                     | 100 SF   |
| • Self Check                                     | 240 SF   |
| • Patron Self Pick-up Reserve Materials (160 LF) | 195 LF   |

**ADULT SERVICES**

**Adult Information Desk**

Information staff assists the public of all ages in the use of the library. They provide access to services, materials, and resources, both in person and by telephone, from the Information Desks. The main desk needs to be located between the Children's and Reference/Adult collections. It should be highly visible and situated in an open area with well-defined design and signage and within the sight of the Circulation Desk and Children's Desk. It is desirable for the Main information desk to be the first point of contact or the library patron. The desk must be wired as flexibly as possible to accommodate the electronic future whose dimensions are not specifically

definable. Small information station should be located in the adult collection area to promote staff interaction with the patrons. These stations need a computer and phone.

The main desk should have room for two to six patrons, the general public of all ages, including may students, to queue-up. The general public of all ages, including many students, plus three librarians (as scheduled) use this space.

### **Conditions in the Existing Building:**

- Desk has excellent visibility from the library entrance and the circulation desk.
- The information desk is located near the entrance to the adult area, next to the main reference collection.
- The desk was not build for the electronic workstations that are now used.
- At the information desk there are:
  - Four PC workstations
  - Four staff telephones and two direct dial patron phones
  - One telephone sequencer
  - Six chairs in fair condition for customers
  - Four adjustable chairs in fair condition for staff workstations
- Desk is 29” high; (with 25.5” drops for keyboards) roughly C shaped and has four drawer units underneath. It is designed for 3 staff workstations. Two of the workstations are in very close proximity.
- Desk faces the library entrance and circulation desk. Sight lines to the Children’s room are restricted.
- Behind the desk there is a file cabinet used to store miscellaneous materials.
- The area directly in front of the desk is a high traffic area that can contain a queue from the Information Desk, traffic entering and leaving the Adult and Children’s areas, and a queue from the Circulation Desk.
- There is adequate shelving behind the desk to hold approximately 175 Ready Reference items.

### **Recommendations:**

- Information desk to be: 27-inches high and a maximum of 30-inches deep and meet ergonomic standards.
- The desk should be modular in design with up to three workstations; all workstations should be designed so that they can be easily moved to other areas of the building. Each workstation to have a PC and be provided with electrical connections and data wiring that will allow them to be moved and “plugged in” at other locations. Provide space for one shared printer.
- The desk design should:
  - Be of a design that allows for wiring and cable management and for future expansions or additional components as needed;
  - Provide sufficient counter top length and width to allow for additional pieces of electronic equipment in the future without concerns for additional space;
  - Provide under desk storage for supplies and materials;

- Provide openings between the workstations in at least one spot for easy access to the collections, for assisting customers or for responding to telephone questions; and
- Provide seating for public both at the patron phones and opposite the staff workstations.
- One station to be ADA accessible
- Place new information desk in line of sight to the entrance, circulation desk, children's desk and as much of the public area as possible.
- Staff chairs should be adjustable, ergonomic chairs with arm rests.
- Provide six chairs for customers.
- Need three telephones for staff workstations and two direct-dial telephones for customer use. Need telephone sequencer and adequate space for it on or under the desk.
- Provide attractive, efficient storage for approximately 36 Linear Feet of heavily used reference materials at the information desk.
- Provide at least four (4) file drawers for storage of frequently used hand-out materials and forms
- Allow adequate space for queuing, and keep check-out queues well-separated from Information Desk queue
- Remote information locations should be located near patron hubs
- Remote location can be for stand-up service.
- Remote location will need the capability of data, power and telephone connections.
- Information desk will provide assistance with public access computer when IT/Tech is not on duty.

**Program Areas:**

- Main Information Desk 250 SF
- Remote Information Desk Workstations 2 @ 15 SF 30 SF

**Reference Area**

The reference area houses the non-circulating collection, which includes print and non-print materials, and electronic resources. These materials support informational, homework, and lifelong learning needs. Service is provided in person and by telephone (via the Information Desk), on-line resources, and print materials.

Space is provided for studying and using materials. The reference area is adjacent to the quiet study area.

**Conditions in the Existing Building:**

- Reference shelving consists of:
  - 22 36" x 90" single sided units (539 LF)
  - 2 48" x 90" single sided units (56 LF)
  - 6 36" x 42" single sided units (72 LF)
  - 16 36" x 90" double sided units (672 LF)

There is approximately 1,125 linear feet of shelving, which is adequate for the current collection.

- Additional storage is provided by two atlas stands, two dictionary stands, and two three door file cabinets, all in fair condition.
- There are nine round 48” diameter tables and three temporary folding tables with 36 chairs providing study space, all in fair condition.
- There are 9 PC’s and a printer/copier.
- There is a room that was once a staff office and later a room for microforms that is now used to house part of the reference collection.

**Recommendations for Change:**

- The space should be flexible to allow for future new formats for information storage and delivery.
- With the expansion of On-Line services the reference has been shrinking every year and will most likely continue to contract.
- 460 linear feet of shelving can be higher and denser in this collection.
- Shelving for reference should be convenient to seating with carrel, and tables and chairs.

**Program Area:**

- Collection shelving 324 SF
- Seating at for 36 at tables, chairs and carrels 856 SF

**Adult Collection**

This area houses the adult circulating collection and is used by both staff and customers—for information searches, browsing, studying, reading, housing all adult library materials, online public access catalogs (OPACs), copying machines, seating, and shelving.

This area occupies most of the building’s interior space. Clear patterns of organization must be featured throughout. It should be well signed and laid out, which will encourage self-help. Specific zones of the adult collection include: adult non-fiction, adult fiction, periodicals, new book and other featured collections, reading list paperbacks, recorded books, displays, and online public access catalogs (OPACs).

All areas must be easily accessible from the information desk, with as much visibility as possible. OPACs (catalog PCs) should be strategically distributed throughout the adult reading room area to be accessible to the public using the collection and to the staff when “roving” away from the information desk and assisting the public. Work with Technology Management to provide password protected ILS software access on OPACs for increased flexibility of staff use.

**Conditions in the Existing Building:**

- Most of the shelving is very high (7' to 8'), making it difficult to reach the top shelves and blocking light.
- The **non-fiction** collection occupies a convoluted floor plan that begins behind the information desk, makes a brief incursion into the Reference area, “skips” across the Reading List and Periodical areas, resumes its run at approximately the 610’s, and continues unbroken to the Fiction area. The shelving consists of:

78 36” x 90” double sided units (3276 LF)  
16 36” x 90” single sided units (336 LF)

- There is approximately 3,564 linear feet of non-fiction shelving which is adequate.
- The **fiction** and **biography** collections are located in virtually a separate wing in the South West corner of the building. There are:

57 36” x 90” double sided units (2394 LF)  
11 36” x 90” single sided units (231 LF)  
4 48” x 90” single sided units (112 LF)  
29” x 90” single sided units (52.5 LF)  
29” x 90” single side unit (17.5 LF)

This includes regular **fiction** (1883 linear feet), **mysteries** (602 linear feet), **westerns** (24 linear feet), **science fiction** (147 linear feet), **short stories** (30 linear feet), and **biographies** (406 linear feet). **Paperback** shelving (275 linear feet) and slat wall shelving on the ends of nine aisles (126 linear feet). Shelving is adequate for these collections. (3493 LF)

- Along the west interior wall, beginning near the circulation and Information Desks are shelving and displays for **Library Express**, **Taped Books**, and **New Books**. **Library Express** occupies 20 linear feet of slat wall shelving. **Taped Books** occupies 116 linear feet of slat wall shelving, and **New Books** occupies 60 linear feet of shelving (with an additional 15 feet of slant shelving) on 5 36”x 90” single sided units. Space for these special collections and copiers is adequate.
- Furniture in the area includes:

7 - 48” diameter x 29” high wooden tables  
1 - 59 “diameter x 29” high folding table  
28 spindle back wooden chairs  
17 upholstered chairs  
2- 35 “diameter x 18” wooden coffee tables

All furniture is in fair condition.

**Recommendations for Change:**

- Provide all new shelving

- Design each collection in the adult reading area to be well-defined and signed to enable customers to easily use the facility. Space for the fiction and non-fiction areas is generally adequate.
- Design the area for consolidation, definition and cohesiveness
- Both space design and signage should help define the area.
- Keep area flexible to allow more electronic workstations, as more reference materials become available in this format.
- Provide attractive display shelving in the new book area.
- Provide comfortable seating for patrons at a variety of tables and chairs, carrels and comfortable lounge furniture. (28 lounge chairs, 88 chairs at tables and carrels)
- Provide utilities and rough-in for an electric or gas fireplace in an area with lounge seating
- Seating areas must have access to power for laptops without creating tripping hazards
- Provide appropriate shelving for paperbacks.
- To contain the present collection and projected expansion the following linear feet of shelving are required:
  - Adult non-fiction 2,344 LF
  - Adult non-fiction biography 350 LF
  - Adult fiction 2,465 LF
  - Taped Books 200 LF
  - Musical CD's (75 LF) and DVD's (132 LF) 207 LF
  - New Books 108 LF
  - Reading List 345 LF
  - Large Print 180 LF

**Program Areas:**

- Adult Non-Fiction 1,584 SF
- Adult Non-Fiction Biography 240 SF
- Adult Fiction 1,656 SF
- Reading Area and Seating 3,120 SF
- Taped Books 250 SF
- Media 250 SF
- New Books 90 SF
- Reading Lists 480 SF
- Large Print 200 SF

**Multi-Media Room**

An area outfitted with multi-media equipment to be used by Patrons to preview or use Multi-Media materials such as DVD's, CD's, and other formats.

**Conditions in the Existing Building:**

- Does not exist in the existing building

**Recommendations for Change:**

- Provide 5 to 6 workstations with necessary equipment to view, listen, or use items from the Multi-Media collection.
- Provide acoustical separation (patrons to wear headsets.)
- Provide controllable lighting
- Should be located convenient to the Multi-Media collection.
- Equipment for this function has not been funded.

**Program Areas:**

- Multi-Media Room 108 SF

**Periodical Collection/Special Collections**

Customers read current magazine and newspaper issues in the library, browse through back issues to borrow and search, frequently with staff assistance, for specific articles or information using indices. Indices are in print and on-line. An increasing number of magazines are also available in full-text-on-line. To date this has not diminished the need for a print collection of magazines. Additional PC's have been added (see Online Public Access Catalog-OPAC's Section) for online access. An increasingly large number of print periodicals will very likely be eliminated in the future and will be available only online.

The periodical collection is used by the general public, staff, and frequently by students. The periodical area should be incorporated within the adult reading room. There needs to be space for display of current issues of magazines and newspapers and fairly extensive space for back issues—several years of some selected magazines. The space should be comfortable and informal because many customers use this collection for browsing and pleasure. Ideally, the current and back runs should be together for ease of use by the customer. This collection should be near the reference collection and paper and electronic indices.

**Conditions in the Existing Building:**

- The **periodical, world language, literacy, and Reading List** collections occupy an area in the midst of the non-fiction collection. This area includes: **current periodicals** (408 linear feet of slanted shelves with storage underneath).
- The existing shelving for the Adult World Language books is 910 LF, for Adult World Language periodicals 48 LF and for Adult World Language A/V 75 LF.
- Shelving for these collections is adequate.
- Consumer periodicals and business services are shelved in the reference section.

**Recommendations for Change:**

- Design world language area with shelving that adapts to the many formats of materials (periodicals, books, and non-print).
- Make the World Language area larger, its own separate area, with comfortable seating and with close proximity to tutoring rooms
- Make area flexible to allow more electronic equipment as more information moves to this format.
- Make more space and add more furniture to accommodate greatly increased Wi-Fi usage.

**Program Areas:**

- Periodicals 288 SF
- World Language Area 1416 SF

**Online Public Access Catalogs (OPACs)**

The public access catalogs are located throughout the library (the lobby, adult reading room, Children’s room, and Reference area) and are used to locate library materials for the local branch and the whole library system. The area must be designed for continuous change and growth.

Customers use the OPAC area, often with the assistance of staff. It should be highly visible, well signed, positioned to avoid glare on the screens, provide ample space for traffic, and convenient to the Information Desk.

**Conditions in the Existing Building:**

- There are 4 OPACs available for the public. This includes: 3 in the area near the Information Desk, and 1 in the Children’s Room.
- The furniture that holds the OPACs is showing signs of wear and is in a variety of finishes and styles.

**Recommendations for Change:**

- Provide location, power and data for up to a maximum of 20 OPACs in appropriate areas of the building (adult, young adult, periodicals, and up to 5 units in children’s).
- In the future Public Access Computers and OPAC may in interchangeable.
- Consider multiple location including standing units at shelf ends to provide flexibility and convenience in the future.

**Program Areas:**

- Adult OPAC 15 @ 24 SF 360 SF
- Children’s OPAC 5 @ 24 SF 120 SF

## **Public Access Computer**

The public access computers have grown to be a major resource for the community. These should be located in a convenient location with appropriate lighting and suitable furniture. Proper ventilation and air conditioning is required due to the heat generated by the equipment. Patrons need a location to log-on and reserve a computer for one hour periods. When there is a wait for computers they need to be able to check when their name comes up for the next computer. The current system uses two computers, one to log in and a second monitor to notify patrons when units are available. Because of the short (5 minute) period to log onto the available computer it is not unusual to have patrons wait next to the notification monitor. Public Access Computers are linked to printer and copiers in close proximity to the units. A desk area for staff is required in this area.

### **Conditions in the Existing Building:**

- There are 28 public access computers for adults including one ADA accessible unit and one “express” unit in the lobby.
- There are 5 Children’s public access computers.
- There are three (3) copier/printers for the public
- There is one (1) TTY
- The furniture that holds the OPACs is showing signs of wear and is in a variety of finishes and styles.
- There are three copy/printers available.
- The current library had a Wi-Fi system for patron access to the internet.

### **Recommendations for Change:**

- Provide 40 public access computers.
- Provide work tables or carrel for computer equipment and suitable seating
- Provide three sign-in stations for public access computers, two in the Adult computer area and one in the Children’s area
- Provide access to two (2) copier/printers. A third unit should be located in proximity to the Children’s area. Provide work surfaces and storage for paper and supplies
- Provide a minimum of one (1) TTY unit with suitable workstation
- Provide appropriate lighting and power and data connection with suitable wire management.
- Provide an appropriate number of ADA accessible workstations for public access computers

### **Program Areas:**

- |                                      |         |
|--------------------------------------|---------|
| • Public Access Computers 40 @ 30 SF | 1200 SF |
| • Copier/Printer Equipment           | 150 SF  |
| • IT/Tech Librarian Work Station     | 120 SF  |

## **Computer Lab**

The Library's small meeting room has been converted into a computer lab. The lab should be adjacent to the Public Access Computer and can be used for classes and programs in the use of computers. At Gaithersburg Library it is also used for self directed language programs.

### **Conditions in the Existing Building:**

- Located in a converted meeting room

### **Recommendations for Change:**

- Provide 12 public access computers for instruction and self directed language programs.
- Provide work tables or carrel for computer equipment and suitable seating
- Provide rough-in for flat screen wall monitor and marker board and mounted LCD projector in the ceiling (including data and electrical connections.)
- Provide appropriate lighting and power and data connection with suitable wire management.

### **Program Areas:**

- Computer Lab 400 SF

## **Tutor Spaces**

This area allows small groups (two to three people each) to study or work together in private. There are two rooms located in the Reference area. One is currently reserved for the public, and one is reserved for the staff.

### **Conditions in the Existing Building:**

- There are two rooms that accommodate two people each and are used for quiet study or tutoring. These rooms are located along an interior wall that is scheduled to be demolished.
- The rooms have a locking door with a partial glass wall facing the Reference area.
- Both contain a built-in desk and two chairs each, all in fair condition.

### **Recommendation for Change:**

- Provide tutor room large enough to seat two people with built-in table
- Room should have partially glazed partitions.
- Provide Power and Data connections.

**Program Areas:**

- 4 Tutor Rooms @ 50 SF 200 SF

**Small Group Study Room**

This area allows groups of six to eight to study or work together in private.

**Conditions in the Existing Building:**

- This function does not exist in the current library building

**Recommendation for Change:**

- Provide a Small Study room large enough to seat six to eight people
- Provide one table and eight chairs for each room.
- Provide power and data connections
- Room should have partially glazed partitions.
- Rooms to have marker boards

**Program Areas:**

- 2 Small Group Study Rooms @ 120 SF 240 SF

**Quiet Study Room**

Quiet study rooms provide a place for study for the general public with no noise or interruptions. The room should be glass enclosed to provide noise control and visibility and as far away from the Children's Room, Information and Circulation Desks (the noisiest parts of the library) as possible. A clear line of sight from a staffed desk, in order to supervise this area, would be ideal.

**Conditions in the Existing Building:**

- Seating/study areas include:
  - Four round (48" diameter) tables
  - 16 built in workstations
  - Two study carrels
  - Three lounge chairs
  - 28 chairs
- All components are in fair condition.

**Recommendations for Change:**

- Quiet Study Room should be in the area of the Adult Collection.

- Provide seating for a minimum of 32 people.
- Provide data and electrical connection for all tables and carrels in this room.
- Pay special attention to the acoustics in this room, because it is the one area of the library where we guarantee quiet to our customers.
- Provide a chair for each workspace.
- There should be no collection in this room

**Program Areas:**

- Quiet Study Room 650 SF

**CHILDREN’S SERVICES**

**Children’s Information Desk**

Children’s information specialists serve children from infancy through middle school and adults in their role as parents, teachers, and caregivers. This service supports reading readiness, homework, and recreational needs. The desk itself should be inviting to children and still facilitate interactions between adults on both sides of the desk. The work area must be wired as flexibly as possible to accommodate the electronic future whose dimensions are not specifically definable. One to two Children’s specialists are scheduled on this desk. The desk must meet ergonomic standards outlined in FY01.

**Conditions in the Existing Building:**

- C’ shaped desk, 28 ¾” high
- Two under desk units with drawers
- Two PC workstations
- One terminal with scanner/printer
- Two staff phones and one patron phone
- Two adjustable staff chairs

**Recommendations for Change:**

- Provide a Children’s Desk unit that is modular in design with up to two workstations that can easily be moved to different areas of the room. Adequate under desk storage is needed. The design should follow the same considerations as the Information Desk in regards to providing an ergonomic layout, wiring and data cabling for present and future use, and individual stand alone type components rather than millwork units.
- Provide a shared printer
- Replace the staff chairs with adjustable, ergonomic chairs with arm rests.

**Program Areas:**

- Children's Information Desk 160 SF
- Self Check Station 60 SF

### **Children's Collection**

This area is focused on children, their parents, and caregivers. It houses the entire Children's collection of books (paperbacks and hardbacks), recordings, magazines, videos, etc. Activities include professional assistance and guidance, patron browsing, reading, studying, and searching for information. The goal is to provide this area with its own identity, making the space 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. Specific zones of the collection are: picture books for the very young, beginning readers, fiction for older children, non-fiction for older children, paperback collection of generally popular series fiction and non-fiction, a selective collection for parents/teachers/child care providers, non-print materials (videos, book/tape sets, CD's music tapes, etc.); a Language Development Center, and space for displays.

Seating space for children of different sizes and different needs must be provided. A corner or alcove designed for parents, teachers, and childcare providers is desirable. Space in the picture book area should be flexible to meet the demands of preschool children. It may be the focal point of the room. A storage space is needed for seasonal materials (could be in or near the children's office area).

The Children's area should be clearly defined without a weight bearing wall but perhaps partially glass enclosed to baffle sound (or some other method of baffling sound). The room must be inviting and appealing to children and well signed to allow older children and adults to help themselves. The Children's space should be near the entrance of the building, within the line of sight of the Information Desk (although as acoustically separated as possible), convenient to the family bathroom, and if possible adjacent to the adult non fiction and teen fiction/non fiction collections.

#### ***Conditions in the Existing Building:***

- The Children's room currently occupies approximately 3,000 square feet, and is very inadequate for the needs of the community.
- The Children's area is well located, near the main entrance of the library and generally visible from the Information Desk and close to the Circulation Desk.
- The Children's area gets noisy, making it difficult to work at the Information Desk and disrupting adult customers.
- The shelving consists of:
  - 22 36" x 43" single sided units (198 LF)
  - 6 36" x 43" double sided units (108 LF)
  - 11 36" x 67" single sided units (165 LF)
  - 20 36" x 67" double sided units (600 LF)

- 18 36" x 67" double sided units (540 LF)
- 6 36" x 42" double sided units (108 LF)

There is additional shelving provided by slat wall shelving, wire rolling racks, and end of shelf wire shelving.

This includes: Picture Books (306 linear feet); Holiday Books (90 linear feet), Biographies (75 linear feet), Periodicals (18 linear feet of slant shelving and 9 linear feet of flat shelving), Juvenile Fiction (465 linear feet), Yellow Tape (57 linear feet), Parent/Teacher (18 linear feet), Series Paperbacks (63 Linear feet), Paperbacks (96 linear feet), Juvenile Reference (117 linear feet), Juvenile Non-fiction (642 linear feet), Children's World Language (150 LF), Display (27 linear feet), Folktales (451 linear feet), Audio Materials (65 linear feet), and Videos (60 linear feet). Shelving is inadequate for all areas of the collection. (2,559 LF)

- Other special equipment (penny theater, cassette player, film projector) is stored in the Children's Room and storage room.
- There is one (1) OPAC and five (5) Children's Public Access Computers.
- Furniture includes four 47" diameter x 22" high tables with four chairs each and two 47" diameter x 28" tables with four matching chairs each. All furniture is in poor condition. There is not enough seating for children to read and study.

**Recommendations for Change:**

- Expand the children's area.
- Use materials that will help absorb sound from the Children's room.
- Clearly define the Children's fiction and non-fiction areas using good signage and add appropriate signage in the Children's area to help customers use the library.
- Provide one tutor/collaborative study areas in the seating area of the Children's Room if space allows.
- Provide more space for seating and collection.
  - Seating:
    - Three (3) 22" tables
    - Five (5) 28" tables
    - 32 chairs (4 for each table)
  - Collection: Add approximately 1,200 linear feet of shelving
    - Juvenile non-fiction 1128 LF.
    - Children's World Language collection 210 LF.
    - Picture books 680 LF.
    - Juvenile general fiction 690 LF.
    - J Series 300 LF
    - Beginning Reader and Yellow Tape 300 LF
    - Videos/DVD's 72 LF
    - Taped Books 100 LF
    - CD's 45 LF
    - Language Learning and Hanging Story Kits 39 LF

- Periodicals 24 LF

**Program Areas:**

- Children’s Collection 4,800 SF
- Seating 704 SF

**Children’s Programming Space**

Children’s programming areas are used for group activities for children, including story programs, storytelling, films, etc. as scheduled. Generally an informal seating arrangement is used or no seating at all (children sit on floor for programs).

They range from 360 to 1000 square feet and are used for programs with up to 70 participants and often an equal number adults. The space needs to be flexible and attractively and imaginatively designed, and somewhat secluded with sound baffling. Stacking chairs for 100 and six folding tables are required.

**Conditions in the Existing Building:**

- Currently children’s programs are done in one of the public meeting rooms.

**Recommendations for Change:**

- Provide a room in close proximity to the Children’s Storage Room
- Provide space inside or directly outside for the storage of 10 to 12 strollers
- Provide a projection screen and rough-in for overhead projection
- Provide data connections at several locations
- Provide a magnetic white board
- Floor to be carpeted.
- Provide a sink and 10 LF of counter space with storage above and below
- Provide shades at exterior windows to control light.
- Provide acoustical separation from adjoining spaces

**Program Areas:**

- Children’s Programming Space 1,000 SF

**Children’s Room Storage**

Storage for Children's materials (overflow picture books and seasonal materials) and programming equipment is essential.

**Conditions in the Existing Building:**

- Storage is in the Children's office, the chair storage room for the meeting rooms, the compact storage area, and the open stacks (seasonal picture books);
- Space is adequate, but storage areas are dispersed and shared with other materials.

**Recommendations for Change:**

- Provide a consolidated location
- Provide 1020 linear feet of shelving.

**Program Areas:**

- Children's Storage 500 SF

**Language Discovery Center**

The Language Discovery Center contains various furniture and equipment to facilitate a child's language development. The Center's furnishings are a gift from the merchants at Gaithersburg Square Shopping Center and Federal Realty Investment Trust.

**Conditions in the Existing Building:**

- Equipment and furniture includes: one doll house, one puppet theater; one reading desk, one 21" high 36" diameter round table with matching chairs, one platform bed, one PC with educational software, one TV/VCR combination, one rocker, two 45" x 34" specialty shelving, a listening station with five headphones, and numerous toys, puppets, and print and non-print materials.
- All items are in fair condition and are adequate for the Center's current mission.

**Recommendations for Change:**

- Provide an open flexible space
- Provide acoustic separation from adjoining activities

**Program Areas:**

- Language Discovery Center 410 SF

**Tutoring Room**

A small tutoring room located adjacent to the Language Discovery Center for use by one tutor and one or two students.

**Conditions in the Existing Building:**

- This facility does not exist

**Recommendations for Change:**

- Provide build-in work surface
- Provide connection for power and data
- Provide acoustical separation from adjoining activities

**Program Areas:**

- Children's Tutoring Room 50 SF

**YOUNG ADULTS**

**Young Adult (YA) Collection**

Young adults (age 12 to 18) use this area to browse informally for books and other materials, displayed for their interest, generally of a recreational or informational nature (not school related). This area should be well defined, informal in character with comfortable seating and a décor "suitable" to young adults.

**Conditions in the Existing Building:**

- 150+ linear feet of shelving, plus a display unit and a round magazine rack.
- The amount of shelving for this collection is inadequate.
- The YA Collection faces the Adult fiction collection.
- The furniture includes a small modern sofa, chair, rug and coffee table

**Recommendations for Change:**

- Investigate relocating the YA area to another part of the library, preferably away from the Quiet Study Room and convenient to the Children's Room.
- Provide means to supervise the space
- Replace the furniture with lounge chairs and appropriate occasional furniture that can easily be rearranged by the teens.
- Provide space for laptop use with plug in.
- Provide rough-in for ceiling mounted projection.
- Space should have alcove or area for video projection
- Replace shelving (consider less traditional shelving) Consider replacing and adding revolving racks for periodicals

- Fiction and Non Fiction 240 LF
- Graphic Novels 90 LF
- CD's 18 LF
- Periodicals 69 LF
- Make teen area larger and away from any area that other users prefer to be quiet.
- Add technologies of interest to teens (ex., iPod docking stations)

**Program Area**

- Shelving 520 SF
- Seating and Activity space 320 SF

## **PUBLIC MEETING ROOM AND RESTROOM FACILITIES**

### **Meeting Rooms**

#### **Conditions in the Existing Building:**

- The large meeting room holds a maximum of 302 people and has an operable wall, which divides it into two spaces.
- The small meeting room holds a maximum of 108 people and is used as a computer lab.
- Approximately 150 chairs and 15 folding tables are shared between both rooms and are in poor condition.
- Outside traffic noise is clearly audible in the small meeting room.
- Both meeting rooms have little natural lighting. A blind covered clerestory window supplies the only natural light in each room.
- Equipment for the large meeting room includes:
  - A PA system in fair condition with an outdated audio loop system
  - A “baby grand” piano in good condition
  - A small kitchenette (sink, electric range, a countertop area, mini-refrigerator, and under counter shelving), all are old and in need of replacement)
  - A raised stage area
  - Two two-door coat closets
  - A pull down projection screen in fair condition.
- Equipment for the small room includes: a pull down projection screen and a sink with a counter top area all in fair condition.
- Both areas are served by a chair storage room that was designed for holding meeting room chairs, but serves as storage for other bulky, seldom used equipment.

#### **Recommendations for Change:**

- Provide one large meeting room with seating capacity for 300 that can be divided into two equals sized rooms. Divider must be mechanical and not require special tools or manpower to operate. Divider must provide adequate acoustic separation between the two spaces (minimum STC -50)
- Provide one meeting room with seating capacity for 100.
- Provide stacking chairs and folding tables
- Provide storage space for stacking chairs and folding tables
- Provide an audio loop in the large meeting room
- Provide shades to control natural light at windows
- Insulate small meeting room from street noise.
- Rooms to have projection screen with electric operator.
- Rooms to have rough in for future ceiling mounted projection unit.
- Provide closet with hanging rod for storage of coats
- Provide pantry with electrical outlets for coffee urn, small appliances and microwave, water and minimum of 10 LF of counter surface.
- Provide multiple level of lighting for the space and the ability to darken for presentations.

- Provide adequate HVAC for up to the rated capacity of each room. Units should be able to operate when the library function is closed.
- Provide space to locate the Library’s grand piano and power for the dehumidifier unit.

**Program Areas:**

• Large Meeting Room	2,400 SF
• Small Meeting Room	800 SF
• Table and Chair Storage	200 SF
• Pantry	80 SF
• Closets	36 SF

**Public Restrooms**

**Conditions in the Existing Building:**

- Men and women’s restrooms are located near the meeting rooms.
- Men’s room has two stalls, two sinks and two urinals.
- Women’s room has four stalls and three sinks
- Both rooms have diaper-changing facilities.
- Neither room meets ADA requirements.
- Both rooms are poorly ventilated.
- Restrooms have no emergency lighting.
- There is no restroom facility near the children’s room for caregivers to conveniently use with children.
- The restrooms are poorly insulated for noise.

**Recommendations for Change:**

- Provide adequate restroom facilities for the renovated building
- Provide restrooms to meet ADA requirements.
- Restrooms to have poured tile floors and walls like the ones used in the 2008 mini renovations of the White Oak and Chevy Chase restrooms.
- Consider providing restrooms with self-flushing plumbing fixtures, water faucets with an auto sensor, and electric hand dryers.
- Improve ventilation in both restrooms.
- Add emergency lighting to these rooms.
- Provide a “family” restroom facility near the Children’s room for caregivers. Do not use automatic flush valves in the “family” restroom
- Install baby changing stations in public restrooms
- Add acoustics to keep sound from travelling outside the restrooms.
- Restroom doors should not swing out into the hallway.
- Consider a vestibule door at the entrance to the restrooms to reduce noise and avoid odors from the restrooms.

**Program Areas:**

- Public Restrooms 600SF
- “Family” Restroom 60 SF

**Janitorial Closet**

**Conditions in the Existing Building:**

- The janitor’s closet is located near the Meeting Rooms in a room that houses a large mechanical component of the HVAC system.
- There is one sink.
- There is a “make-shift” collection of shelves and wall hooks to provide storage for cleaning supplies and equipment.

**Recommendations for Change:**

- The area is adequate in size for storage of equipment.
- Consider separating the janitorial closet from the mechanical room.
- Install shelving for cleaning materials.
- Provide storage for service carts

**Program Area:**

- Janitors Closet 75 SF

## GILCHRIST CENTER

### Gilchrist Center

Operated by the Department of Recreation, the Gilchrist Center will provide services geared to support the newly immigrated residents of the County. The Center will provide support services and specialized training and programs. It will also provide pro-bono legal and tax information.

#### Conditions in Existing Building:

- The Gilchrist Center is a new program to the Gaithersburg Library

#### Recommendations for Change:

- Provide two meeting/classroom for up to 20 people for a variety of uses including; English as a second language, citizenship, and job skills
- Classrooms to have marker board and rough in for either monitors or overhead projection units. Provide storage cabinet for teaching aids.
- Central reception area with waiting for 6 to 8 visitors, two work stations and small pantry area.
- Provide two consultation offices for volunteer to meet with one or two individuals at a time.
- Overflow seating for popular programs should be considered.
- Storage room
- Server room

#### Program Areas:

- |  |        |
|--|--------|
| • Classrooms 2 @ 450SF                       | 900 SF |
| • Consultation Offices 2 @ 120               | 240 SF |
| • Reception Area with 2 Work Station @ 80 SF | 450 SF |
| • Server Room                                | 20 SF  |
| • Storage Room                               | 36 SF  |

## **ADMINISTRATIVE OFFICES AND STAFF WORK SPACE**

### **Library Manager's Office Space**

This office is used for administrative activities including planning, conferences, computer activities, record keeping, and thinking. It should offer privacy for staff conferences and should be equipped with ergonomic office furnishings, comfortable chairs for visitors, a computer workstation, and a small conference table for staff conferences, shelving, and a window.

#### **Conditions in the Existing Building:**

- Office is 11' x 12' with one window (8' from the floor and 2' high, along the width of the room)
- Furnishings include:
  - One executive desk in fair condition
  - One executive chair in fair condition
  - Three file cabinets in fair condition
  - Two bulletin boards in fair condition
  - One color printer
  - One two-shelf bookcase in fair condition
  - One 36" round, drop-leaf conference table with two swivel chairs in fair condition

#### **Recommendations for Change:**

- Consider moving office to area with windows at eye level.
- Install modular workstation (includes desk, drawers, file drawers, shelves, and space for PC and printer).
- Replace chair.
- Replace bulletin boards or supply ample tack space.
- Replace conference table and chairs.

#### **Program Areas:**

- Library Manager's Office 168 SF

### **Assistant Library Manager's Office Space**

This office is used for administrative activities including planning, conferences, computer activities, record keeping, and thinking. It should offer privacy for staff conferences and should be equipped with ergonomic office furnishings, comfortable chairs for visitors, a computer workstation, shelving, and a window.

#### **Conditions in the Existing Building:**

- This office does not occur in the existing library

Recommendations for Change:

- Install modular workstation (includes desk, drawers, file drawers, shelves, and space for PC and printer).
- Ergonomic chair.
- Ample Tack space.
- Guest chairs.

Program Areas:

- Assistant Library Manager's Office 140 SF

**Adult Services Librarians' Space**

The Adult Librarians office space is used for planning, conferences, computer activities, record keeping, and thinking. The staff includes one (1) Librarian II and four (4) Adult Librarians (Librarians/Library Associates.) Each Librarians/Library Associates will have a work station with ergonomic office furnishing, including shelving, tack space and the potential for a PC and keyboard.

**Conditions in the Existing Building:**

- Office is 19' by 10.5' (with three desks) and a double workstation in the workroom and is in close proximity to the general workroom and public area. Furnishings include:
- 46 linear feet of shelving
- Three desks in the office are in fair condition
- One workstation supported by two, two-drawer file cabinets
- Five chairs in fair condition
- Two shared PC workstations with two printers, one color and one black and white.
- Few accessible electrical outlets
- Five bulletin boards
- One clerestory window (see description of Library Manager's window above)

**Recommendations for Change:**

- Provide separate space for the five adult librarians to share.
- Replace four desks and built in workstation with five modular workstations (includes desk, drawers, file drawers, shelves, and space for PC).
- Replace five chairs.
- Provide area with adequate electrical outlets
- Replace bulletin boards or supply ample tack space
- Consider moving office to area with windows at eye level.

**Program Areas:**

- 46 LF of shelving 36 SF
- 5 Adult Librarian Work Stations @ 120 SF 600 SF
- Shared Computer Work Station 2 @ 36 SF 72 SF

### **Small Meeting Room**

Small meeting room that could be converted into a private office in the future

#### **Conditions in the Existing Building:**

- Does not exist in current Library

#### **Recommendations for Change:**

- Space to be similar in size and layout to the Assistant Library Manager (Senior Librarian) private office
- Provide connection for a PC and necessary electrical outlets.
- Provide table and seating for 6 with small credenza unit.

#### **Program Areas:**

- Small Meeting Room 140 SF

### **Children's Services Librarians' Space**

The Children's Librarians office space is used for planning, conferences, computer activities, record keeping, and thinking. Children's librarians provide a high degree of public programming. The staff includes five (5) Children's Librarians. Each Children's Librarian should have a work station with ergonomic office furnishing, comfortable chairs for visitors, a shared computer workstation, shelving and central storage for program materials. It should offer privacy for staff conferences

#### **Conditions in the Existing Building:**

- The office is approximately 284 square feet, consisting of an area 17' x 6' and an area 13' x 24'.
- There are:
  - 189 linear feet of shelving which is adequate
  - One executive desk with typing return in fair condition
  - Three built in workstations
  - Two shared PC workstation with one color printer
  - Six chairs in fair condition
  - Three file cabinets in fair condition

- Five bulletin boards in fair condition, and
- Electrical outlets are not easily accessible.

**Recommendations for Changes:**

- Consider moving office to area with windows at eye level.
- Provide separate work area for four full time and one part-time librarian.
- Provide 189 LF of shelving.
- Provide modular workstations (includes desk, drawers, file drawers, shelves, and space for PC).
- Supply ample tack space.
- Replace chairs.
- Provide area with adequate electrical outlets.
- Two shared PC workstation with two printers, one color and one black and white

**Program Areas:**

- |   |        |
|---|--------|
| • 189 LF of shelving                            | 72 SF  |
| • 5 Children’s Librarian Work Stations @ 120 SF | 600 SF |
| • Shared Computer Work Station 2 @ 36 SF        | 72 SF  |

**Circulation Supervisor Space**

The Circulation Supervisor is responsible for supervising the entire circulation staff and the circulation function of the library. A private workspace is essential for staff conferences. The office is used for administrative activities including planning, conferences, computer activities, record keeping, and thinking. It should be equipped with ergonomic office furnishings, comfortable chairs for visitors, a computer workstation, shelving, and be located in close proximity to the circulation desk. One LA II should have work station similar to other profession staff.

**Conditions in the Existing Building:**

- Office is 14’ x 11’ with one clerestory window (see description of Library Manager’s window).
- The office is used by the LAS and LAII, both with supervisory duties.
- There are:
  - Electrical outlets are not easily accessible.
  - Three desks in fair condition.
  - Three chairs in fair condition.
  - One freestanding shelving unit in fair condition.
  - Three file cabinets in fair condition.
  - Four bulletin boards in fair condition.
  - Room is in close proximity to the general workroom and the circulation desk.
  - 1 shared PC with 2 printers, one color and one black and white

**Recommendations for Change:**

- Provide a private office for the Library Assistant Supervisor and space in the circulation workroom for the Library Assistant II.
- Provide adequate electrical outlets.
- Provide **one** modular workstations (includes desk, drawers, 8 file drawers, 15 LF of shelves, and space for PC)
- Replace chairs.
- 1 PC with 1 printer.

**Program Areas:**

- Circulation Supervisor Office 150 SF

**General Workroom**

The general workroom is a large open space that provides ergonomic workstations for non-supervisory staff. Each staff member should have his or her own workspace. Activities may include processing new materials, discharging returned materials, discarding items, mending, periodical control, scheduling, planning, and training. These areas should be spacious, well lighted, well ventilated, and “staff friendly”. Space should be flexible to accommodate changing needs for support. Noise absorption features should be included to facilitate concentration. Walls need molding or other protection to prevent damage from book trucks and depressible tubs.

**Conditions in the Existing Building:**

- The workroom is one large, open area.
- There are 12 built in workstations along the wall.
- There are 16 chairs in conditions ranging from good to poor.
- There is one desk in poor condition.
- There are seven PC’s for circulation functions and staff word processing, e-mail, etc.
- There is no privacy between workstations
- There is shelving available above the workstations.
- There is no dedicated storage space for supplies.
- There is one typewriter and typing table.
- There are two bulletin boards for schedules and official library notices.
- There is one large black and white printer, one color printer, one copier/printer/scanner and one fax machine in the General Work Room

**Recommendations for Change:**

- Provide 17 modular counter type workstations (includes drawers, file drawers, and shelves).

- Provide ergonomically designed, modular workstations for six and one mobile PC workstations (space for PC, printer, scanner).
- Replace chairs with ergonomic, fully adjustable chairs for each workstation.
- Provide a cabinet with 60 linear feet of 12” deep shelving for supplies.
- Design space to accommodate at least 18 book trucks and at least 12 depressible book tubs.
- Add 36 x 48” bulletin board for library schedules, notices, and other library business.
- Provide workstation for IT/Tech with shelving, locking drawers and/or cabinets, adequate power to test and load computer equipment.
- Provide workstation near the circulation staff modular workstations, but somewhat separate (due to the page supervisory responsibilities) for the Library Assistant II. Workstation should include drawers, file drawers, and shelves.
- Provide separate room for copier/printer/scanner and fax machine with work surface and storage space for bulk supplies.
- Provide space, if feasible for volunteers to work on projects.

**Program Areas:**

- |   |          |
|---|----------|
| • 17 Modular Work Stations @ 36 SF  | 612 SF   |
| • 6 and one mobile Shared PC Work Stations plus space for one mobile unit @ 48 SF with space for book trucks and bins | 384 SF   |
| • 60 LF of 12-inch deep shelving, 18 Book Trucks and 12 Depressible Book Tubs   | 1,172 SF |
| • 1 Work Station for IT/Tech  | 120 SF   |
| • 1 Workstation for Library Assistant II  | 120 SF   |
| • Copier/Work Room  | 110 SF   |
| • Volunteers  | 700 SF   |

**Closed Stacks or Storage**

Activities that require space in this area include storage of seasonal materials, staging of materials being processed, and emergency overflow of library materials. Storage areas should be adjacent to other work areas. Built-in supply cabinets should be constructed to withstand heavy usage.

**Conditions in the Existing Building:**

- There are two general storage areas, one is a compact shelving system adjacent to the Reference Office, and the other consists of floor space and shelving near the staff restrooms.
- The compact shelving system consists of ten moving shelves (9’ high and 7’ wide) covering a floor area of 25’ x 7’ (630 LF). In addition, there is a built-in shelving unit against the outside wall (7’ high and 12’ wide) (84 lf). This area houses Juvenile

programming materials, some overflow, miscellaneous furniture components, tax publications, etc.

- The storage area is near the staff restrooms. Shelving units consist of:
  - 6 90" x 36" single sided units (126 LF)
  - 3 67" x 36" single sided units (45 LF)
  - 4 44" x 36" double sided units. (96 LF)

The shelving houses book sale material and the open area is used for trucks waiting to be shelved. In addition, there is a workstation for a volunteer to do book mending.

**Recommendations for Change:**

- Provide equivalent storage

**Program Areas:**

- 981 LF of shelving 440 SF

**Delivery Room**

This area is used for receiving and sending shipments of library materials on a daily basis. In addition, it is a staging area for deliveries of such items as furniture, computers, boxes of tax forms, and supplies. The area should contain ramps instead of steps, and doorways wide enough to accommodate large objects. The loading dock should accommodate level surface dollying.

**Conditions in the Existing Building:**

- Deliveries are made through a set of double doors into a hallway that leads to the main workroom This area also has shelving consisting of:

Five 90" x 36" single sided units (105 LF)

Two 66" x 36" single sided units (36 LF)

This shelving is used for handouts, copier supplies, etc.

- Delivery access to the outside doors is through a driveway from the parking lot.
- The delivery area and outside doors are adjacent to the Reference office area.

**Recommendations for Change:**

- Provide equivalent space
- Access to double doors to exterior loading area
- Locate in proximity to Book Depository and After Hours Reserve Pick-up Boxes
- Sufficient space for the storage of 12 Book Tubs
- Provide separation from general work area

**Program Areas:**

- Delivery Room 500 SF

**Book Depository**

Book depositories should be convenient to the parking lot and entrance to the building, and slots should empty into dry, well-ventilated, fireproof room.

**Conditions in the Existing Building:**

- There is one slot located on the wall near the staff entrance and the apron used by delivery trucks.
- The book depository room is approximately 60 square feet and is covered by the building sprinkler system.
- There is frequent water infiltration into the room.

**Recommendations for Change:**

- Provide two slots for Library Materials one for books and one for media
- Provide convenient parking adjacent to the Book Drop location
- Provide a well lit covered area for the Book Drop
- Provide a second location for donated materials, this is a separate slot and separate fire protected room for use by Library volunteers
- Book Drop room should be convenient to the main library workroom
- Book Drop Slots to be a minimum of 30-inches above the floor to accommodate collection tubs

**Program Areas:**

- Library Materials Book Depository 80 SF
- Donated Materials Book Depository 50 SF

**After Hours Reserve Pick-Up**

Provide a means for library patrons to pick-up reserve materials after hours. It should be convenient to the parking lot and in proximity to the Book Depository. The current technology would allow a patron to order or reserve materials on-line, over the phone or in person and arrange for after hours pick-up. Materials would be placed in a lock compartment, similar to a post office box and the patron would be provided a pin number to access the box. The boxes should be convenient to the main library workroom.

**Conditions in the Existing Building:**

- This facility does not exist in the current library

**Recommendations for Change:**

- Provide exterior wall area for thru-wall after hours pick-up boxes
- Provide necessary power and data connections.
- Provide convenient parking adjacent to the After Hours Reserve Pick-Up Box location
- Provide a well lit covered area for the After Hours Reserve Pick Up Boxes
- Library loading side of After Hours Pick-up should not be located in the Book Depository Room.

**Program Areas:**

- After hours Reserve Pick-up boxes 100 SF

**Staff Lounge**

The lounge, used for relaxation during meals and breaks, should be comfortable and inviting. Furnishings should include easy chairs, lunch tables, deep sink, garbage disposal, microwave, refrigerator, and a dishwasher.

**Conditions in the Existing Building:**

- This area consists of a galley kitchen (approximately 16' x 8') and a lounge area (approximately 20' x 19').
- The kitchen contains a refrigerator, electric range, microwave, sink, and approximately 15 linear feet of counter space with shelving above and below. The appliances are old and need to be replaced.
- The lounge area contains two round tables (5' diameter and 29" high), ten chairs, two upholstered chairs, an end table, and a bulletin board.
- All furniture is in fair condition.
- Storage is provided by two two-door coat closets and four built-in two-door cabinets. These closets are large and are an inefficient use of space.
- The lighting is poor in this area.

**Recommendations for Change:**

- Add new microwave oven
- Replace refrigerator, sink, and countertop.
- Provide a garbage disposal.
- Add dishwasher.
- Replace two tables and ten chairs, two upholstered chairs, and end table.
- Provide ample bulletin boards or tack space.
- Redesign area for maximum efficiency and space.
- Provide proper lighting in this area.
- Provide ten (10) storage lockers for part time staff

- Provide 6 linear feet of coat closet.
- Provide exhaust ventilation to prevent odors from leaving the lounge
- Provide adequate power receptacles for multiple small appliances

**Program Areas:**

- Staff Lounge 520 SF

**Staff Conference Room**

The room should be large enough to seat the entire staff, as it will be used for meetings, conferences, planning activities, and training. It should contain a conference table and chairs, a closet for training supplies, AV equipment, a telephone, and cable or video conferencing capabilities.

**Conditions in Existing Building:**

- The room (approximately 21' x 21') has floor to ceiling windows on one wall.
- There is a 10' x 4' conference table in good condition with approximately 20 chairs (chairs are shared with other areas of the building as needed). Chairs are in fair to poor condition.
- There are two TV/VCR combinations with a cable hookup.
- One dry erase board is mounted on the wall.
- Storage is provided by three 64" x 36" lateral cabinets.

**Recommendations for Change:**

- Reuse existing conference table replace existing chairs for a total of 30 chairs
- Current storage units hold library supplies. These units will eventually be relocated to another area. A closet to hold training supplies (flip charts, video equipment, etc.) is needed.
- Provide wall mounted projection screen and rough-in for future ceiling mounted projection unit.
- Provide means to control lighting and provide multiple levels of artificial lighting

**Program Areas:**

- Staff Conference Room 450 SF

**Server / IT Room**

This room should be located in the library administration and work area and house the server and IT equipment that links the library to the internet and the Library System's main servers. In addition, this space will contain the security system for the building.

**Conditions in Existing Building:**

- The IT Server Room is a 2-foot by 5-foot closet located in the corridor between the deliver doors and the main workroom.
- Ventilation of the equipment is by high and low louvers installed in the doors.

**Recommendations for Change:**

- Provide adequate room for required racks and panel boards.
- Provide adequate ventilation, power, data connections and lighting
- Provide a secure space inside the administrative area of the library.

**Program Areas:**

- IT Server Room 72 SF

**Staff Restrooms**

**Conditions in Existing Building:**

- There are two staff restrooms located side by side, adjacent to the area used to store book trucks ready for shelving.
- One restroom serves as an ADA compliant restroom for the public.
- The ADA restroom has a door that opens out into the hallway, creating a hazard to anyone walking by.
- Both rooms are poorly ventilated.

**Recommendations for Change:**

- Provide two uni-sex facilities with toilet and lavatory, one unit to have a shower
- Restrooms are for staff only, ADA accessible restrooms for the public to be located in the public areas.
- Provide adequate ventilation
- Locate within the Library Administration area.

**Program Areas:**

- Staff Restrooms 2 @ 50SF 100 SF

# ENGINEERING PROGRAM OF REQUIREMENTS

## Gaithersburg Library Renovation

Montgomery County's *Energy Design Guidelines*, latest version, are made part of this program of requirements. Specific program and analysis requirements for this project are as follows.

- 1.0 **Building Envelope.** Thermal and moisture protection need to be upgraded as follows:
  - 1.1 **Windows.** The building was originally all single-pane windows in aluminum frames. Five window-wall sections interior to the building have been upgraded to meet energy standards. Replace the remaining window glazing and framing system, including two entrance vestibule and a one-foot high ribbon window system around the complete building. Provide new windows meeting energy guidelines throughout (double-pane, low-e glazing with argon fill in low leakage, non-metal frames). NFRC  $U < 0.39$ .
  - 1.2 **Infiltration.** Reduce outside air infiltration through door seals (brush type) and sealing around any openings to the outside. Provide a vestibule on the door to the workroom for deliveries. Leaks at the soffit to the interior have been previously investigated and sealed.
  - 1.3 **Roof.** The roof has been previously renovated and insulation increased to meet energy standards. Further insulation is not required.
  
- 2.0 **Lighting.** Current overhead lighting is not coordinated with stack heights and orientations, leading to uneven lighting and areas of inadequate lighting.
  - 2.1 **Redesign Lighting.** Redesign the interior lighting to match new program, stack heights and orientations. New lighting to meet current efficiency standards, wattage limits and fixture types described in *Energy Design Guidelines*.
  - 2.2 **Light levels.** Light levels shall be per IES recommendations.
  - 2.3 **Exterior Lighting.** Existing parking lot lighting does not meet standards for minimum foot-candles and uniformity. Existing poles are not high enough for proper coverage and the fixture optics are inefficient. Exterior lighting shall be redesigned and replaced with HPS vertical-burn fixtures meeting guidelines for high efficiency and uniformity of lighting.
  - 2.4 **Controls.** Occupancy sensors shall be used indicated by guidelines. Interior and exterior lights shall be controlled by a lighting management system interfaced with the energy management system.
  
- 3.0 **HVAC Systems.** The present HVAC system consists of the following:
  - 3.1 **Heating**—atmospheric gas boiler located in lower level mechanical room.
  - 3.2 **Air conditioning**—air cooled, water chiller located on grade.

- 3.3 AHU—3 multi-zone, constant volume air handler units in 3 mechanical rooms with ducted return.
- 3.4 EMS system—DDC to air-handler level.
- 3.5 Pneumatic actuated valves for perimeter baseboard.

By renovation construction date, most of the equipment will be over 20 years of age and past its service life. The pneumatic actuators will be obsolete. Replace the existing HVAC system in its entirety including equipment, ductwork, piping and controls. Design a new system with the following features:

- 3.5.1 System type. All-air, VAV system with non-fan-powered boxes with hydronic reheat. Ducted return. Avoid the need for fan-coil or baseboard heat by use of high-performance windows. Provide airside economizer cycle utilizing optimum dry-bulb control.
- 3.5.2 Ventilation/ Filtration. Provide ventilation designed to comply with ASHRAE Standard 62 and maintain positive building pressurization. Specify filtration per County guidelines (minimum 60% dust arrestance) using a combination of pre-filter and high-efficiency filters.
- 3.5.3 Physical Plant. Provide high-efficiency air-cooled chiller for cooling and modular condensing boilers for heating.
- 3.5.4 Controls. System to remain “Landis” DDC. Provide new DDC panels and controls for the physical plant and terminal temperature controls as required.

4.0 **Energy Analysis.** Perform energy analysis for the complete project using an approved energy analyst and simulation program. Analysis to contain the following elements.

- 4.1 Life-Cycle-Cost Analysis. The Energy Analyst shall perform life-cycle-cost analysis of alternative HVAC systems conducive to maintenance and achievement of the energy budget. Alternative HVAC descriptions will be provided at the Predesign Energy Meeting.
- 4.2 Energy Performance Index. The Architect shall design the renovation to meet a maximum energy consumption of 61 kBtu per square foot per year. Document compliance using an approved hourly energy simulation program.
- 4.3 Documentation. Results of the Energy Analysis, Life-Cycle-cost Analysis and Prescriptive Requirements Analysis must be documented. Specific reports are required with the Schematic and Design Development submittals.

5.0 **Life Safety.** Provide a “state of the art” sprinkler system and voice addressable fire alarm.

## **SUMMARY OF PC's IN THE BUILDING (7/02):**

### **PUBLIC AREA**

3 Adult OPACs (catalog only)

28 Adult PCs

1 Children's OPAC (catalog only)

5 Children's PCs

1 PC at ITT station

3 PCs at Adult Information desk

2 PCs at Children's Information desk

5 PCs at Circulation desk

12 Language Learning Lab PCs

plus 2 Computer Sign In Stations and 3 Self Charge machines

### **ADMINISTRATIVE AREA**

Agency Manger -1

Senior Librarian -1

Library Assistant Supervisor -1

Adult Staff Office: 2

Children's Staff Office: 2

Workroom general area (shared) 7

### **COPIERS/PRINTERS**

One black and white printer at each service desk: Circulation, Information, Children's

Three multifunctional devices (copier/printers) for the public

Individual printers in LAS office (color and black and white), Library Manager's office (color)

Two printers in Adult Services office (color, black and white)

One printer in Children's Services office (color)

There is one large black and white printer, one color printer, one copier/printer/scanner, and one fax machine in the staff workroom

## **END OF PROGRAM OF REQUIREMENTS**