

X. Assignable Areas

New Entrance and Lobby

150 sq. ft. or as required by design

Exterior:

The entry should be well lighted, secure and clearly discernible. It should project a warm, welcoming, non-intimidating ambience. ADA requirements should be met.

Bright, aesthetically pleasing lighting should lead to entrance from walkway and parking lot. Unsightly fire devices around doorway should be avoided. There should be an overhang above doorway to prevent snowfall from roof and to protect from the elements. An overhang to protect patrons from the weather while waiting for rides should be designed into the exterior, but not so that the entrance is blocked by people. There should be a vestibule to help with interior temperature control. There should be a bell with a distinct ring.

Equipment:

- Secured Bicycle Rack for 20

- Library sign in a prominent place.

- Tamper-proof electrical outlets at entrance and at all sides of building.

- Tamper-proof water spigots at entrance and at all sides of building.

Interior:

Functions:

- Gives first impressions.

- Provides access to Meeting Room, public restrooms and library proper.

- Areas for public notices, rotating displays, public telephone should be provided.

- A waiting area should be visible from Circulation Desk.

Users: Public: up to five.

Furniture and Equipment:

- Automatic doors activated manually on both sides, ADA compliant

- Grating and galvanized pan within recess in floor

- Flooring should have long-term durability

- Water fountain, two levels per ADA regulations

- Community bulletin board with shelving for free pamphlets

- Directory

- Electrical outlets in floor, walls

- Public telephones with TDD device operable by coin or credit/debit card with writing surface

- Bench

- Locking display case.

- Exhibit cases for display of artifacts.

- Fire alarm readout panel.

- Walls should be easy to maintain.

- Attractive trash receptacle.

People counter
Donor plaques
Information kiosk with shelf and holder, wiring and cabling for computer to provide information electronically. Space for shelving for brochures should be provided as well.

Close to:

Circulation Desk
Public Restrooms
Meeting Room
Audiovisual Area

Distant from:

Quiet Areas

Environment:

The entrance should welcome the public into an aesthetically pleasing space. It should encourage quietness yet give the impression of an intellectually vital place.

Cloak Room **50 sq. ft.**

Hooks/pegs for coats, flooring suitable for wet boots and shelves for bags or packages should be included in this space. It should be located near the main entrance of the Library.

Indoor Book Drop **72 sq. ft.**

Should be moisture proof, vandal proof and fire proof.

Depressible book truck able to contain 4 days of returns.

Separate slot emptying into a specially padded area for return of fragile materials, i.e., videos, audiocassettes, DVDs, etc.

Large enough for a book truck to transfer materials.

(There is a drive-up book drop also. See Exterior Considerations, p. ??.)

Existing Entrance **90 sq. ft.**

The existing entrance may be retained, or not, according to the final design and whether a renovation/addition is chosen. If the entrance is retained, and renovated, a clean, clutter-free environment should be the goal. Refinishing and refurbishing all surfaces is part of the renovation.