

Circulation /Technical Services Room

515 sq. ft.

Functions:

- Acquisitions
- Report Writing
- Telephoning
- Sorting
- Processing of Materials
- Cataloging
- Mending
- Maintenance of Equipment
- Storage of Supplies
- Interlibrary Loan Processing
- Open Office for Adult Services Librarian
- Open Office for Head of Circulation
- Open Office for Technical Services Librarian

Users: Staff: 4 Public: 0
 Staff Seats: 4

Furniture and Equipment:

- 3 desks with ergonomically correct chairs with arms
- counter with 1 work station, adjustable stool with retractable arms
- 3 file cabinets
- 1 safe, concealed from public view
- built-in supply cabinets
- sink, cabinets over and under sink
- jacks for 3 telephones, cabling for 3 computers at desks
- copier
- printer
- fax machine
- 3 book trucks
- buzzer to delivery entrance
- 4 wastebaskets
- recycling bin
- 1 wall clock
- bulletin board, message center, staff mail boxes
- Shelving: 160 linear feet for 1,280 volumes
- walk-in storage closet

Close to:

- Circulation Desk
- Administrative Office

Distant from:

- Quiet Areas, Bathrooms

Environment:

This is the behind-the-scenes work area of the Library. The area should remain adaptable throughout the life of the Library. Electric power, wiring and cabling should be easily available anywhere in the room. Supply cabinets should be built-in. Data and electrical wiring should be supplied at every work station. Future needs may call for more electronic capabilities. Sprinkler heads should not be pointed directly at computers. Visibility and supervision of as much of the Library as possible should be attained, possibly through a glass half-wall overlooking the Circulation Desk. The Circulation Desk should be easily staffed from here.