

Director's Office

190 sq. ft.

Functions:

Administrative, budgeting, interviewing, reviewing, writing etc.

Users: Staff: 1

Public: 2

Staff Seats: 1

Furniture and Equipment:

desk with return, space for computer work station with printer

1 desk chair, adjustable and ergonomically correct with retractable arms

table, 4 chairs

1 side chair

White board, bulletin board

Small desk photocopier

1 telephone 1 computer with printer

1 wastebasket

Shelving: 24 linear feet

1 lockable 4-drawer, lateral file cabinet

coat rack

Close to:

Circulation Desk

Work Room

Distant from:

Meeting Room

Children's Room

Environment:

A prominent location is not necessary; however, in order to be accessible to patrons, the office should be on the main floor close to circulation desk, if possible. There should be a door between Technical Services and the Director's Office. Privacy and quiet should be possible. Window for supervisory purposes could be considered. Blinds or curtains for privacy should then be installed.