

Adult Services Librarian's Office

125 sq. ft.

Administrative, budgeting, interviewing, reviewing, writing, planning, collection development etc.

Users: Staff: 1 Public: 0
Staff seats: 1

Furniture and Equipment:

desk with space for computer work station with printer
1 desk chair, adjustable and ergonomically correct with retractable arms
1 side chair
1 telephone
1 computer with printer
bulletin board
1 wastebasket
shelving: 24 linear feet
1 lockable 4-drawer, lateral file cabinet
coat rack

Close to:

Circulation/Technical Services Room or Reference area
Public Areas

Distant from:

Meeting Room
Children's Room

Environment:

A prominent location is not necessary, but a central location is. Privacy and quiet should be possible. Window for supervisory purposes should be considered. Blinds or curtains for privacy should then be installed.