

Children's Room

3,991 sq. ft.
(Includes Circulation Desk)

Functions:

Reading, browsing, studying
Displays
Toddlers playing
Materials for children to grade 6, parents, educators
Storytelling
School visits
Toys and puzzles

Users: Staff: 1 -3 Public: up to 50
Staff Seats: 2 Seats: 29
Machine Seats: 7

Shelving:

Book Shelving: metal 60" high stacks, braced from the top. 42" high preschool collection stacks, 3' center aisles, 48" turnaround at ends of aisles. Wood end panels, some slotted.

| | | |
|-------------------------|---------------------|----------------------|
| Reference | 500 | 50 sq. ft. |
| Picture Books | 7,000 | 350 sq. ft. |
| Easy Readers | 2,500 | 179 sq. ft. |
| Fiction(includes Pbks.) | 6,500 | 542 sq. ft. |
| Nonfiction | 9,000 | 750 sq. ft. |
| Parenting | 500 | 50 sq. ft. |
| Holiday | 1,000 | 84 sq. ft. |
| Series Fiction | <u>1,000</u> | <u>84 sq. ft.</u> |
| Totals | 28,000 vols. | 2,005 sq. ft. |

New books and non-print display shelving for 200 volumes: **20** sq. ft.
Periodicals: sloped shelving for storage for one year: **25** titles: **5** sq. ft.
Toys and Puzzles: 30 linear feet.
1 bin for new picture books: **35** sq. ft. 2 bins for board books: **70** sq. ft.

A/V Collections:

| | | |
|----------------|--------------|--------------------|
| Videos | 500 | 50 sq. ft. |
| DVDs | 1,000 | 34 sq. ft. |
| CDs | 500 | 17 sq. ft. |
| Audiobooks | 300 | 30 sq. ft. |
| Audiobook Kits | <u>300</u> | <u>30 sq. ft.</u> |
| Totals | 2,600 | 161 sq. ft. |

Total holdings: 30,625

Total Sq. Ft.: 2,296

Furniture and Equipment list for Preschool, School-age and Common Areas:

- 1 copy machine - **common area**
 - 1 lockable display case with wheels - **common area**
 - 3 book trucks with deep shelves
 - 1 wall clock - analog
 - 3 wastebaskets
 - 24 coat pegs within entrance to room
 - 2 OPACs with appropriate electrical outlets – **common area**
 - 2 tables - adult height with 8 chairs - *school age*
 - 2 tables - child height with 8 chairs - *school age*
 - 1 table - child height with 4 chairs – preschool
 - 1 carrel-electrified, study light, with 1 chair – *school age*
 - 1 media carrel, CD/tape player/headphones - *school age*
 - 2 lounge chairs, adult height - *school age*
 - 4 lounge chairs, child height – 2 in *school age*, 2 in preschool
 - 1 adult size rocking chair - preschool
 - 1 display shelving for 200 items – preschool
 - 1 oversized, upholstered chair - preschool
 - 1 display shelving for 200 items – *school age*
 - 6 machine work stations for public access with networked printer, 1 handicapped accessible - 2 in preschool, 4 in *school age* – all with headphones
 - 1 globe and stand - *school age*
 - floor furniture - preschool
 - 1 small enclosed area to read in – preschool
 - 1 small portable puppet stage - preschool
 - display bulletin board: wall size, large, nailable, tackable surface with color coordinated cloth. – **common area**
- Total equipment and furniture: 1,545 sq. ft.**

Close to:

Meeting Room and Entrance
Children's Program Room
Family Toilet

Distant from:

Quiet Adult Areas
Information/Study Area

Children's Room Environment:

The Children's Room serves all children through the sixth grade. Definition of areas is important since the range of ages is so wide. This could be done with display cases, shelving etc. Audiovisual Area, OPACs, copier, display areas and service desk should be in a central area. The public should not have to walk through the preschool area to get to the school-age area and visa versa. Area for the youngest should not be too "babyish"; area for slightly older children should be young, but not "too young". All areas should be free of hazard.

Area for School-age Children (grades 1 - 6)

Functions:

Reading, browsing, studying
Displays
Material for grades 1 - 6
School visits

Users: Staff: as needed Public: up to 25
 Staff Seats: 0 Seats: 21
 Machine work seats: 5

Furniture and Equipment:

Fiction, nonfiction, reference for grades 1 – 6
1 display shelving for 200 items
2 tables - adult height, 8 chairs
2 tables - child height, 8 chairs
1 media work station - 1 chair
1 carrel, electrified with study light
2 lounge chairs - adult height
2 lounge chairs – child height
4 computer work stations
1 globe and stand

Children's Circulation Desk

150 sq. ft.
(Included in Children's Room)

Functions:

Children's Information and Reader's Advisory Service
Information Center for library programs
Telephone Reference
Book sorting
Check-out
Book return

Users: Staff: 1 - 2 Public: 2 or more
 Staff Seats: 2

Furniture and Equipment:

2 computer work stations with 2 ergonomically correct seats
1 telephone and outlet
1 panic button
2 book trucks
1 wastebasket

drawers and cabinets under desk

book return slot

Children's Room Information Center – extension of service desk to be used for fliers, brochures, etc.

electric outlets

2 fourplex grounded outlets

2 additional outlets

Shelving: 18 linear feet behind desk, storage cupboards for supplies behind desk, counter behind desk for work space.

Close to:

Children's Room Entrance

Youth Services Librarian's Office

Children's Program Room

Distant from: Quiet Areas

Children's Service Desk Environment:

The desk should be 32" high with ADA compliant section for wheel chairs. Supervision of entire floor should be possible. Plenty of storage under and behind desk is desirable.