

Program Summary

TOTAL NET: **14,840 SF**

TOTAL GROSS: **17,534 SF**
(NET +18%)

ENTRANCE ZONE

Entry Vestibule
Lobby
Borrower’s Desk
Holds Shelving
Self Checkout Kiosk
Friends’ Book Sale Shelves
Exhibit Case
Digital Display
New Book Display

1,200 SF

ADULT SECTION

Adult Seating Area
Adult Collection
Adult AV Collection
Adult Computers
Immigration Material Display
World Language Collection

3,150 SF

CHILDREN’S SECTION

Children's Seating Area
Children's Collection
Story time/ Early literacy area
Children's Computers
Children's Service Point
Craft sink
Tweens Seating Area
Family restroom
World Language Collection

2,500 SF

TEENS SECTION

Teens Seating Area
Teens Collection
Teens Computers

1,000 SF

SHARED SERVICES

Community Room
Classroom/Makerspace
Mid size Conference Room
Small Conference Room
Men’s restroom
Women’s restroom
All Gender restroom

4,060 SF

SUPPORT/SERVICE SPACES

Branch Librarian’s Office
Staff Break Room
Staff Restroom
Staff Workroom
Custodial Closet
Custodian Nook
Storage Room
Friends’ Storage Room
Facilities Storage Room
Utility Rooms
Vertical Circulation

2,930 SF

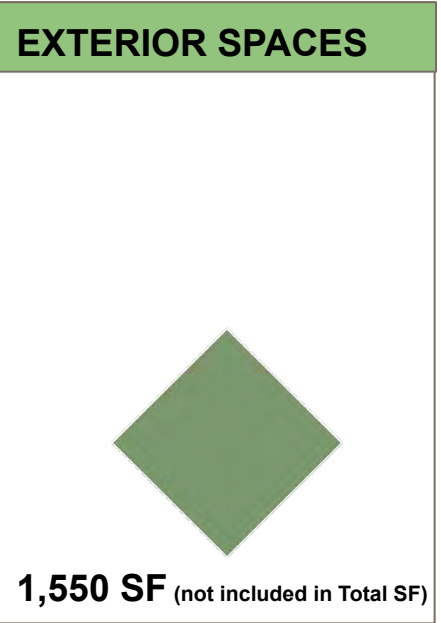
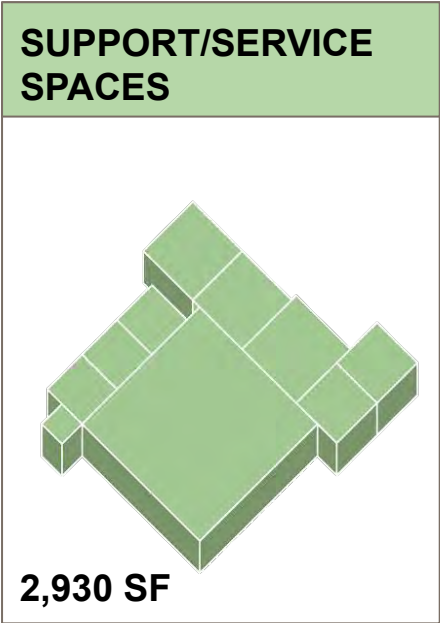
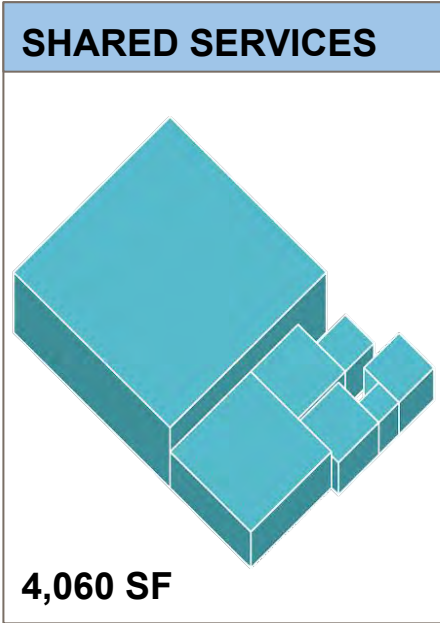
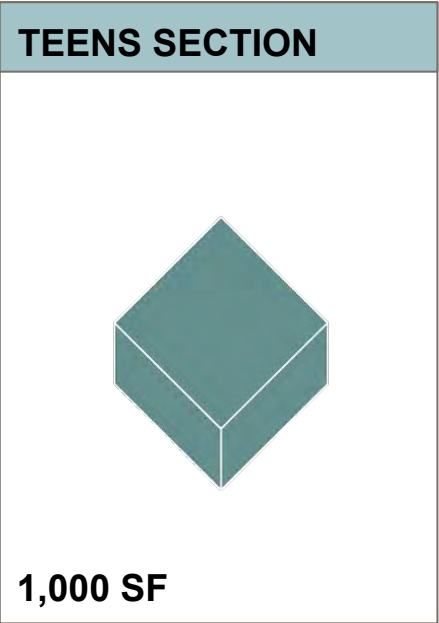
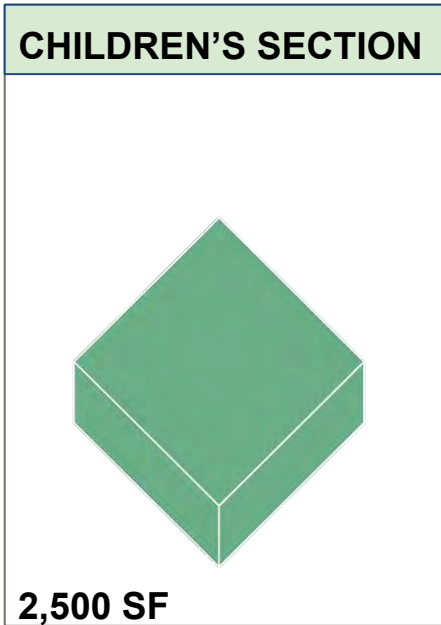
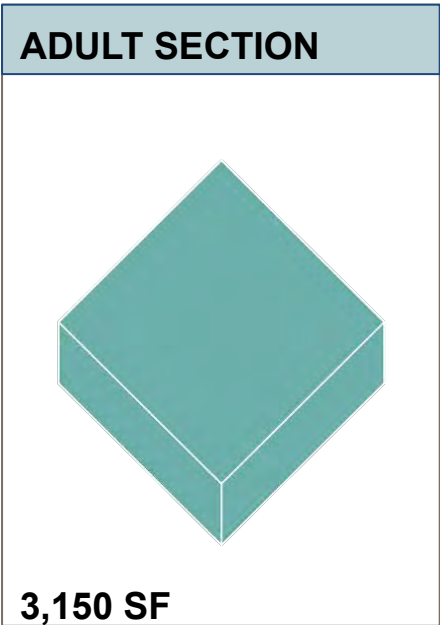
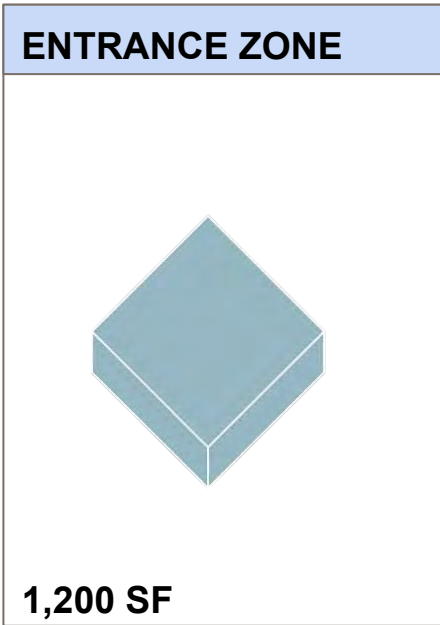
EXTERIOR SPACES

Exterior Reading Space
Van/Service Vehicle
Parking/loading area
Drop-off Area

1,550 SF (not included in Total SF)

Program Summary

TOTAL NET: **14,840 SF**
TOTAL GROSS: **17,534 SF**
(NET +18%)



Program

CATEGORY		# COLLECTION/ LF SHELVING/ SEATS/ EQUIP	PROGRAM AREA	COMMENTS
ENTRANCE ZONE	Entrance			
	Vestibule			
	Security Gates			Prefer 2 single doors over double door
	People Counter			Located near door; need data connection
	Exterior Book Drop			Fire rated room with door, sprinkler, detection. Lockable; located within sight of front door
	Borrower's Desk			Located within sight of front door; adjacent to Staff Workroom
	Workstations	4	Workstations	Desktop computer; desensitizer; barcode scanner; receipt printer; lockable storage; phone (1 hard wired); cash drawer; panic button; front door release; Assistive hearing technology (T coil)
	Holds shelving	3		
	Pamphlet/flyer/bookmark display area			Built-in
	Storage			Space for book carts; tote bag; laptop cart
	Centrally Located Items			
	Holds shelving	15	If shelving	Near self-checkout
	MFP(multi function printer)	1		
	Red Kiosk	1		
	Print Release Computer	1		
	Self Checkout	1		
	Water Fountain w/ bottle filler	1		
	Friends Book Sale Shelves	9		
	Digital Signage	1		
	Exhibit Case	n/a		To display pieces from the special collection
	Digital Display for Collections	1		Digital Screen; Should be adjacent to Exhibit Case
	New Book Display	9	If shelving	Near borrower's desk and entrance
	SUBTOTAL		1200	

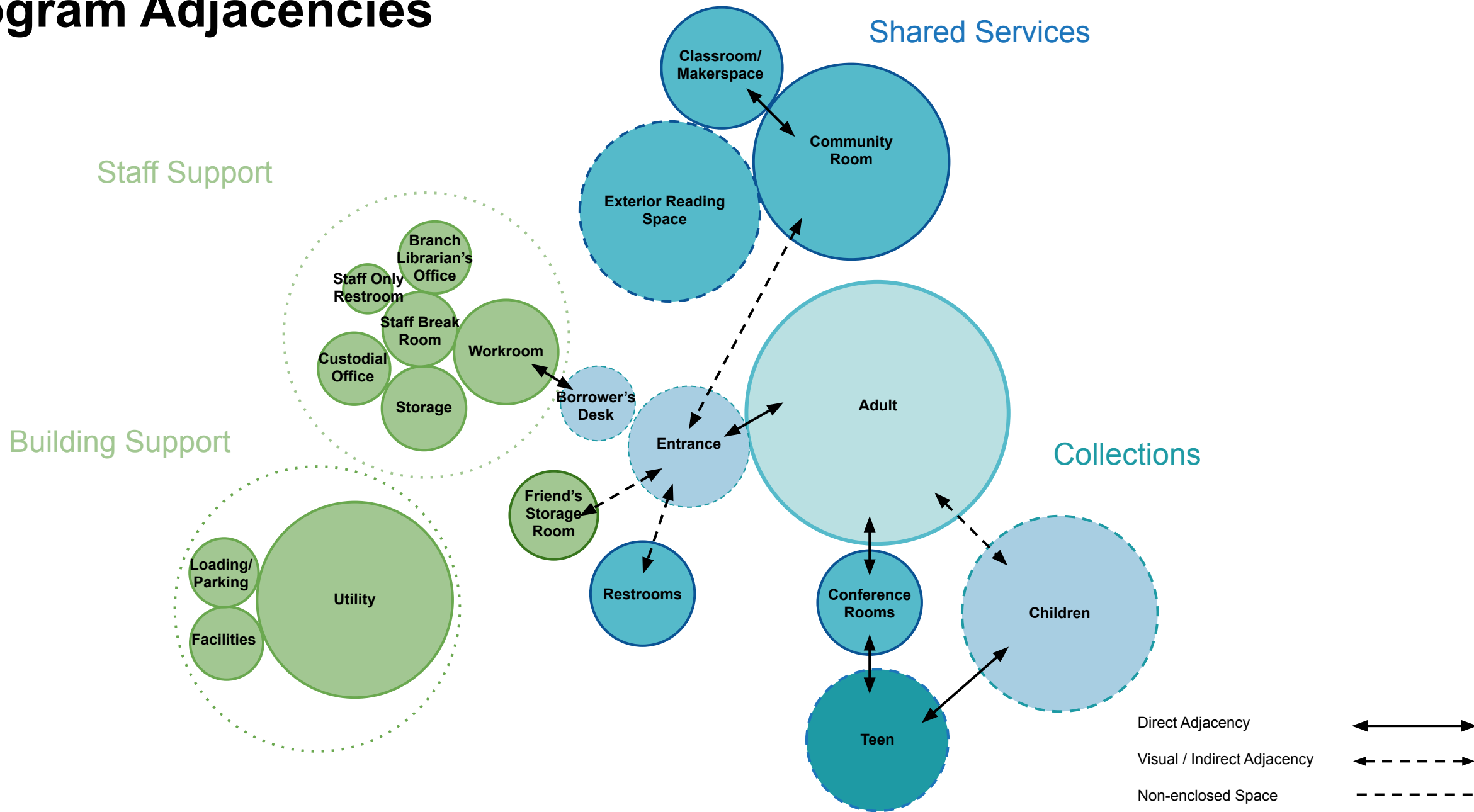
CATEGORY		# COLLECTION/ LF SHELVING/ SEATS/ EQUIP	PROGRAM AREA	COMMENTS
ADULT SECTION	Casual Seats	6		
	Chairs at Tables	14		
	Computers	8		
	15 Minute Computer	2		
	Reservation Computers	1		
	General Collection (Incl. World Language)	11,000	volumes	Recommended high from BPL
	General Collection Shelving	1,000	If shelving	11 vol/lf
	AV Collection	2500	volumes	Recommended high from BPL
	AV shelving	139 lf		18 vol/lf
	Catalogue Computer	1		
	Immigration Material Display			
SUBTOTAL			3150	
CHILDREN'S SECTION	Children's			
	Casual Seats	6		
	Chairs at Tables	10		
	Story time area/Early literacy area	6		Stools at story area
	Storage			Space for board book bins, craft supplies and holiday books
	Computers/AWE Computers	8		Stools for adult helpers at children's computers
	Reservation Computers	1		
	Catalogue Computer	1		
	Children's Service Point	1		
	Collection (Inc. World Language & Tweens)	13,000	volumes	Recommended high from BPL
	Shelving	1,000	If shelving	13 vol/lf. Coordinate structural bays
	Craft sink	1		Locate near tables. Standard Accessible sink height; paper towel dispenser; lockable storage cabinet
	Family Restroom	1		Standard accessible restroom fixtures
	Stroller Parking			Not a designated area but room between furniture to accommodate strollers
	Tweens			
	Casual Seats	4		
	Chairs at Tables	14		
SUBTOTAL			2500	
TEENS SECTION	Casual Seats	8		
	Chairs at Tables	4		
	Reservation Computers/Computers	4		
	Collection	2,500	volumes	Recommended high from BPL
	Shelving	192	If shelving	13 vol/lf. Coordinate structural bays
	Catalogue Computer	1		
SUBTOTAL			1000	

CATEGORY		# COLLECTION/ LF SHELVING/ SEATS/ EQUIP	PROGRAM AREA	COMMENTS
SHARED SERVICES	Community Room	100 seats	1,700	With aspects of blackbox theater; Theater lighting.
	AV closet	1		Enhanced AV
	Storage closet			Stackable chairs on dollies; folding tables with casters
	Counter with sink	1		Cabinets below; shelf above; Soap dispenser; paper towel dispenser
	Podium	1		Floor box; AV hook ups
	Screen, projector, speakers			
	Assistive hearing technology			T-coil, loop under finished floor
	People Counter			Located at door
	Picture Rail			
	Classroom/Maker Space	1	1,120	Ability to have theater rehearsals and fabricate sets & costumes. Recording capabilities. Test Floor plan provided
	Desktop Computers	3		
	Band saw and spray booth			Separate room with ventilation system
	Storage for sewing machines & laptops			Storage room for supplies and equipment. Minimum four 3' wide shelving units
	Mid Size Conference Room	6-8 seats per room	280	Test Floor plan provided
	Table with seats			AV hook ups in table
	Digital screen w/speakers	1		
	White Board	1		
	Small Conference/ Study Room	4 seats per room	400	Test Floor plan provided (100sf each)
	Table with seats	1		
	White Board			
	Men's Restroom	1	250	All walls to be tiled floor to ceiling; floor drain; accessible
	Fixtures	TBD		Area is based on three WC (single-user and two-fixture bathroom)
	Counter with sink			Hand dryer; Paper towel dispenser; Soap dispenser at each sink
	Trash			
	Baby Changing Table			
	Sharps bin			
	Women's Restroom	1	250	All walls to be tiled floor to ceiling; floor drain; accessible
	Fixtures	TBD		Area is based on three WC (single-user and two-fixture bathroom)
	Counter with sink			Hand dryer; Paper towel dispenser; Soap dispenser at each sink
	Trash			
	Baby Changing Table			
	Sharps bin			
	All Gender Restroom	1	60	All walls to be tiled floor to ceiling; floor drain
	Single Stall	TBD single user		One in addition to req'd fixtures in mens & womens
	Counter with sink			Hand dryer; Paper towel dispenser; Soap dispenser at each sink
	Trash			
	Baby Changing Table			
	Sharps bin			
	Hand dryer			
	SUBTOTAL		4,060	
Exterior Reading Space			1300	Will need lockable exterior power; No public data ports. Not included in Program SF.
Van/Service Vehicle Loading Area/Drop Off Area			250	Not included in Program SF.

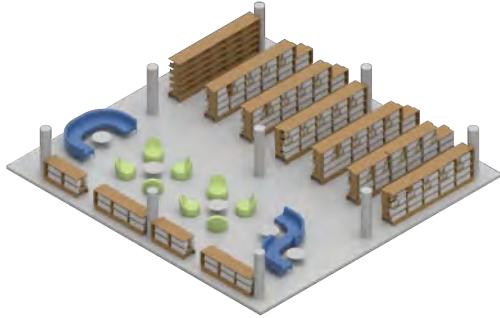
CATEGORY	# COLLECTION/ LF SHELVING/ SEATS/ EQUIP	PROGRAM AREA	COMMENTS
SUPPORT/SERVICE SPACES	Work Room	400	Directly adjacent to Borrower's Desk & to outside for deliveries of book to branch.
	Workstations	4 seats	Desktop computer; desensitizer; barcode scanner; receipt printer; phone; mobile pedestals
	Storage closet	1	Space for book carts; tote bag; laptop cart
	Shelving		
	Sink	1	
	Coat rack	1	
	Branch Librarian's Office	120	Located adjacent to public space; needs window or glass door for views out into the space
	Desk/Workstation	1 seats	Computer, phone, pedestal
	Table with seats		Seats up to 4
	Storage/Shelving		
	Staff Break Room	200	
	Fridge	1	Apartment sized
	Counter with sink	1	Soap dispenser; paper towel dispenser; space for microwave, coffee maker, toaster; overhead shelf
	Lockers	10	
	Table	1	
	Soft Seating		
	Phone	1	
	Staff Only Restroom	60	All walls to be tiled floor to ceiling; floor drain
	Single Stall	single user	
	Counter with sink		Paper towel dispenser; Soap dispenser at each sink
	Trash		
	Custodial Nook	150	Can be a part of Facilities Storage Room
	Desk/Workstation	1 seat	Computer & mobile pedestal
	Custodial Closet		Locate close to restrooms
	Mop sink		
	Cleaning supply storage		
	Storage Room	300	
	Storage for books, office supplies, craft supplies		
	Friend's Storage Room	120	Preferably located off of public space
	Shelving	19 LF	Built in
	Facilities Storage Room	200	
	Trash & Recycling Bins	2	64-gallon Toter bins; Mechanical ventilation
	Storage for snow blower, shovels, sand/salt, ladder/lift		Will need fire-rated room
	Utility Rooms		
	Server Room		100 Dedicated HVAC
	Mechanical Room		300 Potential to accommodate portion of mechanical equipment on roof
	Water room		100
	Emergency Electric		200
	Electric		200
	Vertical Circulation		
	Elevator		180
	Stairs		300
	SUBTOTAL	2,930	

SUBTOTAL PROGRAM AREA (SF)	14,840
ALLOWANCE FOR CIRCULATION (SF)	1,100
TOTAL, NET SF	15,940
TOTAL, GROSS SF (NET + 10%)	17,534

Program Adjacencies



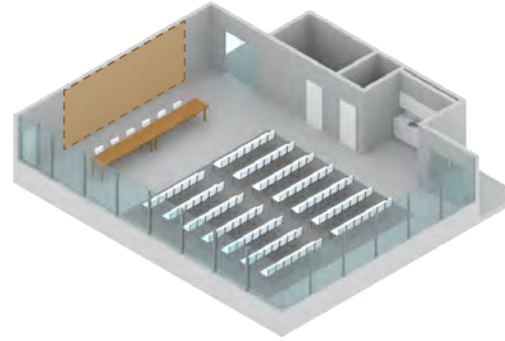
Program Building Blocks



Adult & Teens
Stacks + Seating



Children's Area



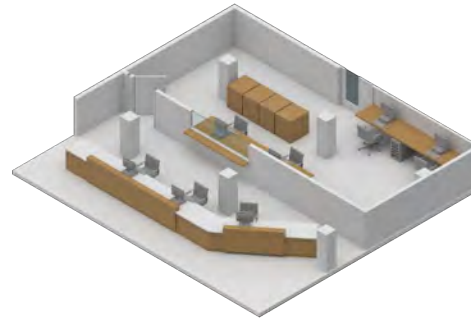
Community Room



Classroom/Makerspace



Workroom



Borrower Services/
Support Spaces



Outdoor Area

Entrance Zone

Entry Vestibule

Lobby

Borrower's Desk

Holds Shelving

Self Checkout Kiosk

Friends' Book Sale Shelves

Exhibit Case

Digital Display

New Book Display

Entrance Zone Total:
1,200 SF



Dudley Branch Library (2,000sf)



Adams Street Branch Library (1,100sf)

Entrance Zone

Area: 1,200 sf

Collection Size: TBD

User: Public

Function/Performance

- Main entrance and exit
- Centrally located Borrower's Desk with sight lines to Entrance and Adult Collection
- Located on the main floor

Fixtures/Furniture/Equipment

- 4 Workstations at Borrowers' Desk
- Exhibit case to display pieces from the special collection
- Digital display for special collection, adjacent to exhibit case
- New Book display near Borrower's Desk

Technical Requirements

- **Vestibule:** Entrance door on electronic eye or paddle
- **Entrance:** Two single doors; security gates and people counter with data connection
- **Exterior Book Drop:** fire rated room with door; sprinkler, detection; lockable; within sight of front door
- **Borrowers' Desk:** Desktop computer; desensitizer; barcode scanner; receipt printer; lockable storage; phone (1 hard wired); cash drawer; panic button; front door release; Assistive hearing technology (T coil); built-in pamphlet/flyer/bookmark display area; space for book carts, tote bag, laptop cart
- **Entrance:** Two single doors; security gates and people counter with data connection
- **Exterior Book Drop:** fire rated room with door; sprinkler, detection; lockable; within sight of front door
- **Borrowers' Desk:** Desktop computer; desensitizer; barcode scanner; receipt printer; lockable storage; phone (1 hard wired); cash drawer; panic button; front door release; assistive hearing technology (T coil); built-in pamphlet/flyer/bookmark display area; space for book carts, tote bag, laptop cart

Adult Section

Adult Seating Area

Adult Collection

11,000 volumes | 846 lf of shelving

Adult AV Collection

2,500 volumes | 139 lf of shelving

Immigration Material Display

Adult Computers

8 computers

2 15-min computers

1 reservation computer

1 catalogue computer

World Language Collection

Adult Section Total:

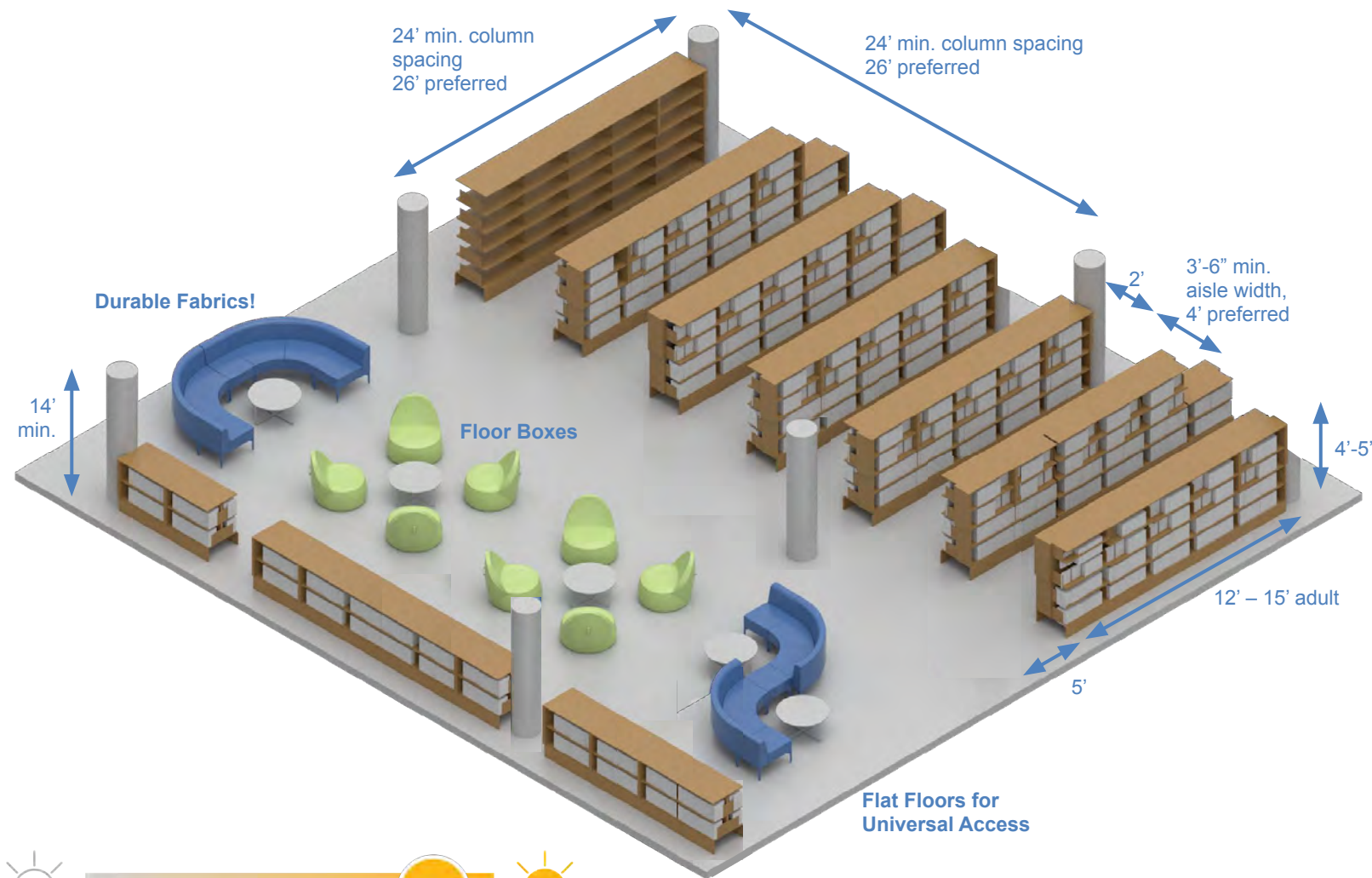
3,150 SF



East Boston Branch Library (3,000sf)



Adams Street Branch Library (3,100sf)



Adult Section

Area: 3,150 sf

User: Public

Collection Size: 11,000 volumes;
2,500 AV volumes

Function/Performance

- **Adult Reading Area** with comfortable seating options, display shelving for showcasing materials
- **Adult Collection** shelving
- Adult computers and co-working area
- Located on the main floor

Fixtures/Furniture/Equipment

- 1,000 lf of shelving for collection; 139 lf for AV collection
- 6 casual seats, 14 chairs at tables
- Computer stations: 8 computers; 2 15-minute computers; 1 reservation computer; 1 catalogue computer

Technical Requirements

- Daylight and street frontage with views in and out
- Power/data at tables and computer stations
- Power/data in floor boxes at casual seating
- Shelving based on 11 volumes/lf; 18 AV volumes/lf
- Ideal height of shelving: 4' max. (3 shelves + 10" base) for ideal sight lines
- Maximum height of shelving: 5' (4 shelves + 10" base) for minimum sight lines
- Perimeter shelving can be higher, but the bottom of the top shelf needs to be within accessible reach range (54" max.).

Children's Section

Children's Seating Area

Children's Collection

13,000 volumes | 1,000 lf of shelving

Story time area/ Early literacy area

Children's Computers

8 Computers/AWE Computers

1 Reservation computer

1 Catalogue computer

Children's Service Point

Craft sink

Tweens Seating Area

Family restroom

World Language Collection

Children's Section Total:
2,500 SF



East Boston Branch Library (2,270sf)



Adams Street Branch Library (3,000sf)



Children's Section

Area: 2,500 sf

User: Public

Collection Size: 13,000 volumes

Function/Performance

- **Children's Service Point** (shared with Teens)
- **Story Time / Early Literacy Area** with stools
- **Children's Collection** shelving
- **Children's computers**
- **Craft Area** with sink
- **Family Restroom**
- **Tweens Reading Area**
- Located on the main floor

Fixtures/Furniture/Equipment

- 1,000 lf of shelving for collection
- 6 casual seats, 10 chairs at tables
- Computer stations: 8 computers; 1 reservation computer; 1 catalogue computer

Technical Requirements

- Daylight and street frontage with views in and out
- Power/data at tables and computer stations
- Power/data in floor boxes at casual seating
- Shelving based on 13 volumes/lf
- Ideal height of shelving: 3' max. (2 shelves + base) for ideal sight lines
- Perimeter shelving can be higher than 3' (3 shelves + base)
- Space for stroller parking between furniture/shelving

Teens Section

Teens Seating Area

Teens Collection

2,500 volumes | 192 lf of shelving

Teens Computers

4 computers

1 catalogue computer

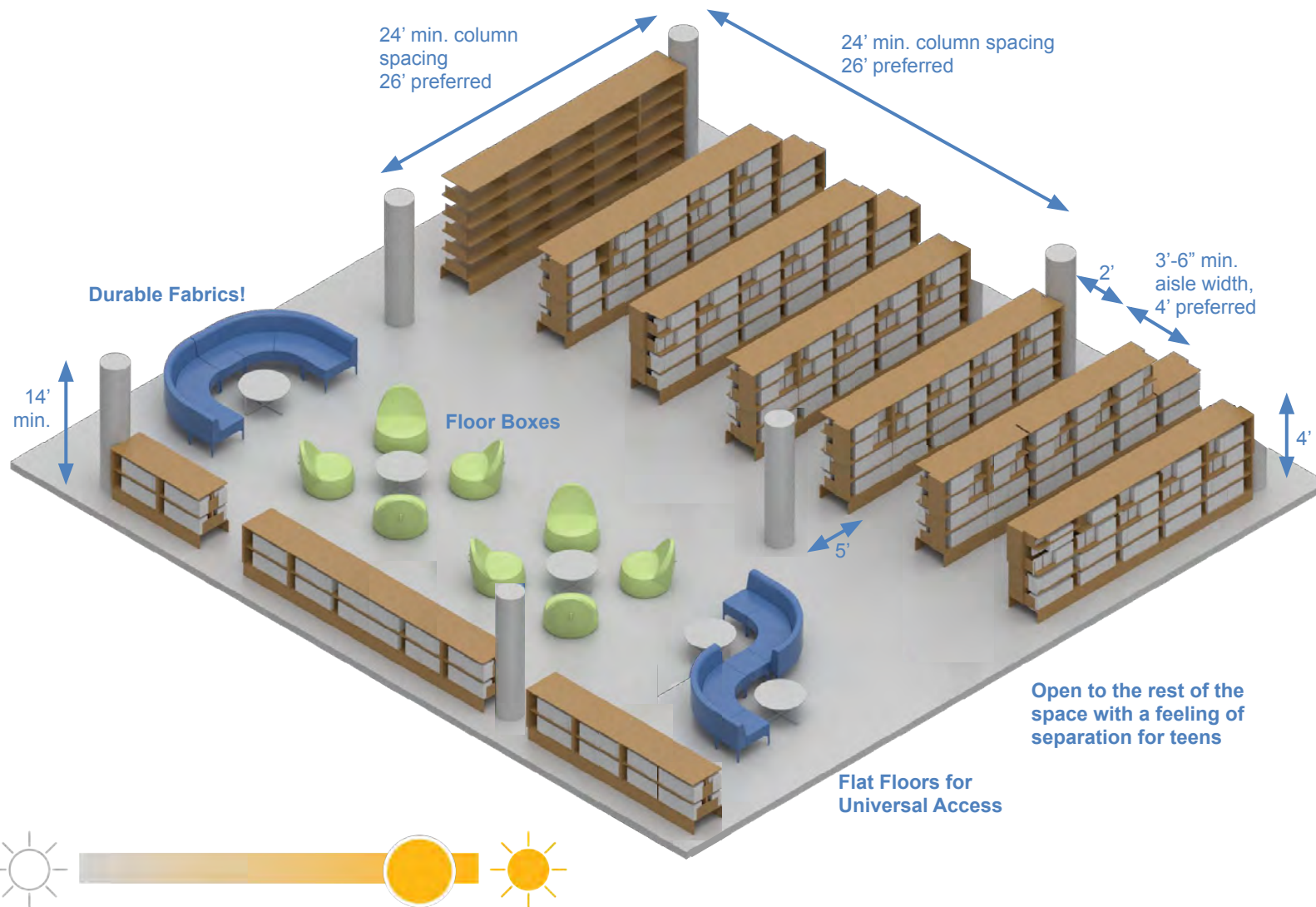
Teens Section Total:
1,000 SF



Mattapan Branch Library (approx 1,800 sf)



Adams Street Branch Library (1,535sf)



Teens Section

Area: 1,000 sf

User: Public

Collection Size: 2,500 volumes

Function/Performance

- **Teens Reading Area**
- **Teens Collection shelving**
- **Teens computers**
- Located on the main floor

Fixtures/Furniture/Equipment

- 192 lf of shelving for collection
- 8 casual seats, 4 chairs at tables
- Computer stations: 4 computers/reservation computers; 1 catalogue computer

Technical Requirements

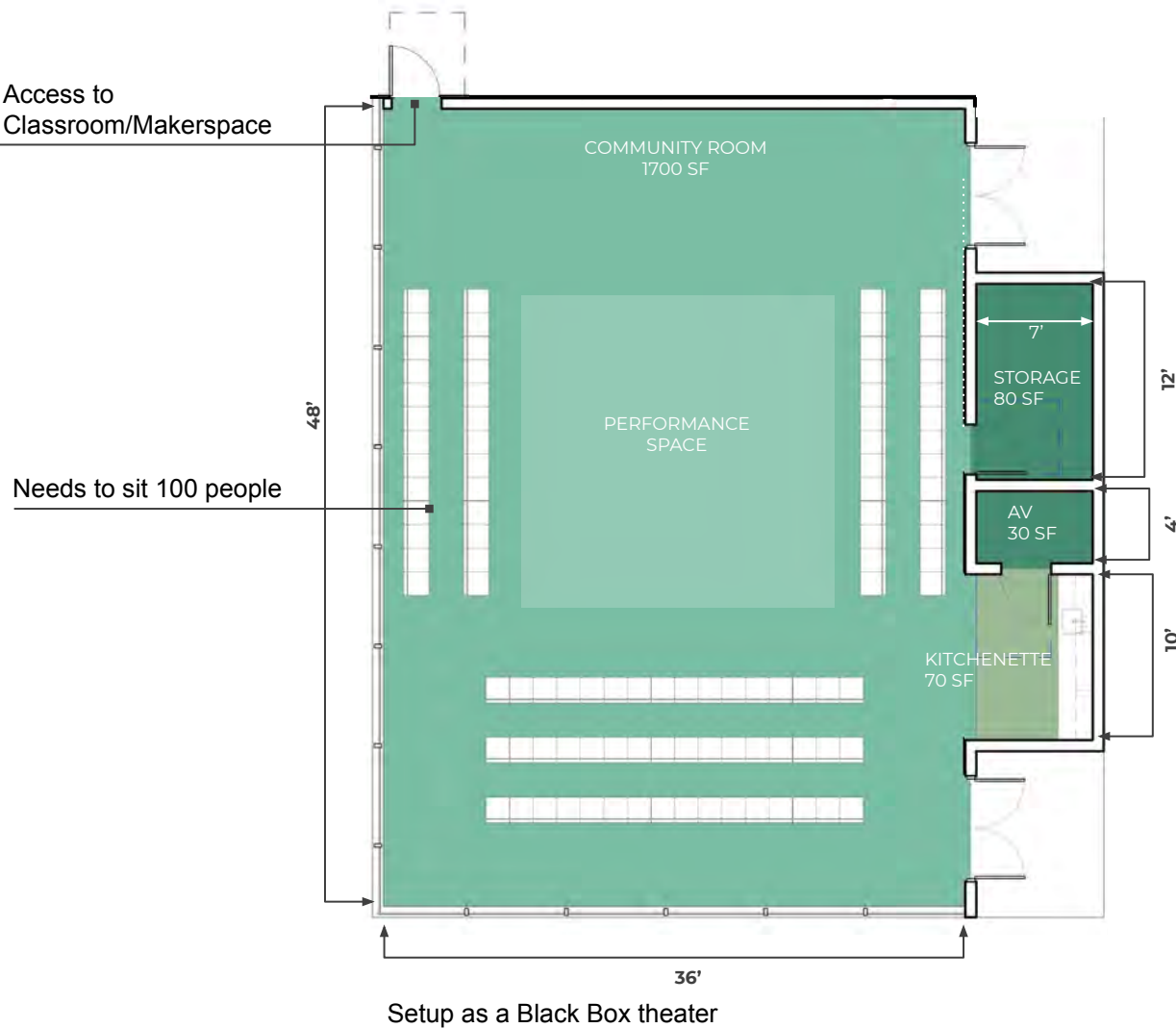
- Daylight with views from Children's/Teen Librarian
- Power/data at tables and computer stations
- Power/data in floor boxes at casual seating
- Shelving based on 13 volumes/lf
- Ideal height of shelving: 4' max. (3 shelves + 10" base) for ideal sight lines
- Open to the rest of the space but with a feeling of separation for teens

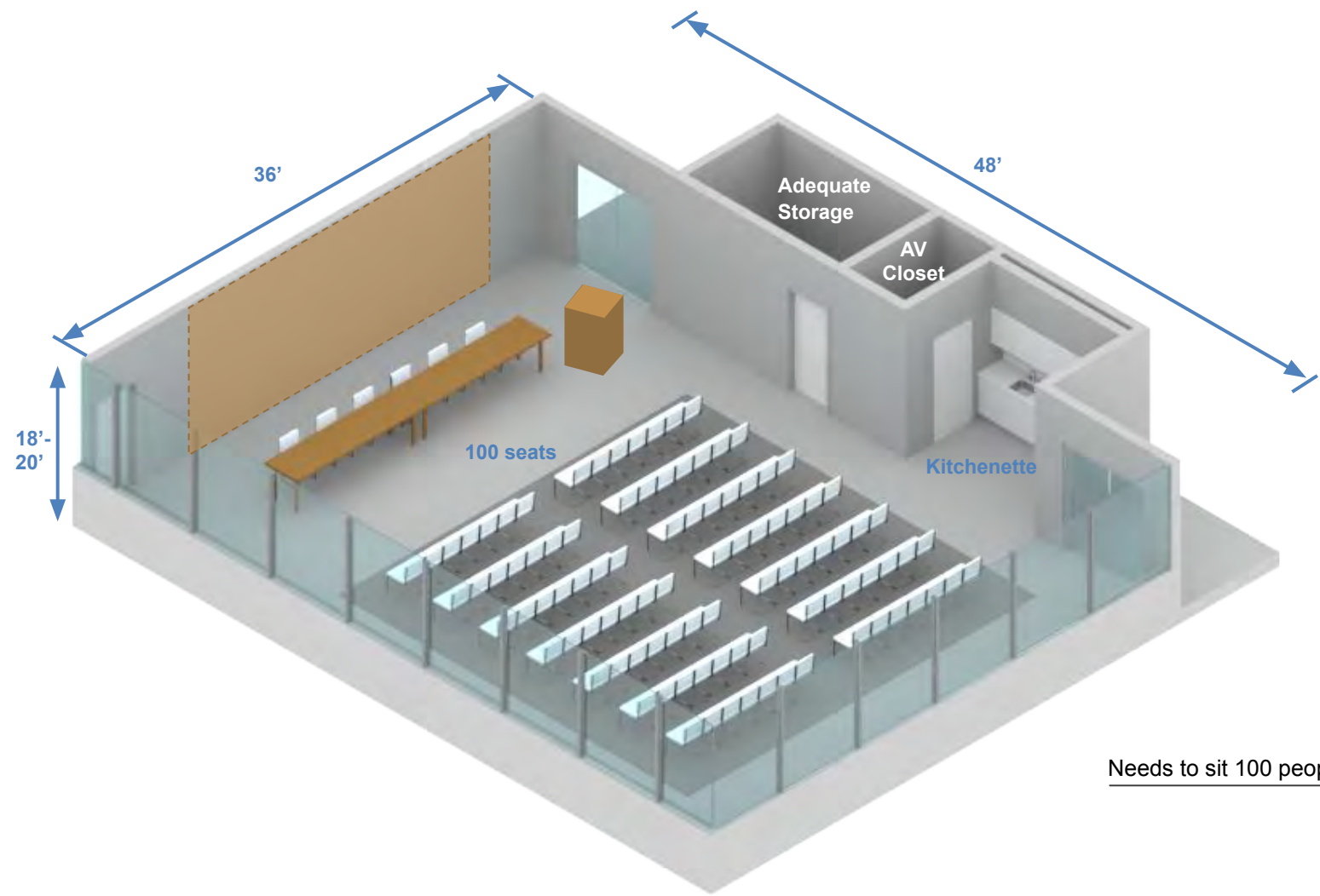


Community Room

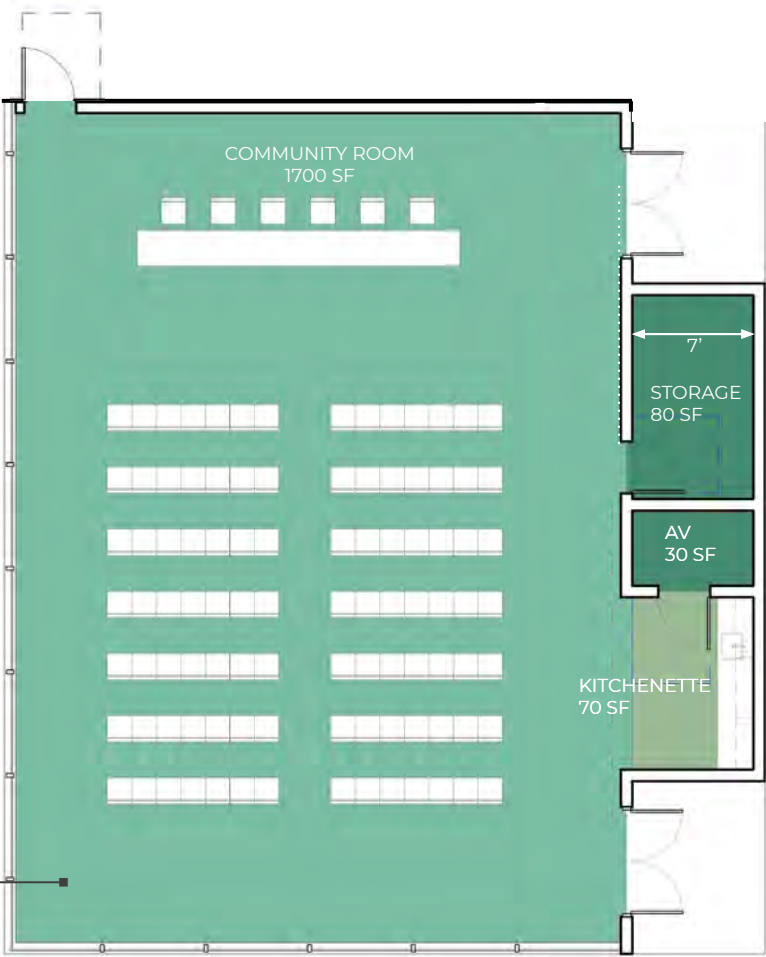
100-seat Community Room

- Theater lighting
- Enhanced AV
- Storage closet for stackable chairs & folding tables
- Counter with sink
- Podium
- Screen, projector, speakers
- Assistive hearing technology
- People counter at door
- Picture rail





Community Room 1,700 SF



Needs to sit 100 people

Setup as a lecture / presentation



Community Room

Area: 1,700 sf

Occupancy: 100 seats

User: Public

Function/Performance

- **Community Room** with 100 seats
- **Black Box Theater** capabilities
- **Storage, AV Closet, and Kitchenette**
- Can be located on the second floor

Fixtures/Furniture/Equipment

- 100 stackable chairs
- Folding tables with casters
- Moveable podium
- Screen, projector, speakers

Technical Requirements

- 100 seats for lecture-style setup
- Access to Classroom/Makerspace near performance space
- Daylight with blackout shades
- Enhanced AV and theater lighting
- Floor box with AV hookups for podium
- Assistive hearing technology (t-coil, loop under floor)
- People counter at door
- 2 means of egress
- Picture rail

Classroom/Makerspace

Classroom/ Makerspace

Ability to have theater rehearsals

Ability to fabricate sets and costumes

Desktop computers for editing film, graphic design, animation

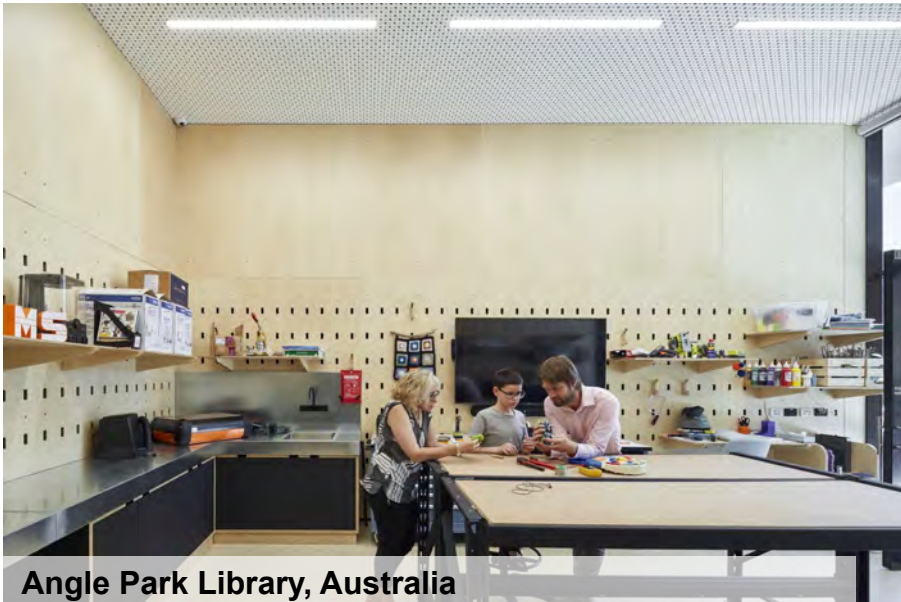
Ability to have computer classes on laptops

Equipment to accommodate:

Spray booth and band saw (req. separate room with ventilation)

Sewing machines

Storage for supplies



Angle Park Library, Australia

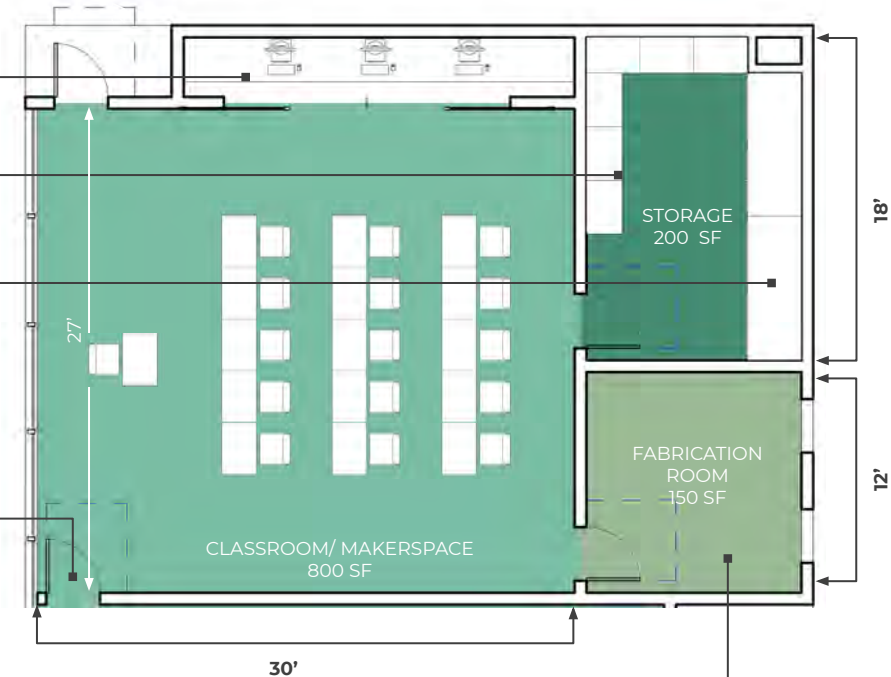
Lockable desktop computers

Min: Four 3ft wide shelving units

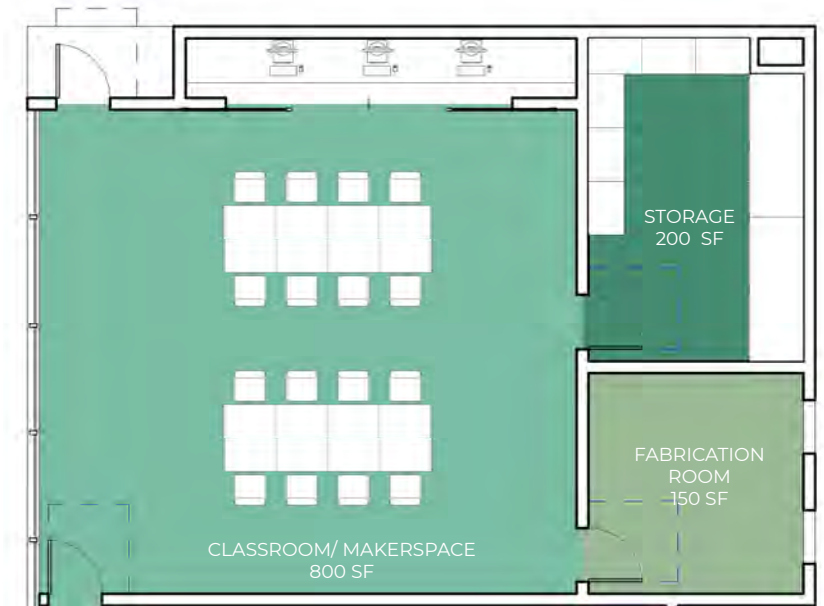
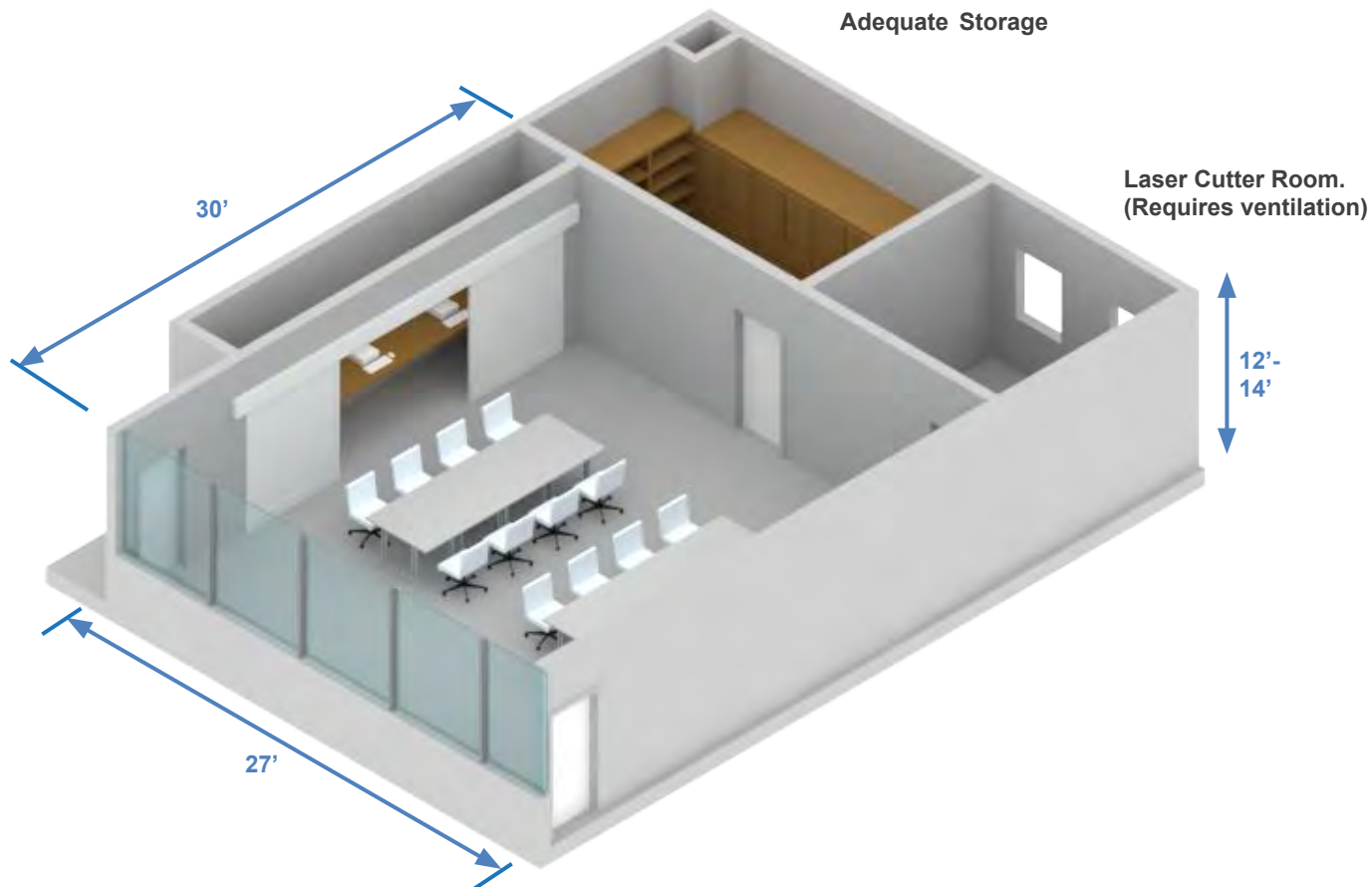
Storage for sewing machines

Access to Community Room

Needs separate room w/ ventilation



Classroom/Makerspace 1,120 SF



Alternative configuration for makerspace



Classroom / Makerspace

Area: 1,120 sf

Occupancy: 15-16 seats

User: Public

Function/Performance

- **Classroom**
- **Makerspace** to fabricate sets and costumes
- **Theater Rehearsal Room**
- **Green Room / Back of House** for Community Room
- **Fabrication Room**
- **Digital Lab**
- **Storage Room**
- Can be located on the second floor

Fixtures/Furniture/Equipment

- 20 stackable chairs
- Folding tables on casters
- One wall with mirrors
- **Digital Lab:** 3 computer stations behind moveable lockable partition
- **Fabrication Room:** Spray booth and band saw

Technical Requirements

- Adjacent to Community Room
- Daylight
- Recording capabilities
- **Digital Lab:** 3 computer stations with power and data
- **Fabrication Room:** power and data; separate ventilation system
- **Storage Room:** storage room for sewing machines, laptops, and equipment; min. four 3' side shelves; space to store stacking chairs and folding tables

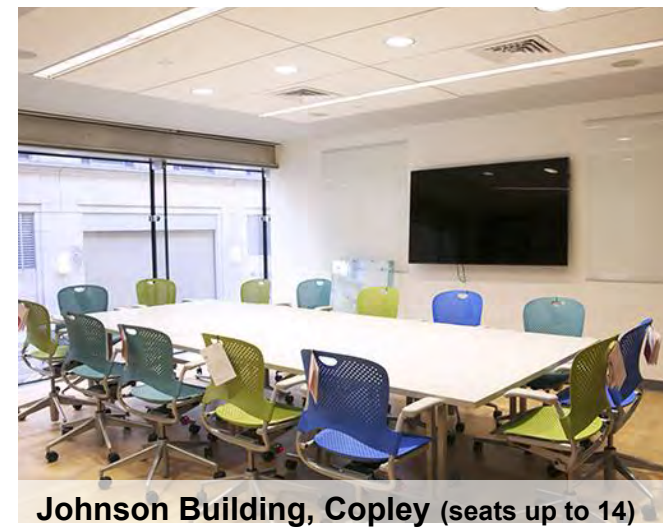
Shared Spaces

- (1) Mid Size Conference room
 - Table w/ seating for 6-10
 - Digital screen w/ speakers
 - White board
 - AV hookups in table

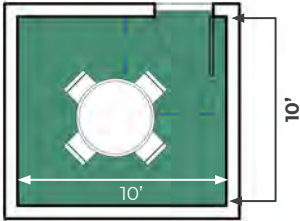
Men's restroom
Women's restroom
All Gender restroom

- (4) Small Conference/ Study Rooms
 - Table with seating for 4
 - White board
 - AV hookups

Shared Spaces Total:
4,060 sf

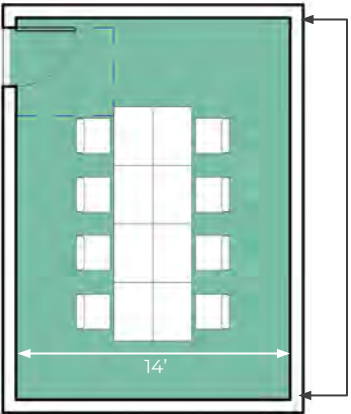


Small Meeting/
Study Room
100 SF

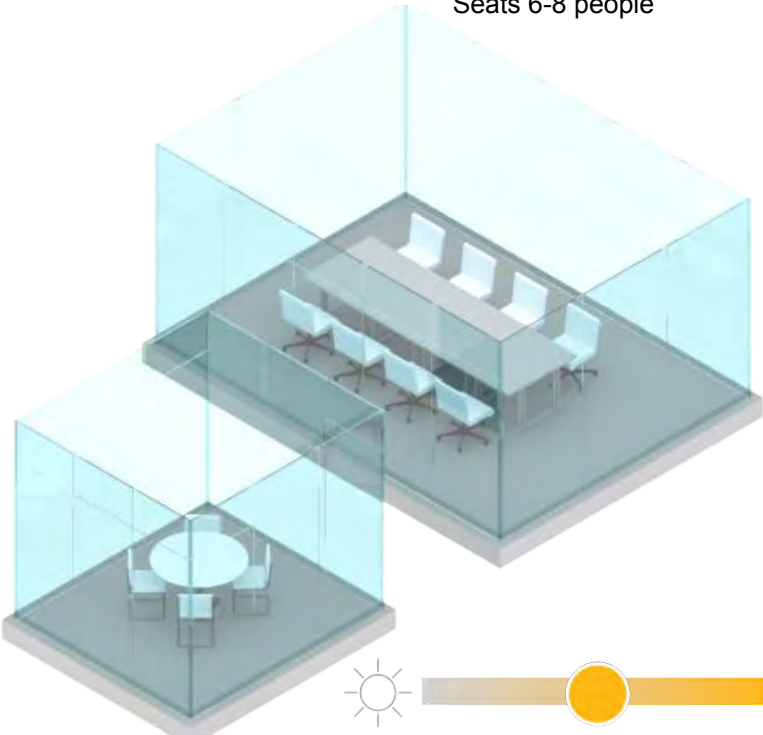


Seats 4 people

Mid-sized Meeting Room
280 SF



Seats 6-8 people



Conference / Study Rooms

Area: Medium: 280 sf each; Small: 100 sf each

User: Public

Occupancy: Medium: 6-8 seats
Small: 4 seats

Function/Performance

- **Meeting / study rooms**
- At least one room should have adjacency to Adult Section
- Can be located on the second floor

Fixtures/Furniture/Equipment

- Medium: table with AV hookups and 8 chairs
- Small: table and 4 chairs

Technical Requirements

- Power, data, telephone
- **Medium:** digital screen with speakers; white board; AV hookups in table
- **Small:** white board

Support/Service Spaces

Branch Librarian's Office

Staff Break Room

Staff Restroom

Staff Workroom

(directly adjacent to Borrower's Desk and to outside for deliveries of book to branch)

4 Workstations

Space for

Book carts

Book tote bags

Laptop cart

Shelving

1 Sink

1 Coat rack

Custodial Closet

Custodian Nook

Desk with computer & mobile pedestal file

Storage Room

Friend's Storage Room

Facilities Storage Room

Utility Rooms

Server Room (Dedicated HVAC)

Mechanical Room

Utility Rooms (Water Room, Electric Room)

Emergency Electric Room (backup inverter)

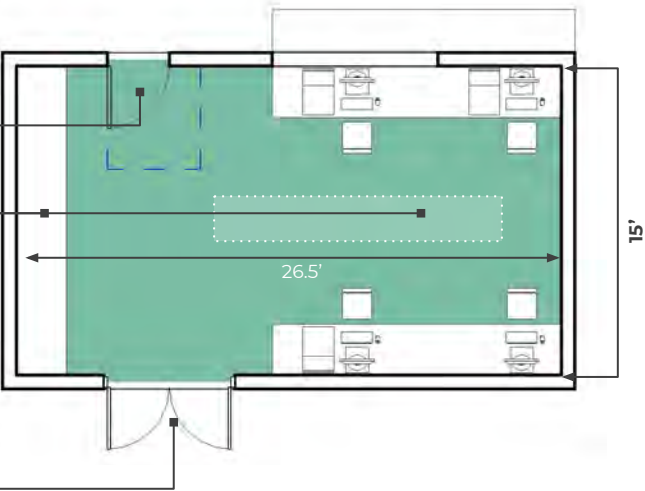
Support/Service Spaces Total
2,930 sf

Staff Workroom
400 SF

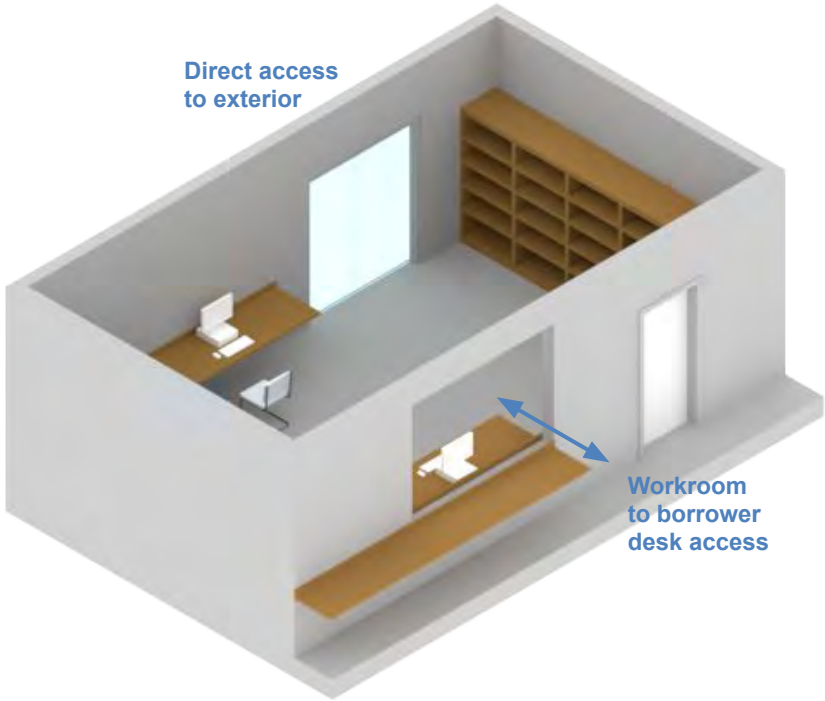
Directly adjacent to Borrower's Desk

Area for book carts, laptop cart, & storage

Access to outside for deliveries of books



Direct access to exterior



Workroom to borrower desk access



Branch Librarian's Office

Area: 120 sf

User: Staff

Occupancy: One

Function/Performance

- **Office for Branch Librarian**
- Located adjacent to public space

Fixtures/Furniture/Equipment

- Desk
- Computer, phone, pedestal file

Technical Requirements

- Power, data, telephone
- Window or glass door for views out into the space
- Must be off of public space

Staff Break Room

Area: 200 sf

User: Staff

Occupancy: 10

Function/Performance

- Break room and kitchenette for staff
- Can be located on the second floor

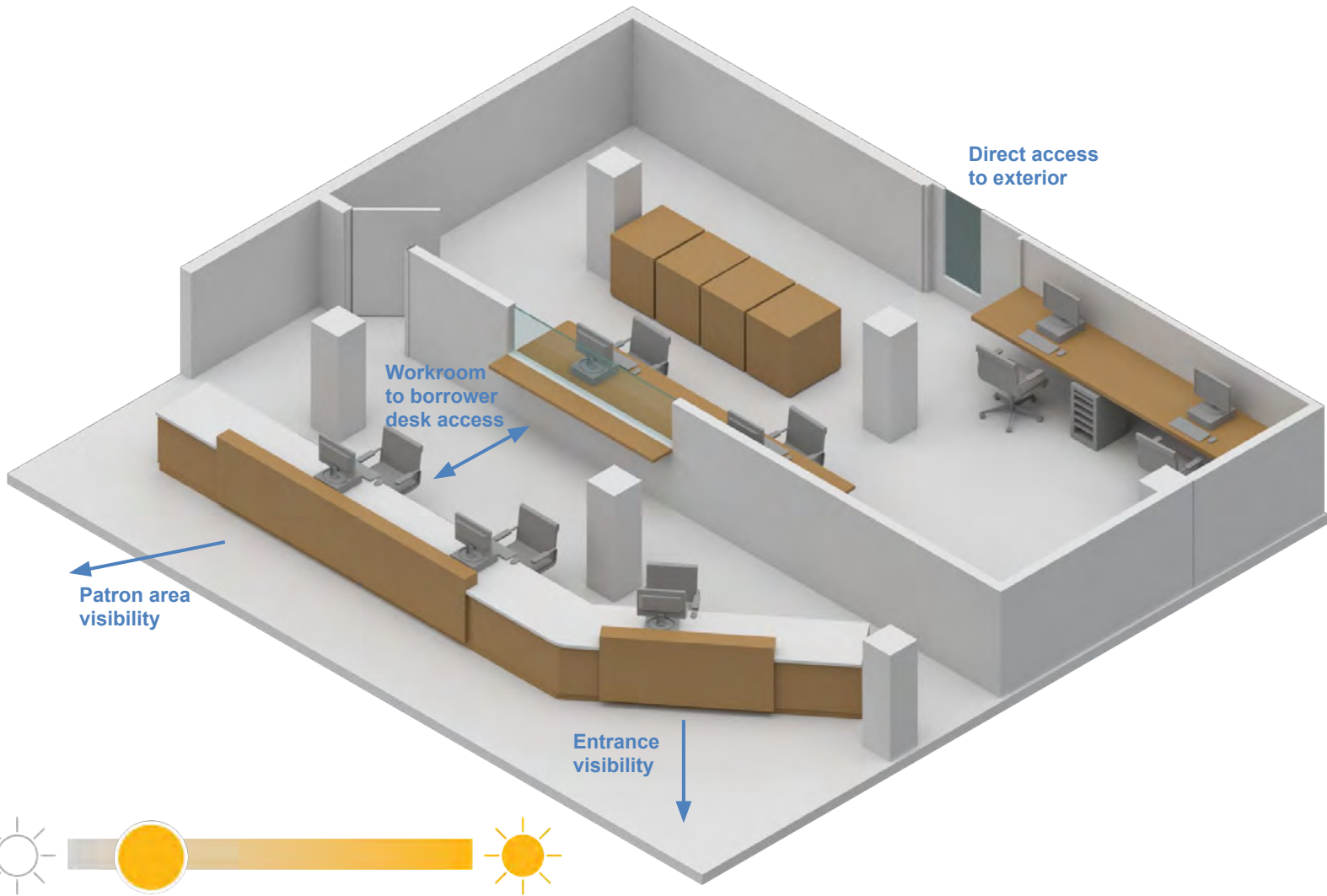
Fixtures/Furniture/Equipment

- | | |
|--|----------------------|
| • Apartment-sized refrigerator/freezer | • Table and 4 chairs |
| • Counter space for microwave, coffee maker, toaster | • Soft seating |
| • Sink with soap dispenser and paper towel dispenser | • Phone |
| • Overhead shelf | |
| • 10 lockers | |

Technical Requirements

- Power, data, telephone
- Daylight

Borrower Services / Workroom



Staff Workroom

Area: 400 sf

Occupancy: 4

User: Staff

Function/Performance

- Staff workroom for 4 staff
- Directly adjacent to **Borrowers' Desk**
- Adjacent to outside for deliveries of book to branch

Fixtures/Furniture/Equipment

- 4 Workstations
- Sink for handwashing
- Coat rack

Technical Requirements

- 4 Workstations: Desktop computer; desensitizer; barcode scanner; receipt printer; phone; mobile pedestal file
- Space for book carts, tote bag, laptop cart