## Program Summary

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENTRANCE ZONE</strong></td>
<td>Entry Vestibule, Lobby, Borrower’s Desk, Holds Shelving, Self Checkout Kiosk, Friends’ Book Sale Shelves, Exhibit Case, Digital Display, New Book Display</td>
</tr>
<tr>
<td><strong>ADULT SECTION</strong></td>
<td>Adult Seating Area, Adult Collection, Adult AV Collection, Adult Computers, Immigration Material Display, World Language Collection</td>
</tr>
<tr>
<td><strong>CHILDREN’S SECTION</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>TEENS SECTION</strong></td>
<td>Teens Seating Area, Teens Collection, Teens Computers</td>
</tr>
<tr>
<td><strong>SHARED SERVICES</strong></td>
<td>Community Room, Classroom/Makerspace, Mid size Conference Room, Small Conference Room, Men’s restroom, Women’s restroom, All Gender restroom</td>
</tr>
<tr>
<td><strong>SUPPORT/SERVICE SPACES</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>EXTERIOR SPACES</strong></td>
<td>Exterior Reading Space, Van/Service Vehicle, Parking/loading area, Drop-off Area</td>
</tr>
</tbody>
</table>

**TOTAL NET:** 14,840 SF

**TOTAL GROSS:** 17,534 SF

**TEENS SECTION:** 1,000 SF

**SHARED SERVICES:** 4,060 SF

**SUPPORT/SERVICE SPACES:** 2,930 SF

**EXTERIOR SPACES:** 1,550 SF (not included in Total SF)
Program Summary

<table>
<thead>
<tr>
<th>Section</th>
<th>ENTRANCE ZONE</th>
<th>ADULT SECTION</th>
<th>CHILDREN’S SECTION</th>
<th>TEENS SECTION</th>
<th>SHARED SERVICES</th>
<th>SUPPORT/SERVICE SPACES</th>
<th>EXTERIOR SPACES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NET:</td>
<td>1,200 SF</td>
<td>3,150 SF</td>
<td>2,500 SF</td>
<td>1,000 SF</td>
<td>4,060 SF</td>
<td>2,930 SF</td>
<td>1,550 SF</td>
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<tr>
<td>TOTAL GROSS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(NET +18%)</td>
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</table>

TOTAL NET: 14,840 SF
TOTAL GROSS: 17,534 SF
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th># COLLECTION/ LF SHELVING/ SEATS/ EQUIP</th>
<th>PROGRAM AREA</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vestibule</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Security Gates</td>
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<tr>
<td>Circulation Desk</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Exterior Book Drop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrower's Desk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workstations</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holds shelving</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porcelain/ivory bookmark display area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centrally Located Items</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Holds shelving</td>
<td>1</td>
<td></td>
<td>Near self/checkout</td>
</tr>
<tr>
<td>MF/RF (multi-function printer)</td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>Wii Kiosk</td>
<td>1</td>
<td></td>
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</tr>
<tr>
<td>Print Release Computer</td>
<td>1</td>
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</tr>
<tr>
<td>Self Checkout</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Fountain / bottle filler</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friends Book Sale Shelves</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Storage</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit Case</td>
<td>1</td>
<td></td>
<td>To display pieces from the special collection</td>
</tr>
<tr>
<td>Digital Display for Collections</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Book Display</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>SUBTOTAL</td>
<td></td>
<td>1200</td>
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<tr>
<td>CATEGORY</td>
<td># COLLECTION/ LF SHELVING/ SEATS/ EQUIP</td>
<td>PROGRAM AREA</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>ADULT SECTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual Seats</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs at Tables</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV MINutes Computer</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reservation Computers</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Collection (Incl. World Language)</td>
<td>11,000 volumes</td>
<td>Recommended high from BPL</td>
<td></td>
</tr>
<tr>
<td>General Collection Shelves</td>
<td>1,000 if shelving</td>
<td>11 v/lf</td>
<td></td>
</tr>
<tr>
<td>AV Collection</td>
<td>250 volumes</td>
<td>Recommended high from BPL</td>
<td></td>
</tr>
<tr>
<td>AV shelving</td>
<td>198 lf</td>
<td>18 v/lf</td>
<td></td>
</tr>
<tr>
<td>Catalogue Computer</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immigration Molten Display</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>3150</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CHILDREN'S SECTION |                                        |              |          |
| Casual Seats       | 8                                      |              |          |
| Chairs at Tables   | 10                                     |              |          |
| Story time/mixed/early literacy area | 15                      | Seats in story area |          |
| Storage            | 15                                     | Space for board games, craft supplies and holiday boxes |          |
| Computers/AWE Computers | 8                               | Seats for adults at children's computers |          |
| Reservation Computers | 1                                 |              |          |
| Catalogue Computer | 1                                      |              |          |
| Children's Service Point | 1                           |              |          |
| Collection (Incl. World Language & Tweens) | 13,000 volumes | Recommended high from BPL |          |
| Shelving           | 1,000 if shelving                    | 13 v/lf      |          |
| Craft area         | 1                                      | Locally areas: Standard Accessible sink height, paper towel dispenser, lockable storage cabinet |          |
| Family Restroom    | 1                                      | Standard accessible restroom fixtures |          |
| Stroller Parking   | 1                                      |              |          |
| Tweens             |                                        | Not a designated area but room between furniture to accommodate stroller |          |
| **SUBTOTAL**       | **3500**                               |              |          |

<p>| TEENS SECTION      |                                        |              |          |
| Casual Seats       | 8                                      |              |          |
| Chairs at Tables   | 14                                     |              |          |
| Reservation Computers/Computers | 4                         |              |          |
| Collection         | 2,580 volumes                          | Recommended high from BPL |          |
| Shelving           | 152 if shelving                        | 13 v/lf      |          |
| Catalogue Computer | 1                                      |              |          |
| <strong>SUBTOTAL</strong>       | <strong>1000</strong>                               |              |          |</p>
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th># COLLECTION/ LF SHELVING/ SEATS/ EQUIP</th>
<th>PROGRAM AREA</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Room</td>
<td>190 seats</td>
<td>1,700 (With aspects of blackbox theater, theater lighting, AV closet, Storage closet, Countertop sink, Podium, Sound projector, speakers, Assistive listening technology, People counter, Picture rail)</td>
<td>1 AV closet, Storage closet, Countertop sink, Podium, Sound projector, speakers, Assistive listening technology, People counter, Picture rail</td>
</tr>
<tr>
<td>Classroom/Room Space</td>
<td>1,120</td>
<td>1,120 (Ability to have theater unresearched and fabricate sets &amp; costumes. Recording capabilities, Festive floor plan modeled)</td>
<td></td>
</tr>
<tr>
<td>Mid Size Conference Room</td>
<td>20 seats per room</td>
<td>20 seats per room</td>
<td>AV hook ups at table, Separate room with ventilation system, Storage room for supplies and equipment. Minimum four 3' wide shelving units</td>
</tr>
<tr>
<td>Small Conference/Study Room</td>
<td>4 seats per room</td>
<td>4 seats per room</td>
<td>Test floor plan provided (100% each)</td>
</tr>
<tr>
<td>Men's Restroom</td>
<td>1</td>
<td>250</td>
<td>All walls to be tiled floor to ceiling, floor drain, accessible, Fixtures, Counter with sink, Trash, Baby Changing Table, Shelves bin</td>
</tr>
<tr>
<td>Women's Restroom</td>
<td>1</td>
<td>250</td>
<td>All walls to be tiled floor to ceiling, floor drain, accessible, Fixtures, Counter with sink, Trash, Baby Changing Table, Shelves bin</td>
</tr>
<tr>
<td>All Gender Restroom</td>
<td>1</td>
<td>50</td>
<td>All walls to be tiled floor to ceiling, floor drain, Fixtures, Counter with sink, Trash, Baby Changing Table, Shelves bin, Hand dryer</td>
</tr>
<tr>
<td>SURTOTAL</td>
<td></td>
<td></td>
<td>4,060</td>
</tr>
<tr>
<td>Exterior Reading Space</td>
<td>1,360</td>
<td>1,360 (Will need lockable exterior power. No public data ports. Not included in Program SF)</td>
<td></td>
</tr>
<tr>
<td>Van/ServiceVehicle Loading Area/Drop Off Area</td>
<td>250</td>
<td>250 (Not included in Program SF)</td>
<td></td>
</tr>
<tr>
<td>CATEGORY</td>
<td># COLLECTION/ LF SHELVING/ SEATS/ EQUIP</td>
<td>PROGRAM AREA</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>Work Room</td>
<td>Workstations 4 seats</td>
<td>400</td>
<td>Directly adjacent to borrower’s desk &amp; to outside for deliveries of book to branch.</td>
</tr>
<tr>
<td>Storage closet</td>
<td>Shelving</td>
<td>1</td>
<td>Desktop computer, desensitizer, barcode scanner, receipt printer, phone, mobile pedestals</td>
</tr>
<tr>
<td>Sink</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Coat rack</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Branch Librarian’s Office</td>
<td>Desk/Workstation 1 seats</td>
<td>120</td>
<td>Located adjacent to public space; needs window or glass door for views out into the space</td>
</tr>
<tr>
<td>Table with seats</td>
<td></td>
<td></td>
<td>Seats up to 4</td>
</tr>
<tr>
<td>Storage/Shelving</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Staff Break Room</td>
<td>Fridge</td>
<td>200</td>
<td>Apartment sized</td>
</tr>
<tr>
<td>Counter with sink</td>
<td>Lockers</td>
<td>1</td>
<td>Soap dispenser, paper towel dispenser, space for microwave, coffee maker, toaster, overhead shelf</td>
</tr>
<tr>
<td>Table</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Soft Seating</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Staff Only Restroom</td>
<td>Single Stall</td>
<td>60</td>
<td>All walls to be tiled floor to ceiling; floor drain</td>
</tr>
<tr>
<td>Counter with sink</td>
<td>Trash</td>
<td></td>
<td>Paper towel dispenser, Soap dispenser at each sink</td>
</tr>
<tr>
<td>Custodial Nook</td>
<td></td>
<td>150</td>
<td>Can be a part of Facilities Storage Room</td>
</tr>
<tr>
<td>Custodial Closet</td>
<td>Desk/Workstation 1 seat</td>
<td></td>
<td>Computer &amp; mobile pedestal</td>
</tr>
<tr>
<td>Map sink</td>
<td>Cleaning supply storage</td>
<td></td>
<td>Locate close to restrooms</td>
</tr>
<tr>
<td>Storage Room</td>
<td>Storage for books, office supplies, craft supplies</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Friend’s Storage Room</td>
<td>Shelving</td>
<td>19 LF</td>
<td>Preferably located off of public space</td>
</tr>
<tr>
<td>Facilities Storage Room</td>
<td>Trash &amp; Recycling Bins</td>
<td>200</td>
<td>64-gallon Toter bins, Mechanical ventilation</td>
</tr>
<tr>
<td>Storage for snow blower, shovels, sand, salt, ladder/lift</td>
<td></td>
<td>2</td>
<td>Will need fire rated room</td>
</tr>
<tr>
<td>Utility Rooms</td>
<td>Server Room</td>
<td></td>
<td>Dedicated HVAC</td>
</tr>
<tr>
<td>Mechanical Room</td>
<td>Water room</td>
<td>190</td>
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</tr>
<tr>
<td>Emergency Electric</td>
<td>Electric</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Vertical Circulation</td>
<td>Elevator</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stairs</td>
<td>300</td>
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<tr>
<td>SUBTOTAL</td>
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</tr>
</tbody>
</table>

| 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

Staff Support
- Branch Librarian's Office
- Staff Only Restroom
- Staff Break Room
- Custodial Office
- Storage
- Workroom
- Borrower's Desk
- Friend's Storage Room

Building Support
- Utility
- Loading/Parking
- Facilities

Shared Services
- Exterior Reading Space
- Conference Rooms
- Restrooms
- Conference/ Makerspace
- Community Room

Collections
- Children
- Teen
- Adult

Direct Adjacency
Visual / Indirect Adjacency
Non-enclosed Space
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

**User:** Public

**Collection Size:** TBD

**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
Upham’s Corner Branch Library Programming Study | January 2020

Durable Fabrics!

Floor Boxes

Flat Floors for Universal Access

24’ min. column spacing
26’ preferred

24’ min. column spacing
26’ preferred

3’-6” min. aisle width,
4’ preferred

14’ min.

12’ – 15’ adult

5’

5’
## Adult Section

<table>
<thead>
<tr>
<th>Area:</th>
<th>3,150 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>Public</td>
</tr>
</tbody>
</table>

### 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
### Children’s Section

<table>
<thead>
<tr>
<th>Area</th>
<th>2,500 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Public</td>
</tr>
<tr>
<td>Collection Size</td>
<td>13,000 volumes</td>
</tr>
</tbody>
</table>

#### 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
- 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
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

Setup as a Black Box theater
Community Room
1,700 SF

Setup as a lecture / presentation

Needs to sit 100 people

100 seats

Adequate Storage

AV Closet

Kitchenette

Kitchenette 70 SF

AV 30 SF

STORAGE 80 SF

COMMUNITY ROOM 1700 SF

36’

48’

18’- 20’

100 seats
### Community Room

<table>
<thead>
<tr>
<th>Area:</th>
<th>1,700 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>Public</td>
</tr>
<tr>
<td>Occupancy:</td>
<td>100 seats</td>
</tr>
</tbody>
</table>

#### 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

Classroom/Makerspace

Lockable desktop computers
Min: Four 3ft wide shelving units
Storage for sewing machines
Access to Community Room
Needs separate room w/ ventilation

Upham's Corner Branch Library Programming Study | January 2020
Classroom/Makerspace
1,120 SF

Adequate Storage

Laser Cutter Room.
(Requires ventilation)

Alternative configuration for makerspace
**Classroom / Makerspace**

<table>
<thead>
<tr>
<th>Area:</th>
<th>1,120 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>Public</td>
</tr>
<tr>
<td>Occupancy:</td>
<td>15-16 seats</td>
</tr>
</tbody>
</table>

**Function/Performance**

- Classroom
- Makerspace to fabricate sets and costumes
- Theater Rehearsal Room
- Green Room / Back of House for Community Room
- Digital Lab: 3 computer stations behind moveable lockable partition
- Fabrication Room: Spray booth and band saw
- 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 with power and data
- Fabrication Room: Spray booth and band saw
- Storage Room: storage room for sewing machines, laptops, and equipment; min. four 3’ side shelves; space to store stacking chairs and folding tables

**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

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

Shared Spaces Total:
4,060 sf

Men’s restroom
Women’s restroom
All Gender restroom

Small Meeting/ Study Room
100 SF

Mid-sized Meeting Room
280 SF

Sample Small Meeting Space (seats 6)

Johnson Building, Copley (seats up to 14)
## Conference / Study Rooms

<table>
<thead>
<tr>
<th>Area:</th>
<th>User:</th>
<th>Function/Performance</th>
<th>Fixtures/Furniture/Equipment</th>
<th>Technical Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium: 280 sf each; Small: 100 sf each</td>
<td>Public</td>
<td>- Meeting / study rooms</td>
<td>- Medium: table with AV hookups and 8 chairs</td>
<td>- Power, data, telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At least one room should have adjacency to Adult Section</td>
<td>- Small: table and 4 chairs</td>
<td>- Medium: digital screen with speakers; white board; AV hookups in table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be located on the second floor</td>
<td></td>
<td>- Small: white board</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

Support/Service Spaces Total
2,930 sf

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)

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

<table>
<thead>
<tr>
<th>Area:</th>
<th>120 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>Staff</td>
</tr>
<tr>
<td>Occupancy:</td>
<td>One</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Area:</th>
<th>200 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>Staff</td>
</tr>
<tr>
<td>Occupancy:</td>
<td>10</td>
</tr>
</tbody>
</table>

**Function/Performance**
- Break room and kitchenette for staff
- Can be located on the second floor

**Fixtures/Furniture/Equipment**
- Apartment-sized refrigerator/freezer
- Counter space for microwave, coffee maker, toaster
- Sink with soap dispenser and paper towel dispenser
- Overhead shelf
- 10 lockers
- Power, data, telephone
- Table and 4 chairs
- Soft seating
- Phone

**Technical Requirements**
- Power, data, telephone
- Daylight
Borrower Services / Workroom

Direct access to exterior

Workroom to borrower desk access

Patron area visibility

Entrance visibility
<table>
<thead>
<tr>
<th>Staff Workroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area:</strong> 400 sf</td>
</tr>
<tr>
<td><strong>User:</strong> Staff</td>
</tr>
</tbody>
</table>

**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