Area-by-Area Description
This worksheet describes space and space needs for each library area/function. Not all headings apply to every functional area.

AREA NAME: ____________________________________

FUNCTION: Describe the primary function and other activities that take place in this area, and how the space is used by both staff and the public.

RELATIONSHIPS (to other areas and functions): How is this area/function connected to other areas and functions in the library? Note: It is helpful to include a bubble diagram or specifically reference a part of a larger bubble diagram.

SIGHTLINES: Identify other areas that should be clearly visible from this area.

SPECIAL REQUIREMENTS: Identify needs such as accommodating line-ups at the circulation desk, or wanting natural light/windows in the reading area, etc.

SEATING: Identify number, styles and arrangements needed for staff and the public. Do not count computer seats or meeting or conference room seats
- Table Seating   Seating for 2____  Seating for 4____  Seating for _____  ______
- Lounge Chairs____
- Study Carrels____
- Other i.e. Bean Bag Chairs____
- Children’s Program Seats____
- Meeting Room Seats____
- Conference Room____
- Group Study Rooms   No. Rooms____   No. Seats in Each______
- Tutoring Rooms   No. Rooms____   No. Seats in Each______

COLLECTIONS Be specific on number of items in each collection a type of shelving or storage.

OCCUPANCY Specify the type/positions and how many patrons and staff spaces are necessary to accommodate demand at the busiest times.

PATRONS     STAFF / VOLUNTEERS
FURNITURE AND EQUIPMENT Describe and quantify the furniture and equipment needed for this particular library function.

CASEWORK Describe built-in custom-made components, such as cabinets and desks.

LIGHTING Describe the types of lighting you need, e.g., task lighting, bright overhead, natural lighting. Leave it to the experts to put it into technical terms.

TECHNOLOGY (Computers and peripherals) Specify the number of computers and related equipment.

TELECOMMUNICATIONS (telephone, data) Describe the types and number of telephones, internet and other connections needed.

ACOUSTICS Identify noise control issues note desired of noise levels and, possibly, the need for noise barriers.

FINISHES Indicate the type of floor covering and other finishes.

STORAGE Often over-looked, it is important to think about permanent and temporary storage requirements. A place for coats and boots is an example of temporary storage.

OTHER CONSIDERATIONS

NET SQ. FT. If you are happy with the size of your current space for this area, or know the size that you want, enter it here. If not, leave this section blank.

ADDITIONAL NOTES: