



## **Central Library Building Programme Revision Burlington Public Library Revised August 2002**

---

### **Introduction**

This document revises sections 7 and 8 and Appendix 3 of the Central Library Building Programme prepared in August 2001. These revisions reflect changes in services and collections planned or implemented in the past year. In addition, this document identifies the need to review the Ontarians with Disabilities Act and address directions from City Council and City staff regarding adaptive re-use and services during construction.

### **Children's Department Discovery Centre**

In Section 7 below the Children's Library subcomponent now includes 621 sf for a Discovery Centre, a space uniquely designed for the comfort, exploration and development of the young child with appropriate toys, technology, materials and furnishings for children infant to six years.

### **Ontarians with Disabilities Act and Accessibility**

During the design and subsequent phases of the project, the Ontarians with Disabilities Act will be reviewed to determine what, if any, requirements apply to public libraries. Improving accessibility at Central Library continues to be an important overall goal for the renewal project. This is reflected in a revision to Section 7 which makes 50-60% of all workstations or carrels accessible (i.e. 40 sf/unit), except in the technology training room. Three of twelve workstations or 33% of the workstations in the training room will be accessible.

### **Adaptive Re-use**

To ensure the investment in renewing Central Library has the potential to accommodate future municipal uses, the Central Library design should accommodate future adaptive re-use of the facility. Although the range and scope of future potential uses have not yet been addressed, the key strategic consideration is to ensure the building programme provides for maximum flexibility and future adaptability.

### **Services During Construction**

In accordance with City Council motion CC-44-02, during the design phase, consideration will be given to building the addition, occupying the addition and phasing the renovations to allow for continued operation without relocation. The advantages, disadvantages and costs of this option will be compared with those of relocation in order to make a recommendation regarding services during construction to the Library Board and City Council by late 2002.

## 7. Identification of Functional Components

**LEGEND**            VE = Volume Equivalency  
                          VPSF = Volumes per square foot  
                          NASF = Net assignable square footage

Some areas below, due to the culture of the Burlington Library, have been modified from that of the Library Consultants recommendations.

Programme Component		Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals	
<b>1 ENTRANCE</b>	Donor Wall/Recognition					
	Vestibule			150		
	Display			30		
	Café			250		
	<b>Component sub-total</b>				<b>430</b>	
<b>2 CIRCULATION</b>	Service Desk(s)	5	@ 90	450		
	Self check-outs (2)	2	25	50		
	Book truck area (public access)			20		
	Moved to Fiction	Extension (shut-in collection)	2000	10	200	
	Workroom	Manager	1	135	135	
		Clerical	9.6	100	960	
	Book Drop Study	Book Drop			82	
		page supervisor	2	110	220	
		Pages FTE	8.9	50	445	
	<b>Component sub-total</b>				<b>2,362</b>	
<b>3 CHILDREN'S LIBRARY</b>	Staff/Service					
	Service Desk	2	@ 100	200		
	Managers office	1	135	135		
	Page Supervisor	1	110	110		
	Workroom FTE (incl. 1 FTE pages)	5	110	550		
	Technical Space/Storage			75		
	Collections		VE	VPSF		1,070
		Media	1850	10	185	
		Video/DVD	5955	10	596	
		Paperbacks	1110	10	111	
Reference		615	10	62		

## 7. Identification of Functional Components cont.

Programme Component	Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals
Discovery Centre	Picture Books	8480	10	848
	Easy Readers	1685	10	169
	Junior Fiction	10665	10	1067
	Junior Non-Fiction	20300	10	2030
	Multi-lingual	1200	10	120
	Board Books	1130	10	113
	Big Books	100	10	10
	<del>Theme Kits</del>	<del>50</del>	<del>10</del>	<del>5</del>
	Seasonal	2500	10	250
	Periodicals (12 titles)	166	10	16
				5,577
User Accommodation	seats	@		
	Programme Room (for 40)	40	15	600
	Programme Room (for 36)	36	15	540
Discovery Centre	<del>Toddlers area</del>	<del>6</del>	<del>20</del>	<del>120</del>
	Parents informal (for 4)	4	28	112
Discovery Centre	<del>Little Tables (2 tables for 4)</del>	<del>8</del>	<del>20</del>	<del>160</del>
	Study Tables (4 tables for 4)	16	25	400
> Accessibility	Equip. Stations (accessible, 7 PCs)	7	40	280
	Equip. Stations (w/public photo copier, printer, 4 PCs)	6	27	162
seats subtotal				109
				2,094
<b>Discovery Centre</b>		VE	VPSF	
Collections	Theme kits	50	10	5
	Reference videos	50	10	5
	Reference picture books	100	10	10
	Puppets	50	10	5
	Puzzles	30	10	3
				28
User Accommodation	seats	@		
	Toddlers area	6	20	120
	Parents informal (for 4)	4	28	112
	Little Tables (3 for 4)	12	20	240
	TV/VCR	1	27	27
	Puppet Stage	1	27	27
> Accessibility	Equip. Stations (accessible)	1	40	40
	Equip. Stations	1	27	27
seats subtotal				26
				593

## 7. Identification of Functional Components cont.

Programme Component		Number of people/items	Area per person/item	NASF Sub-Total		Component NASF Totals
				Discovery Ctre	Subtotal	
						621
		Seats total	135	<b>Component sub-total</b>		<b>9,362</b>
<b>4 FICTION</b>						
	Staff/Service			@		
	Service desk;	2 Positions	2	100	200	
	Work Room	2 Librarians	2	125	250	
		LA FTE	1.6	110	176	
		pages			100	
	Collection		VE	VPSF		726
	fiction		23370	10	2337	
Bequest	large print	(4930)	4930	10	493	
Moved from Circ	Extension (shut-in)	(2000)	2000	10	200	
	multilingual	(3000)	3000	10	300	
	french	(1000)	1000	10	100	
Bequest	talking books	(1675)	1675	10	168	
	paperbacks	(4000)	4000	12	333	
						3,931
	User Accommodation		seats	@		
	Study table (1 for 6)		6	25	150	
	informal (for 14)		14	28	392	
Bequest	Talking Books informal		2	28	56	
Bequest	Talking Books Equip. station		1	28	28	
> Accessibility	Equip stations (accessible PCs)		13	40	520	
	Equip. stations (public copier, printer, 9 PCs)		11	28	308	
		seats subtotal	47			1,454
				<b>Component sub-total</b>		<b>6,111</b>
<b>5 MEDIA / PERIODICALS</b>						
	Collection		VE	VPSF		
	CDs	(6642)	2372	10	237	
	books on tape	(1230)	440	10	44	
	books on CD	(1200)	440	10	44	
	DVDs	(8000)	8000	10	800	
	videos	(10,455)	10455	10	1046	
	current periodicals	(100 t)	1388	10	139	

7. Identification of Functional Components cont.

Programme Component		Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals
Moved from NF/Ref Space = current	Reference periodicals (120 t)	1400	10	140	
	scripts/books of scores (600)	600	10	60	
					2,510
User Accommodation		seats	@		
	informal (for 14)	14	28	392	
	multi-tables 2 for 4 (newspapers)	8	25	200	
> Accessibility	Equip stations (accessible)	1	40	40	
	equip. stations (for 1)	1	28	28	
	seats subtotal	24			660
				<b>Component sub-total</b>	<b>3,170</b>
<b>6 NON-FICTION / REFERENCE (including electronic)</b>					
Staff/Services			@		
	Service desk (3 positions)	3	100	300	
Offices	Manager	1	135	135	
	Assistant Manager	1	135	135	
	Librarians FTE	2	125	250	
	Part time librarians FTE	2.6	125	325	
	Part time LA FTE	3.9	110	429	
	Supervisor I.B.	1	110	110	
	Pages	2	50	100	
	technical space (photocopy, fax etc.)			100	
					1,884
Collections		VE	VPSF		
	non-fiction / reference books	79,320	10	7932	
	ready reference (low shelves)	1000	10	100	
	literacy	440	10	44	
Moved to Media, Increased numbers	<del>reference periodicals (120 Titles)</del>	<del>300</del>	<del>10</del>	<del>30</del>	
	back issues	2610	10	261	
	Gov. Docs.	1080	10	108	
	CD Roms (250)	88	10	10	
	microforms	178	10	18	
					8,473
User Accommodation		seats	@		
	Tables (4 for 4)	16	25	400	
	Study tables (2 for 6)	12	25	300	

**7. Identification of Functional Components cont.**

Programme Component		Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals
> Accessibility	Tech training room (accessible)	3	40	120	
	Tech training room (9 of 12 total)	9	30	270	
	Multi-station tables (6 for 4)	24	25	600	
> Accessibility	Carrels (accessible (mix of PCs and quiet study OR all PCs)	18	40	720	
	Carrels (mix of PCs and quiet study. Up to 30 PCs total for the 42 accessible and other carrels.)	24	28	672	
	informal (for 12)	12	28	336	
> Accessibility	Equip stations (accessible PCs)	11	40	440	
	Equipment stations (incl. public copier, printer, 7 PCs)	9	28	252	
	seats subtotal	138			4,110
				<b>Component sub-total</b>	<b>14,467</b>
<b>7 YOUNG ADULT</b>					
	Collections		VE	VPSF	
	Media				
	CDs (420)	150	10	15	
	Videos/DVDs (250)	250	10	25	
	Current Periodicals; 12 Titles	166	10	16	
	Paper Backs	2800	12	233	
	Books	750	10	75	
					364
	User Accommodation		seats	@	
> Accessibility	Equip. stations (accessible; mix of PCs and listening stations OR all PCs)	3	40	120	
	Equipment stations (PCs and listening stations. Total accessible and other: 5 PCs, 3 listening)	5	28	140	
	multi-tables (2 for 4)	8	25	200	
	informal (for 8)	8	28	224	
	seats subtotal	24			684
				<b>Component sub-total</b>	<b>1,048</b>

**7. Identification of Functional Components cont.**

Programme Component		Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals
<b>8 LOCAL HISTORY</b>			VPSF		
	Collection	2880		10	288
				@	
	BHS Storage				201
	> Accessibility				
	Burlington Historical Society				201
	Equip Station (accessible)	1		40	40
	Equip Stations (PC, m/f reader/printer)	2		28	56
Multi table (1 for 4)	4		25	100	
Staff Station				73	
	seats subtotal	7			
				<b>Component sub-total</b>	<b>758</b>
<b>9 LIBRARY ADMINISTRATION</b>				@	
	City Librarian	1		200	200
	Director, Service Develop.	1		150	150
	Director, Service Delivery	1		150	150
	Manager, Admin. Svc/Bldg.	1		150	150
	Coord. Human Resources (Manager)	1		135	135
	Coord. Fund Raising (Manager)	1		135	135
	Technical Space/supplies/storage				250
	Coord. Marketing (Manager)	1		135	135
	Library Assistant (LA2)	1		110	110
	Technical Space/supplies/storage				250
	Volunteers	1		100	100
	Strategic Planning (Manager)	1		135	135
	Accounts Payable	1.5		110	165
	Supervisor, admin. assistants etc.	1		110	110
	Secretarial & page staff 2 FTE	2		100	200
	marketing technical space/supplies/storage				269
					<b>Component sub-total</b>
<b>10 INFORMATION TECHNOLOGY</b>				@	
	Manager I.T.	1		135	135
	Manager, Web	1		135	135
	technicians	3		110	330
	computer operator	1		100	100
	Server Room				200
	technical /storage/space				150
				<b>Component</b>	<b>1,050</b>

---

		<b>sub-total</b>	
--	--	------------------	--

**7. Identification of Functional Components cont.**

Programme Component		Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals
11 <b>BIBLIOGRAPHIC SERVICES</b>	Staff/Service Manager		1	@ 135	135
	Cataloguing	LA2 (2)	2	110	220
		Clerical (1)	1	100	100
	Acquisitions				
		Supervisor	1	110	110
		Clerical	3.5	100	350
	Processing				
		Supervisor, Pages Students	1 2	110 100	110 200
	Technical Space/Storage/Supplies			350	
				<b>Component sub-total</b>	<b>1,575</b>
12 <b>BUILDING OPERATIONS</b>					
	Supervisor		1	@ 125	125
	Technicians		4.5	110	495
	Shipping & Receiving / tech. space Storage & P.T. etc.				195
				<b>Component sub-total</b>	<b>815</b>
13 <b>STAFF AMENITIES</b>	Lounge, lockers, sickroom, kitchenette				750
					<b>Component sub-total</b>
14 <b>MEETING ROOM COMPLEX</b>		seats		@	
	Centennial Hall	150	13	1950	
	Board Room/Meeting	15	23	350	
	Seminar/Meeting Room	30	18	540	
	Storage (extra)			300	
		seats subtotal	195		
				<b>Component sub-total</b>	<b>3,140</b>
15 <b>STORAGE COLLECTION</b>	(compact)	10494	33	318	
					<b>Component sub-total</b>

**7. Identification of Functional Components cont.**

Programme Component	Number of people/ items	Area per person/ item	NASF Sub-Total	Component NASF Totals
		570		
<b>TOTAL NASF</b>				<b>48,000</b>
<b>Total Building Gross (Divide by 0.75)</b>				<b>64,000</b>

**Functional Space Summary (NASF)**

Total <b>Staff / Services</b>	12,949 (27%)
Total <b>Collections</b>	21,690 (45%)
Total <b>User Accommodation</b>	<u>13,361 (28%)</u>
<b>Total</b>	<b>48,000</b>

17,000 sf addition, not 15,000 sf

## 8.1 Component Description and Relationships

### Entrance

This component is the introduction of customers to the entire library and should be welcoming and orienting. Included in this component is the entry to and exit from the Library with adequate space for security gates/system appropriate for the design.

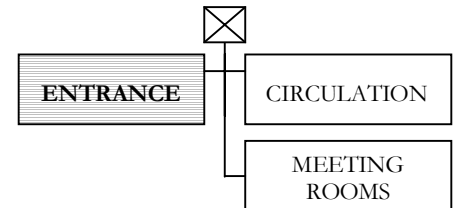
Goals of the Design	People Using the Component	Activities Within the Room
Accessible Control and Security Welcoming/Comforting Orienting Socializing (café) Improves amenities/provide revenue	All customers using library Customers using Central Park	Entering & Exiting Orienting Purchasing (café) Drinking and Eating (café)

#### Design Features to Consider

- Completely accessible
- Café (Coffee cart) with seating for 6-8 people
- Wall displays / bulletin/information board
- Preferably with an elevator close by to access other floors
- Clear directional signage
- Security gates (2)
- Donor wall/recognition

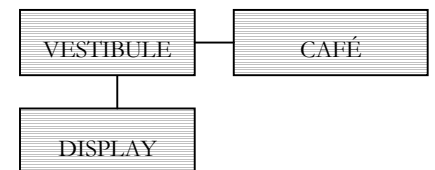
#### External Relationships

- Entrance must be adjacent to Circulation for security and control of customers.
- The Entrance and Café should also be in close proximity to Centennial Hall and meeting rooms so customers using these areas of the library can do so without entering other library components.



#### Internal Relationships

- Also included in this component is the addition of a Café to the library. This programme space is not required to be located immediately at the library entrance, but should be designed and located to service those customers using the meeting rooms. Café should also be situated so that it may have different hours of operation from that of the library.



#### Sub-Components Included

- café
- display
- vestibule

## 8.2 Component Description and Relationships

### Circulation

This component is one of the more functional components and must be designed to ensure efficiency. Material handling and sorting is an important aspect of every library.

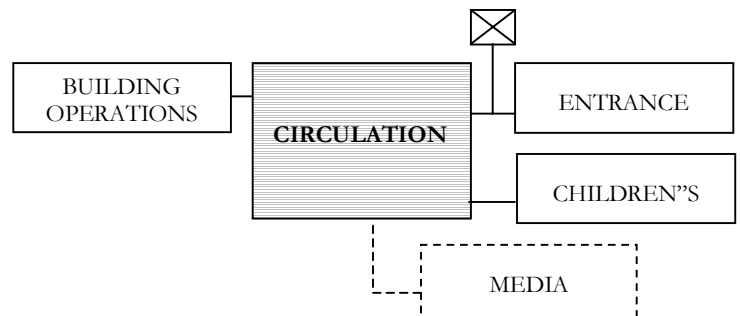
Goals of the Design	People Using the Component	Activities Within the Room
Resolve access problems Improve material handling Provide clear flow of activities	Customers borrowing, reserving and returning materials  Staff handling/sorting materials	Material Check-in Material Check-out Self-Service Check-out Registration Self-Service Holds Pickup Material Sorting ILLO Extension Service

#### Design Features to Consider

- Area for full book trucks (public access)
- Good sight lines to entrance
- Use of modular design to accommodate future reconfigurations
- Intercom system activated from the circulation desk
- Exterior Book drop should ideally be located in Circulation workroom for sorting
- Secure, fireproof book drop accessible 24/7 but lockable inside when being emptied
- Area for empty book trucks
- Area for branch courier boxes

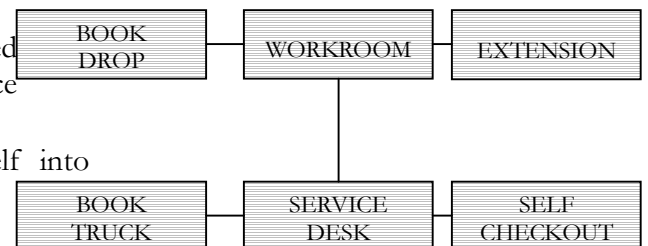
#### External Relationships

- Provide direct access from main entrance
- Access from receiving and loading area of building operations (12) is ideal.
- Ideally near elevator for moving book trucks between floors



#### Internal Relationships

- Space for accessible book trucks of returned, sorted material should be in close proximity to service desk.
- Ideally, exterior book drop should empty itself into circulation workroom to reduce traffic.



#### Sub-Components Included

- 5 Service Desks
- 2 Self-Service Checkouts
- Extension Service (not collection)
- Workroom

### 8.3 Component Description and Relationships

#### Children's Library

This area the basic introduction to the library for young customers.

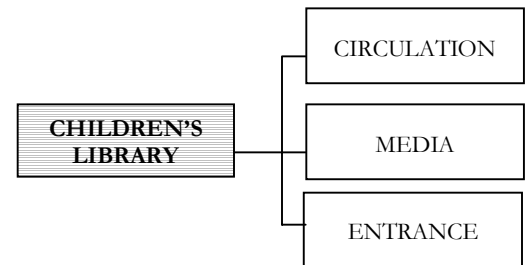
Goals of the Design	People Using the Component	Activities Within the Room
Playful setting Accessible collection Good sight lines for staff and parents Safety (eliminate steps)	Customers aged 0-13 Parents and teachers Library staff	Storage and display of collection Browsing and reading Computer access Program activities Play activities (toddlers) Staff support activity

#### Design Features to Consider

- Accessibility of collection (appropriate shelf height for collection and age type).
- Physical containment and child security (staff surveillance).
- Locate user accommodation (seating) next to windows wherever possible.
- Public photocopier with sight lines for service desk.

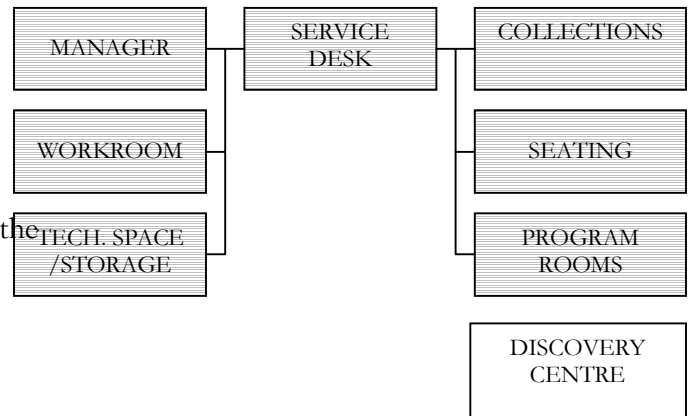
#### External Relationships

- Provide direct access to Media (5) in order to form a family-oriented community library. If on another level, appropriate visual connection is mandatory, possibly with dedicated stair.
- Provide direct access to library entrance (1) to allow for easy access by children without disruption of other library services.



#### Internal Relationships

- Public area should be laid out in three zones, children's collection, program area and Discovery Centre.
- All public areas should be visible from the service desk.
- Close proximity to washrooms



#### Sub-Components Included

- 1 Service Desk with 2 service points
- Managers office
- Workroom
- Technical Space/Storage
- Collections
- Programme Rooms/Story Hour (for 40 and 36)
- Discovery Centre (w/ toddlers area parents informal (4), equipment, collections)
- Little tables (3 for 4 in Discovery Ctre)
- Parents informal (for 4)
- Study tables (4 tables for 4)
- Equip. stations (w/pub. photocopier)(13) (More in Discovery Ctre)

## 8.6 Component Description and Relationships

### Non-Fiction / Reference

While reference material demand may be decreasing, computer access/training is on the rise. Space has been allotted in this component for the addition of Computer Training Lab and PC access area.

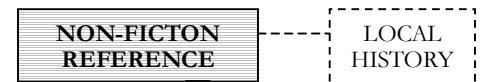
Goals of the Design	People Using the Component	Activities Within the Room
Addition of technology training lab New area for 30+ PC stations Accommodate collection Provide adequate user accommodation	Adult customers Young adult customers Elderly customers Library staff	Public computer access Material browsing Reading & studying Storage and display of collection Staff support activity

#### Design Features to Consider

- Public photocopier(s) with appropriate finishes for acoustic separation/sound absorption (typ.)
- Locate user accommodation (seating) next to windows wherever possible.
- Includes space for 42 carrels for public use to create quiet space (up to 30 with PCs).
- Square or rectangular tables are ideal for reference material use
- Shelf height to range from 3 shelves high for low reference shelving to 6 & 7 shelves high for non-fiction reference materials

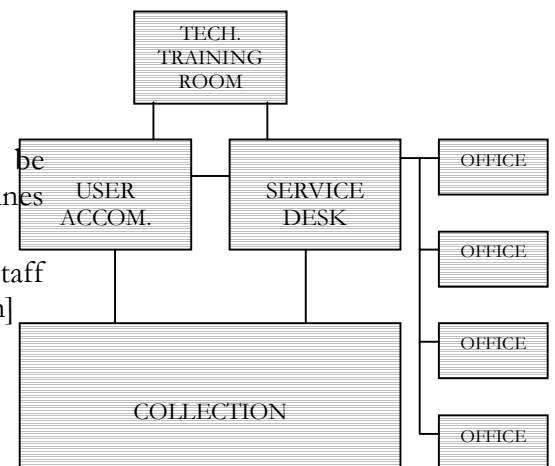
#### External Relationships

- No mandatory adjacencies required
- Ideally adjacent to Local History (8)



#### Internal Relationships

- Ready reference is required to be adjacent service desk
- Technology Training room (for 12) is not required to be directly adjacent to service desk, but should have sight lines from some staffed area; possibly near entrance
- 42 carrels with access should be arranged together for staff supervision purposes [Needs to be reviewed during design]



#### Sub-Components Included

- Service desk
- Offices
- Collections
- Tables (2 for 6)
- Technology training room (1 for 12)
- Multi-station tables (6 for 4)
- Carrels with access (for 42)
- Informal (for 12)
- Equipment stations (for 20)

## 8.8 Component Description and Relationships

### Local History

Burlington has a rich history and it is important that materials in various formats be accessible to all in search of it.

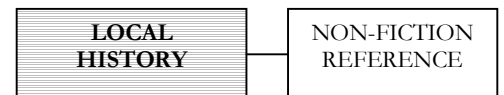
Goals of the Design	People Using the Component	Activities Within the Room
Adequate display of growing collection	Customers of various ages Library staff Burlington Historical Society	Public computer access for research Material browsing Storage and display of collection Staff support activity

#### Design Features to Consider

- Display areas for historical photographs should be incorporated in this area
- Collection to be housed in a secure area, separate from user accommodation

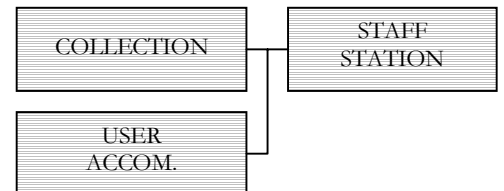
#### External Relationships

- Ideally located adjacent Non-Fiction / Reference (6) component



#### Internal Relationships

- Research station(s) should be located in close proximity to staff station



#### Sub-Components Included

- Collection (including storage space for Burlington Historical Society)
- Research stations (3)
- Multi-table (1 for 4)
- Staff Station

### Appendix 3

#### Existing & Proposed Programme Component Areas Comparison Table

**Note: 'Current NASF' allocation to programme areas listed below are only approximations and are in no way accurate due to the sharing of existing spaces between components.**

Refer to attached small scaled plans for assumed 'Current NASF' component space allocation.

	<b>Programme Component</b>	<b>Current NASF (sq.ft.)</b>	<b>% Increase / decrease</b>	<b>NASF increase / decrease</b>	<b>Proposed NASF (sq.ft.) August 2002 Revision</b>	<b>Proposed NASF (sq.ft.) August 2001 if different</b>
1	Entrance & Café	175	146%	255	430	
2	Circulation Services	1,939	22%	423	2,362	2,550
3	Children's Library	4,171	124%	5,191	9,362	8,935
4	Fiction	3,770	62%	2,341	6,111	5,601
5	Media / Periodicals	1,299	144%	1,871	3,170	3,018
6	Non-Fiction / Reference	10,414	39%	4,053	14,467	14,119
7	Young Adults	305	244%	743	1,048	1,012
8	Local History	315	141%	443	758	543
9	Library Administration	2,931	-10%	-287	2,644	
10	Information Technology	705	49%	345	1,050	
11	Bibliographic Services	1,780	-12%	-205	1,575	
12	Building Operations	785	4%	30	815	
13	Staff Amenities	581	29%	169	750	
14	Meeting Rooms Complex	3,140	0%	0	3,140	
15	Storage Collection (Compact)	2,940	-89%	-2,622	318	
	<b>SUBTOTAL (NASF)</b>	35,250	36%	12,750	48,000	46,500
*	<b>TOTAL GROSS FLOOR AREA (divide by 0.75)</b>	47,000	36%	17,000	64,000	62,000

\* Total Gross Floor Area (GFA) includes mech. / elect. spaces, structural elements, wall & partition thickness, stairs, elevators, washrooms, machine rooms & circulation/corridor areas.