

The graphic features a stylized book spine on the left with a row of stars. To the right is a large, bold, white-outlined letter 'S' that curves and zig-zags across the page. The background is dark and textured.

ILLINOIS LIBRARY ASSOCIATION

AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

IX. PHYSICAL FACILITIES

The library building shall be efficiently designed, flexible, attractive, functional, and expandable. Local service needs differ and facilities should be planned as part of a long-range library development program, in response to identified community needs. Appealing, attractive appearance is vital in addition to the functional requirements of the building.

Whether planning new buildings or expanding and remodeling old, consideration must be given to adapting the library environment to accommodate changes in community needs and emerging library roles. The Public Library Mission Statement and Its Imperatives for Service (Chicago: American Library Association, 1979.) states it this way: "Traditional library buildings should be considered as only one way to deliver library service. Innovative systems should be designed to deliver library services through a full range of physical and electronic means to the places where people live and work."

1. All public library buildings must comply with fire, safety, sanitary, federal, state and local codes.

_____ _____ _____ _____ _____ _____

2. The library shall have a telephone, a listed telephone number and a listing in the "yellow pages."

_____ _____ _____ _____ _____ _____

3. Each public library shall determine whether or not it is equipped with enough telephone lines to accommodate user needs.

_____ _____ _____ _____ _____ _____

4. The library shall have a materials catalog located in a public area easily accessible to the user and the staff.

_____ _____ _____ _____ _____ _____

5. Library furnishings and equipment shall be selected for aesthetics, durability, comfort, and appropriateness suitable to the activities and needs of patrons and staff.

_____ _____ _____ _____ _____ _____

6. Shelving and storage systems shall be selected for (1) properly housing the various types of items which form the collection and (2) easy access by the intended user.

_____ _____ _____ _____ _____ _____

7. Signs shall identify the library's service areas and the library collection; e.g., Adult Services, Reference, Youth Services, Large Print Books, etc.

_____ _____ _____ _____ _____ _____

8. The exterior of the building shall be well lighted and identified with appropriate signs of high visibility. The signs shall include hours of service.

_____ _____ _____ _____ _____ _____

9. Facilities shall be provided for the return of library materials when the library is closed.

_____ _____ _____ _____ _____ _____

10 Building features which conserve energy shall be utilized whenever possible, especially when planning renovation or new construction. Adequate temperature control, humidity, and lighting influence the overall utilization and efficiency of the building and are essential for patron comfort, preservation of materials, and operation of equipment.

_____ _____ _____ _____ _____ _____

11 Adequate and convenient parking shall be available to the library's patrons and staff at or near the library site. A question about parking shall be included in both the user and the citizen survey.

_____ _____ _____ _____ _____ _____

12 The library shall undergo an energy audit at least once in the life of a building, more often if any major renovation or addition has been done.

_____ _____ _____ _____ _____ _____

Lighting

13 Light shall be evenly distributed and glare avoided. See Appendix C for lighting standards and lighting level tables. A lighting audit should be performed at least every 10 years.

_____ _____ _____ _____ _____ _____

Building Accessibility for People with Physical Disabilities

Access for those with physical disabilities is essential for every public library, and shall include signage as well as physical access. Staff and patron areas shall be accessible.

Specific items to consider when determining library accessibility for the physically disabled and compliance with standards and codes:

14 Automobile parking (Minimum 96 inch wide parking space, plus adjacent access aisle minimum of 96 inch width for aggregate of 192 inches (16 feet). Two spaces may use the same access aisle.*

_____ _____ _____ _____ _____ _____

*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

15 Accessible route to circulation desk and the materials catalog. Minimum door openings of 32 inches and minimum 36 inch wide passageways. This insures maneuverability by wheelchairs and allows for a comfortable gait by people using walking aids.*

_____ _____ _____ _____ _____ _____

16 Drinking fountain and public telephone which are wheelchair accessible.

_____ _____ _____ _____ _____ _____

17 Toilet facility which is wheelchair accessible.

_____ _____ _____ _____ _____ _____

18 At least 5% or minimum of one of each item: fixed seating, table or study carrel. Area needed: clear floor space of 30" x 48"; knee clearance at least 27" high, 30" wide, and 19" deep. Top of work surfaces up to a maximum of 36" from floor.*

_____ _____ _____ _____ _____ _____

19 Shelf height for the materials catalog, reference, and current periodicals within the accessible reach area: 48" max. high forward reach and 54" max. high side reach of a person in a wheelchair; minimum forward reach not less than 15" above floor and not less than 9" above floor minimum side reach.*

_____ _____ _____ _____ _____ _____

20 Height of carpet pile: 1/2 inch maximum height.*

_____ _____ _____ _____ _____ _____

Square Footage

Before libraries embark on a building or remodeling project intended to serve 20 years or more, considerable self-evaluation is required. Community differences and variations in library roles make it impossible to specify the total square footage needed by a library to serve a population of a certain size. Libraries are therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

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Current Space Needs

21 At least every 5 years the administrative librarian shall fill out and review with the board the form in Appendix E. (Libraries with less than the required space should begin discussing either a space utilization plan or a building project.)

_____ _____ _____ _____ _____ _____

(Caveat: This is not meaningful data if a library has not previously defined its role. For example, if a high percentage of the book collection is no longer used by a library's patrons, it is misleading to use this formula to prove that the library needs more space to house those materials.)

Future Space Needs

22 At least every 5 years the administrative librarian, with input from the staff, should complete and share with the board a written space needs assessment based on the following:

- a. current space requirements (Appendix E)
- b. the most recent community analysis (Appendix A)
- c. space changes and requirements resulting from local role setting and adoption of a long-range plan

_____ _____ _____ _____ _____ _____

Libraries incorporating or planning a significant commitment to audiovisual collection and services, or computer based systems, should attend to the particular space, electrical, and environmental requirements of those services and systems.

The Construction Planning Process

A written building program developed by the administrator, staff, and board with appropriate assistance from a qualified building consultant is essential to a successful project. This building program should be based on the library's written long-range plan.

An excellent way to approach a building or remodeling project is to talk with and visit other library staff and trustees who have just completed or are in the process of completing a similar project. A library board and staff should come to a mutual understanding of their library's needs prior to working with building consultants and architects. Names of building consultants and architects may be obtained from your system, the Illinois State Library, and the American Library Association.

PHYSICAL FACILITIES BIBLIOGRAPHY

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- Batko, Anthony Jr. and Richard E. Thompson. Building a New Library, Trustee Facts File, Chicago: ILA, 1986.
- Dahlgren, Anders. Public Library Space Needs: A Planning Outline. Wisconsin Department of Public Instruction, Madison, 1988.
- Holt, Raymond M. Wisconsin Library Building Project Handbook. Wisconsin Department of Public Instruction, Madison, 1978. (New edition in progress.)

FOR FURTHER READING

- Ansi. American National Standard for Buildings and Facilities--Providing Accessibility and Usability for Physically Handicapped People. American, National Standards Institute, 1986.
- Dahlgren, Anders. Planning the Small Public Library Building. (Small Libraries Publication No. 11) LAMA, American Library Association, 1985.
- Frale, Ruth A. and Carol Lee Anderson. Library Space Planning. NealSchuman, 1985. 158p.
- Kaufman, John E., ed. IES Lighting Handbook. Illuminating Engineering Society of North America, 1981. 2 vol.
- Library Administration and Management, Vol. 1, No. 3, (June 1987) pp. 80-106.
- Smith, Lester K., ed. Planning Library Buildings.- From Decision to Design. LAMA/American Library Association, 1986.
- U.S. Depart. of the Interior. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, rev. 1983. U.S. Gov. Printing Office: 1986 (O= 498-786: QL 3).
- U.S. Government Printing Office. Office of the Federal Register. National Archives and Records Administration. Code of Federal Regulations. Title 41 - Public Contracts--and Property Management, Ch. 101, Subpart 101-19.6, Appendix A "Uniform Federal Accessibility Standards" part 8 (Libraries) and parts 4.1 to 4.33 as referred to in part 8.

The following Illinois Laws are also relevant to physical facilities:

1. Illinois Vehicle Code (95-1/2: 11-302 and 11-301.1)
2. Environmental Barriers Act of 1985 (111-1/2: 3711 as amended)
3. Illinois Accessibility Code (To be completed)