

Chapter 4

Facilities

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to most public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. The supplemental standards for this section are divided into two sections—those for existing facilities and for new or expanded facilities.

Applicable Core Standards—Please see Core Standards 2, 3, 4, 13, 18, 19, and 24 in Chapter 1.

Facilities Standards

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long-term space needs. (*See Appendix L*)
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed thirty minutes.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries reached primarily by car should provide approximately 1.3 spaces per 500 population. If based on building size, the parking space provision should be one space per 500 square feet of library area.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff management.