

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

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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.

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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.

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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.

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### 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.

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### Building Accessibility for People with Physical Disabilities

Access for the 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.\*

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\*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.\*

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16 Drinking fountain and public telephone which are wheelchair accessible.

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17 Toilet facility which is wheelchair accessible.

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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.\*

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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.\*

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

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**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.

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.

### 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.)

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(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

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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.

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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)

## Systems and Illinet-Description

Public libraries, along with academic, school, and special libraries, comprise the 18 library systems in Illinois. These 18 systems and their members, 4 Research and Reference Centers, and designated Resource Centers make up ILLINET. (Appendix F). Any library which is a member of a system is automatically a member of ILLINET. There are currently over 2,300 ILLINET members.

The dual purpose of this network is to share library resources, both human and material, and to provide residents of the state with information and materials unavailable at the local level. Library systems act as vital mechanisms to connect people and resources. Illinois library systems develop and coordinate the strengths of libraries so that they can do collectively that which they cannot easily do individually. Systems are funded by the state of Illinois and are governed by local libraries through area library representatives. The system is a cooperative maintained only by the commitment of libraries to resource sharing. Each library's commitment is critical.

## Governance

Library Board members and library staff shall volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Anyone who agrees to be a system board member must keep in mind the additional commitment of time and energy. Representatives who accept the responsibility of system board membership must be willing to represent their expanded constituency, which covers the entire system area's population.

1. Library Boards shall annually review their opportunities for representation on the system board.

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## Resource Sharing

As members of regional library systems, all Illinois public libraries agree to make their resources, both human and material, available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other local arrangements. This is done in recognition of the reciprocal expansion of resources that is available to the library's own users.

2. The library offers interlibrary loan to its patrons.

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3. The library follows the Illinois Interlibrary Loan Code.

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4. Library Boards agree to participate in both intra-system and inter-system reciprocal borrowing and to abide by established regulations.

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## Untaxed Areas

Though primarily a system responsibility, every public library shares with the system the responsibility for promoting statewide tax-supported public library

Library Boards shall annually review the various possibilities for promoting and/or extending services to untaxed areas on a permanent basis.

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**Use of System Services**

The library board and staff shall be aware of the services offered by the system and avail themselves of these services. System services shall be actively promoted to library patrons of all ages and libraries shall publicize them as they do their own services.

**Other Responsibilities with Regard to Systems**

The library board and administrator shall annually review the system's plan of service and policies; they shall also provide suggestions for improvements in system services.

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The library board and staff, in conjunction with system staff, shall actively explore cooperative arrangements with other libraries.

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