

## **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."

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

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

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

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

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

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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.

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

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

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