

FOURTH
EDITION

CHECKLIST OF LIBRARY BUILDING DESIGN CONSIDERATIONS



WILLIAM W. SANNWALD

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AMERICAN LIBRARY ASSOCIATION
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CONTENTS

PREFACE	vii
1 Building Planning and Architecture	1
A. Indicators of Dissatisfaction with Existing Facilities	1
B. Institutional Planning Team	2
C. Determining Space Needs	3
D. Joint Use Considerations	5
E. Alternatives to New Construction	6
F. Selecting a Library Building Consultant	7
G. Choosing an Architect	8
H. Choosing a Contractor	12
I. Architectural Design	14
J. Sustainable Design	17
2 Library Site Selection	20
A. General Conditions	20
B. Location	22
C. Accessibility	23
D. Size	24
E. Environmental Issues	25
3 General Exterior Considerations	27
A. Landscaping	27
B. Parking	29
C. Building Exterior	31
D. Roof	32
E. Bicycle Racks	33
F. Flagpole	33
G. Exterior Signage	34

■ Contents ■

H. Delivery	36
I. Book Returns	38
4 Interior Organization of Library Buildings	40
A. Entrance	40
B. Circulation Desk Facilities	43
C. Reference Facilities	47
D. Children's Facilities	51
E. Young Adult Facilities	55
F. Multimedia Facilities	56
G. Special Collections/Rare Books/Archives	58
H. Literacy Center	61
I. Meeting and Seminar Rooms	62
J. Convenience Facilities	66
K. Library Store	69
L. Displays	71
M. Interior Signage	73
N. Workroom/Offices	75
O. Staff Lounge	78
P. Friends of the Library	79
Q. Interior Storage	81
R. Remote Storage Facilities	82
5 Compliance with ADA Accessibility Guidelines	84
A. Parking, Curb Cuts, and Ramps	84
B. Entrances	89
C. Accessible Routes within the Building	91
D. Interior Doors	92
E. Surfaces	93
F. Lifts and Elevators	94
G. Drinking Fountains	96
H. Rest Rooms—General	97
I. Rest Rooms with Stalls	99
J. Rest Rooms—Single Rooms	101
K. Rest Rooms—Unisex	102
L. Alarms	103
M. Signage	104

■ Contents ■

N. Controls and Operating Mechanisms	106
O. Telephones	107
P. Card Catalogs and Magazine Displays	108
Q. Book Stacks	109
R. Reading, Study, Bibliographic, and Service Areas	109
S. Meeting Rooms	110
T. Building Facilities	111
6 Telecommunications, Electrical, and Miscellaneous Equipment	113
A. General Considerations	113
B. Telecommunications Entrances and Closets	114
C. Horizontal Pathways	116
D. Cabling and Outlets	117
E. Electrical Power	119
F. Workstation Equipment	120
G. Telephone System	122
H. Miscellaneous Electrical Equipment	124
7 Interior Design and Finishes	126
A. Service Desks	126
B. Seating	128
C. Tables	131
D. Lighting	132
E. Windows	133
F. Flooring	135
G. Walls	136
H. Color	138
I. Equipment List	139
8 Book Stacks and Shelving	145
A. Conventional Stationary Stacks and Shelving	145
B. Movable-Aisle Compact Shelving	149
C. Automatic Retrieval Systems	151

9	Building Systems	152
A.	HVAC (Heating, Ventilation, and Air Conditioning) System	152
B.	Lighting	154
C.	Noise	157
D.	Plumbing and Rest Rooms	159
E.	Elevators and Escalators	161
10	Safety and Security	162
A.	General	162
B.	External Security	163
C.	Internal Security	164
D.	Fire Safety	165
11	Maintenance of Library Building and Property	167
A.	Graffiti	167
B.	Building Materials	168
C.	Custodial Facilities	169
D.	Groundskeeper Facilities	170
E.	Trash Enclosures	171
12	Building Occupancy and Post-Occupancy Evaluation	172
A.	Moving	172
B.	Getting Ready for Occupancy	173
C.	Post-Occupancy Evaluation	174
13	Groundbreaking and Dedication Ceremonies	176
A.	Planning	176
B.	Event Checklist	178
	BIBLIOGRAPHY	181

PREFACE

This fourth edition of the *Checklist of Library Building Design Considerations* is published to accomplish a number of goals:

- To assist librarians, architects, administrators, and other members of a building design team in programming library spaces.
- To serve as a guide during the various stages of the design process in order to make sure that all needed spaces and functions are included in the library design.
- To enable the evaluation of existing library spaces as part of a library's Needs Assessment Process.
- To provide data and support to the library in their presentations to governing authorities and stakeholder groups.

In the *Checklist*, questions are asked concerning almost every aspect of space and function in a library building. The purpose of the questions is to make sure that the building design team in the evaluation and programming of spaces overlooks no element of the building. While the list of questions is probably not exhaustive, answering the questions in this document should ensure that no major design elements have been overlooked.

The *Checklist* is a valuable tool for programming and planning existing and potential library buildings. Most of the basic areas listed in the *Checklist* apply to college and university, public, school, and special libraries. It should be relatively easy to adapt the *Checklist* to meet the requirements of almost any type of library.

The first edition was adapted from a checklist produced by doctoral students in the School

of Library and Information Studies at Texas Woman's University in Denton. The fourth edition has some new sections including a way to determine the adequacies of existing library facilities, and how to determine how much space is required in a new building. Other new sections include sustainable design or green architecture, alternatives to new construction, joint use considerations, and the institutional planning team. Also for the first time are new sections on young adults, remote storage, moving libraries, occupancy, and post-occupancy evaluation. All sections in the fourth edition have been revised including an extensive revision of the children's and technology sections.

Thanks go to the following people who helped me with preparing the fourth edition of the *Checklist*. Shannon Kekos from my staff proofed and formatted the publication. Thanks also to two students at the San Jose State University School of Library and Information Science, Cynthia Shutler and Jill Woolums, who researched some of the new topics. Special thanks also to Aditi Shah, a graduate student at the New School of Architecture in San Diego, and the dean of the school, Michael Stepner, FAIA.

This publication should be viewed as a living document, and all comments and additions suggested for future editions are welcome. Please send them to:

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San Diego, CA 92101-6478

WILLIAM W. SANNWALD

1



Building Planning and Architecture

	YES	NO	N/A
A. Indicators of Dissatisfaction with Existing Facilities			
1. Does the existing building hinder the delivery of good service?	___	___	___
Comments: _____			
2. Is there enough room for the products and services the library offers?	___	___	___
Comments: _____			
3. In order to accommodate collection growth, have seats been exchanged for stacks?	___	___	___
Comments: _____			
4. Is the atmosphere of the library pleasing for customers and staff?	___	___	___
Comments: _____			
5. Has the population served by the library increased?	___	___	___
Comments: _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
6. Have the demographics of the population served by the library changed? <i>Comments:</i> _____	_____	_____	_____
7. Has the emphasis of the products and services offered by the library changed? <i>Comments:</i> _____	_____	_____	_____
8. Are there problems with the physical condition of the building (outdated systems, inflexible floor plans, ADA problems, difficulty in installing technology)? <i>Comments:</i> _____	_____	_____	_____

B. Institutional Planning Team

1. Has an institutional library planning team been formed? <i>Comments:</i> _____	_____	_____	_____
2. Who are the members of the library planning team:			
a) A representative of the legal owner (university, city, etc.)?	_____	_____	_____
b) Library representatives?	_____	_____	_____
c) Users (faculty, students, citizens, etc.)?	_____	_____	_____
d) Other representatives with technical skills such as engineering, legal, financial, architectural, buildings, etc.?	_____	_____	_____
e) Others (Friends of the Library, library committee members, etc.)?	_____	_____	_____
<i>Comments:</i> _____			
3. What roles will members of the library planning play:			
a) Advising (gathering and disseminating information about the project)?	_____	_____	_____
b) Innovating (suggesting new ideas or new ways of tackling old problems)?	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
c) Promoting (“selling” the project to interested stakeholders)?	_____	_____	_____
d) Developing (assessing and developing ideas for practical implementation)?	_____	_____	_____
e) Maintaining (ensuring that the infrastructure is in place so that the team can work with maximum efficiency)?	_____	_____	_____
f) Linking (coordinating all work roles to ensure maximum cooperation and interchange of ideas, expertise, and experience)?	_____	_____	_____
Comments: _____			

4. Who will be the spokesperson and chief contact for the institution on the project?	_____	_____	_____
Comments: _____			

5. How will conflict be resolved on the project?	_____	_____	_____
Comments: _____			

C. Determining Space Needs

1. Has a building program been prepared detailing space needs, adjacencies, and unique functions and features of the proposed building?	_____	_____	_____
Comments: _____			

2. Has the library-building consultant prepared the program or advised staff on preparing the program?	_____	_____	_____
Comments: _____			

3. Have the Association of College and Research Libraries <i>Standards for University Libraries: Evaluation of Performance</i> , Standards been consulted?	_____	_____	_____
Comments: _____			

4. Have the Association of College and Research Libraries <i>Standards for College Libraries</i> , 2000 edition, Facilities questions been consulted?	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
Comments: _____			
5. Has <i>Planning for Results: A Public Library Transformation Process</i> been consulted?	_____	_____	_____
Comments: _____			
6. Has the 1962 <i>Interim Standards for Small Public Libraries</i> been consulted? (This standard has never been rescinded and is the only standard that recommends quantitative measures for public library size.)	_____	_____	_____
Comments: _____			
7. Has ALA's <i>Information Power: Guidelines for School Library Media Programs</i> , appendix C, "Library Media Facilities Guidelines," been consulted? (Provides quantitative recommendations.)	_____	_____	_____
Comments: _____			
8. Has LAMA's <i>Building Blocks for Library Space</i> been consulted?	_____	_____	_____
Comments: _____			
9. How large are the libraries of similarly sized and structured institutions?	_____	_____	_____
Comments: _____			
10. What is the useful life of the new building? If it is an interim solution, how will this impact future needs?	_____	_____	_____
Comments: _____			
11. What existing programs will be discontinued in the new building?	_____	_____	_____
Comments: _____			
12. What new programs will be added in the new building?	_____	_____	_____
Comments: _____			
13. What will be the growth of the collection over the next twenty years?	_____	_____	_____
Comments: _____			

	YES	NO	N/A
14. What will be the growth of seating requirements over the next twenty years? <i>Comments:</i> _____	_____	_____	_____
15. What technology will be required to support library programs over the next twenty years? <i>Comments:</i> _____	_____	_____	_____
16. What will be the growth of staff over the next twenty years? <i>Comments:</i> _____	_____	_____	_____
17. What can the library afford? <i>Comments:</i> _____	_____	_____	_____

D. Joint Use Considerations

1. Is there another library that may offer potential synergy for a joint use facility? <i>Comments:</i> _____	_____	_____	_____
2. Do the missions of the libraries considering a joint facility have enough commonalities to enhance the chances of success? <i>Comments:</i> _____	_____	_____	_____
3. Are there possible efficiency and cost savings by having a joint facility? <i>Comments:</i> _____	_____	_____	_____
4. Can the quality and quantity of service be improved for both libraries through a joint facility? <i>Comments:</i> _____	_____	_____	_____
5. If a joint facility is agreed to, has a joint interagency agreement been negotiated? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
E. Alternatives to New Construction			
1. Has the collection been weeded to eliminate unneeded books and media that take up space in the library?	_____	_____	_____
<i>Comments:</i> _____			

2. Has the library's programming been reviewed, and programs eliminated that are no longer required that take up space in the library?	_____	_____	_____
<i>Comments:</i> _____			

3. Is it possible to renovate and refurbish existing spaces (improve the quality of the spaces and the ability of their occupants to work within them productively) in order to update spaces for electronics, better customer service, and atmosphere?	_____	_____	_____
<i>Comments:</i> _____			

4. Is it possible to install high-density stacks to provide more book storage within the exact same book stack floor space area?	_____	_____	_____
<i>Comments:</i> _____			

5. Has the library investigated a storage facility for low-use books and journals, and other little used media and archival materials?	_____	_____	_____
<i>Comments:</i> _____			

6. Has the library investigated leased space for public and nonpublic sections and activities that could function effectively outside the library in another location?	_____	_____	_____
<i>Comments:</i> _____			

7. Has the library investigated adjacent buildings that might be acquired in order to add square footage to the existing library?	_____	_____	_____
<i>Comments:</i> _____			

	YES	NO	N/A
8. Has the library investigated modular buildings and/or kiosks that might be acquired instead of new construction?	_____	_____	_____
Comments: _____			

F. Selecting a Library Building Consultant

1. Is there someone on the staff who has the necessary planning knowledge and experience of the functional needs and requirements of library buildings? (If not, a library building consultant should be retained.)	_____	_____	_____
Comments: _____			

2. Has the consultant been retained at the very start of the building planning process so that he or she can take part in every step of the project?	_____	_____	_____
Comments: _____			

3. Is the consultant listed in LAMA's <i>Library Buildings Consultant List</i> ?	_____	_____	_____
Comments: _____			

4. Does the consultant have broad and diversified experience in planning new buildings, renovations and additions, and conversion of other buildings into library buildings?	_____	_____	_____
Comments: _____			

5. Does the consultant have the personal characteristics, experience, and skills necessary to assist a library in its unique planning and building needs?	_____	_____	_____
Comments: _____			

6. Does the consultant have the written and verbal communication skills required to interact with all stakeholders?	_____	_____	_____
Comments: _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
7. Does the consultant have the political skills necessary to listen and respond to the concerns of all who may have a stake in the building project? <i>Comments:</i> _____	_____	_____	_____
8. Does the building consultant have the ability to explain a point of view and to persuade others of the importance of carrying out the consultant's recommendations? <i>Comments:</i> _____	_____	_____	_____
9. Does the consultant have the organizational and record-keeping skills needed to document and respond to key events and activities during the project? <i>Comments:</i> _____	_____	_____	_____
10. Will the consultant provide advice on the selection of the architect and other members of the building's technical planning team? <i>Comments:</i> _____	_____	_____	_____
11. Is the consultant's schedule flexible enough for him or her to be available for meetings with the library's planning committee when required? <i>Comments:</i> _____	_____	_____	_____
12. Is the consultant available by telephone, surface mail, or electronic communication to answer questions and provide guidance when his or her physical presence is not required? <i>Comments:</i> _____	_____	_____	_____

G. Choosing an Architect

1. Does the library director play a major role in selection of the architect?	_____	_____	_____
<i>Comments:</i> _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
2. Has the group responsible for selection of the architect developed selection criteria?	_____	_____	_____
<i>Comments:</i> _____			
3. Does the architectural selection process include:			
a) Announcement of the proposed project in an official publication used by the client organization or in the general press?	_____	_____	_____
b) Submittals by interested firms?	_____	_____	_____
c) Provision of standardized forms so that a uniform evaluation of firms may be used during the evaluation process?	_____	_____	_____
d) Evaluation based on the selection criteria developed by the group responsible for selection of the architect?	_____	_____	_____
e) Interviews with the "short list" of firms that the selection group has decided best meets the selection criteria?	_____	_____	_____
f) Ranking of the top firms to identify the best-qualified firms?	_____	_____	_____
g) Selection of the top-ranked firm based on the interview discussions and the selection criteria?	_____	_____	_____
h) Notification of unsuccessful firms, and a debriefing as to why they were not selected?	_____	_____	_____
<i>Comments:</i> _____			
4. While not necessarily recommended, does the selection process involve:			
a) Limited or open architectural competitions?	_____	_____	_____
b) Design/build competitions?	_____	_____	_____
c) Bidding among various competitors?	_____	_____	_____
<i>Comments:</i> _____			
5. Is the architectural firm an individual, partnership, corporation, or joint venture?			
	_____	_____	_____
<i>Comments:</i> _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
6. Who are the principals of the firm? <i>Comments:</i> _____	_____	_____	_____
7. Who is the person who will be in charge of designing the project? <i>Comments:</i> _____	_____	_____	_____
8. Who is the person who will supervise the project from design to completion? <i>Comments:</i> _____	_____	_____	_____
9. Is the architect or architectural firm registered to practice in the state? <i>Comments:</i> _____	_____	_____	_____
10. Is the architect of record registered to practice in the state? <i>Comments:</i> _____	_____	_____	_____
11. Are all key personnel and subconsultants involved in the project from the architect's office identified? <i>Comments:</i> _____	_____	_____	_____
12. Are the architect's support team members identified: the landscape architect, civil engineer, structural engineer, sanitary engineer, mechanical engineer, electrical engineer, ADA compliance officer, and any other key specialists involved in the project? <i>Comments:</i> _____	_____	_____	_____
13. Are all members of the architect's support team part of the firm, or does the architect retain them as subconsultants? <i>Comments:</i> _____	_____	_____	_____
14. Do the architect's workload and organization provide enough resources to devote time and energy to the project? <i>Comments:</i> _____	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
15. Does the architect have experience in working with public agencies? <i>Comments:</i> _____	_____	_____	_____
16. Does the architect have prior experience in designing libraries? <i>Comments:</i> _____	_____	_____	_____
17. If the architect has not worked with libraries, does the architect have a plan to become knowledgeable about library needs? <i>Comments:</i> _____	_____	_____	_____
18. Is the architect an empathetic listener, willing to understand library needs? <i>Comments:</i> _____	_____	_____	_____
19. How will the architect gather information about library operations, project site, and so forth? <i>Comments:</i> _____	_____	_____	_____
20. What is the architect's design philosophy? <i>Comments:</i> _____	_____	_____	_____
21. Will the architect place library needs before design considerations? <i>Comments:</i> _____	_____	_____	_____
22. Does the architect's workload allow the firm to devote adequate time to the project? <i>Comments:</i> _____	_____	_____	_____
23. Does the architect have solid reference reports from past clients? <i>Comments:</i> _____	_____	_____	_____
24. In projects completed by the architect:			
a) Did the projects come in at or under budget?	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
b) Did the projects come in on time?	_____	_____	_____
c) What is the extent of change orders in number and dollars?	_____	_____	_____
d) If there have been change orders, has it been determined whose fault they were? (Not all change orders are the architect's fault.)	_____	_____	_____
e) What litigation has occurred against the architect?	_____	_____	_____
f) What litigation has occurred against the architect's former clients by the architect?	_____	_____	_____
Comments: _____			

25. Does the architect have written and verbal communication skills required for interacting with all stakeholders?	_____	_____	_____
Comments: _____			

26. Does the architect have the political skills necessary to listen and respond to the concerns of all external and internal building-project stakeholders?	_____	_____	_____
Comments: _____			

27. Does the architect have the ability to explain the reasons for a point of view and to persuade others of the importance of carrying out his or her recommendations?	_____	_____	_____
Comments: _____			

28. Is the architect's proposed fee within the library's budget?	_____	_____	_____
Comments: _____			

H. Choosing a Contractor

- | | | | |
|--|-------|-------|-------|
| 1. Will the award of the construction contract be made by a competitive bidding process? | _____ | _____ | _____ |
|--|-------|-------|-------|

■ Building Planning and Architecture ■

	YES	NO	N/A
Comments: _____ _____			
2. Is a call or invitation to bid advertised in an official publication used by the client organization or in the general press?	_____	_____	_____
Comments: _____ _____			
3. For purposes of soliciting bids and awarding a contract, has the library declared who the "owner" is? (Usually the owner has legal and financial jurisdiction over the operations of the library.)	_____	_____	_____
Comments: _____ _____			
4. Does the bidding period extend for a period of four to six weeks so that potential bidders may prepare their bids?	_____	_____	_____
Comments: _____ _____			
5. Are standardized bid forms provided so that a uniform evaluation of contractors may be used during the bid evaluation process?	_____	_____	_____
Comments: _____ _____			
6. Are the architect and a library representative available to answer technical questions from potential bidders during the bid period?	_____	_____	_____
Comments: _____ _____			
7. Have a time and place been specified for opening bids?	_____	_____	_____
Comments: _____ _____			
8. During the bid opening, are all bids made public?	_____	_____	_____
Comments: _____ _____			
9. After bids are received, are they "taken under advisement" by the owner so that the bids may be analyzed?	_____	_____	_____
Comments: _____ _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
10. During the bid analysis period, and before the contract is awarded, is the lowest bidder checked for responsibility and:			
a) Is the bid submitted complete, accurate, and in compliance with the requirements, drawings, and specifications provided by the owner?	_____	_____	_____
b) Does the contractor have sufficient staff to execute the scope of the project?	_____	_____	_____
c) Has the contractor been in business long enough to establish a "track record"?	_____	_____	_____
d) What references does the contractor provide?	_____	_____	_____
e) What is the contractor's record in successfully completing other projects?	_____	_____	_____
f) Does the contractor usually complete projects in the period specified?	_____	_____	_____
g) What litigation has occurred against the contractor?	_____	_____	_____
h) What litigation has the contractor brought against previous clients and/or architects?	_____	_____	_____
i) What is the reputation of the subcontractors that the contractor has specified?	_____	_____	_____
j) Does the contractor have the necessary insurance and bonds to protect the owner as called for in the legal and financial specifications?	_____	_____	_____
k) Does the contractor have the appropriate licenses to do the job?	_____	_____	_____
Comments: _____			
11. Is the bid awarded to the lowest responsible bidder?	_____	_____	_____
Comments: _____			

I. Architectural Design

1. Does the library design meet the program requirements?	_____	_____	_____
Comments: _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
2. Does the design have the character and power to make the library building a focus for its community or campus? <i>Comments:</i> _____	_____	_____	_____
3. Does the design take full advantage of all positive features of the site? <i>Comments:</i> _____	_____	_____	_____
4. Does the design compensate to the best degree possible for the negative aspects of the site? <i>Comments:</i> _____	_____	_____	_____
5. Is the architectural character distinctive in appearance, yet in harmony with its surroundings? <i>Comments:</i> _____	_____	_____	_____
6. Does the design welcome users and encourage nonusers? <i>Comments:</i> _____	_____	_____	_____
7. Does the design create a building that is unmistakably public in character and function, yet very comfortable and nonintimidating for the user? <i>Comments:</i> _____	_____	_____	_____
8. Is the interior design in harmony with the exterior of the library? <i>Comments:</i> _____	_____	_____	_____
9. Do interior finishes create a space that is inviting to users, yet able to stand up to the wear and tear of heavy public use? <i>Comments:</i> _____	_____	_____	_____
10. Does the design provide the flexibility to take advantage of changes in library products and services as well as technology? <i>Comments:</i> _____	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
11. Does the design consider light, books, people, and the surrounding space as integral to each other? <i>Comments:</i> _____	_____	_____	_____
12. Does the design express symbolically the important values of knowledge and learning? <i>Comments:</i> _____	_____	_____	_____
13. Does the design merchandise the products and services of the library by incorporating design features used successfully in retail merchandising? <i>Comments:</i> _____	_____	_____	_____
14. Does the design solve the paradoxical needs within a library of spatial openness and seclusion by creating:			
a) The ability to orient oneself within the visible total enclosure yet feel anchored to a particular part of it?	_____	_____	_____
b) The possibility of easy supervision by staff without the sense of being left exposed in a large impersonal space?	_____	_____	_____
c) A gradation of different spaces within the library, ranging from open areas of public activity to alcoves of semiprivate activity?	_____	_____	_____
d) Areas that have a sense of intimacy within the overall public setting?	_____	_____	_____
e) A wide variety of reading areas so that users have many choices to fit their mood or reading environment needs?	_____	_____	_____
f) A clear understanding upon entry to the library (and while moving within the library) of the general purpose of each library area?	_____	_____	_____
g) Clearly visible staff areas as a means for bringing information, services, and people together?	_____	_____	_____
<i>Comments:</i> _____			
15. Does the library design plan encourage efficient traffic patterns from outside the structure into the building? <i>Comments:</i> _____	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
16. Does the library design plan encourage efficient traffic patterns within the building? <i>Comments:</i> _____	_____	_____	_____
17. Does the library design provide for the maximum use of self-service by the library's customers? <i>Comments:</i> _____	_____	_____	_____
18. Does the design reflect the unique natural climate of the region where it is located? <i>Comments:</i> _____	_____	_____	_____
19. Are windows treated or shaded to prevent the hot and damaging rays of the sun from penetrating the interiors? <i>Comments:</i> _____	_____	_____	_____
20. Does the design provide flexibility in the placement of lighting fixtures, air ducts and registers, electrical power, and communication linkages to provide long-term flexibility? <i>Comments:</i> _____	_____	_____	_____
21. Does the spacing of columns, shafts, and other architectural elements provide flexibility and the effective use of space? <i>Comments:</i> _____	_____	_____	_____
22. Does the modular system employed meet the unique space needs of the library? <i>Comments:</i> _____	_____	_____	_____

J. Sustainable Design

1. Is the new building or renovation designed and constructed in ways that preserve the natural outdoor environment and promote a healthful indoor habitat? <i>Comments:</i> _____	_____	_____	_____
---	-------	-------	-------

■ Building Planning and Architecture ■

	YES	NO	N/A
<p>2. Is the building project designed to avoid inflicting permanent adverse impact on the natural state of the air, land, and water, by using resources and methods that minimize pollution and waste, and do not cause permanent damage to the earth, including erosion?</p> <p>Comments: _____</p>	_____	_____	_____
<p>3. Is the building designed to take the maximum advantage of passive and natural sources of heat, cooling, ventilation, and light?</p> <p>Comments: _____</p>	_____	_____	_____
<p>4. Are innovative strategies and technologies such as porous paving to conserve water, reduce effluent and run-off, thus recharging the water table employed?</p> <p>Comments: _____</p>	_____	_____	_____
<p>5. Is the project planned to reduce the need for individual automobiles, use alternative fuels, and encourage public and alternate modes of transportation such as bicycling and public transportation?</p> <p>Comments: _____</p>	_____	_____	_____
<p>6. Is the building constructed and operated using materials, methods, mechanical and electrical systems that ensure a healthful indoor air quality, while avoiding contamination by carcinogens, volatile organic compounds, fungi, molds, bacteria, and other known toxins?</p> <p>Comments: _____</p>	_____	_____	_____
<p>7. Are the HVAC system's outdoor air intakes located as high as possible above the ground and far enough away from the exhaust ducts to reduce the intake of ground level air pollution (exhaust from traffic)?</p> <p>Comments: _____</p>	_____	_____	_____
<p>8. Are stainless-steel-strip bird guards installed over the horizontal rooftop outdoor air intakes to prevent birds from settling on the grating and polluting the shafts below?</p> <p>Comments: _____</p>	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
9. Does the HVAC have an efficiency air filtration system with pre-filters and final filters at 30 percent and 85 percent efficiency respectively? <i>Comments:</i> _____	_____	_____	_____
10. Are air filters designed to be easy to access and clean and/or replace? <i>Comments:</i> _____	_____	_____	_____
11. Has the exposed fiberglass (porous insulation) within the HVAC system been encapsulated to eliminate amplification sites for fungal and bacterial micro-organisms? <i>Comments:</i> _____	_____	_____	_____
12. Is the rate of ventilation with outdoor air at the rate of 25 cubic feet per minute? <i>Comments:</i> _____	_____	_____	_____
13. Are copy rooms and similar spaces that emit possibly toxic substances equipped with their own dedicated air exhaust systems? <i>Comments:</i> _____	_____	_____	_____
14. Are particleboards that emit formaldehyde emissions prohibited in the building? <i>Comments:</i> _____	_____	_____	_____
15. Are only solvent-free paints specified for the project? <i>Comments:</i> _____	_____	_____	_____
16. Are low-emitting, solvent-free adhesives specified for the project? <i>Comments:</i> _____	_____	_____	_____
17. Is furniture constructed without particle boards that emit formaldehyde? <i>Comments:</i> _____	_____	_____	_____

2



Library Site Selection

	YES	NO	N/A
A. General Conditions			
1. Is the site conveniently located to the population served by the library?	___	___	___
Comments: _____			
2. Does the site provide high visibility and identification to the population served?	___	___	___
Comments: _____			
3. Is the site affordable?	___	___	___
Comments: _____			
4. Will the site provide visibility of the building and its function from the street?	___	___	___
Comments: _____			
5. Will a library be an appropriate use of the land parcel in question?	___	___	___
Comments: _____			

■ Library Site Selection ■

	YES	NO	N/A
6. Will the site retain or enhance the natural contours of the land? <i>Comments:</i> _____	_____	_____	_____
7. Is the site zoned for a library? If not, is future library zoning possible? <i>Comments:</i> _____	_____	_____	_____
8. Are there existing structures on the site that must be demolished? <i>Comments:</i> _____	_____	_____	_____
9. If an existing structure must be demolished, does it present asbestos, lead paint, or unusual environmental problems? <i>Comments:</i> _____	_____	_____	_____
10. If the library is to be a branch of a system, are there overlapping service areas from other branches in the system? <i>Comments:</i> _____	_____	_____	_____
11. Will the use of the site for a library add aesthetic value or other amenities to the neighborhood? <i>Comments:</i> _____	_____	_____	_____
12. Are there liabilities or nuisance factors to adjacent properties and their activities? <i>Comments:</i> _____	_____	_____	_____
13. Will the use of the site for a library have any negative impact on the surrounding areas? <i>Comments:</i> _____	_____	_____	_____
14. Will the library fit in with the architectural style of neighboring buildings? <i>Comments:</i> _____	_____	_____	_____

■ Library Site Selection ■

	YES	NO	N/A
15. Will the building work with the traffic flow of adjacent areas?	_____	_____	_____
<i>Comments:</i> _____			

B. Location

1. Is the location of the site considered satisfactory and acceptable by the population being served?	_____	_____	_____
<i>Comments:</i> _____			

2. Is the site accessible to all segments of the community being served?	_____	_____	_____
<i>Comments:</i> _____			

3. Is the site relatively close to the part of the community that is understood to be most active, and that will generate the most use?	_____	_____	_____
<i>Comments:</i> _____			

4. Is the site appropriate for the library given its function and clientele?	_____	_____	_____
<i>Comments:</i> _____			

5. Would library usage			
a) Increase if another site was selected?	_____	_____	_____
b) Decrease if another site was selected?	_____	_____	_____
c) Stay the same if another site was selected?	_____	_____	_____
<i>Comments:</i> _____			

6. Will this location best meet the library objective of providing materials and services to the greatest number of people at the lowest cost?	_____	_____	_____
<i>Comments:</i> _____			

■ Library Site Selection ■

	YES	NO	N/A
7. Is the location in an area that is frequently visited by members of the community for daily activities such as shopping, working, and seeking out other services? <i>Comments:</i> _____	_____	_____	_____
8. Is the site located near commercial, retail, cultural, and other activities within the community? <i>Comments:</i> _____	_____	_____	_____
9. Does the proposed site present a safety issue for patrons and library staff? <i>Comments:</i> _____	_____	_____	_____

C. Accessibility

1. Is the site easily accessible to those living in the area served? <i>Comments:</i> _____	_____	_____	_____
2. Is the site easily reached by the greatest number of potential customers? <i>Comments:</i> _____	_____	_____	_____
3. Are travel times from target population areas to the library acceptable? <i>Comments:</i> _____	_____	_____	_____
4. Have automobile traffic patterns near the library been considered? <i>Comments:</i> _____	_____	_____	_____
5. Is the site located on a busy highway that will require a separate street-type entrance or driveway? <i>Comments:</i> _____	_____	_____	_____

■ Library Site Selection ■

	YES	NO	N/A
6. Is the site accessible to public transportation? <i>Comments:</i> _____	_____	_____	_____
7. Is bicycle access encouraged? <i>Comments:</i> _____	_____	_____	_____
8. Are there sidewalks for pedestrian access? <i>Comments:</i> _____	_____	_____	_____
9. Is the site conveniently accessible to private vehicle transportation? <i>Comments:</i> _____	_____	_____	_____
10. Does the entrance to the library provide adequate space and ease of accessibility to accommodate all arriving individuals and groups at all times? <i>Comments:</i> _____	_____	_____	_____

D. Size

1. Does the size of the site provide adequate space for current needs? <i>Comments:</i> _____	_____	_____	_____
2. Will the site provide room for future expansion and/or remodeling? <i>Comments:</i> _____	_____	_____	_____
3. Does the site include enough space for appropriate green space and landscaping? <i>Comments:</i> _____	_____	_____	_____
4. Is the site large enough to accommodate on-site parking? <i>Comments:</i> _____	_____	_____	_____

■ Library Site Selection ■

	YES	NO	N/A
5. Does the property contain possible easements? <i>Comments:</i> _____	_____	_____	_____
6. Does the property accommodate adequate setbacks to meet zoning and aesthetic considerations? <i>Comments:</i> _____	_____	_____	_____
7. Is the property configuration adequate for successful completion of the building project? <i>Comments:</i> _____	_____	_____	_____
8. Is there enough space on the property and/or adjacent to it for staging during construction? <i>Comments:</i> _____	_____	_____	_____

E. Environmental Issues

1. Has an environmental impact report been made for the proposed site? <i>Comments:</i> _____	_____	_____	_____
2. Is the site oriented so that it is possible to take advantage of solar energy? <i>Comments:</i> _____	_____	_____	_____
3. Are complications likely to arise from the nature of the ground beneath the building? <i>Comments:</i> _____	_____	_____	_____
4. Does the site have adequate drainage? <i>Comments:</i> _____	_____	_____	_____
5. Is the site above the level of a 100-year flood plain? <i>Comments:</i> _____	_____	_____	_____

■ Library Site Selection ■

	YES	NO	N/A
6. Has a subsurface probe been done to examine soil conditions, utilities, and other factors? <i>Comments:</i> _____	_____	_____	_____
7. Has the site been improved; that is, are curbs, gutters, water, sewers, and electricity available? <i>Comments:</i> _____	_____	_____	_____
8. Are there any natural or artificial barriers? <i>Comments:</i> _____	_____	_____	_____
9. Are there any hidden problems of geology, topography, archaeology, buried objects, or toxic waste? <i>Comments:</i> _____	_____	_____	_____
10. Do neighboring facilities pose possible environmental/nuisance problems? <i>Comments:</i> _____	_____	_____	_____
11. Has the condition of the soil been tested to determine the stability of the site? <i>Comments:</i> _____	_____	_____	_____
12. Are there advantages to the slope of the land? <i>Comments:</i> _____	_____	_____	_____
13. Are there disadvantages to the slope of the land? <i>Comments:</i> _____	_____	_____	_____

3



General Exterior Considerations

	YES	NO	N/A
A. Landscaping			
1. Has the landscape design been considered early in the planning and design stage?	_____	_____	_____
Comments: _____			
2. Has a landscape architect been retained as one of the architect's subconsultants?	_____	_____	_____
Comments: _____			
3. Does the landscape design enhance the overall design of the building?	_____	_____	_____
Comments: _____			
4. Does the landscaping complement and enhance the site and adjoining neighborhood?	_____	_____	_____
Comments: _____			
5. Is the landscaping visually satisfying and inviting?	_____	_____	_____
Comments: _____			

■ General Exterior Considerations ■

	YES	NO	N/A
6. Is the landscaping design in harmony with the climatic zone of the library site? <i>Comments:</i> _____	_____	_____	_____
7. Do the plants selected provide pleasing colors and textures throughout all seasons of the year? <i>Comments:</i> _____	_____	_____	_____
8. Is the landscaping designed from both an interior and exterior perspective? <i>Comments:</i> _____	_____	_____	_____
9. Is there an adequate amount of good soil? <i>Comments:</i> _____	_____	_____	_____
10. Is there adequate drainage? <i>Comments:</i> _____	_____	_____	_____
11. Are the plants selected appropriate to the amount of sun and/or shade they will receive? <i>Comments:</i> _____	_____	_____	_____
12. Do trees and shrubs enhance the building's energy and water conservation efforts? <i>Comments:</i> _____	_____	_____	_____
13. Are the plants and shrubs selected not subject to damaging attacks by insects or disease? <i>Comments:</i> _____	_____	_____	_____
14. Can the landscaping be easily and inexpensively maintained? <i>Comments:</i> _____	_____	_____	_____
15. Is there an automatic irrigation system in place? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
16. Is the parking area landscaped in conformance with local codes and regulations?	_____	_____	_____
<i>Comments:</i> _____			

17. Is a local garden club or community organization willing to provide volunteer gardening as a public service?	_____	_____	_____
<i>Comments:</i> _____			

B. Parking

1. Are there sufficient parking spaces for staff as well as customers during all service hours?	_____	_____	_____
<i>Comments:</i> _____			

2. Does the site provide adequate parking spaces to meet institutional and local parking codes?	_____	_____	_____
<i>Comments:</i> _____			

3. Do handicapped parking spaces meet or exceed ADA regulations in both number and specifications?	_____	_____	_____
<i>Comments:</i> _____			

4. Is parking convenient to the library's entrances?	_____	_____	_____
<i>Comments:</i> _____			

5. Is the parking area well lighted at night?	_____	_____	_____
<i>Comments:</i> _____			

6. Is there adequate parking for large cars and trucks?	_____	_____	_____
<i>Comments:</i> _____			

7. If there is a parking garage, is it close to the library's public entrance?	_____	_____	_____
<i>Comments:</i> _____			

■ General Exterior Considerations ■

	YES	NO	N/A
8. Is the parking garage well identified from the street? <i>Comments:</i> _____	_____	_____	_____
9. Is the parking garage secure and well lighted at all times? <i>Comments:</i> _____	_____	_____	_____
10. Can cars easily get in and out of parking lots and/or structures? <i>Comments:</i> _____	_____	_____	_____
11. If the library has an employee recognition program, is there a designated parking space for "employee of the month" very near the staff or receiving entrance? <i>Comments:</i> _____	_____	_____	_____
12. If there is a bookmobile, is parking convenient for staff to move materials on and off the vehicle? <i>Comments:</i> _____	_____	_____	_____
13. If there is a community room, is there adequate parking for the number of extra cars that will need to be parked? <i>Comments:</i> _____	_____	_____	_____
14. In northern climates, is there adequate room for snow-plow access as well as snow stacking space? <i>Comments:</i> _____	_____	_____	_____
15. Does the institution subsidize parking if free parking is not available? <i>Comments:</i> _____	_____	_____	_____
16. If the library parking is metered, does the library provide convenient coin-changing machines? <i>Comments:</i> _____	_____	_____	_____
17. If the library does not provide parking, is public parking available nearby? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
C. Building Exterior			
1. Is the building aesthetically pleasing during the day and night?	_____	_____	_____
Comments: _____			
2. Is the fenestration arranged to take maximum advantage of natural light and the best views, while allowing use of floor and wall space inside the building?	_____	_____	_____
Comments: _____			
3. Will sunlight, glare, and excessive ultraviolet rays be controlled architecturally?	_____	_____	_____
Comments: _____			
4. Are all exterior architectural features and surfaces constructed of easily maintained materials?	_____	_____	_____
Comments: _____			
5. Do walls have a hard texture that is not easily scratched?	_____	_____	_____
Comments: _____			
6. Do walls have a graffiti-repellent coating?	_____	_____	_____
Comments: _____			
7. Do all exterior access walks and surfaces meet ADA requirements?	_____	_____	_____
Comments: _____			
8. Are all walkways and ramps leading into the building well lighted?	_____	_____	_____
Comments: _____			
9. In northern areas, do sidewalk lamps give off heat to help melt snow and ice?	_____	_____	_____
Comments: _____			

■ General Exterior Considerations ■

	YES	NO	N/A
10. Are walkway surfaces stable and firm? <i>Comments:</i> _____	_____	_____	_____
11. Are walkway surfaces slip-resistant? <i>Comments:</i> _____	_____	_____	_____
12. Are stair steps uniform in height and width? <i>Comments:</i> _____	_____	_____	_____
13. Is there a separate staff entrance? <i>Comments:</i> _____	_____	_____	_____
14. Are public telephones available outside? <i>Comments:</i> _____	_____	_____	_____
15. Is there provision for storage of lawn mowers, snow-blowers, and other outside equipment? <i>Comments:</i> _____	_____	_____	_____
16. Is there provision outside for vandal-proof faucets and electrical outlets? <i>Comments:</i> _____	_____	_____	_____

D. Roof

1. In northern areas, is the roof peaked? <i>Comments:</i> _____	_____	_____	_____
2. Are drainage systems on the roof adequate to carry off water from heavy downpours or melted snow? <i>Comments:</i> _____	_____	_____	_____
3. Are the roof and eaves area well insulated to allow for maximum energy efficiency? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
4. Is the building's roof easily maintained? <i>Comments:</i> _____	_____	_____	_____
5. Are entrances and walkways protected from avalanches of water, snow, or ice accumulated on the roof? <i>Comments:</i> _____	_____	_____	_____
6. Do downspouts carry the water away from the building and sidewalks into storm drains? <i>Comments:</i> _____	_____	_____	_____

E. Bicycle Racks

1. Are bicycle racks clearly visible from the street and/or interior? <i>Comments:</i> _____	_____	_____	_____
2. Are bicycle racks convenient to the building entrances? <i>Comments:</i> _____	_____	_____	_____
3. Are bicycle racks equipped with locks? <i>Comments:</i> _____	_____	_____	_____
4. Are the bicycle racks in a well-lighted area? <i>Comments:</i> _____	_____	_____	_____

F. Flagpole

1. Is there a flagpole outside the building? <i>Comments:</i> _____	_____	_____	_____
2. Is it a ground-set, wall-mounted, or roof-mounted pole? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
3. Is there a self-storing flagpole shaft? <i>Comments:</i> _____	_____	_____	_____
4. Can the flag be raised, lowered, and drawn into the pole either manually or electrically? <i>Comments:</i> _____	_____	_____	_____
5. Is it safe from vandalism? <i>Comments:</i> _____	_____	_____	_____
6. If the flag is to be flown at night, is it adequately lighted? <i>Comments:</i> _____	_____	_____	_____

G. Exterior Signage

1. Is signage incorporated into the preliminary design of the site, parking, and building? <i>Comments:</i> _____	_____	_____	_____
2. Does signage comply with ADAAG (ADA Accessibility Guidelines for Buildings and Facilities)? <i>Comments:</i> _____	_____	_____	_____
3. Is the standard international symbol for libraries displayed? <i>Comments:</i> _____	_____	_____	_____
4. Is there a large, exterior, well-lit sign identifying the library? <i>Comments:</i> _____	_____	_____	_____
5. Is the exterior sign clearly visible from passing cars during the day and night? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
6. Does the sign have space for advertising of library events, holiday hours, etc.? <i>Comments:</i> _____	_____	_____	_____
7. Are the library's hours of service prominently displayed on a large, well-lit sign at the entrance along with an OPEN/CLOSED sign? <i>Comments:</i> _____	_____	_____	_____
8. Do the colors of the letters contrast with the color of the sign and complement the outside of the building? <i>Comments:</i> _____	_____	_____	_____
9. Are signs attached to the wall adjacent to the latch side of the door? <i>Comments:</i> _____	_____	_____	_____
10. Would a map, directory, or graphic be more appropriate than a sign? <i>Comments:</i> _____	_____	_____	_____
11. Do pictorial signs have verbal descriptions placed below the picture? <i>Comments:</i> _____	_____	_____	_____
12. Are the letters in sans serif or simple serif? <i>Comments:</i> _____	_____	_____	_____
13. Do signs have a nonglare finish? <i>Comments:</i> _____	_____	_____	_____
14. When selecting sign size, have background and distance been considered? <i>Comments:</i> _____	_____	_____	_____
15. Is sign size 1 inch for every 50 feet of visibility and a minimum of 3 inches? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
16. Has negative phrasing been avoided in signage? <i>Comments:</i> _____	_____	_____	_____
17. Are the signs durable and can they be easily and cost-effectively replaced? <i>Comments:</i> _____	_____	_____	_____
18. Are signs read horizontally and not vertically? <i>Comments:</i> _____	_____	_____	_____
19. If there is an arrow to indicate direction, is it separate from the lettered sign so that it can be changed if necessary? <i>Comments:</i> _____	_____	_____	_____

H. Delivery

1. Is there a sheltered entrance or loading dock for deliveries from all types of vehicles? <i>Comments:</i> _____	_____	_____	_____
2. If there is no loading dock, is parking for delivery vehicles located close to the exit nearest the delivery or workroom? <i>Comments:</i> _____	_____	_____	_____
3. Is the delivery area a separate room? <i>Comments:</i> _____	_____	_____	_____
4. Are there two separate counters/tables in the delivery area so that delivery staff can distinguish between outgoing and incoming packages? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
5. Do the counters/tables have enough length and breadth to provide sufficient space for peak loading times? <i>Comments:</i> _____	_____	_____	_____
6. Are the counters/tables a comfortable height so as to avoid physical injury from lifting? <i>Comments:</i> _____	_____	_____	_____
7. Is the delivery area clearly marked and easily accessible from the street? <i>Comments:</i> _____	_____	_____	_____
8. Is there a buzzer and/or internal telephone at or near the delivery entrance? <i>Comments:</i> _____	_____	_____	_____
9. Does the loading dock have a device that will accommodate trucks with beds of different heights? (Docks with a height of 48 inches will accommodate most delivery trucks, but not vans for which a lower height is preferred.) <i>Comments:</i> _____	_____	_____	_____
10. Does the loading dock have a minimum overhead clearance of 14 feet? <i>Comments:</i> _____	_____	_____	_____
11. Is the loading dock located away from the primary work and public areas so that noise and fumes do not disturb staff or users? <i>Comments:</i> _____	_____	_____	_____
12. Are building exhaust fumes addressed in the design? <i>Comments:</i> _____	_____	_____	_____
13. Can delivery trucks be easily unloaded? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
14. Is there generous space for easy truck turnaround? <i>Comments:</i> _____	_____	_____	_____
15. Is there provision for the temporary storage and pickup of trash? <i>Comments:</i> _____	_____	_____	_____
16. Is the trash area secure from “dumpster divers”? <i>Comments:</i> _____	_____	_____	_____

I. Book Returns

1. Is there an after-hours book return? <i>Comments:</i> _____	_____	_____	_____
2. Does the book return meet ADA requirements? <i>Comments:</i> _____	_____	_____	_____
3. Is the book-return area well lighted and secure? <i>Comments:</i> _____	_____	_____	_____
4. Is the book return sheltered from the weather and small creatures? <i>Comments:</i> _____	_____	_____	_____
5. Is the book return part of the building and accessible from the inside rather than separate from the building? <i>Comments:</i> _____	_____	_____	_____
6. Is the book return fire-retardant? <i>Comments:</i> _____	_____	_____	_____
7. Does the book-return area have a smoke detector? <i>Comments:</i> _____	_____	_____	_____

■ General Exterior Considerations ■

	YES	NO	N/A
8. Is the book return visible to patrons in automobiles? <i>Comments:</i> _____	_____	_____	_____
9. Is the book return accessible from an automobile? <i>Comments:</i> _____	_____	_____	_____
10. Is the book return designed so that it will not damage books as it is used? <i>Comments:</i> _____	_____	_____	_____
11. Does the door on the book return lock when the cart is full to prevent cart overflowing? <i>Comments:</i> _____	_____	_____	_____
12. Is there a separate return for audiovisual materials? <i>Comments:</i> _____	_____	_____	_____
13. Is there a locking device on outside book returns? <i>Comments:</i> _____	_____	_____	_____
14. Do outside book returns accommodate both walk-up and drive-up access through two deposit openings? <i>Comments:</i> _____	_____	_____	_____

4



Interior Organization of Library Buildings

	YES	NO	N/A
A. Entrance			
1. For security purposes, is there only one public entrance/exit?	___	___	___
Comments: _____			
2. Is the staff entrance secured from unauthorized use and well lighted?	___	___	___
Comments: _____			
3. Is the building's entrance easily identifiable to pedestrians as well as people in cars?	___	___	___
Comments: _____			
4. Is the route from the public transportation stop to the entrance easily accessible?	___	___	___
Comments: _____			
5. Are all building entrances sheltered from the weather and well lighted?	___	___	___
Comments: _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Is a floor covering or system provided near the entrance that allows for removal of debris from users' shoes as they walk into a building?	_____	_____	_____
<i>Comments:</i> _____			
7. Is there a floor drain provided for exterior rain and snow removal at the entrance to the building?	_____	_____	_____
<i>Comments:</i> _____			
8. Are there trash and cigarette receptacles near each of the entrances?	_____	_____	_____
<i>Comments:</i> _____			
9. Are the outside telephones well lighted at night and easily visible?	_____	_____	_____
<i>Comments:</i> _____			
10. Is there outside seating available?	_____	_____	_____
<i>Comments:</i> _____			
11. If the library is at an intersection, is there a main entrance at or near a corner that will serve both streets?	_____	_____	_____
<i>Comments:</i> _____			
12. Is there a double-door vestibule to prevent drafts and heat and/or air conditioning losses?	_____	_____	_____
<i>Comments:</i> _____			
13. Is the hardware for the entrance doors durable and sturdy enough to withstand heavy use?	_____	_____	_____
<i>Comments:</i> _____			
14. Are entrance doors easy to open and close?	_____	_____	_____
<i>Comments:</i> _____			
15. Has safety glass been used in the entrance area?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
16. Are all public-service elements of the building easily located from the entrance? <i>Comments:</i> _____	_____	_____	_____
17. Is there a book security system? <i>Comments:</i> _____	_____	_____	_____
18. Can the book security system be installed without surface mounted wiring or carpet runners? <i>Comments:</i> _____	_____	_____	_____
19. If a metal studding system is used in framing the building, are wood studs used adjacent to the area where the book security system is installed to prevent interference? <i>Comments:</i> _____	_____	_____	_____
20. Are the various areas within the interior identified by signs, lighting, color, and furnishings? Do the areas listed below stand out when one enters the building:			
a) Circulation?	_____	_____	_____
b) Reference/information?	_____	_____	_____
c) Catalog?	_____	_____	_____
d) Books/audiovisual?	_____	_____	_____
e) Children/adults/young adults?	_____	_____	_____
<i>Comments:</i> _____			
21. Are furniture and equipment used to promote, merchandise, and display some parts of the book and media collections of the library? <i>Comments:</i> _____	_____	_____	_____
22. Is there space near the entrance for:			
a) Public bulletin boards?	_____	_____	_____
b) Display cases?	_____	_____	_____
c) Pamphlet racks?	_____	_____	_____
d) Announcements of library events?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
e) Community announcements bulletin boards?	_____	_____	_____
f) Public telephones?	_____	_____	_____
g) Vending machines?	_____	_____	_____
h) Book donation drop?	_____	_____	_____
i) Lobby seating?	_____	_____	_____
<i>Comments:</i> _____			

23. Does there appear to be good traffic flow throughout the interior?	_____	_____	_____
<i>Comments:</i> _____			

B. Circulation Desk Facilities

1. Is the circulation area located near the library's entrance?	_____	_____	_____
<i>Comments:</i> _____			

2. Is the circulation area clearly visible and identifiable from the library's entrance?	_____	_____	_____
<i>Comments:</i> _____			

3. Is there enough space between the circulation and security equipment to prevent one system from interfering with the electrical and physical operation of the other?	_____	_____	_____
<i>Comments:</i> _____			

4. Are the following functions easily identified and located by library users:			
a) Checkout?	_____	_____	_____
b) Self or express checkout (if available)?	_____	_____	_____
c) Returns?	_____	_____	_____
d) Library cards?	_____	_____	_____
e) Information/inquiry?	_____	_____	_____
f) Reserve/holds?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
g) Interlibrary loan?	_____	_____	_____
h) Other?	_____	_____	_____
<i>Comments:</i> _____			
5. Are queuing provisions made for a smooth traffic flow for entering and leaving the building without obstacles created by checkout lines during peak periods?	_____	_____	_____
<i>Comments:</i> _____			
6. Will checkout lines be long enough to require stanchions and roping?	_____	_____	_____
<i>Comments:</i> _____			
7. Does the circulation desk accommodate:			
a) Computer checkout terminals?	_____	_____	_____
b) Self-checkout terminals?	_____	_____	_____
c) Terminal screens that are visible to customers?	_____	_____	_____
d) Telephones?	_____	_____	_____
e) Answering machines?	_____	_____	_____
f) Cash registers and/or cash drawers?	_____	_____	_____
g) Lost and found items?	_____	_____	_____
<i>Comments:</i> _____			
8. Are there sufficient sorting shelves and trucks for holding returned materials?	_____	_____	_____
<i>Comments:</i> _____			
9. Are the shelves and trucks easily accessible and clearly arranged?	_____	_____	_____
<i>Comments:</i> _____			
10. Can the shelves accommodate all sizes of returned materials?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
11. Is there an interior book drop and can it be easily cleared? <i>Comments:</i> _____	_____	_____	_____
12. Is there adequate work space for staff? <i>Comments:</i> _____	_____	_____	_____
13. Is there toe space and knee space incorporated into the counter for staff comfort and convenience? <i>Comments:</i> _____	_____	_____	_____
14. Is the circulation desk the appropriate height for adults, children, and disabled customers? <i>Comments:</i> _____	_____	_____	_____
15. Is the desk designed for a logical work flow based on the circulation system employed by the library? <i>Comments:</i> _____	_____	_____	_____
16. Is there adequate space for book trucks to move about and through the circulation area? <i>Comments:</i> _____	_____	_____	_____
17. Are sorting shelves and trucks easily accessible from the return portions of the desk? <i>Comments:</i> _____	_____	_____	_____
18. Is the top of the desk covered with a material that does not get damaged when heavy materials and equipment are dragged across or dropped upon it? <i>Comments:</i> _____	_____	_____	_____
19. Can the desk surface be cleaned easily on a daily basis? <i>Comments:</i> _____	_____	_____	_____
20. Is the flooring material adjacent to the circulation counter of a type that will minimize noise of book trucks? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
21. Is there shock-absorbent flooring next to the staff side of the circulation desk? <i>Comments:</i> _____	_____	_____	_____
22. Is the floor adjacent to the circulation counter easily maintained and safe during wet weather? <i>Comments:</i> _____	_____	_____	_____
23. Are circulation staff offices located near the circulation area? <i>Comments:</i> _____	_____	_____	_____
24. Is the circulation desk accessible to both children and disabled users? <i>Comments:</i> _____	_____	_____	_____
25. Are the height and width of the circulation desk appropriate for the various work functions taking place? <i>Comments:</i> _____	_____	_____	_____
26. Is the circulation desk modular in design so that modules may be interchanged as need arises? <i>Comments:</i> _____	_____	_____	_____
27. Is the desk designed to handle the necessary equipment with hidden, yet accessible, wiring and cable? <i>Comments:</i> _____	_____	_____	_____
28. Are the electrical wiring and cabling out of public view? <i>Comments:</i> _____	_____	_____	_____
29. Are the electrical wiring and cabling easily accessible by staff? <i>Comments:</i> _____	_____	_____	_____
30. Is the circulation desk designed to accommodate changing the location and size of electrical equipment in the future?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
Comments: _____			
31. Are keyboards ergonomically designed?	_____	_____	_____
Comments: _____			
32. Is the monitor screen visible to the customers?	_____	_____	_____
Comments: _____			
33. Are there back panels on the computers to screen them from the public?	_____	_____	_____
Comments: _____			
34. If there is a materials security system, is there space for the sensitizing and desensitizing equipment?	_____	_____	_____
Comments: _____			
35. Is there room to expand the desk as circulation of materials increases?	_____	_____	_____
Comments: _____			

C. Reference Facilities

1. Is the reference desk clearly identified and conveniently located?	_____	_____	_____
Comments: _____			
2. Is the reference desk the appropriate height for adults, children, and disabled patrons?	_____	_____	_____
Comments: _____			
3. Is the reference area arranged in such a manner that librarians are visibly approachable?	_____	_____	_____
Comments: _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
4. Is the reference desk located where staff can identify by sight those customers having difficulty finding reference materials? <i>Comments:</i> _____	_____	_____	_____
5. Is there seating for customer/staff consultation? <i>Comments:</i> _____	_____	_____	_____
6. Can reference librarians easily get out from behind the desk to help customers? <i>Comments:</i> _____	_____	_____	_____
7. Are reference collections, including ready reference materials, conveniently located and identified? <i>Comments:</i> _____	_____	_____	_____
8. Are photocopiers close to the reference materials? <i>Comments:</i> _____	_____	_____	_____
9. Are materials and equipment requiring staff assistance grouped close to the reference service desk? <i>Comments:</i> _____	_____	_____	_____
10. Is there a terminal on the reference desk that can perform circulation functions as well as database searching functions? <i>Comments:</i> _____	_____	_____	_____
11. Is the public access catalog accessible from all parts of the reference collection? <i>Comments:</i> _____	_____	_____	_____
12. Are catalog terminals well distributed in the reference area? <i>Comments:</i> _____	_____	_____	_____
13. Does the reference staff have adequate work space at their public service desk?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
<i>Comments:</i> _____			
14. Does the reference desk have a cordless phone in order to do more efficient interviews with telephone service customers while performing shelf checks?	_____	_____	_____
<i>Comments:</i> _____			
15. Does the telephone system have a multiline capacity?	_____	_____	_____
<i>Comments:</i> _____			
16. Are adequate space, appropriate lighting, and acoustics allowed for the following equipment and its use:			
a) Computer terminals?	_____	_____	_____
b) CD-ROM units?	_____	_____	_____
c) Online-networking stations?	_____	_____	_____
d) Audiovisual equipment?	_____	_____	_____
e) Photocopiers?	_____	_____	_____
f) Microform equipment?	_____	_____	_____
g) Other?	_____	_____	_____
<i>Comments:</i> _____			
17. Is adequate space allowed for customer use of reference materials?	_____	_____	_____
<i>Comments:</i> _____			
18. Does the reference area provide separate or acoustically isolated spaces for the following services:			
a) Interlibrary loan?	_____	_____	_____
b) Database searches?	_____	_____	_____
c) General information?	_____	_____	_____
d) Customer interviews?	_____	_____	_____
e) Telephone reference service?	_____	_____	_____
f) Photocopiers?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
19. If the following materials are included in the reference collection, is adequate space allowed for their use, including the equipment they require:			
a) Computer databases?	_____	_____	_____
b) Newspapers?	_____	_____	_____
c) Periodicals?	_____	_____	_____
d) Indexes and abstracts?	_____	_____	_____
e) Annual reports?	_____	_____	_____
f) Bibliographies?	_____	_____	_____
g) Unabridged dictionaries?	_____	_____	_____
h) Microforms?	_____	_____	_____
i) Rare books?	_____	_____	_____
j) Government publications?	_____	_____	_____
k) Vertical files?	_____	_____	_____
l) Ready reference?	_____	_____	_____
m) Reserves?	_____	_____	_____
n) College catalogs and career information?	_____	_____	_____
o) City directories?	_____	_____	_____
p) Archives?	_____	_____	_____
q) Telephone directories?	_____	_____	_____
r) Genealogy resources?	_____	_____	_____
s) Maps and atlases?	_____	_____	_____
t) General reference materials?	_____	_____	_____
u) Newspaper clippings?	_____	_____	_____
v) Audiovisual materials?	_____	_____	_____
w) Tax forms?	_____	_____	_____
x) General information flyers?	_____	_____	_____
y) Miscellaneous library and public information?	_____	_____	_____
z) Other?	_____	_____	_____
Comments: _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
20. Are there storage provisions for these materials? <i>Comments:</i> _____	_____	_____	_____
21. Are reference staff offices located near the reference area? <i>Comments:</i> _____	_____	_____	_____
22. If areas of limited or closed access exist, is adequate space allocated for: a) Staffing? b) Expansion? c) Security? <i>Comments:</i> _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
23. Does the reference staff have adequate work space at their public service desks? <i>Comments:</i> _____	_____	_____	_____
24. Can the public service areas be expanded for additional equipment? <i>Comments:</i> _____	_____	_____	_____

D. Children's Facilities

1. Is the physical and psychological environment pleasant and inviting to children? If you were a child, would this area appeal to you? <i>Comments:</i> _____	_____	_____	_____
2. Is the children's area arranged in such a manner that adults are not reluctant to use it? <i>Comments:</i> _____	_____	_____	_____
3. If there is a children's staff office, is it of adequate size? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
4. Is there a separate children's card catalog or an online public access terminal? <i>Comments:</i> _____	_____	_____	_____
5. Are shelving and furniture scaled for children? <i>Comments:</i> _____	_____	_____	_____
6. Are there small alcoves, surrounded by low shelves, controllable by the staff but accessible to children, where the children may pick out a book or game to settle individually or in small groups to enjoy it? <i>Comments:</i> _____	_____	_____	_____
7. Are the drinking fountains scaled for children? <i>Comments:</i> _____	_____	_____	_____
8. Are there rest rooms scaled for children in the children's area? <i>Comments:</i> _____	_____	_____	_____
9. Do one or more of the children's rest rooms include a diaper-changing table? <i>Comments:</i> _____	_____	_____	_____
10. If rest-room facilities are not located in the children's area, are they located adjacent to or near the children's area? <i>Comments:</i> _____	_____	_____	_____
11. Are there some imaginative pieces of furniture for visual surprise? <i>Comments:</i> _____	_____	_____	_____
12. Are cheerful colors, interesting geometric shapes, and graphic sketches used in the children's area? <i>Comments:</i> _____	_____	_____	_____
13. Have sharp corners and edges been eliminated from furniture and equipment?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
Comments: _____ _____			
14. Are the tabletops, chairs, and floors easily cleaned? Comments: _____ _____	_____	_____	_____
15. Is there comfortable adult seating for use while adults are sharing books with children? Comments: _____ _____	_____	_____	_____
16. Does the staff have visual control of the area? Comments: _____ _____	_____	_____	_____
17. Is realia conveniently and attractively housed? Comments: _____ _____	_____	_____	_____
18. Is there sufficient space for use and secure storage (locked if needed) of audiovisual materials and equipment? Comments: _____ _____	_____	_____	_____
19. Is there sufficient space for crafts activities and storage of crafts materials? Comments: _____ _____	_____	_____	_____
20. Is the floor a single height to allow for flexibility in programming and accessibility, as well as to avoid injuries? Comments: _____ _____	_____	_____	_____
21. Is there a separate programming area adjacent to, but out of, the traffic flow? Comments: _____ _____	_____	_____	_____
22. Is the programming area designed to be multipurpose when not used for special functions, i.e., quiet study, computer resource center, etc.? Comments: _____ _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
23. Is the programming area designed to handle the full age range of children who use the library? <i>Comments:</i> _____	_____	_____	_____
24. Has allowance been made for storage of special equipment used in programming, such as a puppet stage? <i>Comments:</i> _____	_____	_____	_____
25. Is the children's area acoustically designed to avoid interfering with other library functions? <i>Comments:</i> _____	_____	_____	_____
26. Do interior finishes and materials enhance the acoustics? <i>Comments:</i> _____	_____	_____	_____
27. Are play areas designed to avoid interfering with other library functions? <i>Comments:</i> _____	_____	_____	_____
28. Has allowance been provided for specific displays and materials geared to children? <i>Comments:</i> _____	_____	_____	_____
29. If children's and adult circulation counters are separated, is there lower counter space set aside for children, visibly marked by large graphics? <i>Comments:</i> _____	_____	_____	_____
30. Has sufficient space been allowed for easy access by children if materials are checked out or returned at the children's desk? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
E. Young Adult Facilities			
1. Did a teen advisory panel work with the design team in developing the young adult space?	_____	_____	_____
<i>Comments:</i> _____			
2. Is the location of the young adult area easily determined when one enters the library?	_____	_____	_____
<i>Comments:</i> _____			
3. Is the young adult section separate from other areas in the library?	_____	_____	_____
<i>Comments:</i> _____			
4. Is the space closer to the adult section than to the children's section?	_____	_____	_____
<i>Comments:</i> _____			
5. Does the space encourage young adult use by allowing them to "control it" as they control personal space in their homes?	_____	_____	_____
<i>Comments:</i> _____			
6. Is the space slightly secluded, giving the appearance of privacy, while still allowing some supervision?	_____	_____	_____
<i>Comments:</i> _____			
7. Does the space include glassed in and acoustically separate seminar rooms that allow group study?	_____	_____	_____
<i>Comments:</i> _____			
8. Does the space include a glassed in and acoustically separate area with a large screen television and audio equipment?	_____	_____	_____
<i>Comments:</i> _____			
9. Do the materials housed in the young adult area appeal to the intended audience? Materials such as paperbacks in multiple copies arranged as in bookstores, uncluttered			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
shelves, and collections grouped by genre such as science fiction, romances, and mysteries? <i>Comments:</i> _____	_____	_____	_____
10. Are the shelving and fixtures used to store young adult materials similar to those found in music, video, and bookstores? <i>Comments:</i> _____	_____	_____	_____
11. Does the space include computers for word processing and spreadsheets, access to the Internet, and games? <i>Comments:</i> _____	_____	_____	_____
12. Is there secure and adequate space to store teen gear such as skateboards and backpacks? <i>Comments:</i> _____	_____	_____	_____
13. Does the space allow a variety of comfortable seating options including traditional seating, chairs designed to tilt back without tipping, couches, and floor seating? <i>Comments:</i> _____	_____	_____	_____
14. Is there space allocated to reflect young adult pride and activities including bulletin boards listing teen accomplishments and activities? <i>Comments:</i> _____	_____	_____	_____

F. Multimedia Facilities

1. Does the facility provide an opportunity to market multimedia materials and services to users? <i>Comments:</i> _____	_____	_____	_____
2. Does the media room have a separate, independent heating/cooling system that can be regulated to control the temperature and humidity? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
3. Is there special humidifying/dehumidifying equipment to maintain a 60 percent relative humidity? <i>Comments:</i> _____	_____	_____	_____
4. Do air conditioning units have electrostatic filters? <i>Comments:</i> _____	_____	_____	_____
5. Are supply and return air vents located high on the walls or in the ceiling with air velocities low enough to prevent problems with paper, hair, or clothing? <i>Comments:</i> _____	_____	_____	_____
6. Can windows be opened to provide ventilation in case the HVAC system breaks down? <i>Comments:</i> _____	_____	_____	_____
7. Is there sufficient acoustical treatment to prevent external noise sources from interfering with listening to media? <i>Comments:</i> _____	_____	_____	_____
8. Has the following equipment been considered for placement in multimedia areas:			
a) Audiovisual carrels with built-in playback equipment?	_____	_____	_____
b) Secured and locked storage cabinets for equipment such as videotape recorders, cassette players, overhead movie and slide projectors, etc.?	_____	_____	_____
c) Computer workstations and printers?	_____	_____	_____
d) CD-ROM terminals and printers?	_____	_____	_____
e) OPAC workstations and printers?	_____	_____	_____
f) Microform reader/printers?	_____	_____	_____
g) Podiums?	_____	_____	_____
h) Public address systems?	_____	_____	_____
i) Tables?	_____	_____	_____
j) Chairs?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
k) Lounge furniture?	_____	_____	_____
l) Shelving for books and media?	_____	_____	_____
m) Televisions?	_____	_____	_____
n) Videotape recorders?	_____	_____	_____
o) Projection television?	_____	_____	_____
p) Moving picture projectors?	_____	_____	_____
q) Screen (wall or rear view)?	_____	_____	_____
r) Compact disc players?	_____	_____	_____
s) Audiocassette players?	_____	_____	_____
t) DVD players?	_____	_____	_____
<i>Comments:</i> _____			

9. Does the facility employ an in-the-floor grid system to accommodate and easily change connections for electrical service, television, and communications distribution throughout the multimedia area?	_____	_____	_____
<i>Comments:</i> _____			

G. Special Collections/Rare Books/Archives

1. Do the building program and/or institutional guidelines spell out the security necessary in the room?	_____	_____	_____
<i>Comments:</i> _____			

2. Is there a desk strategically located to allow an attendant a clear view of the readers?	_____	_____	_____
<i>Comments:</i> _____			

3. Is the reading room arranged to assure staff observance of those who are exiting?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
4. Are reading tables arranged in open positions, allowing maximum supervision from staff areas? <i>Comments:</i> _____	_____	_____	_____
5. Are the reading tables generously sized individual tables with task lighting, power for typewriters and/or laptop computers, and table lecterns for holding large books? <i>Comments:</i> _____	_____	_____	_____
6. Are a few larger tables provided for use of large folios? <i>Comments:</i> _____	_____	_____	_____
7. Are the rare books housed in locked cases with grilled doors? <i>Comments:</i> _____	_____	_____	_____
8. Are the rare books shelved in specially designed (padded) bookstacks that are securely braced with earthquake safety devices that prevent books from falling off shelves? <i>Comments:</i> _____	_____	_____	_____
9. Are manuscripts and archives housed in acid-free boxes? <i>Comments:</i> _____	_____	_____	_____
10. Are microfilm reading machines and other equipment provided to "read" all of the types of media and materials located in the room? <i>Comments:</i> _____	_____	_____	_____
11. Are reading and exhibit areas separated? <i>Comments:</i> _____	_____	_____	_____
12. Can an even temperature of 70 degrees F and humidity of about 50 percent be maintained to prolong the life of the books and materials? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
13. Is there an electrostatic filter for the removal of dust and dirt? <i>Comments:</i> _____	_____	_____	_____
14. In addition, is there a backup mechanical filter should the electrostatic filter break down? <i>Comments:</i> _____	_____	_____	_____
15. Is the location of the air intake high enough on the exterior wall or roof to avoid chemical and exhaust pollution, especially in urban areas? <i>Comments:</i> _____	_____	_____	_____
16. Is care taken to control the levels of damaging (especially ultraviolet) light? <i>Comments:</i> _____	_____	_____	_____
17. Is the area monitored for insects, rodents, and other biological pests which may attack the collection? (Mechanical and/or chemical control techniques can be used.) <i>Comments:</i> _____	_____	_____	_____
18. Is the area monitored and protected to provide security with:			
a) A vault or strong room?	_____	_____	_____
b) Special restricted keying and access?	_____	_____	_____
c) Intrusion alarms?	_____	_____	_____
d) Door contacts and other forms of perimeter protection?	_____	_____	_____
e) Monitoring controls and alarms to indicate changes from desired temperature and/or humidity?	_____	_____	_____
f) Smoke and fire alarms?	_____	_____	_____
g) Water alarms?	_____	_____	_____
h) Special alarms in display cases?	_____	_____	_____
i) Panic alarms for staff?	_____	_____	_____
j) Security video cameras to monitor the collection and reading areas?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
Comments: _____			
19. Has the library instituted a policy as to how to respond to alarms and where their signals should be seen or heard?	_____	_____	_____
Comments: _____			
20. Is there adequate work space provided for conservation work?	_____	_____	_____
Comments: _____			
21. Is a disaster preparedness plan in effect?	_____	_____	_____
Comments: _____			
22. Are disaster supplies stored mainly off-site but with a small cache on-site?	_____	_____	_____
Comments: _____			

H. Literacy Center

1. Does the library provide a literacy or reading center service?	_____	_____	_____
Comments: _____			
2. Is the literacy center a separate room or area in the library? (If so, the following questions should be asked.)	_____	_____	_____
Comments: _____			
3. Are there office space and equipment for the literacy program manager?	_____	_____	_____
Comments: _____			
4. Is space provided for a public bulletin display board and brochure rack?	_____	_____	_____
Comments: _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
5. Is there space for a literacy book collection? <i>Comments:</i> _____	_____	_____	_____
6. Are there two-position tutoring study carrels for learner and tutor interaction? <i>Comments:</i> _____	_____	_____	_____
7. Is there space for computer learning stations? (Each station should have seating for two [learner and tutor], a computer with appropriate software, and storage for software and supplies.) <i>Comments:</i> _____	_____	_____	_____
8. Is the lab acoustically controlled so that noise will not impact learners using the lab or other areas of the learning center? <i>Comments:</i> _____	_____	_____	_____
9. Is there a small conference room that might serve as a functional office as well as a place for informal discussion? <i>Comments:</i> _____	_____	_____	_____
10. Are there workstations or work areas for staff? <i>Comments:</i> _____	_____	_____	_____
11. Are there workstations or work areas for volunteers? <i>Comments:</i> _____	_____	_____	_____

I. Meeting and Seminar Rooms

1. Is the meeting-room entry close to the main entrance? <i>Comments:</i> _____	_____	_____	_____
2. Is there an assembly area adequate in size for handling the arrival and departure of large groups that may be attending meetings? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
3. Can the meeting-room area be closed off from the remainder of the library? <i>Comments:</i> _____	_____	_____	_____
4. When the meeting room is closed off from the rest of the library, do users have access to public rest rooms? <i>Comments:</i> _____	_____	_____	_____
5. Are floor coverings easy to clean and replace? <i>Comments:</i> _____	_____	_____	_____
6. Will a portable or built-in stage be required? <i>Comments:</i> _____	_____	_____	_____
7. Will a lectern or podium be required? <i>Comments:</i> _____	_____	_____	_____
8. Is there a public telephone that may be used when the library is closed? <i>Comments:</i> _____	_____	_____	_____
9. Is there a drinking fountain that may be used when the library is closed? <i>Comments:</i> _____	_____	_____	_____
10. If the meeting room is large, is it equipped with folding doors that can be used as dividers to split the room into two or more parts? <i>Comments:</i> _____	_____	_____	_____
11. If folding partitions are used, can users get to and from each meeting room without disturbing those in adjacent rooms? <i>Comments:</i> _____	_____	_____	_____
12. Are there provisions for hanging coats? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
13. Does the room provide flexibility to accommodate a variety of programming activities, from children's story hours to film showings to art exhibitions? <i>Comments:</i> _____	_____	_____	_____
14. Are there special lighting fixtures and dimmer switches located in the ceiling above the speaker to provide glare-free and appropriate lighting? <i>Comments:</i> _____	_____	_____	_____
15. Is the lighting controllable in intensity, allowing full darkening of the room for visual presentations? <i>Comments:</i> _____	_____	_____	_____
16. Are window coverings provided to darken the room and block out light for visual presentations? <i>Comments:</i> _____	_____	_____	_____
17. Is there a kitchen for the preparation of food and for serving light refreshments? <i>Comments:</i> _____	_____	_____	_____
18. Are there provisions for lockable pass-through from the kitchen to the meeting room for food and beverage service? <i>Comments:</i> _____	_____	_____	_____
19. Is the kitchen equipped with a sink, garbage disposal, microwave oven, stove, refrigerator, ice maker, and cabinets for storage of dishes and equipment? <i>Comments:</i> _____	_____	_____	_____
20. Is the room appropriately wired for phone, cable, teleconferencing, etc.? <i>Comments:</i> _____	_____	_____	_____
21. Are there electrical and telecommunication outlets on all walls and at needed locations on the floor?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
<i>Comments:</i> _____			
22. Are adequate space, data lines, and power provided for the following equipment:			
a) Overhead projectors?	_____	_____	_____
b) Projection from laptop computers?	_____	_____	_____
c) 35mm slide projectors?	_____	_____	_____
d) Ceiling- or wall-mounted screens?	_____	_____	_____
e) Large-screen or projection televisions?	_____	_____	_____
f) Videocassette recorders?	_____	_____	_____
g) Video DVD player?	_____	_____	_____
h) Teleconferencing equipment?	_____	_____	_____
i) Audio sound system using radio, audiocassettes, and compact discs?	_____	_____	_____
j) Public-address system?	_____	_____	_____
k) Wireless microphones?	_____	_____	_____
l) Podium with links to the various sound systems?	_____	_____	_____
m) Personal computers?	_____	_____	_____
n) Satellite-dish equipment?	_____	_____	_____
<i>Comments:</i> _____			
23. Is there lockable storage for equipment?			
<i>Comments:</i> _____			
24. Are there blackboards and/or white marker boards?			
<i>Comments:</i> _____			
25. Are there art rails for exhibitions?			
<i>Comments:</i> _____			
26. Are the meeting-room chairs stackable?			
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
27. Are caddies available to move and store the chairs? <i>Comments:</i> _____	_____	_____	_____
28. Are the tables folding? <i>Comments:</i> _____	_____	_____	_____
29. Does the folding mechanism of the tables operate easily? <i>Comments:</i> _____	_____	_____	_____
30. Do the tables have:			
a) Fixed-height bases?	_____	_____	_____
b) Adjustable-height bases? <i>Comments:</i> _____	_____	_____	_____
31. Are caddies available to store and move the tables? <i>Comments:</i> _____	_____	_____	_____
32. Are the chairs and tables light enough to be moved and maneuvered by library staff? <i>Comments:</i> _____	_____	_____	_____
33. Are there lockable storage areas near meeting rooms for audiovisual equipment and/or furniture such as lecterns or stackable chairs? <i>Comments:</i> _____	_____	_____	_____
34. Have provisions been made to prevent noisy programs from interfering with library operations? <i>Comments:</i> _____	_____	_____	_____

J. Convenience Facilities

1. Are rest rooms located close to the lobby or building entrance?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
2. Does every floor have rest rooms for both men and women? <i>Comments:</i> _____	_____	_____	_____
3. Are rest rooms easily identified? <i>Comments:</i> _____	_____	_____	_____
4. Are there special rest rooms for children, located in or near the children's area? <i>Comments:</i> _____	_____	_____	_____
5. Do all rest rooms contain an area for changing children's diapers? <i>Comments:</i> _____	_____	_____	_____
6. Does every floor have a drinking fountain? <i>Comments:</i> _____	_____	_____	_____
7. Are there drinking fountains for children? <i>Comments:</i> _____	_____	_____	_____
8. Are public telephones available? <i>Comments:</i> _____	_____	_____	_____
9. Are telephones strategically located to encourage convenient use while preventing disturbance to other customers? <i>Comments:</i> _____	_____	_____	_____
10. Are telephone directories provided? <i>Comments:</i> _____	_____	_____	_____
11. Is space allocated for public access to:			
a) Photocopiers?	_____	_____	_____
b) Telefacsimile (fax) machines?	_____	_____	_____
c) Personal computers?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
d) Computer printers?	_____	_____	_____
e) Audiovisual equipment?	_____	_____	_____
f) Other?	_____	_____	_____
<i>Comments:</i> _____			

12. Are signs available identifying these machines?	_____	_____	_____
<i>Comments:</i> _____			

13. Are coin-changing machines located near these machines?	_____	_____	_____
<i>Comments:</i> _____			

14. Are provisions made for noise abatement in noisy areas of the library?	_____	_____	_____
<i>Comments:</i> _____			

15. Are provisions made for trash and recycling?	_____	_____	_____
<i>Comments:</i> _____			

16. Is there a refreshment area available for the public?	_____	_____	_____
<i>Comments:</i> _____			

17. Are vending machines available for public use?	_____	_____	_____
<i>Comments:</i> _____			

18. Is the refreshment area located away from public service areas?	_____	_____	_____
<i>Comments:</i> _____			

19. Is the refreshment area easily viewed and supervised by staff?	_____	_____	_____
<i>Comments:</i> _____			

20. Are trash receptacles available?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
21. Are clocks strategically located and visible in every major public area? <i>Comments:</i> _____	_____	_____	_____
22. Are the clocks easily accessible for resetting the time? <i>Comments:</i> _____	_____	_____	_____
23. If smoking is permitted, are smoking areas clearly identified? <i>Comments:</i> _____	_____	_____	_____
24. Is there a separate elevator for staff? <i>Comments:</i> _____	_____	_____	_____
25. Is there a separate elevator for freight? <i>Comments:</i> _____	_____	_____	_____

K. Library Store

If a library store is provided,

1. Is the store in a prominent location to attract the attention of customers as they walk by? <i>Comments:</i> _____	_____	_____	_____
2. Are there adequate signage, window displays, and other visual cues to draw potential customers? <i>Comments:</i> _____	_____	_____	_____
3. Are the circulation paths simple and logical? (Customers should be able to concentrate on the merchandise and not be worried about bumping into things.) <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
4. Is the cash/wrapping counter designed and located for maximum efficiency, accessibility, and optimal equipment placement? <i>Comments:</i> _____	_____	_____	_____
5. Is there a cash register? <i>Comments:</i> _____	_____	_____	_____
6. Is there an office/storage room located in the store? <i>Comments:</i> _____	_____	_____	_____
7. Is the design of the display fixtures flexible to permit new products to be added periodically? <i>Comments:</i> _____	_____	_____	_____
8. Will some products require special displays or display techniques? <i>Comments:</i> _____	_____	_____	_____
9. Is a specific lighting source (incandescent, fluorescent, or halogen) preferred? <i>Comments:</i> _____	_____	_____	_____
10. Are there security systems in place to protect staff, merchandise, and cash? <i>Comments:</i> _____	_____	_____	_____
11. Are there special requirements for cooling or heating any areas of the store? <i>Comments:</i> _____	_____	_____	_____
12. Are telephones required? <i>Comments:</i> _____	_____	_____	_____
13. Are there enough electrical outlets? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
14. Will the store have a sound system? <i>Comments:</i> _____	_____	_____	_____
15. Are there preferred materials for the walls? <i>Comments:</i> _____	_____	_____	_____
16. Are there preferred materials for the floors? <i>Comments:</i> _____	_____	_____	_____
17. Are there preferred materials for the ceiling? <i>Comments:</i> _____	_____	_____	_____

L. Displays

1. Are the display furnishings and shelving appropriate for merchandising the library's products and services? <i>Comments:</i> _____	_____	_____	_____
2. Can library materials be arranged in an attractive, appealing way to promote library products? <i>Comments:</i> _____	_____	_____	_____
3. Does the display shelving have built-in signs, boards, and lights to draw the attention of the library user? <i>Comments:</i> _____	_____	_____	_____
4. Are the racks for displaying audiovisual materials stable when filled? <i>Comments:</i> _____	_____	_____	_____
5. Are there bulletin boards for community notices and activities? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Are there secure and locked exhibit cases, both free-standing and built-in? <i>Comments:</i> _____	_____	_____	_____
7. Do the cases have lighting to highlight the exhibits? <i>Comments:</i> _____	_____	_____	_____
8. Do the cases have surfaces that make posting easy? <i>Comments:</i> _____	_____	_____	_____
9. Are the cases ventilated to avoid overheating and damaging the exhibits? <i>Comments:</i> _____	_____	_____	_____
10. Are display cases located in high traffic areas to make these areas more visually interesting? <i>Comments:</i> _____	_____	_____	_____
11. Is there space for the distribution of community information, tax forms, flyers, and other handouts? <i>Comments:</i> _____	_____	_____	_____
12. Is there a clear modular system of racks and displays for distribution of community notices and giveaway items to prevent clutter? <i>Comments:</i> _____	_____	_____	_____
13. Are the racks and displays for distributing materials flexible enough to handle a variety of sizes and shapes of literature in a neat, attractive manner? <i>Comments:</i> _____	_____	_____	_____
14. Are the racks displayed in highly visible locations in order to attract customers and merchandise materials? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
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M. Interior Signage

1. Do signs meet ADA requirements (see section 5)? ____
Comments: _____
2. Has the sign system been integrated into the building design and furniture selection process (architecture, color, etc.)? ____
Comments: _____
3. Is there consistency in signage throughout the building? (Signs that serve the same function throughout the building should have the same shape, size, layout, type size, and placement.) ____
Comments: _____
4. Are the signs of good design? (Typeface, size, spacing of letters, contrast, use of symbols, and color should all be considered.) ____
Comments: _____
5. Are the sizes of signs proportional to distance from users and are signs sequentially positioned to facilitate self-service? ____
Comments: _____
6. Are the signs well lighted, easy to read, and positioned for a clear view? ____
Comments: _____
7. Do signs use terminology consistently? (Only one term should be applied to any one area, service, etc.) ____
Comments: _____
8. Is the text of the sign clearly and accurately written in order to communicate the intended message effectively and positively? ____
Comments: _____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
9. Is the signage system flexible enough that, as conditions change, signs can be changed or moved easily? <i>Comments:</i> _____	_____	_____	_____
10. Is redundancy avoided? (Too many signs, all providing the same message, can be as bad as no sign at all.) <i>Comments:</i> _____	_____	_____	_____
11. Are signs positioned and designed to avoid injuries (sharp corners, height, etc.)? <i>Comments:</i> _____	_____	_____	_____
12. Are signs reasonably vandal proof? <i>Comments:</i> _____	_____	_____	_____
13. Is the exterior monument sign(s) identifying the library positioned so that it is easy to read when approaching the library? (A sign perpendicular to the road is easier to read than a sign parallel to the road.) <i>Comments:</i> _____	_____	_____	_____
14. Is there a directory identifying major library services and their locations? <i>Comments:</i> _____	_____	_____	_____
15. Are directional signs available leading patrons to different departments and placed at logical decision points? <i>Comments:</i> _____	_____	_____	_____
16. Are there signs on doors and at the entrances to departments to identify the function or service within that room or area? <i>Comments:</i> _____	_____	_____	_____
17. Are there signs to highlight temporary collections and services or to announce events taking place in the library? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
18. Are there signs that can be easily changed on the end panels of stacks to identify which books are shelved in that range?	_____	_____	_____
<i>Comments:</i> _____			

19. Are there signs to provide critical information about regulations, warnings, procedures, instructions, and hours?	_____	_____	_____
<i>Comments:</i> _____			

20. Are instructional signs available for catalog use?	_____	_____	_____
<i>Comments:</i> _____			

N. Workroom/Offices

1. Are there individual workstations for all staff?	_____	_____	_____
<i>Comments:</i> _____			

2. Are there adequate workstations for library volunteers?	_____	_____	_____
<i>Comments:</i> _____			

3. Are workstations free from distractions?	_____	_____	_____
<i>Comments:</i> _____			

4. When required for team activities, are some workstations designed to foster communication among staff?	_____	_____	_____
<i>Comments:</i> _____			

5. Are there lockers and/or coat closets where personal items can be stored and secured for staff and volunteers?	_____	_____	_____
<i>Comments:</i> _____			

6. Is there adequate at-hand storage space?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
7. Is there a sick-bay area or a place where ill staff members may rest? <i>Comments:</i> _____	_____	_____	_____
8. Is there adequate space for equipment such as personal computers, terminals, word processors, television/VCR units with stands? <i>Comments:</i> _____	_____	_____	_____
9. Is there adequate space for a variety of types of library storage? <i>Comments:</i> _____	_____	_____	_____
10. Is there a locking storage unit or area to secure valuable equipment such as CD players, slide projectors, cameras, etc.? <i>Comments:</i> _____	_____	_____	_____
11. Is there a locking storage unit to secure media and other expensive items during processing and prior to delivery to the public shelves? <i>Comments:</i> _____	_____	_____	_____
12. Is there adequate space for technical services operations? <i>Comments:</i> _____	_____	_____	_____
13. Are adequate work counters present to handle all tasks assigned to the workroom? <i>Comments:</i> _____	_____	_____	_____
14. Are there adequate sorting shelves for the storage of returned library items? <i>Comments:</i> _____	_____	_____	_____
15. Is there a smart terminal connected to library databases with a printer in the workroom to check in library items and look up the records for donated items? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
16. Is there a typewriter in addition to the computer terminal? <i>Comments:</i> _____	_____	_____	_____
17. Are there telephones? <i>Comments:</i> _____	_____	_____	_____
18. Are there enough electrical outlets for all required equipment? <i>Comments:</i> _____	_____	_____	_____
19. Are there enough data lines? <i>Comments:</i> _____	_____	_____	_____
20. Is there adequate space for book trucks at workstations and for their storage when not in use? <i>Comments:</i> _____	_____	_____	_____
21. Is the work-flow pattern effective and conducive to staff productivity? <i>Comments:</i> _____	_____	_____	_____
22. Are environmental conditions such as lighting, HVAC, and acoustics adequate and comfortable? <i>Comments:</i> _____	_____	_____	_____
23. Is the manager's office separate, in an enclosed room, to ensure privacy? <i>Comments:</i> _____	_____	_____	_____
24. Is there a personal computer in the manager's office for typing evaluations and other confidential types of materials? <i>Comments:</i> _____	_____	_____	_____
25. Does the public have convenient access to the manager's office? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
26. Does the manager have convenient access to the work-room from his or her office?	_____	_____	_____
<i>Comments:</i> _____			

27. Are there provisions for U.S. mail and newspaper delivery when the library is closed?	_____	_____	_____
<i>Comments:</i> _____			

O. Staff Lounge

1. Are there lockers and/or coat closets where personal items can be stored and secured for staff and volunteers?	_____	_____	_____
<i>Comments:</i> _____			

2. Is there a kitchen for the preparation of food and for serving light refreshments?	_____	_____	_____
<i>Comments:</i> _____			

3. Is the kitchen equipped with a sink, garbage disposal, microwave oven, stove, refrigerator, ice maker, and cabinets for storage of dishes and equipment?	_____	_____	_____
<i>Comments:</i> _____			

4. Is there provision for a ventilating system to eliminate strong food odors?	_____	_____	_____
<i>Comments:</i> _____			

5. Are there vending machines for food and soft drinks?	_____	_____	_____
<i>Comments:</i> _____			

6. Are there tables and chairs?	_____	_____	_____
<i>Comments:</i> _____			

7. Is there a cot/sofa that can be used by the staff or customers in case of an emergency?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
8. Is there a window to look out on a quiet, pleasant scene? <i>Comments:</i> _____	_____	_____	_____
9. Does the staff have separate rest rooms from the public? <i>Comments:</i> _____	_____	_____	_____
10. Is the staff lounge acoustically treated to eliminate the transfer of sound to and from adjacent public and staff areas? <i>Comments:</i> _____	_____	_____	_____

P. Friends of the Library

1. Does the library have a Friends of the Library group? <i>Comments:</i> _____	_____	_____	_____
2. Do the Friends of the Library accept donations such as books (used/new) and other items (puzzles, magazines, audiovisual)? <i>Comments:</i> _____	_____	_____	_____
3. Do the Friends of the Library have their own counter or work table to sort donated items? <i>Comments:</i> _____	_____	_____	_____
4. Do the Friends of the Library have equipment such as carts and dollies available to handle large donations of books and media? <i>Comments:</i> _____	_____	_____	_____
5. Do the Friends of the Library have convenient storage for the above equipment and cardboard boxes for packing the donated items? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Are the donations placed on shelves on the premises so the staff can view and select whatever they want to add to their collection, send to the branch book exchange, or sell?	_____	_____	_____
<i>Comments:</i> _____			
7. Is there storage space either on or off the premises for the donated items?	_____	_____	_____
<i>Comments:</i> _____			
8. Do the Friends of the Library operate a retail store?	_____	_____	_____
<i>Comments:</i> _____			
9. Do the Friends have an:			
a) Annual book sale?	_____	_____	_____
b) Ongoing daily book sale?	_____	_____	_____
<i>Comments:</i> _____			
10. If the Friends have an ongoing daily sale, do they sell their items from:			
a) A store?	_____	_____	_____
b) Some shelves in the library?	_____	_____	_____
c) A book cart?	_____	_____	_____
d) An area adjacent to their room?	_____	_____	_____
<i>Comments:</i> _____			
11. Is the book sale area clearly marked by signs?	_____	_____	_____
<i>Comments:</i> _____			
12. Is the cash from the Friends' sales kept in a separate place so as not to get confused with the daily cash from fines, etc.?	_____	_____	_____
<i>Comments:</i> _____			
13. Is there space in a prominent area allotted to the Friends for their newsletter and membership applications?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
<i>Comments:</i> _____			
14. Do the Friends have a mail slot to receive their membership applications, dues, donations, etc.?	_____	_____	_____
<i>Comments:</i> _____			
15. Do the Friends have a bulletin board for messages?	_____	_____	_____
<i>Comments:</i> _____			
16. Do the Friends have some space in the staff lounge to hang their coats and lockers or some other safe place to store their valuables?	_____	_____	_____
<i>Comments:</i> _____			

Q. Interior Storage

1. Has storage been considered in planning the library?	_____	_____	_____
<i>Comments:</i> _____			
2. Is there a room to store pieces of furniture, equipment, displays, and other miscellaneous items?	_____	_____	_____
<i>Comments:</i> _____			
3. Is there storage space for less frequently used library materials such as old newspapers, periodicals, and donated books awaiting review for possible addition to the collections?	_____	_____	_____
<i>Comments:</i> _____			
4. Is there adequate storage for office and library supplies?	_____	_____	_____
<i>Comments:</i> _____			
5. Is there another building on library property where infrequently used materials can be stored to make room for rapidly growing collections?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Is off-site storage available? <i>Comments:</i> _____	_____	_____	_____
7. Is there a policy in place to keep the storage area from becoming the library's "attic"? <i>Comments:</i> _____	_____	_____	_____

R. Remote Storage Facilities

1. Has an off-site storage facility been considered as a place to house secondary or little used materials? <i>Comments:</i> _____	_____	_____	_____
2. Is the facility a cold-storage warehouse that maximizes the use of space through high-density shelving? <i>Comments:</i> _____	_____	_____	_____
3. Does the facility have high ceilings to allow for tall, adjustable, open rack shelving? <i>Comments:</i> _____	_____	_____	_____
4. Has a policy decision been made to store materials by size or by subject classifications? <i>Comments:</i> _____	_____	_____	_____
5. Is there space for processing in the facility? <i>Comments:</i> _____	_____	_____	_____
6. Is there space for reading by customers who may visit the remote storage building? <i>Comments:</i> _____	_____	_____	_____
7. Is there a high security area for special collections? <i>Comments:</i> _____	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
8. Is the location of stored materials linked through barcodes or inventory control numbers to the library's catalog? <i>Comments:</i> _____	_____	_____	_____
9. If stored materials are not linked to the library's catalog, is there an inventory control system used at the storage facility to easily locate and retrieve materials? <i>Comments:</i> _____	_____	_____	_____
10. Are materials stored in an environment of approximately 55 to 65 degrees F and 40 to 55 percent relative humidity? <i>Comments:</i> _____	_____	_____	_____
11. Are constant environmental conditions maintained throughout the year? <i>Comments:</i> _____	_____	_____	_____
12. Is low lighting (sodium vapor or fluorescent light fixtures with UV shields) used in order to reduce the damage that light does to books? <i>Comments:</i> _____	_____	_____	_____
13. Is the amount of time that lights are left on kept to a minimum? <i>Comments:</i> _____	_____	_____	_____
14. Has a delivery system been established for quick access to the stored collections for library customers? <i>Comments:</i> _____	_____	_____	_____
15. Has an electronic document system been stabled to enhance on-site access of remote collections? <i>Comments:</i> _____	_____	_____	_____

5



Compliance with ADA Accessibility Guidelines

In addition to the guidelines listed below, please check state and local codes and regulations, as well as the Americans with Disabilities Act of 1990 (ADA).

	YES	NO	N/A
A. Parking, Curb Cuts, and Ramps			
1. Are there safe and accessible parking spaces located on the shortest accessible route of travel to an accessible entrance?	_____	_____	_____
Comments: _____			
2. Do accessible parking spaces have a designated sign showing the symbol of accessibility?	_____	_____	_____
Comments: _____			
3. Are the accessible parking spaces at least 8 feet wide and 20 feet long?	_____	_____	_____
Comments: _____			
4. Is 1 in every 8 accessible parking spaces, but not less than 1 overall, served by an access aisle 96 inches in width with signage which indicates "Van Accessible" under the accessibility symbol?	_____	_____	_____
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
5. Are access aisles between van parking spaces 5 feet in width, striped, and part of an accessible route? (Two accessible parking spaces can share a common access aisle.)	_____	_____	_____
<i>Comments:</i> _____			

6. Does the van-accessible parking space clear vertically to at least 9 feet 6 inches high?	_____	_____	_____
<i>Comments:</i> _____			

7. If the library has a passenger-loading zone, does the zone have an access aisle 5 feet wide and 20 feet long, adjacent and parallel to vehicle pull-up space?	_____	_____	_____
<i>Comments:</i> _____			

8. Are there any curbs between the access aisle and the vehicle pull-up space? If so, are there cuts or curb ramps?	_____	_____	_____
<i>Comments:</i> _____			

9. Are the accessible parking lot spaces and aisles level so that wheelchairs will not roll if left unattended while transferring persons to their vehicle?	_____	_____	_____
<i>Comments:</i> _____			

10. If the pavement is not level, is the slope no more than 2 percent in all directions?	_____	_____	_____
<i>Comments:</i> _____			

11. Does the facility observe the following requirements for parking spaces?	_____	_____	_____
No. of Spaces	Minimum Accessible Spaces		
1 to 100	1 for each 1–25 spaces		
101 to 200	4 + 1 for each 1–50 spaces		
201 to 500	6 + 1 for each 1–100 spaces		
501 to 1,000	2 percent of total spaces		
1,001 and over	20 + 1 for each 1–100 over 1,000		
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
12. Are there curb cuts or curb ramps at all curbs and walks on accessible routes to accessible entrances? <i>Comments:</i> _____	_____	_____	_____
13. Do the curb cuts or curb ramps provide drainage so that water will not be trapped after a storm? <i>Comments:</i> _____	_____	_____	_____
14. Do curb cuts or curb ramps have a slope of 1:12 or less and flared sides with a slope of 1:10? <i>Comments:</i> _____	_____	_____	_____
15. If there are curb ramps, are they built so they do not extend into vehicle traffic lanes? <i>Comments:</i> _____	_____	_____	_____
16. Are curb cuts or ramps 36 inches wide excluding the flared sides? <i>Comments:</i> _____	_____	_____	_____
17. Is the slope of all exterior walkways 1:12 or less? <i>Comments:</i> _____	_____	_____	_____
18. Do the ramps:			
a) Have a minimum clear width of 36 inches?	_____	_____	_____
b) Have level landings at the top and bottom, at least as wide as the ramp?	_____	_____	_____
c) Have landings at least 60 inches in length? <i>Comments:</i> _____	_____	_____	_____
19. If the ramp changes direction, is the landing at least 60 inches by 60 inches? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
20. If the slope of the ramp is			
a) Between 1:12 and 1:16, does the ramp have a level landing 60 inches in length at 30-foot intervals?	_____	_____	_____
b) Between 1:16 and 1:20, does the ramp have level landings 60 inches in length at 40-foot intervals?	_____	_____	_____
Comments: _____			
21. Is the cross slope of all ramps and walks 1:50 or less?	_____	_____	_____
Comments: _____			
22. If the ramp			
a) Has a rise (i.e., a height of 6 inches or more), does the ramp have handrails on both sides?	_____	_____	_____
b) Is 6 feet or more in length, does the ramp have handrails on both sides?	_____	_____	_____
Comments: _____			
23. Are stairs at least 36 inches in width?	_____	_____	_____
Comments: _____			
24. Are all the steps on any given flight of stairs uniform in height and depth?	_____	_____	_____
Comments: _____			
25. Are stair depths no less than 11 inches?	_____	_____	_____
Comments: _____			
26. Are the nosings (the usually rounded edge of a stair tread that extends over the riser) rounded or curved?	_____	_____	_____
Comments: _____			
27. Do the nosings project no more than 1.5 inches past the riser of the step?	_____	_____	_____
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
28. Do stairways have handrails on both sides? <i>Comments:</i> _____	_____	_____	_____
29. Is the diameter or width of the gripping surface of the handrail 1.25 inches to 1.5 inches? <i>Comments:</i> _____	_____	_____	_____
30. If the handrail is located adjacent to a wall, is the space between the handrail and wall at least 1.5 inches? <i>Comments:</i> _____	_____	_____	_____
31. If the ramp or stairs has a change of direction, is the inside handrail continuous? <i>Comments:</i> _____	_____	_____	_____
32. Does the handrail extend at least 12 inches beyond the top for stairs, and 12 inches beyond the top and bottom for ramps? <i>Comments:</i> _____	_____	_____	_____
33. Are the extended sections parallel to the surface of the landing for ramps and floor for the top step of stairs? <i>Comments:</i> _____	_____	_____	_____
34. Does the handrail extend the depth of one tread plus 12 inches past the bottom step for stairs? <i>Comments:</i> _____	_____	_____	_____
35. Does the handrail extension for stairs slope with the bottom step for the distance of one tread depth and is the 12-inch extension parallel to the floor? <i>Comments:</i> _____	_____	_____	_____
36. Is the top of the handrail-gripping surface between 34 inches and 38 inches above the ramps or steps?	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
Comments: _____			
37. Are the ends of handrails for ramps and stairs rounded or returning smoothly to the floor or landing?	_____	_____	_____
Comments: _____			
38. If there is an outside book return, is it accessible to the disabled?	_____	_____	_____
Comments: _____			

B. Entrances

1. Are all building entrances accessible to the disabled?	_____	_____	_____
Comments: _____			
2. Are there automatic doors or easy-open doors at the entrance provided for wheelchair access?	_____	_____	_____
Comments: _____			
3. Do all accessible entrance doors display a sign or sticker with the symbol for accessibility?	_____	_____	_____
Comments: _____			
4. If some entrances are not accessible, are signs displayed directing people to accessible entrances?	_____	_____	_____
Comments: _____			
5. Do work areas have an accessible approach, entrance, and exit for persons with disability?	_____	_____	_____
Comments: _____			
6. Does the accessible entrance door open with a single effort?	_____	_____	_____
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. If turnstiles are used in the entrance, is an alternative entrance provided? <i>Comments:</i> _____	_____	_____	_____
8. Do library security gates have a clear minimum opening of 32 inches? <i>Comments:</i> _____	_____	_____	_____
9. Do all accessible entrance doors have a clear opening of at least 32 inches? <i>Comments:</i> _____	_____	_____	_____
10. If double-leaf doors are used, and if only one door is opened, is there a clear space of at least 32 inches? <i>Comments:</i> _____	_____	_____	_____
11. If the accessible entrance door pulls to open is there a level approach 60 inches in depth from the door? <i>Comments:</i> _____	_____	_____	_____
12. If the accessible entrance door pushes in to open is there a level approach 48 inches in depth? <i>Comments:</i> _____	_____	_____	_____
13. If there are two doors in a series and the doors open in the same direction (e.g., both push), are there 48 inches of clear floor space from the first opened door to the door frame of the second door? <i>Comments:</i> _____	_____	_____	_____
14. If there are two doors in a series and the doors open in opposite directions (one pulling, the second pushing), are there 48 inches of clear space between the doors when they are closed? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
15. Are thresholds of doorways half an inch or less? <i>Comments:</i> _____	_____	_____	_____
16. Is the door-opening hardware centered at least 48 inches from the floor? <i>Comments:</i> _____	_____	_____	_____

C. Accessible Routes within the Building

1. Is there at least one accessible route connecting accessible buildings, facilities, elements, and spaces? <i>Comments:</i> _____	_____	_____	_____
2. Are there protruding objects (e.g., telephones, drinking fountains, and/or furniture) along these travel routes? <i>Comments:</i> _____	_____	_____	_____
3. If there are any protruding objects with their lead edges at or below 27 inches, do they leave a clear minimum path of 36 inches? <i>Comments:</i> _____	_____	_____	_____
4. Do these travel routes have a clear minimum width of at least 36 inches? <i>Comments:</i> _____	_____	_____	_____
5. If the accessible route is less than 5 feet in width, are there passing spaces of 5 feet at intervals of not more than 200 feet? <i>Comments:</i> _____	_____	_____	_____
6. Does the facility have a clear space of 64 inches to allow two-way passing wheelchair traffic? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. Are there at least 5-foot-by-5-foot passing spaces at 200-foot intervals along these routes?	_____	_____	_____
<i>Comments:</i> _____			

8. Is there headroom clearance of at least 80 inches above the floor along these routes?	_____	_____	_____
<i>Comments:</i> _____			

9. Are there T-shaped clearances 5 feet by 5 feet to maneuver wheelchairs?	_____	_____	_____
<i>Comments:</i> _____			

D. Interior Doors

1. Is the opening hardware centered at 48 inches above the floor?	_____	_____	_____
<i>Comments:</i> _____			

2. Are there easy-to-grip door handles using push-type, lever-operated, or U-type handles?	_____	_____	_____
<i>Comments:</i> _____			

3. Do doors open easily?	_____	_____	_____
<i>Comments:</i> _____			

4. Can doors be pulled or pushed open using a maximum force of 5 pounds?	_____	_____	_____
<i>Comments:</i> _____			

5. Do accessible doors allow delay closing action of at least 3 seconds to move from an open position to 70 degrees?	_____	_____	_____
<i>Comments:</i> _____			

6. Do doors open at a 90-degree angle?	_____	_____	_____
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. Do doors open clear at least 32 inches from the face of the door to the opposite door stop? <i>Comments:</i> _____	_____	_____	_____
8. Do doorways have at least a 32-inch clear opening? <i>Comments:</i> _____	_____	_____	_____
9. Are thresholds raised less than .5 inch from the floor? <i>Comments:</i> _____	_____	_____	_____
10. Are thresholds for any sliding doors not more than .75 inch from the floor? <i>Comments:</i> _____	_____	_____	_____
11. Is the operating hardware of fully opened sliding doors exposed and useable from both sides of the door? <i>Comments:</i> _____	_____	_____	_____

E. Surfaces

1. Are slip-resistant floors used throughout the building? <i>Comments:</i> _____	_____	_____	_____
2. Are floor surfaces stable and firm? <i>Comments:</i> _____	_____	_____	_____
3. Are carpets securely attached to the floor? <i>Comments:</i> _____	_____	_____	_____
4. Are floor surfaces level? a) If floor-level changes are more than .25 inch and less than .5 inch, is the floor beveled with a slope of 1:2?	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
b) If the change of level is greater than .5 inch (in which case it must be considered a ramp), does it comply with ramp regulations?	_____	_____	_____
<i>Comments:</i> _____			
5. Are floor designators placed at the correct level for persons in wheelchairs?	_____	_____	_____
<i>Comments:</i> _____			
6. Is there clear and distinct contrast between the floor and walls to assist the visually impaired?	_____	_____	_____
<i>Comments:</i> _____			
7. Can a visually disabled individual who is using a cane detect objects protruding from the wall or floor?	_____	_____	_____
<i>Comments:</i> _____			
8. Are objects, appliances, and furniture placed 27 inches off the floor or ground to help cane users?	_____	_____	_____
<i>Comments:</i> _____			

F. Lifts and Elevators

1. If the building has more than one floor, does the wheelchair user have access to an elevator?	_____	_____	_____
<i>Comments:</i> _____			
2. Is the elevator on an accessible route?	_____	_____	_____
<i>Comments:</i> _____			
3. Do the elevators open level with the floor?	_____	_____	_____
<i>Comments:</i> _____			
4. Call buttons:			
a) Are they centered 42 inches above the floor?	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
b) Do they have a visual signal when a call is registered and answered?	_____	_____	_____
c) Is the button at least .75 an inch at its smallest dimension?	_____	_____	_____
<i>Comments:</i> _____			
5. Hall lanterns:			
a) Are they mounted 72 inches to the centerline above the floor?	_____	_____	_____
b) Do they have a visual and audible signal?	_____	_____	_____
c) Are visual elements at least 2.5 inches at their smallest dimension?	_____	_____	_____
<i>Comments:</i> _____			
6. Floor designators:			
a) Are they located on both doorjambs 60 inches on centerline above the floor?	_____	_____	_____
b) Do they contain raised numbers 2 inches high, with Braille for all floors?	_____	_____	_____
<i>Comments:</i> _____			
7. Doors:			
a) Do they have 36 inches of clear space?	_____	_____	_____
b) Do they open and close automatically?	_____	_____	_____
c) Do they remain open at least 3 seconds?	_____	_____	_____
d) If obstructed, do they remain open for at least 20 seconds before closing?	_____	_____	_____
<i>Comments:</i> _____			
8. Elevator cars:			
a) Do they have an automatic self-leveling feature?	_____	_____	_____
b) Do they provide clear floor space 54 inches by 68 inches to allow wheelchair users to maneuver?	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
c) Do they have an audible/visual car position indicator?	_____	_____	_____
Comments: _____			

9. Control panels:			
a) Are buttons at least .75 inch in smallest dimensions?	_____	_____	_____
b) Are buttons designated by Braille, along with raised alphabet and numbers?	_____	_____	_____
c) Do buttons provide visual indicators?	_____	_____	_____
d) Are buttons no higher than 54 inches?	_____	_____	_____
e) Are emergency controls grouped at the bottom with centerlines no less than 35 inches?	_____	_____	_____
Comments: _____			

G. Drinking Fountains

1. If there is more than one drinking fountain per floor, are 50 percent accessible to individuals in wheelchairs?	_____	_____	_____
Comments: _____			

2. Are drinking fountains at lower heights (27 to 36 inches) available for wheelchair users and convenient for heights of all users?	_____	_____	_____
Comments: _____			

3. Are the spouts on all drinking fountains no higher than 36 inches measured from the floor to the spout?	_____	_____	_____
Comments: _____			

4. Are the spouts at the front of the unit within 3 inches of the front edge?	_____	_____	_____
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
5. Does the water flow at least 4 inches high above the spout so a cup or glass can be placed under the water flow? <i>Comments:</i> _____	_____	_____	_____
6. Are the controls located on the front, or if side mounted, within 7 inches of the front edge? <i>Comments:</i> _____	_____	_____	_____
7. Are the controls operable with one hand, and do they operate without an uncomfortable grasping, pinching, or twisting of the wrist? <i>Comments:</i> _____	_____	_____	_____
8. If the accessible water fountain is wall or post mounted and has knee space, is the space at least 27 inches high, 30 inches wide, and 17 to 19 inches deep? <i>Comments:</i> _____	_____	_____	_____
9. Is there clear floor space of at least 30 inches wide and 48 inches long in front of the accessible water fountain? <i>Comments:</i> _____	_____	_____	_____

H. Rest Rooms—General

1. Are rest rooms located on an accessible route? <i>Comments:</i> _____	_____	_____	_____
2. Are there signs indicating the nearest toilet available for persons with disability? <i>Comments:</i> _____	_____	_____	_____
3. Is the rest room marked with Braille signage? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
4. Is there at least one bathroom accessible for persons with disability? <i>Comments:</i> _____	_____	_____	_____
5. Is the door into the rest room easily opened by the disabled? <i>Comments:</i> _____	_____	_____	_____
6. Are sink pipes either insulated or enclosed to protect against contact? <i>Comments:</i> _____	_____	_____	_____
7. Are sinks no more than 34 inches above the floor? <i>Comments:</i> _____	_____	_____	_____
8. Is there a knee space under the sink 29 inches to the floor and 8 inches deep (from the front rim of the sink)? <i>Comments:</i> _____	_____	_____	_____
9. Are faucets operable with one hand? <i>Comments:</i> _____	_____	_____	_____
10. Can faucets be operated with no more than 5 lbf (pound-force)? <i>Comments:</i> _____	_____	_____	_____
11. Are faucets positioned to avoid dripping on floors? <i>Comments:</i> _____	_____	_____	_____
12. Are faucets positioned so as not to interfere with traffic or cause injury? <i>Comments:</i> _____	_____	_____	_____
13. Are mirrors mounted with the bottom edge no more than 40 inches above the floor?	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
Comments: _____			
14. Are other fixtures in the rest room (soap dispensers, towels, auto-dryers, sanitary-napkin dispensers, waste-paper receptacles, etc.) located so the controls or dispensers are at a maximum of 48 inches from the floor?	_____	_____	_____
Comments: _____			
15. Are coat and purse hooks at a height of approximately 48 inches to make them convenient to wheelchair users?	_____	_____	_____
Comments: _____			

I. Rest Rooms with Stalls

1. Is there a minimum clearance of 36 inches between all fixtures to an accessible stall?	_____	_____	_____
Comments: _____			
2. Are there 60 inches of clear floor space in the rest room for a wheelchair to make a 180-degree turn?	_____	_____	_____
Comments: _____			
3. Is at least one stall accessible to a wheelchair, and does it display the international symbol of accessibility?	_____	_____	_____
Comments: _____			
4. Does the immediate area allow 48 inches of clear space to approach the stall door?	_____	_____	_____
Comments: _____			
5. Does the door of this stall open out?	_____	_____	_____
Comments: _____			
6. Are stall doors at least 32 inches wide?	_____	_____	_____
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. Are stalls at least 60 inches wide? <i>Comments:</i> _____	_____	_____	_____
8. Are stalls at least 56 inches in length for a wall-mounted toilet, and 59 inches in length for a floor-mounted toilet? <i>Comments:</i> _____	_____	_____	_____
9. Are grab bars placed appropriately and where required? <i>Comments:</i> _____	_____	_____	_____
10. Are grab bars capable of resisting a force of 250 lbf? <i>Comments:</i> _____	_____	_____	_____
11. Are grab bars stable in their fittings? <i>Comments:</i> _____	_____	_____	_____
12. Are grab bars between 1.25 and 1.5 inches in diameter? <i>Comments:</i> _____	_____	_____	_____
13. Are grab bars free of sharp, abrasive, or protruding elements? <i>Comments:</i> _____	_____	_____	_____
14. Is there at least 1.5 inches of space between grab bars and the wall? <i>Comments:</i> _____	_____	_____	_____
15. Is the toilet-paper holder located within easy reach from the toilet and at least 19 inches from the floor, with continuous paper flow? <i>Comments:</i> _____	_____	_____	_____
16. Is the toilet seat 17 to 19 inches measured from the top of the toilet seat to the floor? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
17. Are flush controls either automatic or hand operated? <i>Comments:</i> _____	_____	_____	_____
18. Are flush valves no more than 44 inches above the floor? <i>Comments:</i> _____	_____	_____	_____
19. Are flush valves located on the wide side of the toilet? <i>Comments:</i> _____	_____	_____	_____
20. Are flush valves operable with one hand? <i>Comments:</i> _____	_____	_____	_____
21. Is toe clearance in the stalls at least 9 inches? <i>Comments:</i> _____	_____	_____	_____
22. Is the rim of the accessible urinal no more than 17 inches above the floor? <i>Comments:</i> _____	_____	_____	_____
23. Is there a clear space of at least 30 inches by 48 inches in front of the urinals? <i>Comments:</i> _____	_____	_____	_____

J. Rest Rooms—Single Rooms

1. Is there a clear floor space of at least 48 inches by 56 inches? <i>Comments:</i> _____	_____	_____	_____
2. Is the height of the toilet 17 inches to 19 inches measured from the top of the toilet seat to the floor? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
3. Are grab bars between 1.25 and 1.5 inches in diameter, with a space of 1.5 inches between the wall and grab bars? <i>Comments:</i> _____	_____	_____	_____
4. Is there a grab bar behind the toilet at least 36 inches in length and 33 to 36 inches from the floor? <i>Comments:</i> _____	_____	_____	_____
5. Is there a grab bar on the wall closest to the toilet, 40 inches in length, 33 to 36 inches from the floor, and 12 inches from the back wall? <i>Comments:</i> _____	_____	_____	_____
6. Are flush valves no more than 44 inches above the floor? <i>Comments:</i> _____	_____	_____	_____
7. Are flush valves located on the wide side of the toilet? <i>Comments:</i> _____	_____	_____	_____
8. Are flush valves operable with one hand? <i>Comments:</i> _____	_____	_____	_____
9. Is the toilet-paper holder located within easy reach from the toilet and at least 19 inches from the floor with continuous paper flow? <i>Comments:</i> _____	_____	_____	_____

K. Rest Rooms—Unisex

- | | | | |
|--|-------|-------|-------|
| 1. Does the rest room comply with the checklist for single-room rest rooms?
<i>Comments:</i> _____ | _____ | _____ | _____ |
| 2. Is the accessible unisex rest room located on a wheelchair-accessible route and in the same area as | | | |

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
other rest rooms which are not accessible to wheel-chairs? <i>Comments:</i> _____	_____	_____	_____
3. Is there signage indicating this is a unisex, wheelchair-accessible rest room? <i>Comments:</i> _____	_____	_____	_____
4. Does the unisex rest room have a privacy latch? <i>Comments:</i> _____	_____	_____	_____

L. Alarms

1. Are there audible and visual alarm systems? <i>Comments:</i> _____	_____	_____	_____
2. If there is an emergency warning system (fire alarms), are visual signal appliances provided in rest rooms and other general usage areas (e.g., meeting rooms, hallways, lobbies, and other areas) for common use? <i>Comments:</i> _____	_____	_____	_____
3. Do the visual signal appliances provide a minimum of 75 candlelight? <i>Comments:</i> _____	_____	_____	_____
4. Is the visual signal a xenon strobe-type lamp or equivalent? <i>Comments:</i> _____	_____	_____	_____
5. Are the visual alarms clear and nominal white? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
6. Are these visual signals flashing at a minimum of 3 Hz with a .2 second duration? <i>Comments:</i> _____	_____	_____	_____
7. Are these visual signals placed within 50 feet (horizontal plane) of any location within the room? <i>Comments:</i> _____	_____	_____	_____
8. Are these visual signals within 80 inches above the highest floor level or 6 inches below the ceiling, whichever is lower? <i>Comments:</i> _____	_____	_____	_____
9. Does the facility have at least one alarm station and one audible system? <i>Comments:</i> _____	_____	_____	_____
10. Does the facility have an audible alarm which sounds at 15 dBa (decibels above reference noise, adjusted) louder than existing sound levels in the facility? <i>Comments:</i> _____	_____	_____	_____
11. Do audible alarms have a duration of 60 seconds? <i>Comments:</i> _____	_____	_____	_____
12. Do audible alarms produce a sound of 15 dBa? <i>Comments:</i> _____	_____	_____	_____

M. Signage

1. Is large, clearly printed signage provided to identify all areas and functions in the library for the deaf and visually impaired? <i>Comments:</i> _____	_____	_____	_____
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■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
2. Do all signs designating permanent rooms and spaces in the building comply with the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)? <i>Comments:</i> _____	_____	_____	_____
3. Does directional and informational signage about functional spaces in the building comply with ADAAG? <i>Comments:</i> _____	_____	_____	_____
4. Do all accessible elements (i.e., entrance doors, rest rooms, water fountains, and parking spaces) display the international symbol of accessibility? <i>Comments:</i> _____	_____	_____	_____
5. Are the signs placed perpendicular to the route of travel? <i>Comments:</i> _____	_____	_____	_____
6. Can permanent signs be approached without encountering a protruding object or standing within the area of a swing door? <i>Comments:</i> _____	_____	_____	_____
7. If signs are placed overhead (minimum 80 inches above the floor), are the letters and numbers at least 3 inches in height? <i>Comments:</i> _____	_____	_____	_____
8. Are permanent signs for rooms and spaces installed on the wall adjacent to the latch side of the door and mounted at 60 inches above the floor to the center-line of the sign? <i>Comments:</i> _____	_____	_____	_____
9. Do all signs that are required to comply with ADAAG have a width-to-height ratio between 3:5 and 1:1 for letters and numbers? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
10. Do the individual letters and numbers of the signs required to comply with ADAAG have a stroke width-to-height ratio between 1:5 and 1:10? <i>Comments:</i> _____	_____	_____	_____
11. Are Braille markings used throughout the library to enable the blind user to locate access? <i>Comments:</i> _____	_____	_____	_____
12. Are the letters and numbers of permanent signs:			
a) At least .625 inch but no more than 2 inches in height?	_____	_____	_____
b) Raised 3 percent per inch?	_____	_____	_____
c) Accompanied by Grade 2 Braille?	_____	_____	_____
<i>Comments:</i> _____			
13. If pictograms are used for permanent signs, is the visual equivalent placed directly below the pictogram? <i>Comments:</i> _____	_____	_____	_____
14. Are the characters and backgrounds of permanent signs constructed with a matte, nonglare, eggshell colored, or some other nonglare finish? <i>Comments:</i> _____	_____	_____	_____

N. Controls and Operating Mechanisms

1. Is there clear floor space to approach controls: forward approach, 30 inches wide and 48 inches deep; parallel approach, 48 inches wide and 30 inches deep? <i>Comments:</i> _____	_____	_____	_____
2. Is the maximum height of light switches and dispensers 48 inches from the floor? <i>Comments:</i> _____	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
3. Are wall-mounted electrical and communication system receptacles placed no less than 15 inches above the floor? _____	_____	_____	_____
<i>Comments:</i> _____			

O. Telephones

1. Are public telephones placed at accessible heights (44 inches) for wheelchair users? _____	_____	_____	_____
<i>Comments:</i> _____			

2. Are public telephones identified by the international symbol of accessibility? _____	_____	_____	_____
<i>Comments:</i> _____			

3. Are accessible pay telephones located on an accessible route with minimum clear floor space of 30 inches? _____	_____	_____	_____
<i>Comments:</i> _____			

4. Is the highest operable part of the accessible pay telephone 48 inches above the floor for front approach or 54 inches above the floor for a parallel approach? _____	_____	_____	_____
<i>Comments:</i> _____			

5. Is there a public telephone capable of providing increased volume for the hearing impaired? _____	_____	_____	_____
<i>Comments:</i> _____			

6. Are the telephones hearing-aid compatible? _____	_____	_____	_____
<i>Comments:</i> _____			

7. Are the telephones touch-tone? _____	_____	_____	_____
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
8. Is the telephone cord from the telephone to the hand set at least 29 inches long? <i>Comments:</i> _____	_____	_____	_____
9. Is a public pay text telephone (TDD; telecommunications device for the deaf) available? <i>Comments:</i> _____	_____	_____	_____
10. If an acoustic coupler is used, is the telephone cord long enough to connect the text telephone and the telephone receiver? <i>Comments:</i> _____	_____	_____	_____
11. Is signage displaying the international TDD symbol on the text telephone? <i>Comments:</i> _____	_____	_____	_____
12. Are telephone books available within reach of wheelchair users? <i>Comments:</i> _____	_____	_____	_____

P. Card Catalogs and Magazine Displays

1. Do catalogs/terminals and magazine displays have a clear minimum aisle space of 36 inches? <i>Comments:</i> _____	_____	_____	_____
2. Are catalogs/terminals at a 27.5-inch clear minimum height for wheelchair use? <i>Comments:</i> _____	_____	_____	_____
3. Is the maximum height of catalogs/terminals and magazine displays 48 inches? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
--	-----	----	-----

Q. Book Stacks

1. Is the space between stacks at least 36 to 42 inches wide to allow for passage of a wheelchair? _____

Comments: _____

2. Do stacks have a clear space of 36 inches to 48 inches at the ends so a wheelchair can turn corners around the stacks? (The clear minimum required is 36 inches, but ADA guidelines recommend 42 to 48 inches end and cross aisle widths.) _____

Comments: _____

R. Reading, Study, Bibliographic, and Service Areas

1. Is at least 5 percent, or a minimum of 1 of each element, of fixed seating, tables, or study carrels accessible? _____

Comments: _____

2. Is there a clear passage of 36 inches continuous and 32 inches at a point between tables, chairs, or stacks? _____

Comments: _____

3. Are there areas of clear space of 60 inches in breadth where 180-degree turns may be made? _____

Comments: _____

4. Is the knee clearance at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? _____

Comments: _____

5. Are the tops of accessible tables at least 34 inches above the floor? _____

Comments: _____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
6. If the primary service counters exceed 36 inches in height, is an auxiliary counter provided with a height 28 to 34 inches from the floor?	_____	_____	_____
<i>Comments:</i> _____			

7. Are Braille maps available for the blind?	_____	_____	_____
<i>Comments:</i> _____			

8. Are Braille brochures available?	_____	_____	_____
<i>Comments:</i> _____			

S. Meeting Rooms

1. Does wheelchair seating have a clear view of the stage or front area?	_____	_____	_____
<i>Comments:</i> _____			

2. Is companion seating available in the wheelchair area?	_____	_____	_____
<i>Comments:</i> _____			

3. Does the meeting room have the correct number of wheelchair locations for seating?	_____	_____	_____
Seating Capacity	Required No. of Wheelchair Seats		
4 to 25	1		
26 to 50	2		
51 to 300	4		
301 to 500	6		
Over 500	6 + 1 additional space for each seating capacity increase over 100		
<i>Comments:</i> _____			

4. Does the wheelchair seating adjoin an accessible route which may also serve as a means of egress in case of emergency?	_____	_____	_____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
Comments: _____			
5. If the meeting room has flexible seating, are the tables used for wheelchairs accessible with knee space of 27 inches high, 20 inches wide, and 19 inches deep, with the tabletops 28 to 34 inches above the floor?	_____	_____	_____
Comments: _____			
6. Does the meeting room provide an assistive listening system to augment standard public address and audio systems?	_____	_____	_____
Comments: _____			
7. If the meeting room has fixed seating, is the assistive listening system located within a 50-foot viewing distance of the stage or front area?	_____	_____	_____
Comments: _____			
8. Does the signage include the international symbol of access for the hearing impaired to notify patrons of the availability of a listening system?	_____	_____	_____
Comments: _____			

T. Building Facilities

1. Is there a designated Rescue Assistance Area in the facility?	_____	_____	_____
Comments: _____			
2. Are there designated emergency routes in the facility?	_____	_____	_____
Comments: _____			
3. Are these routes easily identified?	_____	_____	_____
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
4. Are there signs to guide users in case of emergency? <i>Comments:</i> _____	_____	_____	_____
5. Are the signs illuminated? <i>Comments:</i> _____	_____	_____	_____
6. Do these signs point the way to the Rescue Assistance Area? <i>Comments:</i> _____	_____	_____	_____
7. Is the Rescue Assistance Area enclosed, smoke-proof, and vented to the outside? <i>Comments:</i> _____	_____	_____	_____
8. Is the Rescue Assistance Area separated from the building interior by at least 1 fire-resistant door? <i>Comments:</i> _____	_____	_____	_____
9. Does the Rescue Assistance Area provide at least 2 accessible 30-by-48-inch wheelchair spaces which do not encroach on the width of any required exit route? <i>Comments:</i> _____	_____	_____	_____
10. Is there a two-way communication system between the primary entrance and the Rescue Assistance Area? <i>Comments:</i> _____	_____	_____	_____

6



Telecommunications, Electrical, and Miscellaneous Equipment

	YES	NO	N/A
A. General Considerations			
1. Is electronic and/or electric equipment in use in the following areas:			
a) Circulation desk?	_____	_____	_____
b) Reference areas?	_____	_____	_____
c) Public areas?	_____	_____	_____
d) Technical areas?	_____	_____	_____
e) Administrative areas?	_____	_____	_____
f) Workrooms?	_____	_____	_____
g) Study rooms?	_____	_____	_____
h) Computer labs?	_____	_____	_____
Comments: _____			

2. Are workstations staggered to enhance noise control and privacy?	_____	_____	_____
Comments: _____			

	YES	NO	N/A
3. Has equipment been selected with quiet operation in mind?	_____	_____	_____
Comments: _____			

B. Telecommunications Entrances and Closets

- Is the building entrance facility (the point at which outside cabling interfaces with the interior building backbone cabling) a locked, dedicated, and enclosed room with a plywood termination field provided on two walls? (The plywood should be 3/4 inch, with dimensions of 8 feet high x 39 inches wide.)

 Comments: _____

- Is there an equipment room (essentially a large telecommunications closet) that houses the main distribution frame, PBXs, secondary voltage protection, etc.? The equipment room is often appended to the entrance facilities or a computer room to allow shared air conditioning, security, fire control, lighting, and limited access.

 Comments: _____

- Is the room at least 150 square feet of floor space? The rule of thumb is to provide 0.75 square feet of equipment room floor space for every 100 square feet of user workstation area.

 Comments: _____

- Is the room located away from sources of electromagnetic interference (transformers, motors, induction heaters, theft detection systems, etc.) until interference is less than 3V/m (volt per meter-unit of electrical strength) across the frequency spectrum?

 Comments: _____

- Is the room in an area that is not subject to floods?

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
Comments: _____			
6. Are all surfaces treated to reduce dust, and walls and ceilings painted white or pastel to improve visibility?	_____	_____	_____
Comments: _____			
7. Are there single or double (36 inches x 80 inches) lockable doors in order to limit access to the room?	_____	_____	_____
Comments: _____			
8. Has piping, ductwork, mechanical equipment, power cabling, and unrelated storage been kept out of the equipment room?	_____	_____	_____
Comments: _____			
9. Is the room maintained 24/hrs./day, 365 days/year, at a temperature of 64 degrees to 75 degrees F, 30 percent to 55 percent humidity, with positive pressure?	_____	_____	_____
Comments: _____			
10. Is there a minimum of two dedicated 15A, 100 VAC duplex outlets on separate circuits?	_____	_____	_____
Comments: _____			
11. Are there convenience duplex outlets placed at 6-foot intervals around the perimeter of the room?	_____	_____	_____
Comments: _____			
12. Has an emergency power system been considered?	_____	_____	_____
Comments: _____			
13. If the equipment room is more than 300 feet to a service point, have additional telecommunications closets been included? (Recommended size, 10 feet x 11 feet for each 10,000-square-foot area served.)	_____	_____	_____
Comments: _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
14. Is there a twenty-four-hour security system installed? <i>Comments:</i> _____	_____	_____	_____
15. Is there a separate fire suppression system? <i>Comments:</i> _____	_____	_____	_____

C. Horizontal Pathways

Horizontal pathways extend between the telecommunications closet and the work area. A variety of generic pathway options is available. Have the following horizontal pathways been considered? (Options are dependent on the design of the building.)

1. Cable bundles running from the telecom closet along j-hooks suspended above a plenum ceiling, fanning out once a work zone is reached, dropping through interior walls or support columns or raceways, and terminating at an information outlet (I/O)?
Comments: _____
2. Under-floor duct? (Single or dual-level rectangular ducts embedded in greater than 2.5-inch thick concrete flooring.)
Comments: _____
3. Flush duct? (Single-level rectangular duct embedded flush in greater than 1-inch thick concrete flooring.)
Comments: _____
4. Multi-channel raceway? (Cellular raceway ducts capable of routing telecom and power cabling separately in greater than 3-inch thick reinforced concrete.)
Comments: _____
5. Cellular floor? (Preformed hollows, or steel lined cellar, are provided in concrete, with header ducts

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
from the telecom closet arranged at right angles to the cells.)	_____	_____	_____
<i>Comments:</i> _____			
6. Trench duct? (A wide, solid tray, sometimes divided into compartments and fitted with a flat top with gaskets along its entire length, is embedded flush with the concrete finish.)	_____	_____	_____
<i>Comments:</i> _____			
7. Access floor? (Modular floor panels supported by pedestals, are used in computer rooms and equipment rooms.)	_____	_____	_____
<i>Comments:</i> _____			
8. Conduit? (Is only used when outlet locations are permanent, device density low, and flexibility for future changes is not required.)	_____	_____	_____
<i>Comments:</i> _____			
9. Perimeter pathways? (This option includes surface, recessed, molding, and multi-channel raceways.)	_____	_____	_____
<i>Comments:</i> _____			

D. Cabling and Outlets

1. Is a star topology structured cabling system used? In a star topology, each work-area telecommunications outlet is connected to a cross-connect in a telecommunications closet. All cables from a floor or area in the building therefore run back to one central point for administration. Each telecommunication closet must be star wired back to the equipment room for the building.	_____	_____	_____
<i>Comments:</i> _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
2. Is the structured cabling system compatible with the type of media to be used?	_____	_____	_____
<i>Comments:</i> _____			

3. Based on the media to be transmitted, what cable alternatives have been selected:			
a) Unshielded twisted pair (UTP)—4-pair, 24-gauge, 100 ohm copper cable? (Unshielded twisted pair cables closely resemble telephone cables but are enhanced for data communications to allow higher frequency transmissions. Category 5 cables and connection hardware are the minimum usually required. They are rated up to 100 MHz and are designed to handle any current copper-based application for voice, video, or data.)	_____	_____	_____
b) Shielded twisted pair (STP-A)—2-pair, 22-gauge, 150 ohm copper cable? (Shielded twisted pair systems provide high performance as a result of shielding. If used, Category 5 is required.)	_____	_____	_____
c) Single-mode and multi-mode optical fiber cables? (The highest performing structured cabling systems use fiber optics, and will be the choice of most libraries in the long run.)	_____	_____	_____
<i>Comments:</i> _____			

4. Does each workstation have a minimum of two information outlet ports?	_____	_____	_____
<i>Comments:</i> _____			

5. Is every seat in the library considered as a workstation and equipped with telecommunications outlets? (One outlet port is required for voice and the other for data.)	_____	_____	_____
<i>Comments:</i> _____			

6. Has a wireless system been considered?	_____	_____	_____
<i>Comments:</i> _____			

	YES	NO	N/A
E. Electrical Power			
1. Is there sufficient power distribution throughout the entire facility?	___	___	___
Comments: _____			
2. Is it "clean power," with high quality, and reliable?	___	___	___
Comments: _____			
3. Is there a backup power system in place?	___	___	___
Comments: _____			
4. Does the system provide for future needs?	___	___	___
Comments: _____			
5. Is all wiring easily accessible (raised floors, flat wire, grids under carpet, conduits above dropped ceilings or in columns)?	___	___	___
Comments: _____			
6. Is surge protection available where needed?	___	___	___
Comments: _____			
7. Is voltage regulated at the building feed?	___	___	___
Comments: _____			
8. Is voltage regulated at each floor box?	___	___	___
Comments: _____			
9. Are dedicated lines available for equipment that requires them (terminals, photocopiers, etc.)?	___	___	___
Comments: _____			
10. Are cords and cables protected and out of sight?	___	___	___
Comments: _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
11. Does each staff workstation have three to five duplex outlets? <i>Comments:</i> _____	_____	_____	_____
12. Are there outlets at frequent intervals throughout the building? <i>Comments:</i> _____	_____	_____	_____
13. Do outlets have electrical and data/telephone capabilities? <i>Comments:</i> _____	_____	_____	_____
14. Are there specialized wiring arrangements (e.g., wall-mounted power strips or ceiling outlets) for areas such as teleconference, automated demonstration, and computing rooms? <i>Comments:</i> _____	_____	_____	_____
15. Are floor outlets flush with the surface? <i>Comments:</i> _____	_____	_____	_____
16. Are public workstations/carrels provided with power and data ports? <i>Comments:</i> _____	_____	_____	_____
17. Is there a user fee for using the library's power? <i>Comments:</i> _____	_____	_____	_____

F. Workstation Equipment

1. Are there online public access catalogs (OPAC stations)? <i>Comments:</i> _____	_____	_____	_____
2. Are there Internet terminals? <i>Comments:</i> _____	_____	_____	_____

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
3. Are there CD-ROM terminals? <i>Comments:</i> _____	_____	_____	_____
4. Do all terminals provide:			
a) Hidden wiring?	_____	_____	_____
b) All necessary connection outlets?	_____	_____	_____
c) Adequate work space?	_____	_____	_____
d) Space for printers and paper?	_____	_____	_____
e) Back panels to hide connections and wires from customers?	_____	_____	_____
<i>Comments:</i> _____			
5. Are there printers for all terminals that need them? <i>Comments:</i> _____	_____	_____	_____
6. Are impact printers acoustically controlled? <i>Comments:</i> _____	_____	_____	_____
7. Do public areas have quiet printers (thermal, laser, or ink-jet)? <i>Comments:</i> _____	_____	_____	_____
8. Are microcomputers available to the public for word processing, spreadsheets, and other applications? <i>Comments:</i> _____	_____	_____	_____
9. Is the appropriate software installed to support the above applications? <i>Comments:</i> _____	_____	_____	_____
10. Is there high speed Internet access? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
G. Telephone System			
1. Is there a central telephone system?	_____	_____	_____
<i>Comments:</i> _____			

2. Does it provide for:			
a) Automated attendant?	_____	_____	_____
b) Voice mail?	_____	_____	_____
c) Call forwarding?	_____	_____	_____
d) Teleconferencing (audio or audio/video)?	_____	_____	_____
e) Automatic redial?	_____	_____	_____
f) Remote access?	_____	_____	_____
g) Direct inward dialing?	_____	_____	_____
h) Toll restriction?	_____	_____	_____
i) Trunk call queuing?	_____	_____	_____
j) Paging?	_____	_____	_____
k) WATS line?	_____	_____	_____
l) Data transmission?	_____	_____	_____
m) LAN connection?	_____	_____	_____
n) Maintenance contract?	_____	_____	_____
o) Future expansion capabilities?	_____	_____	_____
<i>Comments:</i> _____			

3. Is a switchboard operator required?	_____	_____	_____
<i>Comments:</i> _____			

4. If so, is there adequate space for operators to do other work when not answering the phone?	_____	_____	_____
<i>Comments:</i> _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
5. Are alternative long-distance vendors used? <i>Comments:</i> _____	_____	_____	_____
6. Are telephones hard-wired? <i>Comments:</i> _____	_____	_____	_____
7. Are incoming lines sufficient in number and quality? <i>Comments:</i> _____	_____	_____	_____
8. Are there dedicated spare lines for modem access? <i>Comments:</i> _____	_____	_____	_____
9. Are public telephones located to allow for convenient use while preventing disturbance to other customers? <i>Comments:</i> _____	_____	_____	_____
10. Are the public telephones set up for outgoing calls only? <i>Comments:</i> _____	_____	_____	_____
11. Are telephone directories provided? <i>Comments:</i> _____	_____	_____	_____
12. Are coin-changing machines available near the telephones? <i>Comments:</i> _____	_____	_____	_____
13. Are there cordless telephones for staff use? <i>Comments:</i> _____	_____	_____	_____
14. Is the library involved in a network with branches and/or other libraries via telecommunications and data transfer? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
H. Miscellaneous Electrical Equipment			
1. Are standard television sets in use?	___	___	___
<i>Comments:</i> _____			
2. Are the television sets staff controlled?	___	___	___
<i>Comments:</i> _____			
3. Are television sets with decoders for digital data available?	___	___	___
<i>Comments:</i> _____			
4. Is there provision for large-screen television viewing in meeting or conference rooms?	___	___	___
<i>Comments:</i> _____			
5. Is there access to cable TV?	___	___	___
<i>Comments:</i> _____			
6. Is there a satellite uplink?	___	___	___
<i>Comments:</i> _____			
7. Is there a satellite downlink?	___	___	___
<i>Comments:</i> _____			
8. Is packet radio in use and is provision adequate?	___	___	___
<i>Comments:</i> _____			
9. Are video recorder/players available for public use?	___	___	___
<i>Comments:</i> _____			
10. Are there teleconferencing and distance learning facilities?	___	___	___
<i>Comments:</i> _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
11. Is microwave transmission/reception used?	_____	_____	_____
<i>Comments:</i> _____			

12. Is there a public-address system?	_____	_____	_____
<i>Comments:</i> _____			

7



Interior Design and Finishes

	YES	NO	N/A
A. Service Desks			
1. Whom does the service desk serve? Adults, children, students?	_____	_____	_____
Comments: _____			

2. What type of service desks are required:			
a) Control or security desk?	_____	_____	_____
b) Directional or information desk?	_____	_____	_____
c) Circulation or charge desk?	_____	_____	_____
d) Call or delivery desk?	_____	_____	_____
e) Reference desk?	_____	_____	_____
f) Reference consultation center?	_____	_____	_____
Comments: _____			

3. Is the design of the desk area flexible, allowing possible future relocation, new technology, or even elimination of the desk?	_____	_____	_____
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
4. What kind of way finding system and signs lead people to the service desks? <i>Comments:</i> _____	_____	_____	_____
5. Is the desk located in a visible location so that it is obvious to people who need the services provided at the desk? <i>Comments:</i> _____	_____	_____	_____
6. Is the desk sized to accommodate all staff working at the desk, as well as their storage requirements? <i>Comments:</i> _____	_____	_____	_____
7. Is the desk and surrounding work space designed to be ergonomically correct for staff and customers? <i>Comments:</i> _____	_____	_____	_____
8. Have customer self-service features been factored into the desk, such as self-check, electronic registration, etc.? <i>Comments:</i> _____	_____	_____	_____
9. Can conversations at the desk be conducted with a sense of privacy? <i>Comments:</i> _____	_____	_____	_____
10. How has noise from the service desk from conversations, equipment, phones, etc., been addressed so that nearby spaces are not disrupted? <i>Comments:</i> _____	_____	_____	_____
11. Have openness and accessibility been maintained while protecting staff from potential aggressive users? <i>Comments:</i> _____	_____	_____	_____

■ Interior Design and Finishes ■

	YES	NO	N/A
12. Are grommets, wire channels, and equipment shielding provided to present a clean appearance? <i>Comments:</i> _____	_____	_____	_____
13. Have sufficient electrical outlets, data and telephone ports been provided? <i>Comments:</i> _____	_____	_____	_____
14. Is the desk protected from drafts or other changing environmental conditions? <i>Comments:</i> _____	_____	_____	_____
15. Are the desk finishes and materials highly durable? <i>Comments:</i> _____	_____	_____	_____
16. Can the desk surfaces and edges be easily cleaned? <i>Comments:</i> _____	_____	_____	_____

B. Seating

1. Is there variety in the types of seating? <i>Comments:</i> _____	_____	_____	_____
2. Is lounge seating modular or heavy enough to discourage casual rearrangement by customers, unless the library desires rearrangement? <i>Comments:</i> _____	_____	_____	_____
3. Is adequate and appropriate seating provided for varying tasks and areas:	_____	_____	_____
a) Staff work areas?	_____	_____	_____
b) Public seating at tables and carrels?	_____	_____	_____
c) Lounge areas?	_____	_____	_____

■ Interior Design and Finishes ■

	YES	NO	N/A
d) Reference areas?	_____	_____	_____
e) Meeting rooms?	_____	_____	_____
Comments: _____			
4. Is seating appropriate for different ages?	_____	_____	_____
Comments: _____			
5. Are people (especially senior citizens) able to get in and out of chairs easily?	_____	_____	_____
Comments: _____			
6. Is seating comfortable for those areas where the library wants users to relax and read for an extended period?	_____	_____	_____
Comments: _____			
7. Is seating comfortable but conducive to quick turnover for those areas where you want users to leave after their work task is completed? (The two types of seating can be exemplified by the seating available in a fast-food restaurant versus that found in a fine restaurant.)	_____	_____	_____
Comments: _____			
8. Are chairs ergonomically correct?	_____	_____	_____
Comments: _____			
9. Is seating attractive and inviting?	_____	_____	_____
Comments: _____			
10. Is furniture free of projections that could snag clothing?	_____	_____	_____
Comments: _____			
11. Is furniture relatively free from sharp corners?	_____	_____	_____
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
12. Does seating take personal space into consideration to avoid psychological feelings of crowding? <i>Comments:</i> _____	_____	_____	_____
13. If the chair has arms, will the arms fit comfortably under work surfaces? <i>Comments:</i> _____	_____	_____	_____
14. Are footstools or ottomans provided? <i>Comments:</i> _____	_____	_____	_____
15. Is furniture designed for easy repair or replacement of parts? <i>Comments:</i> _____	_____	_____	_____
16. Is furniture constructed for user safety? <i>Comments:</i> _____	_____	_____	_____
17. Has the furniture been used successfully in similar library or other public situations for several years? <i>Comments:</i> _____	_____	_____	_____
18. Are performance data available to attest to the durability of the chair? <i>Comments:</i> _____	_____	_____	_____
19. Has seating been stress tested? <i>Comments:</i> _____	_____	_____	_____
20. Do chairs with casters move easily on carpet? <i>Comments:</i> _____	_____	_____	_____
21. Is lounge seating modular or heavy enough not to tip over? <i>Comments:</i> _____	_____	_____	_____

■ Interior Design and Finishes ■

	YES	NO	N/A
22. Are fabrics sturdy and soil resistant? <i>Comments:</i> _____	_____	_____	_____
23. Do the chair design and the kind of upholstery or finish used allow for easy cleaning? <i>Comments:</i> _____	_____	_____	_____
24. Can the chair be easily reupholstered or refinished? <i>Comments:</i> _____	_____	_____	_____
25. Is the fabric porous enough to “breathe” and able to absorb and evaporate moisture easily? <i>Comments:</i> _____	_____	_____	_____
26. Do lounge chairs with upholstered arms have arm covers to preserve appearance? <i>Comments:</i> _____	_____	_____	_____
27. Are chairs designed so that the area under the chair can be easily reached by a vacuum cleaner? <i>Comments:</i> _____	_____	_____	_____
28. Does the supplier warranty the design and construction of the seats? <i>Comments:</i> _____	_____	_____	_____

C. Tables

1. Are the tables appropriate for the task intended? <i>Comments:</i> _____	_____	_____	_____
2. Are the tables durable and strong? <i>Comments:</i> _____	_____	_____	_____

■ Interior Design and Finishes ■

	YES	NO	N/A
3. Is the work surface material appropriate for the use anticipated? <i>Comments:</i> _____	_____	_____	_____
4. Can the work surface be easily maintained? <i>Comments:</i> _____	_____	_____	_____
5. Can the work surface be easily refinished? <i>Comments:</i> _____	_____	_____	_____
6. Does the table have any needed accessories, such as task lighting, electrical outlets, etc.? <i>Comments:</i> _____	_____	_____	_____
7. Is there a mixture of circular tables (for socializing) and rectangular tables (better for work and concentration) on the floor? <i>Comments:</i> _____	_____	_____	_____
8. Are there enough carrels for individual studying? <i>Comments:</i> _____	_____	_____	_____
9. Does the supplier warranty the design and construction of the table? <i>Comments:</i> _____	_____	_____	_____
10. What is the length of the warranty? <i>Comments:</i> _____	_____	_____	_____

D. Lighting

1. Is the intensity of the general lighting sufficient for reading?	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
2. Is the "task lighting" adequate for carrels, work stations, separate desks, lounge furniture, and shelving areas? <i>Comments:</i> _____	_____	_____	_____
3. In addition to general and task lighting, do certain areas of the library have special lighting? For example, do wall display areas have track lighting? <i>Comments:</i> _____	_____	_____	_____
4. Is lighting adequate at the lower shelf areas in book stacks? (Lighting levels drop dramatically from the top to the bottom of book stacks.) <i>Comments:</i> _____	_____	_____	_____
5. Are light switches conveniently located? <i>Comments:</i> _____	_____	_____	_____
6. Can library staff control the switching of lights from a central control point or points? <i>Comments:</i> _____	_____	_____	_____
7. Is the lighting control sytem designed so that customers can't switch lights on and off in those areas where public control is not desirable? <i>Comments:</i> _____	_____	_____	_____

E. Windows

1. Has the library considered the trade-off between the positive aspects of windows (natural light, fresh air, and pleasant vistas) vs. the negative factors (the possible waste of energy, the loss of outside walls as book-stack areas, and the impact of uncontrolled sunlight on materials and readers)? <i>Comments:</i> _____	_____	_____	_____
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■ Interior Design and Finishes ■

	YES	NO	N/A
2. Are some of the windows placed close to the ceiling to allow a higher intensity of light? <i>Comments:</i> _____	_____	_____	_____
3. Are some of the windows placed at eye level, especially in reading areas and in areas occupied by the staff for positive psychological effect? <i>Comments:</i> _____	_____	_____	_____
4. Can windows be shaded on demand to prevent light from interfering with reading and other activities? <i>Comments:</i> _____	_____	_____	_____
5. Are books stored away from direct sunlight to protect the bindings from fading and to prevent paper deterioration? <i>Comments:</i> _____	_____	_____	_____
6. If the regional climate suggests it, are windows double-glazed to allow for enhanced energy efficiency? <i>Comments:</i> _____	_____	_____	_____
7. If the regional climate allows it, are windows operable to allow for natural cooling and ventilation? <i>Comments:</i> _____	_____	_____	_____
8. Are a limited number of windows operable to allow for maintenance and emergency situations? <i>Comments:</i> _____	_____	_____	_____
9. If windows can be opened, are they securable by the staff from the inside? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
F. Flooring			
1. Has the trade-off between types of floor coverings been considered by examining the:			
a) Original construction costs?	_____	_____	_____
b) Total useful life of the floor covering?	_____	_____	_____
c) Appropriateness of the floor covering for the area to be covered?	_____	_____	_____
d) Ease of maintenance?	_____	_____	_____
e) Cost of maintenance?	_____	_____	_____
f) Ease of replacement?	_____	_____	_____
g) Cost of replacement?	_____	_____	_____
Comments: _____			
2. Are special floor-covering materials or systems used at the entry and places of heavy traffic to prevent dirt, mud, slush, and water from being tracked onto the carpet?	_____	_____	_____
Comments: _____			
3. Have carpet tiles or squares been considered for easy access to under-floor power systems as well as ease of replacement when damaged or soiled?	_____	_____	_____
Comments: _____			
4. Is the carpet of first-class quality to ensure durability?	_____	_____	_____
Comments: _____			
5. Does the carpet color conceal soiling and resist fading?	_____	_____	_____
Comments: _____			
6. Does flooring minimize noise and enhance building acoustics?	_____	_____	_____
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
7. Can book trucks be moved easily across the flooring? <i>Comments:</i> _____	_____	_____	_____
8. Is ceramic tile or a similar material used on the rest-room floors for its sanitary appearance and ease of maintenance? <i>Comments:</i> _____	_____	_____	_____
9. If pavement tiles (stone, marble, or granite) are used in entryways and lobbies, are provisions made for safety since these become very slippery when wet? <i>Comments:</i> _____	_____	_____	_____
10. Has concrete flooring, if left uncovered, been treated with a filler and then painted to prevent dust from becoming troublesome? <i>Comments:</i> _____	_____	_____	_____
11. If wood floors are used, does the library's operating budget allow for the care needed to keep them in good condition? <i>Comments:</i> _____	_____	_____	_____

G. Walls

1. Have "wet" interior walls been avoided as much as possible? (Wet walls are those that cannot be removed without demolishing them.) <i>Comments:</i> _____	_____	_____	_____
2. Are the wall coverings and surfaces appropriate for the room's function? <i>Comments:</i> _____	_____	_____	_____
3. Will the care and selection of wall coverings result in years of added wear and minimum upkeep?	_____	_____	_____

■ Interior Design and Finishes ■

	YES	NO	N/A
Comments: _____			
4. Are areas subject to soiling covered with a washable paint with a glossy finish?	_____	_____	_____
Comments: _____			
5. Is matte or dull finish used where reflectivity is a concern?	_____	_____	_____
Comments: _____			
6. To add interest, are there special wall treatments such as stenciling, textured materials such as a woven fabric, or wood paneling?	_____	_____	_____
Comments: _____			
7. Have other materials such as brick and stone been used for wall coverings?	_____	_____	_____
Comments: _____			
8. Is ceramic tile used for the walls in the rest rooms for ease of maintenance?	_____	_____	_____
Comments: _____			
9. If ceramic tile has been used to create decorative wall murals, has care been taken to minimize the acoustical impact of the hard surface?	_____	_____	_____
Comments: _____			
10. Have vinyl wall coverings been considered for areas of heavy use, including hallways and staircases?	_____	_____	_____
Comments: _____			
11. Have vinyl wall coverings with special sound-absorbing properties been considered for offices, workrooms, and conference rooms?	_____	_____	_____
Comments: _____			

	YES	NO	N/A
12. Do the walls have tackboard surfaces so that they may be used for occasional displays?	_____	_____	_____
Comments: _____			

H. Color

1. Have colors that may quickly become outdated been avoided?	_____	_____	_____
Comments: _____			

2. Has particular attention been given to the psychological effects of color on both users and staff?	_____	_____	_____
Comments: _____			

3. Has color been considered with respect to the function of the area?	_____	_____	_____
Comments: _____			

4. Has color been used to avoid an institutional (drab) aspect with respect to walls, book stacks, floors, and furniture?	_____	_____	_____
Comments: _____			

5. Do book stacks on different floors or areas utilize different colors for easy identification?	_____	_____	_____
Comments: _____			

6. Have standard paint colors (not mixed) been supplied by the manufacturer for easy, cost-effective maintenance and touch-ups?	_____	_____	_____
Comments: _____			

7. Will the upholstery colors selected disguise heavy and sometimes abusive use?	_____	_____	_____
Comments: _____			

	YES	NO	N/A
8. Has the relationship of wall, furniture, and floor colors to the lighting of the various areas been considered?	___	___	___
<i>Comments:</i> _____			

I. Equipment List

Is the following equipment planned for use in the library? If so, is there adequate space, wiring, furniture, and staff available to support it?

	YES	NO	N/A
1. Catalog terminals?	___	___	___
<i>Comments:</i> _____			

2. Microcomputers?	___	___	___
<i>Comments:</i> _____			

3. Computer printers?	___	___	___
<i>Comments:</i> _____			

4. Modems?	___	___	___
<i>Comments:</i> _____			

5. CD-ROM (drives, towers, jukeboxes)?	___	___	___
<i>Comments:</i> _____			

	YES	NO	N/A
6. LAN system?	___	___	___
<i>Comments:</i> _____			

7. Staff telephones with hold and transfer capabilities?	___	___	___
<i>Comments:</i> _____			

8. Public telephones?	___	___	___
<i>Comments:</i> _____			

9. Cordless telephones?	___	___	___
<i>Comments:</i> _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
10. Mobile two-way communication system? _____	_____	_____	_____
<i>Comments:</i> _____			

11. Answering machines or voice mail? _____	_____	_____	_____
<i>Comments:</i> _____			

12. Staff paging beepers? _____	_____	_____	_____
<i>Comments:</i> _____			

13. Public address system? _____	_____	_____	_____
<i>Comments:</i> _____			

14. Telefacsimile (fax) machines? _____	_____	_____	_____
<i>Comments:</i> _____			

15. Voice-synthesis reading machines? _____	_____	_____	_____
<i>Comments:</i> _____			

16. Public text telephones (TDDs)? _____	_____	_____	_____
<i>Comments:</i> _____			

	YES	NO	N/A
17. Electric typewriters? _____	_____	_____	_____
<i>Comments:</i> _____			

18. Large-print typewriters? _____	_____	_____	_____
<i>Comments:</i> _____			

19. Word processors? _____	_____	_____	_____
<i>Comments:</i> _____			

20. Audio recorders/players? _____	_____	_____	_____
<i>Comments:</i> _____			

21. Video recorders/players? _____	_____	_____	_____
<i>Comments:</i> _____			

22. Tape duplicators? _____	_____	_____	_____
<i>Comments:</i> _____			

23. Video disc players? _____	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
24. Compact disc players? _____			
Comments: _____			

25. Record players? _____			
Comments: _____			

26. Headphones? _____			
Comments: _____			

27. Film projectors and screens? _____			
Comments: _____			

28. Video projectors? _____			
Comments: _____			

29. Slide projectors? _____			
Comments: _____			

30. Light table (for slides and/or tracing maps)? _____			
Comments: _____			

31. Overhead projectors? _____			
Comments: _____			

	YES	NO	N/A

32. Microform readers? _____			
Comments: _____			

33. Microform readers/printers? _____			
Comments: _____			

34. Photocopiers? _____			
Comments: _____			

35. Card-operated photocopiers? _____			
Comments: _____			

36. Clocks strategically located and visible in all public places, as well as easily accessible or centrally controlled? _____			
Comments: _____			

37. Time clocks? _____			
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
38. Fire hoses?	___	___	___
Comments:	_____		

39. Fire extinguishers?	___	___	___
Comments:	_____		

40. Emergency lights?	___	___	___
Comments:	_____		

41. Emergency power (generators)?	___	___	___
Comments:	_____		

42. Closed-circuit TV systems?	___	___	___
Comments:	_____		

43. Security mirrors?	___	___	___
Comments:	_____		

44. Emergency call system direct to police or security company?	___	___	___
Comments:	_____		

	YES	NO	N/A
45. Emergency call buttons located at service desks and work-rooms?	___	___	___
Comments:	_____		

46. Book trucks:			
a) Are they top quality with solid joints and pivoting wheels?	___	___	___
b) Do they roll smoothly and quietly on all floor surfaces?	___	___	___
c) Are they equipped with shelf height, depth, and slant to accommodate materials of various sizes?	___	___	___
d) Are there sufficient quantities of trucks in various sizes and configurations?	___	___	___
Comments:	_____		

47. Chalkboards/white boards?	___	___	___
Comments:	_____		

48. Bulletin boards?	___	___	___
Comments:	_____		

■ Interior Design and Finishes ■

	YES	NO	N/A

49. Easels?	_____	_____	_____
Comments: _____			

50. Lecterns?	_____	_____	_____
Comments: _____			

51. Display racks?	_____	_____	_____
Comments: _____			

52. Globes?	_____	_____	_____
Comments: _____			

53. Bookends in appropriate sizes and shapes?	_____	_____	_____
Comments: _____			

54. Pencil sharpeners?	_____	_____	_____
Comments: _____			

55. Pencil dispensers?	_____	_____	_____
Comments: _____			

	YES	NO	N/A
56. Filing cabinets?	_____	_____	_____
Comments: _____			

57. Electric staplers?	_____	_____	_____
Comments: _____			

58. Hole punches?	_____	_____	_____
Comments: _____			

59. Paper cutters?	_____	_____	_____
Comments: _____			

60. Board cutter?	_____	_____	_____
Comments: _____			

61. Gang punch?	_____	_____	_____
Comments: _____			

62. Wire stitcher?	_____	_____	_____
Comments: _____			

63. Label-pasting machine?	_____	_____	_____
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
64. Standing press? Comments: _____ _____ _____	____	____	____
65. Map edger? Comments: _____ _____ _____	____	____	____
66. Laminating machine? Comments: _____ _____ _____	____	____	____
67. Sign and label makers? Comments: _____ _____ _____	____	____	____
68. Vacuum cleaners? Comments: _____ _____ _____	____	____	____
69. Cleaning supply carts? Comments: _____ _____ _____	____	____	____
70. Mops, buckets, brooms, and dust- pans? Comments: _____ _____ _____	____	____	____

	YES	NO	N/A
71. Trash compactor? Comments: _____ _____ _____	____	____	____
72. Wastebaskets? Comments: _____ _____ _____	____	____	____
73. Recycling containers? Comments: _____ _____ _____	____	____	____
74. Ladders, short and tall? Comments: _____ _____ _____	____	____	____
75. Step stools? Comments: _____ _____ _____	____	____	____
76. Moving equip- ment (dollies, carts)? Comments: _____ _____ _____	____	____	____

8



Book Stacks and Shelving

Library Technology Reports, "Test Reports on 15 Models of Bracket-Type Steel Library Bookstacks" (Volume 34, Number 6, November-December 1998), and *Library Technology Reports*, "Movable Compact Shelving Systems: Selection and Specifications" (Volume 35, Number 5, September-October 1999) are excellent sources for detailed shelving information.

	YES	NO	N/A
A. Conventional Stationary Stacks and Shelving			
1. Has sufficient shelving been planned to meet the current and future needs of the library? (Consider size of the current collection, growth of the collection for at least 20 years, and the percentage of the collection that will be out on loan. A rule of thumb for roughly calculating shelving requirements is to assume 150 volumes per 3-foot single-faced section, 7 shelves high.)	_____	_____	_____
Comments: _____			
2. Is the shelving selection based on the standard titled ANSI/NISO Z239.73 1994, Single-Tier Steel Bracket Library Shelving?	_____	_____	_____
Comments: _____			

■ Book Stacks and Shelving ■

	YES	NO	N/A
3. Are book stacks arranged sequentially in parallel ranges so that users can easily locate materials? <i>Comments:</i> _____	_____	_____	_____
4. If book stacks are not arranged sequentially in parallel ranges, are variations clearly indicated? <i>Comments:</i> _____	_____	_____	_____
5. Are there labels on both ends of ranges? <i>Comments:</i> _____	_____	_____	_____
6. Is display shelving included to merchandise the collection? For example, are there:	_____	_____	_____
a) Display units with sloping shelves?	_____	_____	_____
b) Point-of-purchase displays as seen in bookstores and department stores?	_____	_____	_____
c) Spinners or towers?	_____	_____	_____
d) Slat-wall end panels or wall units?	_____	_____	_____
<i>Comments:</i> _____			
7. Are all stacks and shelves clearly labeled as to content on both end panels and shelf lips? <i>Comments:</i> _____	_____	_____	_____
8. Are there attempts to break the monotony of shelving by creative arrangement of seating or height and/or type of shelving? <i>Comments:</i> _____	_____	_____	_____
9. Are there no more than eight 36-inch sections without a break? <i>Comments:</i> _____	_____	_____	_____
10. Have length of shelving and width of aisles been determined on the basis of traffic patterns and user accessibility? (See section 5.)	_____	_____	_____

■ Book Stacks and Shelving ■

	YES	NO	N/A
<i>Comments:</i> _____			

11. Are the shelving height and depth adequate for uses?	_____	_____	_____
<i>Comments:</i> _____			

12. Do double-faced sections of bracket shelving have bases 20 or 40 inches deep?	_____	_____	_____
<i>Comments:</i> _____			

13. Is freestanding shelving, ranging from 78 inches or higher, anchored to the floor, or braced with top tie struts?	_____	_____	_____
<i>Comments:</i> _____			

14. Are the shelving units:			
a) Sturdy and well built?	_____	_____	_____
b) Able to bear prescribed loads without sagging, bending, leaning, swaying, or collapsing?	_____	_____	_____
c) Equipped with a finish that will endure normal use and cleaning for at least 30 years without signs of wear?	_____	_____	_____
d) Smoothly finished with no burrs or sharp edges?	_____	_____	_____
e) Standardized in design and color?	_____	_____	_____
f) Designed to have interchangeable parts?	_____	_____	_____
g) Equipped with adjustable shelves?	_____	_____	_____
h) Equipped with shelves that are relatively easy to move when they are unloaded?	_____	_____	_____
i) Equipped with shelves that are relatively easy to move when they are loaded?	_____	_____	_____
j) Braced and/or anchored to comply with local regulations?	_____	_____	_____
k) Equipped with end panels?	_____	_____	_____
l) Equipped with canopies?	_____	_____	_____
<i>Comments:</i> _____			

■ Book Stacks and Shelving ■

	YES	NO	N/A
15. Are there special features such as:			
a) Pull-out shelves?	_____	_____	_____
b) Built-in lighting?	_____	_____	_____
c) Electrical access?	_____	_____	_____
d) Shelf dividers?	_____	_____	_____
e) Movable book supports of adequate size?	_____	_____	_____
f) Range-label holders?	_____	_____	_____
g) Shelf-label holders?	_____	_____	_____
h) Current periodical shelves?	_____	_____	_____
i) Wide-lip newspaper shelves?	_____	_____	_____
j) Atlas and dictionary stands?	_____	_____	_____
<i>Comments:</i> _____			

16. Are there accessories to display and house:	_____	_____	_____
a) Audiocassettes?	_____	_____	_____
b) Videocassettes?	_____	_____	_____
c) Compact discs?	_____	_____	_____
d) Picture books?	_____	_____	_____
e) Paperback books?	_____	_____	_____
f) Oversized and miniature materials?	_____	_____	_____
g) Archival materials?	_____	_____	_____
h) Films, filmstrips, slides, microforms?	_____	_____	_____
i) Realia?	_____	_____	_____
j) Other odd-shaped items?	_____	_____	_____
<i>Comments:</i> _____			

17. Does periodical shelving have a maximum reach height of 48 inches?	_____	_____	_____
<i>Comments:</i> _____			

■ Book Stacks and Shelving ■

	YES	NO	N/A
18. Does periodical shelving have sloping shelves that tilt and allow for storage on a flat shelf beneath? <i>Comments:</i> _____	_____	_____	_____
19. Is the edge or lip on newspaper shelves wide enough to hold a large Sunday edition? (Use the <i>Sunday New York Times</i> after Thanksgiving as a test.) <i>Comments:</i> _____	_____	_____	_____
20. Is there a need for enclosed shelving with lockable doors? <i>Comments:</i> _____	_____	_____	_____
21. Are there shelf/table units for reference and index materials? <i>Comments:</i> _____	_____	_____	_____
22. Have nonpublic work and storage areas been provided with appropriate shelving? <i>Comments:</i> _____	_____	_____	_____

B. Movable-Aisle Compact Shelving

1. Is the building capable of holding the substantial weight of a compact installation? (Generally, floor load capacity for compact shelving is 300 pounds live load per square foot.) <i>Comments:</i> _____	_____	_____	_____
2. Does the cost of the space saved justify the cost of the system? <i>Comments:</i> _____	_____	_____	_____
3. Are all ADA and safety codes met? <i>Comments:</i> _____	_____	_____	_____

■ Book Stacks and Shelving ■

	YES	NO	N/A
4. If the rails cannot be recessed, will there be some kind of deck for the system? <i>Comments:</i> _____	_____	_____	_____
5. Are the shelving units moved manually or are they motorized? <i>Comments:</i> _____	_____	_____	_____
6. If an electrical system is used, does it have a manual override? <i>Comments:</i> _____	_____	_____	_____
7. Is there a "fail-safe system" that stops the movement of the units if an obstacle is encountered? <i>Comments:</i> _____	_____	_____	_____
8. Have the specialized cleaning and maintenance needs of compact shelving been considered? <i>Comments:</i> _____	_____	_____	_____
9. Will the vendor install the system? <i>Comments:</i> _____	_____	_____	_____
10. Will the vendor maintain the system? <i>Comments:</i> _____	_____	_____	_____
11. Will movable stacks be accessible to the public with or without staff assistance? <i>Comments:</i> _____	_____	_____	_____
12. Can the system be expanded? <i>Comments:</i> _____	_____	_____	_____
13. Can the system be moved? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
C. Automatic Retrieval Systems			
1. Is a mechanized book-retrieval system needed?	_____	_____	_____
<i>Comments:</i> _____			

2. Have the following been considered before deciding upon a mechanized book-retrieval system:			
a) Size of the collection?	_____	_____	_____
b) Space available for the collection?	_____	_____	_____
c) Growth of the collection?	_____	_____	_____
d) Contingency plans if the system fails?	_____	_____	_____
e) Cost of staffing?	_____	_____	_____
f) Cost of installation and maintenance?	_____	_____	_____
g) Load-bearing capabilities of the building?	_____	_____	_____
<i>Comments:</i> _____			

9



Building Systems

	YES	NO	N/A
A. HVAC (Heating, Ventilation, and Air Conditioning) System			
1. Is the HVAC system:			
a) Simple to operate?	_____	_____	_____
b) Easy to maintain?	_____	_____	_____
c) Efficient to run?	_____	_____	_____
Comments: _____			
2. Does the system, including ductwork, make efficient use of space?	_____	_____	_____
Comments: _____			
3. Can temperature and humidity be zone-controlled room by room, either centrally or from lockable thermostats?	_____	_____	_____
Comments: _____			
4. Is the building properly insulated to help maintain temperature efficiently?	_____	_____	_____
Comments: _____			

■ Building Systems ■

	YES	NO	N/A
5. If the building has large windows or skylights, is there provision for maintaining temperature through window coverings or special glazing?	_____	_____	_____
<i>Comments:</i> _____			

6. Is there adequate ventilation using:			
a) A mechanical air-exchange system?	_____	_____	_____
b) Natural ventilation?	_____	_____	_____
<i>Comments:</i> _____			

7. Is there provision for ventilation if the climate control fails?	_____	_____	_____
<i>Comments:</i> _____			

8. Do the windows open?	_____	_____	_____
<i>Comments:</i> _____			

9. Can environmental pollution be filtered out of the air?	_____	_____	_____
<i>Comments:</i> _____			

10. Can humidity be controlled within a 5 percent variance?	_____	_____	_____
<i>Comments:</i> _____			

11. Are temperature/humidity conditions appropriate for:			
a) Rare materials?	_____	_____	_____
b) Special collections?	_____	_____	_____
c) Archives?	_____	_____	_____
d) Computer stations, computer labs, and telecommunication rooms?	_____	_____	_____
e) Public areas?	_____	_____	_____
f) Staff work areas?	_____	_____	_____
g) Closed stacks?	_____	_____	_____
<i>Comments:</i> _____			

■ Building Systems ■

	YES	NO	N/A
12. Are there emergency backup generators that can be used if the electricity goes off and the air conditioning shuts down?	_____	_____	_____
Comments: _____			

B. Lighting

1. Is lighting energy- and cost-efficient?	_____	_____	_____
Comments: _____			

2. Can all interior lights be turned on/off from one location?	_____	_____	_____
Comments: _____			

3. Can staff operate a light control at staff entrances, allowing adequate illumination before arriving at the main control point for interior lighting?	_____	_____	_____
Comments: _____			

4. Is the building's night lighting adequate to allow observation of the library's interior through outside windows?	_____	_____	_____
Comments: _____			

5. Is lighting in all areas adequate and glare free?	_____	_____	_____
Comments: _____			

6. Are rheostat (dimmer) controls available at individual workstations to permit local adjustment to user need?	_____	_____	_____
Comments: _____			

7. Are the following lighting levels maintained (generally based on the 1993 <i>Lighting Handbook of the Illuminating Engineering Society of North America</i>):			
a) Reading areas: 30 to 40 foot-candles (300–400 lux) average, measured horizontally at desktop, and augmented with task lighting carrels and at tables where appropriate?	_____	_____	_____

■ Building Systems ■

	YES	NO	N/A
b) Stacks: 6 foot-candles (60 lux) minimum measured vertically at a height of 12 inches, and 30 foot candles (300 lux) maximum measured vertically at any height to achieve approximately 5:1 maximum-to-minimum ratio across the entire stack face?	_____	_____	_____
c) Small conference or group study rooms: 30 to 40 foot-candles (300–400 lux) average, measured horizontally at desktop?	_____	_____	_____
d) Staff areas: 50 foot-candles (500 lux) average on desks or work tables measured horizontally at desktop?	_____	_____	_____
e) Large meeting or community rooms: 40 foot-candles (400 lux) average with all lights on, and with separately controlled lighting for the podium or front of the room?	_____	_____	_____
f) Parking lot: 0.6 foot-candles (6 lux) minimum, measured horizontally on pavement, to achieve a 4:1 average-to-minimum ratio, and with no spill light on adjacent properties?	_____	_____	_____
Comments: _____			

8. Are light switches located where they can be easily and logically accessed, not behind door swings or large pieces of equipment?	_____	_____	_____
Comments: _____			

9. Are ambient and task lights on timers or motion detectors in closed stacks, offices, and/or public areas?	_____	_____	_____
Comments: _____			

10. Can ambient lighting be dimmed or brightened according to need?	_____	_____	_____
Comments: _____			

11. Is lighting zoned so various areas can be dimmed or brightened independently?	_____	_____	_____
Comments: _____			

■ Building Systems ■

	YES	NO	N/A
12. Is flexible, timed programming available for each lighting zone? <i>Comments:</i> _____	_____	_____	_____
13. Are light zones identified by switch labels? <i>Comments:</i> _____	_____	_____	_____
14. Can daylight be used as a source of lighting? <i>Comments:</i> _____	_____	_____	_____
15. If daylight is used, can it be controlled by window coverings, tinted glass, or other special glazing? <i>Comments:</i> _____	_____	_____	_____
16. When natural lighting is used, is it designed to eliminate glare and "hot spots" of intense light and/or heat? <i>Comments:</i> _____	_____	_____	_____
17. Are seasonal light changes taken into account? <i>Comments:</i> _____	_____	_____	_____
18. Will ultraviolet light be filtered from fluorescent and natural light sources? <i>Comments:</i> _____	_____	_____	_____
19. Are computer monitors and other video screens shielded from direct sunlight or glare? <i>Comments:</i> _____	_____	_____	_____
20. Can lighting be easily moved if furniture, shelving, or equipment is moved? <i>Comments:</i> _____	_____	_____	_____
21. Is the lighting system easily replaced and maintained? <i>Comments:</i> _____	_____	_____	_____
22. Are exterior lighting fixtures of vandal-resistant construction?	_____	_____	_____

■ Building Systems ■

	YES	NO	N/A
Comments: _____			
23. Do exterior lighting fixtures have durable finishes to protect them from weather?	_____	_____	_____
Comments: _____			
24. Has the number of different lamp types been minimized to simplify maintenance and lamp stocking?	_____	_____	_____
Comments: _____			
25. Are replacement lamps:			
a) Easily accessible?	_____	_____	_____
b) Reasonably priced?	_____	_____	_____
Comments: _____			

C. Noise

1. Are circulation, information, and reference service points located and designed so noise will not disrupt other areas?	_____	_____	_____
Comments: _____			
2. Have rest rooms, conference rooms, lounges, photocopiers, and public telephones been located where the noise will be the least distracting?	_____	_____	_____
Comments: _____			
3. Are traffic patterns throughout the building designed to keep noise and confusion away from readers?	_____	_____	_____
Comments: _____			
4. Are there acoustically controlled quiet areas and are they accessible from widely distributed entrance points?	_____	_____	_____
Comments: _____			

■ Building Systems ■

	YES	NO	N/A
5. Are soundproof rooms available? <i>Comments:</i> _____	_____	_____	_____
6. Is there acoustical separation between public and staff areas? <i>Comments:</i> _____	_____	_____	_____
7. Are mechanical systems (elevators, heating, and air conditioning equipment) located away from quiet areas and/or acoustically shielded? <i>Comments:</i> _____	_____	_____	_____
8. Are there areas where furniture is arranged so as to discourage conversation? <i>Comments:</i> _____	_____	_____	_____
9. Has equipment in public areas (computer printers, photocopiers, etc.) been chosen for quiet operation? <i>Comments:</i> _____	_____	_____	_____
10. Is there background sound, such as the ventilating system or other "white noise" sources, to mask minor distracting sounds? <i>Comments:</i> _____	_____	_____	_____
11. Have the following elements been chosen to contribute to noise reduction:			
a) Carpeting?	_____	_____	_____
b) Floor surfaces that do not generate and/or transfer noise?	_____	_____	_____
c) Wall coverings?	_____	_____	_____
d) Window coverings?	_____	_____	_____
e) Ceiling surfaces?	_____	_____	_____
f) Furniture?	_____	_____	_____
g) Shelving?	_____	_____	_____

	YES	NO	N/A
h) Equipment?	_____	_____	_____
Comments: _____			

D. Plumbing and Rest Rooms

- Do all plumbing and rest-room facilities meet the ADA guidelines described earlier?
Comments: _____

- Are rest rooms constructed according to local building codes?
Comments: _____

- Are rest rooms and drinking fountains located near stairs, elevators, and other permanent installations?
Comments: _____

- Are rest rooms built above the level of the sewer system?
Comments: _____

- Does the number of sinks, toilets, and urinals meet local codes?
Comments: _____

- Does the design of the rest rooms accommodate one-third more toilets for women than men?
Comments: _____

- Are the toilets wall-hung to facilitate cleaning?
Comments: _____

- Are the toilets low-flow to conserve water?
Comments: _____

■ Building Systems ■

	YES	NO	N/A
9. Have the best quality fixtures and accessories been selected? <i>Comments:</i> _____	_____	_____	_____
10. Does each rest room have a floor drain? <i>Comments:</i> _____	_____	_____	_____
11. Are the rest rooms:			
a) Well ventilated (including fans)?	_____	_____	_____
b) Well lighted?	_____	_____	_____
c) Soundproof?	_____	_____	_____
d) Vandal proof, especially the wall and stall surfaces? <i>Comments:</i> _____	_____	_____	_____
12. Are there provisions for:			
a) Toilet paper?	_____	_____	_____
b) Soap?	_____	_____	_____
c) Trash receptacles?	_____	_____	_____
d) Towel dispenser or hand dryers?	_____	_____	_____
e) Sanitary napkin dispensers?	_____	_____	_____
f) Other? <i>Comments:</i> _____	_____	_____	_____
13. Are dispensers mounted to accommodate a change of vendors without damaging wall surfaces? <i>Comments:</i> _____	_____	_____	_____
14. Are there shelves for holding books and papers? <i>Comments:</i> _____	_____	_____	_____
15. Is there lockable storage for supplies?	_____	_____	_____

■ Building Systems ■

	YES	NO	N/A
Comments: _____			
16. Are diaper-changing facilities available in all rest rooms?	_____	_____	_____
Comments: _____			

E. Elevators and Escalators

1. Are elevators/escalators located away from quiet areas?	_____	_____	_____
Comments: _____			
2. Are there separate elevators for the public, staff, and/or freight?	_____	_____	_____
Comments: _____			
3. Do elevators/escalators meet ADA codes?	_____	_____	_____
Comments: _____			
4. Do elevators/escalators meet all local codes?	_____	_____	_____
Comments: _____			
5. Will the elevator/escalator system be designed so that routine maintenance will have minimal impact on library operations?	_____	_____	_____
Comments: _____			



Safety and Security

	YES	NO	N/A
A. General			
1. Have all local codes regarding the safety of the occupants, building, and contents been met?	_____	_____	_____
Comments: _____			
2. Do the security measures provide a benefit of increased customer and staff safety without projecting a negative “police state” image?	_____	_____	_____
Comments: _____			
3. Do all alarm systems meet local codes when furnishings and decorations are in place?	_____	_____	_____
Comments: _____			
4. If the building is located in an earthquake zone, are all seismic protection measures in place?	_____	_____	_____
Comments: _____			

	YES	NO	N/A
B. External Security			
1. Does the building require fencing to control access to the property?	___	___	___
<i>Comments:</i> _____			
2. Is there sufficient, tamper-proof security lighting?	___	___	___
<i>Comments:</i> _____			
3. Can access to roofs, upper windows, and ledges be gained by climbing trees, fences, the building structure, etc.?	___	___	___
<i>Comments:</i> _____			
4. Does the landscaping contribute to security by providing barriers to illegal entry?	___	___	___
<i>Comments:</i> _____			
5. Is landscaping designed to allow full visibility of facility and grounds?	___	___	___
<i>Comments:</i> _____			
6. Are all vulnerable access points (doors, windows, air vents, etc.) protected against illegal entry with:			
a) High-security locks and hinges?	___	___	___
b) Security glazing?	___	___	___
c) Barriers (fences, grilles)?	___	___	___
d) Alarm systems?	___	___	___
e) Lighting systems?	___	___	___
<i>Comments:</i> _____			
7. Does the intrusion alarm:			
a) Transmit to the police or security company?	___	___	___
b) Immediately notify library personnel?	___	___	___

■ Safety and Security ■

	YES	NO	N/A
c) Have automatic reset?	_____	_____	_____
d) Have manual override?	_____	_____	_____
<i>Comments:</i> _____			

8. Are exterior book drops theft and tamper proof?	_____	_____	_____
<i>Comments:</i> _____			

C. Internal Security

1. Is there a materials theft-detection system?	_____	_____	_____
<i>Comments:</i> _____			

2. Does the alarm transmit to the circulation desk?	_____	_____	_____
<i>Comments:</i> _____			

3. Are windows and emergency exits wired to prevent illegal use?	_____	_____	_____
<i>Comments:</i> _____			

4. Is there an emergency lighting system?	_____	_____	_____
<i>Comments:</i> _____			

5. Are all emergency exits clearly marked with lighted signs?	_____	_____	_____
<i>Comments:</i> _____			

6. Are exhibits, rare-book collections, and other valuable materials provided with secure rooms and/or cases?	_____	_____	_____
<i>Comments:</i> _____			

7. Is valuable equipment attached to fixtures with security hardware?	_____	_____	_____
<i>Comments:</i> _____			

■ Safety and Security ■

	YES	NO	N/A
8. Can patrons gain undetected access to nonpublic areas? <i>Comments:</i> _____	_____	_____	_____
9. Are there secluded areas that require convex mirrors or closed-circuit TV? <i>Comments:</i> _____	_____	_____	_____
10. Are there areas where patrons can be undetected at closing? <i>Comments:</i> _____	_____	_____	_____
11. Is there an after-hours motion-detector system in place? <i>Comments:</i> _____	_____	_____	_____
12. If the building has a security staff, is their desk/office in a prominent location in order to act as a deterrent? <i>Comments:</i> _____	_____	_____	_____

D. Fire Safety

1. Is the building protected by a fire-detection system, including smoke detectors? <i>Comments:</i> _____	_____	_____	_____
2. Are smoke detectors adequately distributed? <i>Comments:</i> _____	_____	_____	_____
3. Does the alarm transmit to a fire station or central alarm station? <i>Comments:</i> _____	_____	_____	_____
4. Are fire hoses and extinguishers adequately distributed and highly portable? <i>Comments:</i> _____	_____	_____	_____

■ Safety and Security ■

	YES	NO	N/A
5. Is there a fire hydrant nearby? <i>Comments:</i> _____	_____	_____	_____
6. Is there a sprinkler system? <i>Comments:</i> _____	_____	_____	_____
7. Is shelving equipped with top panels to protect contents from water damage? <i>Comments:</i> _____	_____	_____	_____
8. Are there areas that require a special fire suppression system:			
a) Multiple-level, open stacks?	_____	_____	_____
b) Rare-book collections?	_____	_____	_____
c) Computer room?	_____	_____	_____
<i>Comments:</i> _____			

11



Maintenance of Library Building and Property

	YES	NO	N/A
A. Graffiti			
1. If graffiti occurs, is there a program in place to remove it as soon as possible?	___	___	___
Comments: _____			
2. Does the landscaping create a barrier to help protect against vandalism?	___	___	___
Comments: _____			
3. Are clinging vines used to cover walls to discourage graffiti?	___	___	___
Comments: _____			
4. Are planter boxes used to protect walls?	___	___	___
Comments: _____			
5. Will landscaping develop a dense mass against a wall so there is no room for graffiti?	___	___	___
Comments: _____			

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
6. Is the building protected with a special coating or type of paint that allows for easy graffiti removal? <i>Comments:</i> _____	_____	_____	_____
7. Does the concrete used have a dark color or pigmentation to discourage graffiti? <i>Comments:</i> _____	_____	_____	_____
8. Is there security lighting to discourage graffiti? <i>Comments:</i> _____	_____	_____	_____
9. Are the fixtures high enough on walls to protect them from vandalism? <i>Comments:</i> _____	_____	_____	_____
10. Are signs high enough off the ground to protect them from vandalism? <i>Comments:</i> _____	_____	_____	_____
11. Is masonry or stone being used to protect areas that are particularly vulnerable to graffiti? <i>Comments:</i> _____	_____	_____	_____
12. Is the entrance secure from theft, vandalism, and graffiti? <i>Comments:</i> _____	_____	_____	_____
13. Is the building well lit, with light directed toward vulnerable areas and walkways? <i>Comments:</i> _____	_____	_____	_____

B. Building Materials

1. Are exterior walls constructed of a durable and easily maintained material?	_____	_____	_____
<i>Comments:</i> _____			

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
2. Are windows built to help protect against direct sunlight and glare? <i>Comments:</i> _____	_____	_____	_____
3. Can locally abundant building materials be used in the construction? <i>Comments:</i> _____	_____	_____	_____
4. Are the materials used energy efficient? <i>Comments:</i> _____	_____	_____	_____
5. Is the building constructed of fire-resistant materials? <i>Comments:</i> _____	_____	_____	_____
6. Are the materials used of good quality? <i>Comments:</i> _____	_____	_____	_____
7. Have natural colors and finishes been used and colors that would quickly become outdated been avoided? <i>Comments:</i> _____	_____	_____	_____
8. Do the colors and finishes complement the character of the surrounding community? <i>Comments:</i> _____	_____	_____	_____

C. Custodial Facilities

1. Is there adequate locking storage space allocated for janitorial supplies, tools, maintenance equipment, etc., on each floor? <i>Comments:</i> _____	_____	_____	_____
2. Is a sink or running water available in the custodial room and is the floor sloped with a floor drain? <i>Comments:</i> _____	_____	_____	_____

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
3. Is the custodial room located as centrally as possible? <i>Comments:</i> _____	_____	_____	_____
4. Is there a custodial clothes closet or locker? Does the door have a louver or vent? <i>Comments:</i> _____	_____	_____	_____
5. Is there a mop, broom, and brush rack? <i>Comments:</i> _____	_____	_____	_____
6. Is there a desk or worktable and tool storage area for minor repairs? <i>Comments:</i> _____	_____	_____	_____
7. Is the door wide enough for ease of moving equipment in and out of the space? <i>Comments:</i> _____	_____	_____	_____
8. Is the wall area around the sink of a durable material to prevent water damage? <i>Comments:</i> _____	_____	_____	_____

D. Groundskeeper Facilities

1. Is there provision for secure storage of lawnmowers, snowblowers, and other equipment? <i>Comments:</i> _____	_____	_____	_____
2. Is there provision for adequate outside faucets and electrical outlets? <i>Comments:</i> _____	_____	_____	_____
3. Are faucets and electrical outlets vandal proof? <i>Comments:</i> _____	_____	_____	_____

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
E. Trash Enclosures			
1. Is there adequate exterior space allocated for the storing of trash?	_____	_____	_____
Comments: _____			
2. Is the trash area easily accessible from the building and from the street for pickup?	_____	_____	_____
Comments: _____			
3. Is there adequate space allowed for garbage truck maneuvering and/or turnaround?	_____	_____	_____
Comments: _____			
4. Is the garbage bin hidden/camouflaged from public view with shrubs or a decorative wall?	_____	_____	_____
Comments: _____			
5. Is the area secure from scavenging?	_____	_____	_____
Comments: _____			

12 Building Occupancy and Post-Occupancy Evaluation

	YES	NO	N/A
A. Moving			
1. Will the library employ a library-moving specialist, or will the library move with internal resources?	_____	_____	_____
<i>Comments:</i> _____			
2. Can the move to the new space be scheduled during the time when demand for library services is at its lowest level of activity?	_____	_____	_____
<i>Comments:</i> _____			
3. Will the library need to be closed in order to move to the new space?	_____	_____	_____
<i>Comments:</i> _____			
4. If the library needs to close, how long can it remain open before it needs to be closed to move into the new space?	_____	_____	_____
<i>Comments:</i> _____			
5. How much of the existing collection, stacks, furniture, and equipment will be moved to the new building?	_____	_____	_____
<i>Comments:</i> _____			

■ Building Occupancy and Post-Occupancy Evaluation ■

	YES	NO	N/A
6. Has the amount to be moved been calculated and measured so that it will fit into the new space? <i>Comments:</i> _____	_____	_____	_____
7. Will the items being moved be cleaned before the move? <i>Comments:</i> _____	_____	_____	_____
8. Have timetables and schedules been made to plan all stages of the move? <i>Comments:</i> _____	_____	_____	_____

B. Getting Ready for Occupancy

1. Will there be any organizational changes in the new building, and if so, have they been explained to staff? <i>Comments:</i> _____	_____	_____	_____
2. Has the library's budget been adjusted to accommodate the new building (additional staff, utilities, etc.)? <i>Comments:</i> _____	_____	_____	_____
3. Has all the furniture and equipment been ordered so that it will arrive when it is needed? <i>Comments:</i> _____	_____	_____	_____
4. Will the library be required to change rules and regulations as a result of the new building? <i>Comments:</i> _____	_____	_____	_____
5. Have VIP and staff tours been scheduled throughout the building process to get people involved and energized? <i>Comments:</i> _____	_____	_____	_____

■ Building Occupancy and Post-Occupancy Evaluation ■

	YES	NO	N/A
6. Has a keying and access system been decided? <i>Comments:</i> _____	_____	_____	_____
7. Has a room numbering system been decided? <i>Comments:</i> _____	_____	_____	_____
8. Has the anticipated increased use of the facility been planned for? <i>Comments:</i> _____	_____	_____	_____

C. Post-Occupancy Evaluation

1. Was the building completed on time? <i>Comments:</i> _____	_____	_____	_____
2. Was the building completed within budget? <i>Comments:</i> _____	_____	_____	_____
3. Were substantial change orders required? <i>Comments:</i> _____	_____	_____	_____
4. Did the building meet the program? <i>Comments:</i> _____	_____	_____	_____
5. Does the staff like the building, and if not, what can be changed to solve the problem? <i>Comments:</i> _____	_____	_____	_____
6. Can the library maintain the building? <i>Comments:</i> _____	_____	_____	_____
7. Did the architect provide all the services specified in his contract? <i>Comments:</i> _____	_____	_____	_____

■ Building Occupancy and Post-Occupancy Evaluation ■

	YES	NO	N/A
8. Was the architect responsive to the needs of the client? <i>Comments:</i> _____	_____	_____	_____
9. Did the architect adequately represent the client in negotiations with all of the publics? <i>Comments:</i> _____	_____	_____	_____
10. Did the contractor adhere to his schedule? <i>Comments:</i> _____	_____	_____	_____
11. Did the contractor maintain a clean and safe job site? <i>Comments:</i> _____	_____	_____	_____
12. Did the contractor identify problems in the drawings and/or specifications during the project? <i>Comments:</i> _____	_____	_____	_____
13. During the shakedown period (usually the one year warranty period after the building is accepted by the owner), were errors and/or omissions in the new building brought to the attention of the architect and contractor? <i>Comments:</i> _____	_____	_____	_____
14. Were all errors and/or omissions resolved to the owner's satisfaction during the shakedown period? <i>Comments:</i> _____	_____	_____	_____

13



Groundbreaking and Dedication Ceremonies

	YES	NO	N/A
A. Planning			
1. Has planning begun at least three months before the scheduled event?	___	___	___
Comments: _____			
2. Have the key participants been informed of and agreed to the date and time of the event?	___	___	___
Comments: _____			
3. Are the date and time convenient to all of the people who may be interested in the event?	___	___	___
Comments: _____			
4. Are there any other events taking place in the community that may conflict with the event?	___	___	___
Comments: _____			
5. Have invitations to the event been sent out in a timely manner? (Allow at least one month before the event.)	___	___	___
Comments: _____			

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
6. Has it been determined who will have a speaking part at the event? <i>Comments:</i> _____	_____	_____	_____
7. Has one person been designated to act as the coordinator for the event? <i>Comments:</i> _____	_____	_____	_____
8. Are devoted, talented people assigned to handle the various jobs required to make the event successful? <i>Comments:</i> _____	_____	_____	_____
9. Do all of the people working on the event know their roles and responsibilities? <i>Comments:</i> _____	_____	_____	_____
10. Has publicity been prepared and scheduled? <i>Comments:</i> _____	_____	_____	_____
11. Have press releases been sent to the local media? <i>Comments:</i> _____	_____	_____	_____
12. Have the media been contacted and urged to cover the event? <i>Comments:</i> _____	_____	_____	_____
13. Has a media contact person been identified and listed in all publicity with their address and telephone number? <i>Comments:</i> _____	_____	_____	_____
14. Is there someone responsible for making an audio and video history of the event? <i>Comments:</i> _____	_____	_____	_____
15. Will the event be short, interesting, and focused? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
B. Event Checklist			
1. Have street closures, parking, and traffic control been coordinated with the local law authorities?	_____	_____	_____
<i>Comments:</i> _____			
2. Will the site be inspected and cleaned up before the event?	_____	_____	_____
<i>Comments:</i> _____			
3. Will there be adequate signage indicating where attendees are to go?	_____	_____	_____
<i>Comments:</i> _____			
4. For groundbreakings, will there be “ceremonial shovels” available?	_____	_____	_____
<i>Comments:</i> _____			
5. For dedications, will there be “ceremonial scissors” available?	_____	_____	_____
<i>Comments:</i> _____			
6. Has a source been found to provide:			
a) Tables?	_____	_____	_____
b) Chairs?	_____	_____	_____
c) Podium?	_____	_____	_____
d) Barricades?	_____	_____	_____
e) Public-address system?	_____	_____	_____
f) Stage?	_____	_____	_____
g) Flags?	_____	_____	_____
h) Refreshments?	_____	_____	_____
i) Tablecloths, napkins, plates, silverware, and cups?	_____	_____	_____
j) Trash cans/bags?	_____	_____	_____
k) Plants or decorations?	_____	_____	_____
l) Bathrooms and toilet supplies?	_____	_____	_____
<i>Comments:</i> _____			

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
7. Have all of the dignitaries been invited?	_____	_____	_____
a) University or college administration?	_____	_____	_____
b) Mayor?	_____	_____	_____
c) City council?	_____	_____	_____
d) Architect?	_____	_____	_____
e) Contractor?	_____	_____	_____
f) Project manager?	_____	_____	_____
g) Friends of the Library?	_____	_____	_____
h) Community groups?	_____	_____	_____
i) Library VIPs?	_____	_____	_____
Comments: _____			
8. Will name tags be available?	_____	_____	_____
Comments: _____			
9. Will a guest book be available allowing event attendees to sign in?	_____	_____	_____
Comments: _____			
10. Have invitations been:			
a) Designed?	_____	_____	_____
b) Printed?	_____	_____	_____
c) Checked and checked again for accuracy?	_____	_____	_____
d) Mailed at least one month before the event?	_____	_____	_____
e) Copies saved for the library's archives?	_____	_____	_____
Comments: _____			
11. Has the program been:			
a) Designed?	_____	_____	_____
b) Printed?	_____	_____	_____

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
c) Checked and checked again for accuracy?	_____	_____	_____
d) Copies saved for the library's archives?	_____	_____	_____
<i>Comments:</i> _____			
12. Will there be a master of ceremonies responsible for moderating the event?	_____	_____	_____
<i>Comments:</i> _____			
13. Will speakers:			
a) Know and adhere to their time limit?	_____	_____	_____
b) Provide the master of ceremonies with biographical information for introductions?	_____	_____	_____
c) Provide copies of their remarks for the library's archives?	_____	_____	_____
d) Know when to arrive and where to sit?	_____	_____	_____
e) Know the proper attire to wear?	_____	_____	_____
<i>Comments:</i> _____			
14. Has music been arranged for the event?	_____	_____	_____
<i>Comments:</i> _____			
15. Will there be a color guard for a national anthem/ color ceremony?	_____	_____	_____
<i>Comments:</i> _____			
16. If bad weather has the potential to affect the event, is there an alternative plan available?	_____	_____	_____
<i>Comments:</i> _____			
17. Will thank-you letters be sent to:			
a) Donors?	_____	_____	_____
b) Volunteers?	_____	_____	_____
c) Friends?	_____	_____	_____
d) Staff?	_____	_____	_____
<i>Comments:</i> _____			

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