**1. Physical Requirements**

* **Space and Layout**:
  + **Accessibility**: The layout must be accessible to all users, including those with disabilities (e.g., ramps, elevators, wheelchair-accessible furniture).
  + **Seating and Workstations**: Provide comfortable seating for reading, studying, and computer use.
  + **Reading and Display Areas**: Designated quiet zones for reading and areas for browsing or displaying materials.
  + **Storage Space**: Sufficient shelves or other storage systems to organize materials effectively.
  + **Adequate Lighting**: Good natural lighting or sufficient artificial lighting for reading and working.
* **Safety and Security**:
  + **Fire Safety**: Compliance with fire codes, including emergency exits, fire alarms, sprinklers, and fire extinguishers.
  + **Security Systems**: Systems to prevent theft of library materials (e.g., RFID or barcoding systems).
  + **Safety Protocols**: Clear signage for evacuation and emergency procedures.
* **Restrooms and Amenities**:
  + Clean, accessible restrooms.
  + Possibly a café or vending machines for users to have refreshments.

**2. Technical Requirements**

* **Library Management System (LMS)**: A comprehensive software platform for managing circulation, cataloging, user management, and other core functions.
  + Features: Automated check-out/in, user accounts, inventory management, integration with digital resources, etc.
* **Computers and Internet Access**: Public computers with internet access for research and study purposes.
* **Wi-Fi and Networking**: High-speed wireless internet for users with their own devices.
* **Digital Infrastructure**: Support for digital resources like e-books, databases, online journals, etc.
  + Servers for storing digital content and cloud-based services to provide remote access.
* **Audio/Visual Equipment**: Facilities for presentations, workshops, or multimedia-based learning.
  + Projectors, sound systems, and video conferencing tools.

**3. Collection Requirements**

* **Print Collection**:
  + Books, journals, newspapers, and magazines in a wide range of subjects.
  + Organization of materials according to classification schemes (e.g., Dewey Decimal System, Library of Congress Classification).
* **Digital Collection**:
  + E-books, audiobooks, online databases, and other digital media.
  + Access to e-journals, academic papers, and specialized digital archives.
* **Special Collections**:
  + Rare books, archives, historical materials, or other unique resources that may require special handling or preservation.
* **Multimedia**:
  + DVDs, CDs, audiobooks, and other forms of multimedia for educational or entertainment purposes.
* **Periodicals and Newspapers**: Both current and archival issues to meet informational needs.

**4. Human Resources**

* **Librarians**: Skilled professionals who can manage the collection, assist users, and provide reference services.
* **Support Staff**: People to handle administrative, technical, or maintenance tasks.
* **Trained Specialists**:
  + Archivists, catalogers, digital content specialists, and subject matter experts.
  + Technical support for maintaining equipment and systems.

**5. Services**

* **Reference and Information Services**:
  + Helping users find the information they need, whether through in-person assistance or digital tools.
* **Interlibrary Loan Services**: A system to borrow materials from other libraries if not available in-house.
* **Study/Meeting Rooms**: Quiet, private spaces that can be reserved by individuals or groups.
* **Workshops and Educational Programs**:
  + Teaching users how to access resources, digital literacy programs, or hosting public lectures and talks.
* **Outreach and Community Programs**:
  + Book clubs, storytelling events, educational classes, and outreach to schools, communities, and other organizations.
* **Online Services**:
  + Providing remote access to resources, online chat support, and virtual programs or events.

**6. Accessibility and Inclusivity**

* **Multilingual Resources**: For diverse communities, including books, signage, and staff who can assist in different languages.
* **Assistive Technologies**: Text-to-speech software, screen readers, and other tools to help users with disabilities.
* **Universal Design**: Ensuring that the space, services, and resources are accessible to people of all ages and abilities.

**7. Environmental Considerations**

* **Energy Efficiency**: Sustainable practices, such as LED lighting, energy-efficient HVAC systems, and solar panels.
* **Green Building Design**: Using materials and design strategies that minimize environmental impact.
* **Noise Control**: Managing noise levels, especially in areas designated for quiet study.

**8. Funding and Budgeting**

* **Sustainable Funding**: Adequate budget to maintain operations, purchase materials, and invest in technology.
* **Grants and Donations**: Seeking external funding from government, non-profits, or individual donors to enhance resources and services.
* **Operational Costs**: Budget for salaries, utilities, maintenance, and other running costs.

**9. Marketing and User Engagement**

* **Promotional Materials**: Flyers, newsletters, websites, and social media platforms to advertise programs and new acquisitions.
* **User Feedback**: Mechanisms to gather feedback from patrons (surveys, suggestion boxes, etc.) to improve services.
* **Community Engagement**: Active involvement in local events, partnerships with schools, cultural organizations, and more.