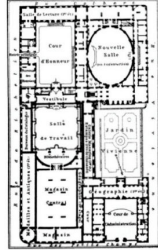


Physical Space Planning in Library Buildings

Thomas A. Ladd
for
New Hampshire
Library Association
2013 Conference
Hooksett, NH



Thomas A. Ladd, MLS
Librarian/Consultant/Trainer
879A Jefferson Road Whitefield, NH 03598
TAL29106@gmail.com (603) 837-2014

Franklin, NH native

BA, Plymouth State MLS, Rutgers Univ.

previously: Merrimack PL, NHSL

Librarian / Consultant / Trainer

Three main topics

- Space Needs Assessment
- Reducing Space Needed
- Adapting & Retasking Existing Space

Space Needs Assessment

- Why do you need space?
- Why do you need more space?
- Why do you need NEW space?

Why do you need space?

To carry out the Library's:

- Mission
- Goals/Objectives
- Long Range Plan
- Short Range Plan
- Current Services and Programs

Why do you need MORE space?

To carry out the Library's:

- Mission
- Goals/Objectives
- Long Range Plan
- Short Range Plan
- Current Services and Programs

Why do you need MORE space?

- Increasing collection
- New/different formats
- New/different services & programs
- Different in-library use patterns
- Increasing/new usage
- Increasing staff/volunteers
- You never had enough space!

Why do you need NEW space?

- All the reasons that you need more space
- Failings of the current building
 - › structural
 - › electrical, energy inefficiency
 - › accessibility, safety & building codes
 - › location
 - › lack of flexibility

Ask for more space...



How to show that you need more/new space

- Statistics
- Staff input
- Patron input
- Consultants
- PR, PI, Partnerships
- Educate yourself
- Keeping up with other towns

Staff & Patron input

- Listen to ALL the staff
- Patron comments
- Patron survey, focus groups, meetings
- survey non-users
- gather input from Select, boards, officials

Consultants “experts”

- Structural engineer
- Library building consultant
- code enforcement, fire safety, ADA
- Architect

A “space” answer to Space needs



Reducing Space Demands

- Weeding
- Changing formats
- Shelving options
- Off-site storage
- Resource sharing

Weeding The CREW method - MUSTIE

- M**isleading and/or factual inaccuracies
- U**gly – Worn out beyond mending or rebinding
- S**uperseded by a new edition or better source
- T**rivial – No discernible literary or scientific value
- I**rrelevant to the needs and interests of your community
- E**lsewhere – Easily obtained from another source

Weeding

- Programs
- Services
- Formats



Changing formats

- Microform
- Digitization
- Electronic access
- PROBLEM: limited rights, not ownership

Adapting and Retasking Space

- Flexible use space
- Moveable furniture
- Replacing/Rebuilding/Reusing

Get Professional Help

Ⓐ Thomas A. Ladd, MLS
Librarian / Consultant / Trainer
879A Jefferson Road
Whitefield, NH 03598
TAL29106@gmail.com
(603) 837-2014

Adapting and Retasking Space

- Think outside the box
- Get fresh eyes
- Ask users/staff
- Get Professional help
- Visit other libraries
- Emulate Best Practices

Your Libraries are the



Ⓐ Thomas A. Ladd, MLS
Librarian / Consultant / Trainer
879A Jefferson Road
Whitefield, NH 03598
TAL29106@gmail.com
(603) 837-2014