Physical Space Planning in Library Buildings

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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
- Misleading and/or factual inaccuracies
- Ugly – Worn out beyond mending or rebinding
- Superseded by a new edition or better source
- Trivial – No discernible literary or scientific value
- Irrelevant to the needs and interests of your community
- Elsewhere – Easily obtained from another source

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

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 Libraries of the Future

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