

Based on guidelines put forth by the National Institute of Building Sciences

## **Space Needs/ Justification Working Report**

This is a report that explores the space needed for the future Rockport Public Library, based upon the guidelines and size recommendations from the Whole Building Design Guide (WBDG), which is a program of the National Institute of Building Sciences.[\[1\]](#) Their recommendations will be compared to the size plan developed by the Library Committee, in an effort to understand whether our plan will make for the best library possible for Rockport.

The WBDG guide for libraries was updated in 2014. I have chosen to examine the guidelines laid out in the WBDG because they are the guidelines that architects will use for building libraries.

All of the equations in this report will be based upon the guidelines laid out in the WBDG. In general, the WBDG recommends the following when calculating the space needs for books: “As a general rule of thumb, to estimate the square footage of book storage space (with aisles at least 36 inches wide) divide the total projected number of volumes by 10” (WBDG).

### **Non-Fiction and Fiction Collection:**

Our current adult fiction and non-fiction collection is around 25,000 volumes. Based on the above formula, we would need 2,500 sq. feet to house our current collection. We would also want plan for growth of the collection and to have a few seats scattered throughout the stacks. The space breaks down as follows:

2,500 sq. feet for current collection

500 sq. feet for growth of the collection with weeding

100 sq. feet for seating in the stacks

**3,100 sq. feet total**

We could shave off a 100 sq. feet for growth to get down to the 3,000.

### **Other Materials:**

We also need to be aware of the other materials that the library circulates, such as audio books, books on MP3s, the DVD collection and the music collection. Our collection of these non-book items is about 1,400 volumes. Using the same formula here will give us only about 140 sq. feet of space. We also need to think about the periodicals, display space for the art, the large print collection and the new book section. The large print collection has 1818 volumes in it so we need 181 sq. feet for the current collection, plus room for growth. I would also like to tack on another 150 sq. feet to this section for “other” items such as the ukuleles and the telescope and other cool thing we might choose to add in the future. So, the space we need for other materials is as follows:

140 sq. feet for current non-book items

100 sq. feet for growth with weeding

100 sq. feet for display space  
100 sq. feet for periodicals  
181 sq. feet for the current large print collection  
50 sq. feet for growth in the large print with weeding  
150 sq. feet for new book section.  
150 sq. feet for the next cool thing  
**971 total sq. feet for non-book items and large print**

### **Children's Room:**

According to the formula we would need just over 1000 square feet to house our current collection of around 11,000 volumes. We also think it is important to have the Youth Services Librarian's desk in the children's room. The guidelines put forward by the WBDG for staff workspace in a library is 150 square feet, so we need to add that to our number. We also need to add space for growth; for seating for the children, their parents or caregivers; and for storage space for the craft supplies. The WBDG uses 25 square feet per person for seating at a table. We would want to be able to seat at least 10 people at a table in the children's room, which means we need 250 square feet.

1100 sq. feet for current collection  
250 sq. feet for growth with weeding  
150 sq. feet for the Youth Services Librarian's desk  
250 sq. feet for seating in the children's room  
150 sq. feet for craft storage  
**1900 total for the children's materials and programming**

Based on these guidelines we should actually be trying to get a room bigger than 1500 sq. feet. However, I think we will be able to make a 1500 children's room last and feel very comfortable for many years.

### **Program / Reading Room:**

The size of the Marine and Maine collection is roughly 2000 volumes. This would mean that we would need 200 sq. feet in this room for the collection it houses. We would want some room for growth, but do not anticipate needing as much as we do for the general fiction and non-fiction sections. These collections also get weeded less as they are historic collections. I would estimate only needing about 25 sq. feet per section for growth. Paring down the rule of 25 sq. feet for table seating for a person to 15 sq. feet for just a chair during a talk or presentation. We would like to be able to have space for at least 30 people. This would mean we need 450 sq. feet for people during an event. We would also want to store the chairs in this room and have room for the speaker, a podium, the projector and screen. Storage in the room will important because while the space isn't being used for events it will have tables and chairs in it and function as a reading room. We can use the same chairs during an event but the tables will need to be stored somewhere. While it is less clear just how much storage room is needed, I believe that 300 sq. feet would accommodate the furniture. Overall, I think we should be striving for a Program/Reading Room that is about 1000 sq. feet.

200 sq. feet for the current collection  
50 sq. feet for growth  
450 sq. feet for people in chairs during events or table seating and reading space when no events are happening  
300 sq. feet for all the other event and storage needs  
**1000 sq. feet total for Program/Reading Room**  
Again, please do note that there is some flexibility in this number, based on the storage figure.

### **Staff Space / Working Space:**

Again I am going to use the WDBG's recommendation of 150 sq. feet as my guideline for a work space. We have four full time employees and they each need their own work space. However, we can cut out the Youth Services Librarian from this equation since that desk is in the children's room. Thus, for full time staff we would need 450 sq. feet. We also need to consider that the director's office needs not only to house the Library Director, but also all of the administrative files, and be big enough for the Director to have confidential meetings. I believe this could be accomplished by adding another 50 sq. feet to that office. The rest of the 1000 sq. feet of needed space is filled by a 200 sq. foot ILL processing desk, 150 sq. foot book repair desk, and a 150 sq. foot shared part-time employee desk.

500 sq. feet full time employees  
200 sq. feet ILL  
150 sq. feet book repair  
150 sq. feet part time employee shared desk.  
**1000 sq. feet total for working space**

### **Commons:**

This is a problematic term, but I use it here to describe all of the other space needs. These include the circulation desk, which needs to have at least one seated station and should be big enough that people feel comfortable checking out sensitive materials or talking about personally identifying information. This space will also include the copier machine, a coffee station and places for people to meet unexpectedly and chat. I believe that the circulation desk will take up about 400 sq. feet of this space with the copier taking about 50 sq. feet. The remaining 250 sq. feet will be split between the coffee station and just having that space to not feel cramped.

400 sq. feet circulation desk.  
50 sq. feet copier machine  
250 sq. feet coffee and cozy chatting space  
**700 sq. total for Commons**

### **Teen Space:**

The young adult collection has about 2000 volumes in it currently. This would need 200 sq. feet to house. We would need another 50 sq. feet for growth if not more. I would also like to have at

least one computer station in the teen space. The WDBG guide for libraries recommends 40 sq. feet for a computer work station. I want the Teen Space to be able to seat at least six teens at a table; at 25 sq. feet per teen, this equals or 150 sq. feet. We would also like to have at least two comfortable chairs for teen seating, which would need about 60 sq. feet. This will just be the stuff in the teen space.

200 sq. feet current collection  
50 sq. feet for growth with weeding  
40 sq. feet for a computer work station  
150 sq. feet for seating at a table  
60 sq. feet for comfortable seating  
**500 sq. feet total for Teen Space**

### **Public Technology:**

At 40 sq. feet per seated computer station, we need 160 sq. feet for four stationary public computer stations. This is two more than we currently have. We also need two standing catalog computer stations, which would use half the space needed by a seated computer for a total of 40 sq. feet. The last 100 sq. feet should be distributed throughout the building as seating for people using the library's laptop. I would actually like more space in this section for seating for people that bring in their own hardware that just want to use the library's Wi-Fi.

160 sq. feet stationary computers  
40 sq. feet standing catalog stations  
100 sq. feet seating for the library laptop users  
**300 sq. feet total for public Technology**

### **Conference / Study Rooms:**

We need two small private conference/study rooms that people can use. Each should be 150 sq. feet. They serve as offices for traveling professional, places for people to Skype, and group study or tutoring rooms. These types of rooms are expected of modern libraries.

**300 sq. feet for Conference/ Study Rooms**

### **Entryway:**

We need an entryway of 150 sq. feet for a public bulletin board and a place to kick the snow off your feet. This should be designed with an eye toward energy efficiency, so the cool air stays out in the winter and inside in the summer.

**150 sq. feet for Entryway**

### **Conclusion:**

This assessment of our total size needs is based on the Whole Building Design Guide, which is a

program of the National Institute of Building Sciences.

**In accordance with this guide and my analysis of what will best serve Rockport, the Rockport Public Library should have a total size of 9,921 sq. feet of programming space.**

This number is actually higher than the room size needs that we came up with at the Library Committee Workshop held on Wednesday, August 12, 2015. The numbers we discussed on that day are as follows:

**Discussion on Room Size Needs**

Non Fiction/Fiction	3000 square feet
Children's Room	1500 square feet
Large Print/New Mat./Per/Med/SC	1000 square feet
Program/Reading Room	1000 square feet
Staff Spaces/Work Room/Storage/Lending	1000 square feet
Commons	700 square feet
Teen	500 square feet
Public Tech	300 square feet
Conference/Study Rooms	300 square feet
Entry	150 square feet
<b>TOTAL</b>	<b>9450 square feet</b>

Although the WBDG recommendations recommend a slightly larger building based on my programming desires, I do believe that 9450 sq. feet of programming / useable space would make an ideal library for the town of Rockport. It is my hopes that we could hide the loss of 471 sq. feet with a smartly designed library. The full size of the building would have a sq. footage greater than 9,450 sq. feet, with the addition of non-assignable space. The non-assignable space seems to be highly variable and could vary from a 15% to 30% increase to the total sq. footage of the building.

This is just one report based on one set of guidelines. I am sure we can and will see other reports with other guidelines used. I hope that this helps with the decision making process for the future of the Rockport Public Library.

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