

Georgetown Township Public Library

Needs Assessment and Space Analysis Study

Library Design Associates, Inc.

Plymouth, Michigan



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Study Process

- Over 40 hours of interview time with Library Director and staff
- Review feedback from Library facilitated public focus groups
- Assign usable space to each functional area based on results
- Calculations performed using “Building Blocks for Planning Functional Library Space”, 2001 edition, published for the American Library Association



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Study Results

- 36,441.80 square feet of assignable area
- 48,467.59 square feet of gross area (i.e. electrical rooms, toilets, etc.)

- 20% growth of the collection: 38,858.66 square feet of assignable area
- 51,416.01 square feet of gross area



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Circulation Area

- Four staff locations at the Circulation Desk
 - Two staff locations behind the desk for larger work area
 - Queuing for patrons
 - Four self-checkout stations
 - Holds shelving
-
- 1,083.50 square feet



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Adult Shelving

- Fiction Collection
 - Non-Fiction Collection
 - Periodicals
 - Audio-Visual
 - Miscellaneous Collections
 - Wider Aisles
 - Bottom shelf left empty
-
- Based on current collection size: 6,982.30 square feet
 - Based on 20% collection growth: 8,378.16 square feet



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Adult Furnishings

- Tables and chairs with accessible work surface power
 - Comfortable lounge chairs
 - Display space
 - Information Desk
 - Business Center
-
- 2,178.25 square feet



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Public Computer Lab

- Dedicated lab space with 20 public computers
- Dedicated staffing to assist
- Dedicated printer for lab computers

- 1,035.00 square feet



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Computer Classroom

- Classroom space with up to 16 computers
 - Mobile staff podium for instruction
 - Projector/Screen for instruction
 - Dedicated printer for classroom computers
 - Proximity to Computer Lab
-
- 760.00 square feet



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Group Study Rooms

- Small rooms dedicated to tutoring and small group work
 - Five rooms for 4-6 patrons
 - Three rooms for 1-2 patrons
 - Proximity to a staff position
-
- 1,640.00 square feet



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Quiet Reading Room

- Separate enclosed area for quiet reading
 - Located near periodicals, newspapers, and popular materials
 - Comfortable lounge seating
 - Tables with chairs and accessible work surface power
 - Fireplace
-
- 784.00 square feet



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Local History Room

- Dedicated space for Local History collection and research
 - Shelving and storage for current collection
 - Computers dedicated to Local History research
 - Microfilm
 - Staff work station
-
- Based on current collection size: 896.00 square feet
 - Based on 20% collection growth: 926.00 square feet



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Children's Shelving

- Picture Books
 - Juvenile Fiction & Non-Fiction
 - A/V Collection
 - Board Books
 - Easy Readers
 - Magazines
 - Lower shelving for children
 - Wider aisles
-
- Based on current collection: 3,675.00 square feet
 - Based on 20% collection growth: 4,410.00 square feet



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Children's Furnishings

- Additional tables and chairs with child friendly designs
 - Comfortable lounge seating
 - Oversized “parent-child” chairs
 - Child friendly staff desk
 - Dedicated computers with seating for parents and children
 - Manipulative game area
 - Puppet Theater
 - Imagination Station
-
- 1,422.00 square feet



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Children's Program Room

- Dedicated space for story time, activities, and other programming
 - Space for 40 children and parents
 - Storage for programming materials, tables, and chairs
 - Resilient flooring in a portion for crafts
 - Near larger Meeting Room
-
- 1,124.00 square feet



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Young Adult Area

- Dedicated space for Y.A. collection, seating, computers, and other elements
 - Removed from Children's Area, but near a staff work station
 - Y.A. Fiction, Non-Fiction, Periodicals, and A/V
 - Tables and chairs unique to Y.A. area (i.e. booth or café seating)
 - Comfortable lounge chairs
 - Collaborative space
-
- Based on current collection: 1,275.00 square feet
 - Based on 20% collection growth: 1,331.00 square feet



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Public Meeting Room

- Large space for Library programming and other events
 - Room dividers to allow for multiple events at the same time
 - Projectors and screens
 - Maximum of 400 people at largest events
 - Storage for tables and chairs
 - Lockable kitchen space
-
- 4,610.00 square feet



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Used Book Sale

- Dedicated space for on-going Used Book Sale
 - Shelving and display space
 - Comfortable lounge seating
 - Set up in an alcove off of the main library
-
- 111.75 square feet



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Café Area

- Casual seating area with tables, chairs, and vending machines
- Set up after leaving, or before entering the Library space

- 600.00 square feet



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Staff Offices and Rooms

- Director
 - Assistant Director
 - I/T (near computer labs)
 - Head of Adult Services
 - Head of Youth Services
 - Circulation Coordinators
 - Conference Rooms
 - Staff Break Room
 - Janitorial Work Room
 - Small lockers
-
- 2,732.00 square feet



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Staff Work Area

- Dedicated work stations for Library Assistants, and Librarians
- Dedicated check-in stations
- Book Drop with access from a drive-up and inside locations
- Printer/copiers for staff use
- Work island for larger projects
- Sufficient space for book cart storage and book sorting

- 2,127.00 square feet



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Receiving Area

- Loading dock entry with overhead door
- Unfinished space for deliveries with mobile shelving racks
- Staff work stations directly off of the delivery area for sorting materials
- Storage for deliveries waiting to be sorted and processed

- 856.00 square feet



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Processing Area

- Work stations for processing all materials (i.e. covering, repairs, labeling)
- Storage area for materials used for processing
- Space for book carts

- 688.00 square feet



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Building Storage

- All Library storage moved into the Library building
 - Book sale materials
 - Programming materials
 - Office supplies
 - Other general storage
-
- 1,862.00 square feet



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