

SPACE NEEDS WORKSHEET

(Adapted from Dahlgren, Anders C., *Public Library Space Needs: A Planning Outline*, Wisconsin Department of Public Instruction, 1998)

Step 1. Design Population

- a. Current local population (for comparison only) _____
- b. Projected local population _____
- c. Projected nonresident population _____
- d. Design population (b+c) _____

[Relate the design population (from 1.d) to collection standards by library service levels to identify collection size figures for step 2 below.]

Step 2. Collection Space

- | | Sq. ft. |
|---|---------|
| a. Books _____ volumes ÷ 10 _____ | _____ |
| b. Recordings _____ items ÷ 10 _____ | _____ |
| c. Periodical display _____ titles ÷ 10 _____ | _____ |
| d. Periodical storage _____ titles x 0.5 x 5 _____ years retained | _____ |
| e. Total (a+b+c+d) | _____ |

Step 3. User Seating Space

- a. seats x 30 _____

[Consult the User Seating Schedule (above) to identify the appropriate number of user seats.]

Step 4. Staff Work Space

- a. stations x 150 _____

[To determine the appropriate number of work spaces and appropriate staffing levels at each space, examine present staff assignments and workloads. A work space frequently is shared by more than one staff member. On occasion, a staff member may have more than one work space.]

Step 5. Meeting Room Space

- a. General meeting space _____ seats x 10 _____
- b. Conference room space _____ seats x 25 _____
- c. Children's programming space _____ seats x 10 _____
- d. Total (a+b+c) _____

[The number and size of meeting rooms should be determined by the library's anticipated programming activities and by the availability of similar rooms elsewhere in the community for use by local groups.]

Step 6. Special Use Space

- a. Collection space (from 2.e) _____
- User seating space (from 3.e) _____
- Staff work space (from 4.e) _____
- Meeting room space (from S.d) _____
- b. Subtotal 1 _____
- c. Multiply subtotal 1 by 0.1 _____

[Include in this area the public card catalog or group of terminals to access an automated catalog, index tables, newspaper racks, AV shelving, photocopiers, etc. Special use space typically constitutes approximately 10 percent of the overall total area in the building. This percentage declines in larger buildings.]

Step 7. Nonassignable Space

- a. Subtotal 1 (from 6.b) _____
- b. Special use space (from 6.c) _____
- c. Subtotal 2 (a + b) _____
- c. Multiply subtotal 2 by 0.25 _____

[Some representative types of nonassignable space are furnace rooms, janitor's closets, storage rooms, vestibules, corridors, stairwells, elevator shafts, and restrooms. Such space is necessary to support the operation of the building, but cannot be used directly for library service. Nonassignable space typically constitutes approximately 20-30 percent of the overall total area in the building. This percentage is higher for libraries with more than one floor level and more open space. This percentage tends to increase in larger buildings.]

Step 8. Putting It All Together

- a. Collection space (from 2.e) _____
- b. User seating space (from 3.a) _____
- c. Staff work space (from 4.a) _____
- d. Meeting room space (from S.d) _____
- e. Special use space (from 6.c) _____
- f. Nonassignable space (from 7.d) _____
- g. GROSS AREA NEEDED _____
- (a+b+c+d+e+f) _____

When reviewing the physical facilities space, shelving, seating and parking recommendations by library service levels, it is important to note that these are only guidelines of the most general nature. The careful calculation of space needs guidelines using Dahlgren's worksheet above must take into account the local library's design population figures.