Council name

[Library name] Library Design Brief

Author

Date

The Library Design Brief templates have been developed by the State Library of NSW with the assistance of fjmt, Neeson Murcutt Architects and Elton Consulting. They are based on briefs developed by the State Library’s Dr David Jones for the first edition of *People Places*. The templates assist council and library staff to outline the requirements and space allocation for a new or refurbished library building. Once written, the brief can be used to inform discussion and detailed planning with the architect and design team.

Council and library staff should use the *Library building calculator* to determine the optimum size for the library building prior to writing the design brief. The calculator and other planning tools can be found on the State Library website at www.sl.nsw.gov.au/public-library-services/library-building-planning-tools

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# Introduction

## Design brief

This design brief provides a **statement of requirements** for a new [insert name] Library in [insert location].

It provides the functional and non-site-specific information the design team will need, in order to:

* understand the significance and direction of the new library
* determine costings
* help expedite library design e.g. the minimum floor areas required for library activities

## Background

[Insert name] Council adopted the *Library Act* on [insert date] and its library service commenced on [insert date].

[Insert relevant details of

* overall library service e.g. co-operative arrangements with other councils
* other co-located tenants of the building
* any specific means of procuring the library such as through developer agreements
* summary of reference to council’s library, community and cultural strategies and any other relevant policies
* ABS Census data about current and projected populations and trends, demographic profile
* area-specific features such as high seasonal or tourist visitation, infrastructure growth or plans
* cultural and community context
* the site and context (if known) including opportunities and constraints]

The new [insert name] Library will be a vibrant and interesting place for the whole community. It will welcome people of all ages and backgrounds and be a landmark in [insert location], demonstrating council’s commitment to contemporary library and information services. It will support lifelong learning, meet the needs of its community and reflect its character.

The library will focus on cultural, learning and recreational opportunities, with quiet spaces for study and information-seeking, places to collaborate and multifunction spaces for events and programs, accessible and highly visible collection display, travelling exhibitions, lectures, lifelong learning and digital literacy. It will provide a new venue for a range of community activities and appeal to people of all ages, occupations and lifestyles.

Some community consultation has already occurred and informs this design brief. Appointed architects and other consultants may be required to participate in ongoing consultation with the community and other stakeholders. An engagement plan should be developed with council identifying all primary stakeholders and aligned with the design program.

Depending on the site selected, [insert name] Council is considering [insert relevant details of co-location with other community, cultural, recreational (for example a cafe) or council services]. This will enable economies of scale, service efficiencies and a vibrant critical mass of visitors, resulting in cross promotion and co-programming opportunities. There is also the potential to co-locate with educational institutions [insert details as relevant].

# Vision

The new [insert name] Library should reflect the vision through the following elements.

| Vision  | Inspires a building that… |
| --- | --- |
| **Identity** | * open and welcoming
* reinforces the identity of its community
* stimulates curiosity
* becomes a community focal point
* generates a sense of pride and ownership on the part of users
* reflective of its physical and cultural context
 |
| **Ambience** | * has a look and feel of enduring quality
* feels comfortable for long or short-term visitation
* promotes and embodies sustainability
* reflects a sense of the history and culture of the area
* vibrant and interesting
* reflects the contemporary role of libraries as a place for the community
* offers a diversity of settings for all users
* feels spacious, with strong visual links to the outside and clear wayfinding
* feels relaxed, welcoming and engaging
 |
| **Functionality** | * accessible to all and goes beyond mere compliance with standards
* safe and secure
* flexible, adaptable and multifunctional
* functionally efficient and economic
* uses environmentally sustainable design principles in building design and operation
* provides a variety of well thought-out and designed spaces, including acoustics for quiet conversations, casual reading and intensive study
* facilitates access to collections in all formats
 |
| **Opportunities** | * demonstrates council’s commitment to quality community infrastructure
* makes an eloquent statement on the community’s value of culture
* supports co-location of compatible community or commercial facilities, where suitable
 |

# Community consultation

[Insert name] Council staff will collaborate with the design team on a program of community and key stakeholder consultation during the planning and design process.

Consultants will undertake workshops with stakeholders, present progress updates at key points of the process and participate in consultation activities with community and key stakeholder groups, such as multicultural and youth groups, councillors, council’s Project Control Group and advisory committees.

# Size

[Insert name] Library will be a significant public building that represents a substantial capital commitment for council in construction, as well as ongoing maintenance and operation.

Library staff have calculated the proposed minimum floor space for the new library to provide the services, programs and activities the community needs. To do this, they have consulted with the community, analysed current and future demographic data, evaluated the way people use the current space, and assessed future needs based on professional experience and library trends.

Libraries are ‘third spaces’ that provide a hub of community activity, access to technology and information, and places for meeting, collaborating, connecting, study and business spaces as well as reader services and collections.

The new [insert name] Library must be able to meet and anticipate a variety of community needs and include:

* informal spaces to relax, read and study
* a range of meeting rooms and program spaces
* well displayed, engaging collections
* accessible spaces and facilities (lower shelf height, wider aisles)
* facilities for specific groups and collections (young adults, children, family, community languages)
* a showcase for local culture, creativity and history including local studies resources and locally created content
* greater integration of digital technology (wi-fi throughout, generous provision of power, digital display, self-check, PCs and catalogues)
* group and individual study areas
* a multifunction space for activities such as travelling exhibitions, children’s storytelling and activities (this space may be dedicated), gaming and young adult activities, author talks, programs, community group meetings.

# Library profile

[Insert name] Library will be a busy library.

[Include as appropriate:

(if a new library location) This newly developed area needs its own dedicated library and community services.

(if a replacement or extended library) Library services in the area are already heavily used and demand for services and space is growing. The existing older building is not able to meet current need and community expectations of a contemporary library building.]

A new and attractive library building on a prominent site is likely to stimulate higher visitation and lead to even greater demand.

This section outlines some of the attributes to consider when responding to this brief.

| Attributes  | Description |
| --- | --- |
| **Collection**  | New libraries offer the opportunity to present collections in new and appealing ways. Research shows that when visibility and display approaches improve, the number of items people borrow tends to increase accordingly. This trend has been considered when calculating the space requirements for shelving.  |
| **Demand** | Research shows there were around [xx] million visits to NSW public and mobile libraries in [insert year]. In that same time, more than [xx] million people participated in over [xx] public programs and events.[[1]](#footnote-1)[Insert name] Library typifies this level of popularity. In the past year there have been:* a total of [insert number] visits
* an average of [insert number] visits per day/week
* [insert number] people participated in [insert number] programs
* [insert number] loans
* [insert number] computer bookings and [insert number] wi-fi sessions

The demand for library programs and services is constantly growing, and there is every reason to believe this trend will continue.New libraries stimulate demand and [insert name] Library will be no different. The new library will need to be adaptable and flexible enough to respond to evolving community needs and growing demands for space, services and programs. |
| **Facilities** | Functions to be accommodated include:* foyer/entrance area
* information/service desk, returns and self-checking terminals
* collections, including print, non-print, electronic resources, specialist and genre collections
* display areas
* public access computers
* study desks and BYOD (bring your own device) spaces
* collaborative areas such as booths and larger tables
* lounge spaces
* meeting room/s
* printers, photocopiers and digital equipment
* local/family studies space
* children’s storytelling and activity area
* young adult area and young adult collection
* multifunction/flexible space that can be easily modified for games and digital media activities, travelling exhibitions/displays, children’s activities and programs, training, makerspace
* outdoor seating or multipurpose area (site dependent)
* staff area
* public toilets and parents’ room
* loading and utility areas
* public parking and bicycle racks
 |
| **Hours**  | Current library opening hours are:* Monday to Friday [insert times]
* Saturday [insert times]
* Sunday [insert times]
* public holidays [insert times/closed]

Future library opening hours will be reviewed as part of the redesign to ensure they remain relevant to community needs. |
| **Demographics**  | [Insert name] Library staff have an excellent understanding of demographic trends and the needs of the [insert name] community. Following are some of the primary characteristics of our current community and major demographic trends and changes we expect to see over the next 10 to 20 years:[insert relevant population details and forecasts] |
| **Social connection** | Libraries continue to be safe and trusted places that bring people together and contribute to strong communities. They promote social connection, a sense of belonging and cohesion, encouraging equity of access to education, cultural experiences, digital technology, and opportunities to participate in society.[Insert name] Library will continue to provide a valuable community hub for the people of [insert name]. |
| **Staffing** | A new library leads to an increase in use and demand for library services. It may also require a modification of opening hours. Staff hours will be reviewed in relation to these changes.At present the staffing requirements are [include relevant details]. Staff roles are continually changing as customer and community needs change. |
| **Technology** | Rapidly evolving technology will continue to influence the way libraries are used and the infrastructure that is required to support them. More and more people are using public access computers or bringing their own mobile or laptop devices to the library to work and learn as well as for social and leisure activity.For those who do not have computers or the internet at home, or access to training and support, [insert name] Library will continue to provide equipment, free internet, trained staff and resources to the community. Technology is no longer a separate part of the library, it is integral to the delivery of a comprehensive and responsive library service and greatly enhances its offering. |
| **Trends** | Understanding how the demand for services and use of libraries will change and adapt over the next 10 to 20 years will be vital when planning and designing the new [insert name] Library.The outline of space requirements in Section 6 of this document, and the functional area data sheets in Section 7, provide valuable input to how best to meet these needs.We recommend that library staff and consultants also refer to the State Library of NSW’s *People Places* library building planning tools and undertake benchmarking studies of libraries for a more detailed analysis of trends and likely impacts on public libraries. |

# Physical and practical considerations

This section outlines the issues affecting building planning, design and fit-out. More information is provided in the data sheets in Section 8 of this design brief.

| Issue | Description |
| --- | --- |
| **Accessibility** | All areas of the library must be safe and accessible for all users. Accessibility will influence all aspects of the building design, from disabled parking and barrier-free access to the entry. Design teams should be prepared to consult relevant groups and consider a range of issues, such as:* clear internal and external signage, including tactile where appropriate
* intuitive layout of external and internal spaces
* convenient access from parking bays and to entries and doorways (e.g. automatic doors)
* width of doorways, aisles and corridors to accommodate strollers, wheelchairs, book trolleys and mobility scooters
* furniture, equipment, floor surfaces and coverings
* shelving layout and design
* lighting levels
* guide maps and signage
* hearing augmentation
* emergency evacuation and fire precautions
* [insert requirements of library if used as an emergency centre]
 |
| **Acoustics** | * measures should be taken to insulate the library from external noise
* spaces inside the library require careful design to accommodate noisy and quiet activities and special acoustic treatment may be needed in some areas
 |
| **Ceilings** | * ceilings should generally be 3300 mm or more above finished floor level
* design features like raked or ‘cathedral’ ceilings can be considered to provide a sense of scale
 |
| **Consultation** | Consultants should be prepared to participate in community and stakeholder consultation activities coordinated by [insert name] Council to support the planning and design process, which may include:* presentations at strategic points of the process
* participation in consultation events with library users
 |
| **Data and communications** | Consultants will be required to liaise with [insert name] Council’s information technology staff to ensure that current and future communications and data cabling requirements are met, including wi-fi and internet access. |
| **Deliveries** | * building design must accommodate delivery vehicles, up to the size of a large van
* consider garbage and larger truck access as necessary and stipulated by council controls
 |
| **Disaster preparedness** | * shut-off points for power, water and other utilities must be in places that are easy for staff and authorised personnel to access
* first aid resources are required
* a disaster response bin must be available, with materials to protect shelf contents
* flood mitigation measures must be discussed with council officers in the early planning stages
 |
| **Electrical** | * electrical services should be designed to meet [insert name] Council’s environmentally sustainable design objectives
* ducting, conduits and cable trays must allow for long-term changes throughout the life of the building
* centralised power switches will be required where it isn’t necessary to turn off all individual switches (e.g. for public access computers when the library is closing)
* electrically ‘noisy’ equipment should not be on the same circuits as computer equipment and switchboards should be located where electromagnetic interference will not affect sensitive equipment or raise WHS issues
* child-resistant safety plugs are required for all floor-level power points
 |
| **Entry** | * one public entrance to the building must be highly visible and easily accessed from the street
* entrances and exits must be safe and convenient for people to use
 |
| **Environmental sustainability** | * building design should include environmentally sustainable design, and health and wellbeing principles beyond the standard requirements
* potential for achieving sustainability ratings such as Green Star in consultation with [insert name] Council staff
 |
| **Finishes** | * finishes and fittings should be selected to meet [insert rating tool and/or council’s environmentally sustainable design (ESD) objectives]
* consideration should be given to locally sourced materials where practical
* finishes should be durable, high quality, low maintenance and discourage graffiti; paint finishes should be easy to clean
* flooring should be selected to meet the needs of the specific area, durability and ESD objectives; consider carpet, rubber, concrete, timber etc
* carpet must be heavy duty (ACCS ‘contact extra heavy duty’ 48 oz), particularly in high-traffic areas like entrances, counters and most staff areas; carpet squares are recommended
 |
| **Fire services** | * fire extinguishers and hose reels must be installed to meet relevant legislation and good practice
* any system of thermal and/or smoke detectors will be linked to [insert name] Council’s security
 |
| **Flexibility** | [insert name] Library interiors must be able to adapt to future library uses and services. Elements that assist adaptability include:* extensive use of modular loose furniture
* limiting the number of ‘built in’ items
* locating ‘inflexible’ elements such as service cores and toilets where they won’t hamper future flexibility of space
* a flexible enough design to accommodate future floor space, resources and technology changes
 |
| **Floor loading** | * design should accommodate and encourage flexible use of space, allowing bookshelves to be installed at virtually any point and with loadings in line with Australian Standard AS1170 (i.e. not less than 7.5 kPa)
* compactus shelving may be required in an archival store, stack or staff workroom, this will require a loading of more than 10 kPa
* structural engineer’s advice is recommended
 |
| **Functionality** | * [insert name] Library must be designed so it is easy for people to find their way around with minimal direction
* library layouts should be simple to follow with clear routes, unobstructed sightlines, visual markers and a clear and logical approach to shelving
 |
| **Furniture** | * furniture should be selected to meet [insert name of policy or rating tool] and council’s environmentally sustainable design objectives
* design and selection must account for the large number and type of people who use the library, including those with a disability and children
* furniture must be safe and ergonomic, easy to maintain, and robust but attractive
* readily available, standard items of furniture is preferred over expensive and hard to replace custom-made items
 |
| **Hydraulics** | * hydraulic design should meet [insert name of policy or rating tool and/or] council’s environmentally sustainable design objectives
* fixtures and fittings must have the highest possible water efficiency rating and controls to minimise water use
* potable water must be available from all domestic taps
 |
| **Landscaping** | * landscaping should meet [insert name of policy or rating tool and/or] council’s environmentally sustainable design objectives
* landscaping should be low maintenance and complement the design of the buildings and outlook
* design should consider the use of open space as an extension of library activity, whether reading, using wi-fi, meeting, leisure and programmed events
 |
| **Lighting** | * lighting should be selected and designed to meet [insert name of policy or rating tool and/or] council’s environmentally sustainable design objectives
* light levels should generally follow Australian Standard 1680 recommendations
* lighting design should use natural light to best advantage, both for aesthetic and energy conservation reasons
* lighting design should avoid excessive heat loss or gain, glare and the unwanted effects of direct or reflected light
* main light switches to be located near staff entry/exit points
 |
| **Parking** | * parking requirements must be determined in consultation with [insert name] Council staff
* parking should be convenient for library users with designated parking for people with disability that is close to the library entrance
* safe and accessible bicycle and mobility scooter parking must be provided close to the library entry
 |
| **Safety and security** | The library must be designed to be safe and secure:* external design should deter vandalism and graffiti and incorporate crime prevention through environmental design (CPTED) principles
* after-hours security lighting is essential
* all external lighting should use long-life components and be vandal resistant
* consideration should be given to the after-hours returns chute both in terms of customer safety and prevention of vandalism of books
* internal design must accommodate internal intruder alarms and alarms will generally be required on emergency exit doors
* information/service desk must have a silent duress alarm for times when there is only one staff member on duty
* sight lines and supervision of areas are to be reviewed in detail with the library staff
* children’s library design will require clear sightlines to and from the information/service desk and encourage passive surveillance/security
* [insert name] Library locking systems must be consistent and compatible with council’s master key system
 |
| **Shelving**  | Four types of shelving should be considered for the library fit-out:* standard — static, cantilever-type shelving for public areas and staff offices, including fixed or adjustable display shelving, that exceeds the minimum requirements of Australian Standard AS2273-1973 Steel library shelving
* shelving on wheels — mobile shelving fitted with robust castors that enable sections to be moved to transform spaces
* compactus — rolling shelving on tracks which can be surface-mounted or flush with the floor, with one or more access aisles/unit of shelving, for greater use of floor space for low-use materials
* special — required for items such as CDs, DVDs and picture books, similar to that used in retail, with some face-out display

Recommended shelving height in adult areas is 1600 mm and 1300 mm in children’s areas, although 1550 mm may be acceptable.Library fit-out contract should allow for spare new shelves, brackets and safe, easily adjustable bookends; quantity to be confirmed with council officers.Consideration should be given to shelving canopies and shelf ends as their design contributes to the character of the library and can be used for display and signage. |
| **Sightlines** | * library users and staff should be able to maintain visual contact with the library’s exterior
* people outside the library should be able to see inside the library and get a feel for what it has to offer
* public space in the library should be designed to ensure that sightlines are maintained, and that secluded spaces are avoided
 |
| **Signage** | Signage design will be included in the contract and must include:* external signs from nearby crossroads, parking areas and walkways
* prominent external building signage
* potential for digital signage/display at entry and near primary circulation paths
* emergency exit and other statutory signage
* signs for some internal doors
* editable signs e.g. opening hours, layout, current and forthcoming activities and events
* internal hierarchy of signs such as ‘young adult’, ‘large print’ through to editable shelf signs

Some signs may need to be in community languages (including non-Roman scripts) and others may need to be made of raised lettering or Braille. |
| **Stormwater and roof water** | * stormwater management must meet [insert name] Council’s environmentally sustainable design objectives and stormwater modelling and strategies
* discharge to the street stormwater system is suitable
* roofing systems, gutters and downpipe design should consider the considerable risk to collections from rainwater and flood risk and apply the appropriate benchmarks for design and detailing
 |
| **Temperature and humidity** | * [insert name] Council’s environmentally sustainable design objectives aims should be noted
* some paper-based library materials are prone to mould when subjected to high levels of relative humidity (RH)
* 40-60% RH is generally accepted as a reasonable range for storage of paper-based items
* archival collections require more stringent conditions with an RH of 50% (±5%) and a temperature of 18°C (±2°C) all day, every day
 |
| **Walls** | * walls should be suitable for display purposes wherever possible, including hanging systems or locations identified for permanent artwork and graphics
* walls must be protected from trolley impact in high-traffic areas like corridors, doorways and information/service desk
 |
| **WHS** | * WHS issues should be considered and accommodated throughout the planning and design process so that public and staff areas meet the highest standards
* the design team should participate in Safety in Design processes during the design and construction phases
 |
| **Windows** | * staff and public areas must have natural light
* direct sunlight should generally not fall on collections or create glare for computer users
* windows that can be opened must have locks and be keyed alike
* window blinds must be childproof (no cords at child height)
 |

# Space requirements

This section provides the *minimum* space requirements for [insert name] Library. Floor areas are *net* and an overall grossing factor is applied to the total. Further details for each area are in Section 8 *Room data sheets*.

| Area code | Function | Type of floor space | Floor area (m²) |
| --- | --- | --- | --- |
| 1 | Entrance  | sheltered external space  | external |
| 2 | After hours return chute | enclosed space | [insert as relevant] |
| 3 | Outdoor seating | partly shaded outdoor area with seating | external |
| 4 | Foyer | public space | [insert as relevant] |
| 5 | Multifunction space | space for programs, functions, events, exhibitions - accessible after hours | [insert as relevant] |
| 6 | Meeting room | public space room, capacity [x] people | [insert as relevant] |
| 7 | Kitchenette | [detail if kitchenette is in interconnected, open space or separate room] | [insert as relevant] |
| 8 | Public toilets and parents’ room | public toilets including accessible toiletsparents’ room with feeding area and nappy-changing facilities | [insert as relevant] |
| 9 | Equipment store | enclosed storage room for chairs, tables, equipment | [insert as relevant] |
| 10 | Security gates | open area | [insert as relevant] |
| 11 | Information/service desk and returns | open area | [insert as relevant] |
| 12 | Computers and catalogues | open area, distributed to allow for a range of settings and users | [insert as relevant] |
| 13 | Photocopying/scanning | open area | [insert as relevant] |
| 14 | Display area | open area | [insert as relevant] |
| 15 | Reference and specialist collections | open area | [insert as relevant] |
| 16 | Newspapers and magazines | open area | [insert as relevant] |
| 17 | Lending collection | open area | [insert as relevant] |
| 18 | Reading  | open areas, distributed | [insert as relevant] |
| 19 | Microform area/local studies/family history | open area | [insert as relevant] |
| 20 | Children’s area | open area | [insert as relevant] |
| 21 | Young adult area | open area | [insert as relevant] |
| 22 | Staff work area | open area | [insert as relevant] |
| 23 | Staff meeting area | [insert if it is in open plan or enclosed room] | [insert as relevant] |
| 24 | Staff common room/kitchen | enclosed space or connected to open plan office; should offer multifunctionality for lunches and full staff gatherings | [insert as relevant] |
| 25 | Staff toilet | enclosed space [add lockers, showers, change room if necessary] | [insert as relevant] |
| 26 | Cleaner’s storage | enclosed room | [insert as relevant] |
| 27 | Storage | enclosed room | [insert as relevant] |
| 28 | Waste disposal and recycling | external | external |
| 29 | Parking | external, public and staff designated spots | external |
| 30 | Bicycle racks | external, next to entrance | external |
| **Library net floor area** | [insert net total] |
| **Library gross floor area (net plus 20%)** | [insert gross total] |

# Room data sheets

| Entrance | Area code 1 |
| --- | --- |
| **Function** | sheltered public entrance to the foyer which leads into the library, multifunction space and meeting room |
| **User** | library users and staff |
| **Floor area** | external space |
| **Relationship to other space** | * easy and level access from the street
* convenient access from parking areas and after hours returns chute
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** | consider distributing wi-fi to outside to further activate precinct out of hours |
| **Equipment** | automatic entrance doors |
| **Floor finish** |  |
| **Furniture** |  |
| **Heating, ventilation, air conditioning (HVAC)** |  |
| **Lighting** | external vandal-resistant lighting |
| **Power points** | for automatic doors |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * building identification
* hours of opening visible through or on the door or nearby window
* opportunity for ‘what’s on’ signage
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | entrance must be clearly visible and obvious to approaching pedestrians |

| After hours return chute | Area code 2 |
| --- | --- |
| **Function** | after hours book return chute (design to be approved by WHS officer), with an appropriate fire rating, easily accessible for users |
| **User** | public with staff access to rear |
| **Floor area** |  |
| **Relationship to other space** | on an external wall with good supervision from public places and within easy reach of the building entrance; internally it should be adjacent to the staff work area |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data**  | data point for scanner if installed |
| **Equipment** | * vandal-resistant chute components
* ergonomic trolley (internally)
 |
| **Floor finish** | uniform with adjacent areas |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | * secure external lighting
* internal light for servicing
 |
| **Power points** | power for scanner, if installed |
| **Plumbing** |  |
| **Security** | * fire-rated compartment
* smoke detector located inside
* access to the book chute after hours may be by scanning a barcode or card
* vandal-resistant fittings
 |
| **Signage** | external sign |
| **Telephone** |  |
| **Wall finish** | impact-resistant |
| **Comments** |  |

| Outdoor seating | Area code 3 |
| --- | --- |
| **Function** | If the site permits there should be an enclosed courtyard or upper level terrace, accessible from the multifunction space and/or from the library proper, with outdoor seating, some landscaping and a shaded area. Seating in front of the library will also enhance public amenity. |
| **User** | public |
| **Floor area** | external |
| **Relationship to other space** | adjacent to multifunction space and/or to an access point into the library itself with pleasant outlook |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | non-slip, easily cleaned |
| **Furniture** | * [x] outdoor tables
* [x] outdoor chairs
 |
| **HVAC** |  |
| **Lighting** | external lighting |
| **Power points** | externally rated power outlets |
| **Plumbing** | consider tap/irrigation points for landscaping |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Foyer | Area code 4 |
| --- | --- |
| **Function** | entrance foyer |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * level access from outside through automatic doors
* transparent from the outside and the inside
* glass doors between the foyer and the library proper
* multifunction space, meeting room, kitchenette, public toilet and parenting room should be adjacent
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * people counter positioned low enough to count children but not so low as to count individual legs
* counter ‘reader’ must be located for ease of staff access
 |
| **Floor finish** | * easily maintained, hard-wearing, non-slip floor covering
* grime-trapping mat at entrance doors
* wet weather mat may be required
* floor may be decorated in some way
 |
| **Furniture** | consider out-of-hours seating if there is potential for access |
| **HVAC** | standard conditions |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | power required for automatic doors and cleaning |
| **Plumbing** |  |
| **Security** | intruder alarm |
| **Signage** | * ‘Welcome to the Library’ sign in English, community languages and local Aboriginal language
* Acknowledgement of Country
* opening hours (visible through window)
* digital signage
* commemorative plaque/s and donor board (if required)
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | opportunity for community and public art in the fit out of the foyer  |

| Multifunction space | Area code 5 |
| --- | --- |
| **Function** | * versatile room that can be quickly and easily adapted for a variety of activities, library programs, training, exhibitions and display, talks, lectures, workshops, video screenings, meet the author functions and storytelling
* access may be required when the library is closed
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * off the foyer and opening to outdoor seating
* may be used after hours, requiring access to public toilets and kitchenette
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * general building public address/evacuation system.
* audio loop for the hearing-impaired
 |
| **Curtains, blinds** | blackout window covering (no cords at child height) |
| **Data** | data outlet at each power point, wi-fi  |
| **Equipment** | * videoconferencing equipment /data projector and screens
* whiteboards/flipboards (consider pinnable/writable wall surfaces)
* clock
 |
| **Floor finish** | hard wearing and easily maintained floor covering. |
| **Furniture**  | * [x] stackable seats with storage dollies
* [x] folding tables
* built-in cupboards for equipment
 |
| **HVAC** | separately zoned and switchable |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* provide dimming, with provision for adjustable and independently switched spotlighting on a lighting grid system as required
* separate circuits for each subdivisible space and motion detectors
* light switching conveniently located for after-hours use
 |
| **Power points** | perimeter duct with double power point every two metres |
| **Plumbing** |  |
| **Security** | lockable |
| **Signage** | * area identification
* provision for additional hanging or wall-mounted signs when used as exhibition space
* audio loop pictogram
 |
| **Telephone** | dedicated telephone outlet if required (usually data outlet) |
| **Wall finish** | * hanging system for framed pictures if required
* writable wall finishes (such as laminates) and/or pinboard/magnetic finishes
* finishes to be considered as part of acoustic design
 |
| **Comments** |  |

| Meeting room | Area code 6 |
| --- | --- |
| **Function** | meeting room for [x] people, which can also be used for quiet study |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | accessible from the foyer and after hours |
| **Acoustics** | appropriate for a meeting room (ensure adjacent areas are not affected) |
| **Ceiling finish** |  |
| **Communications** | * general building public address/evacuation system
 |
| **Curtains, blinds** | blackout window coverings (no cords at child height) |
| **Data** | data point at each power point |
| **Equipment** | * videoconferencing equipment /data projector and screens
* pin boards and whiteboards (consider pinnable/writable wall surfaces)
* clock
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] stackable chairs and storage dollies
* [x] folding tables
 |
| **HVAC** | separately zoned and switchable |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | perimeter duct with double power point every metre |
| **Plumbing** |  |
| **Security** | * security cameras (if required)
* lockable
 |
| **Signage** | door sign |
| **Telephone** | telephone outlet |
| **Wall finish** | * pinnable/writable wall surface
* hanging system for framed pictures
 |
| **Comments** |  |

| Kitchenette | Area code 7 |
| --- | --- |
| **Function** | space to allow preparation of refreshments for functions in the multifunction room and meeting rooms |
| **User** | staff, caterers |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to or within multifunction space
* convenient access to waste disposal without having to take rubbish through the library itself
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * stainless steel sink
* boiling water unit
* refrigerator
* microwave oven
* dishwasher
* stove/oven if required
 |
| **Floor finish** | hard-wearing, washable floor covering |
| **Furniture** | bench space and cupboards/drawers for crockery, cutlery, glassware etc |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | two double power points |
| **Plumbing** | * hot and cold water
* sewer plumbing
* connections for dishwasher (if required)
 |
| **Security** | lockable |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** | hard-wearing and washable |
| **Comments** |  |

| Public toilets and parents’ room | Area code 8 |
| --- | --- |
| **Function** | * public toilets including accessible toilets
* parents’ room with feeding area and nappy-changing facilities
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * accessible through foyer
* accessible to public when multifunction space or meeting rooms are in use outside of library hours
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * soap dispensers
* automatic hand dryers
* rubbish bins
* sanitary bins for women’s toilets
* syringe disposal unit
* nappy change bench
* disposal bin for soiled nappies
* mirrors
 |
| **Floor finish** | non-slip glazed ceramic tile |
| **Furniture** | [x] comfortable chairs in parents’ room |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | for hand dryers  |
| **Plumbing** | normal plumbing requirements but with electronic sensor taps and urinal flushers |
| **Security** | CCTV camera in corridor outside (if required) |
| **Signage** | pictograms |
| **Telephone** |  |
| **Wall finish** | glazed ceramic tile, full height |
| **Comments** |  |

| Equipment Store | Area code 9 |
| --- | --- |
| **Function** | storage for equipment and furniture from the multifunction space and meeting room, including chairs, tables, electronic and craft equipment |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | easily accessible from multifunction space and meeting room |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * chair trolleys
* iPad/tablet storage and charging
 |
| **Floor finish** | hard-wearing, washable |
| **Furniture** | custom-made joinery/shelving as appropriate  |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | lockable |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** | impact-resistant, washable |
| **Comments** |  |

| Security gates | Area code 10 |
| --- | --- |
| **Function** | * security gates, which people must pass through to exit the library, will sound an alarm if library items have not been properly scanned
* width of the space between gates must comply with accessibility standards and accommodate mobility scooters
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * positioned between the foyer and the library proper
* highly visible from the information/service desk
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** | check requirements with RFID gate supplier |
| **Equipment** | * security gates
* people counter, which can be integrated into security gates
 |
| **Floor finish** | carpet |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | power points for security ‘gates’ and people counter |
| **Plumbing** |  |
| **Security** | detection gates must be open, non-threatening and as transparent as possible |
| **Signage** | consider potential for graphics on gates |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | Electromagnetic security gates must not be placed close to computer-based equipment, large expanses of metal or near trolley bays and returns shelves. |

| Information/service desk and returns | Area code 11 |
| --- | --- |
| **Function** | * staffed service point for general and directional information
* checkouts and returns
* shelving for reserves (may be located elsewhere)
* area for joining up new library members
* self-check facilities
 |
| **User** | public and staff |
| **Floor area** |  |
| **Relationship to other space** | * highly visible when entering the library and must provide good visibility to rest of the library, especially children’s areas
* self-check kiosks nearby
* in proximity to display and community information (digital or traditional), may be displayed on information/service desk
* adjacent to work area if possible
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | * audio loop for hearing-impaired
* public address system console
* general building public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | two data points |
| **Equipment** | * PC
* cash drawer (if required)
* printer/fax machine
* self-check unit nearby
* clock
* CCTV monitor (if required)
 |
| **Floor finish** | * carpet
* extra cushioning or anti-fatigue matting may be required on the staff side of the desk
 |
| **Furniture** | Desk to be designed or purchased in consultation with library staff. Consider a small mobile pod style desk, on castors or wheels.The desk requires highly durable work surfaces. Counter height needs to suit staff and public who are standing (approximately 1000mm high) and include an area at a height appropriate for children and people in wheelchairs. Other requirements:* area for side by side consultation with customers
* [x] adjustable chairs for staff
* [x] chairs on the public side of the desk

May include:* facility for temporary signs
* space for a book trolley behind the desk and a drawer unit including a cash drawer
* PA system
* audio loop for hearing impaired
* rubbish bin
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* low-glare fittings
 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | * silent duress alarm button
* CCTV monitor (if required)
 |
| **Signage** | * area identification
* audio loop pictogram
* digital signage
 |
| **Telephone** | telephone outlet and fax line (if required) |
| **Wall finish** | area suitable for temporary notices |
| **Comments** |  |

| Computers and catalogues | Area code 12 |
| --- | --- |
| **Function** | computers for public access to catalogue, databases and the internet |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * some catalogue computers visible from information/service desk and at prominent points within collection shelving
* PCs to be distributed through the layout in quiet and active areas, youth and children’s zones, depending on customer need
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | [x] data points |
| **Equipment** | [x] PCs |
| **Floor finish** | carpet |
| **Furniture** | * [x] tables/benches at standing and sitting height
* [x] ergonomic chairs
* children’s area furniture to be at child sitting height
* include furniture suitable for wheelchair access
 |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* consider task lighting
* care taken in orientation to avoid glare from windows
 |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | operable wall or screen to create occasional training room or cluster of PCs for training (if required) |
| **Comments** | cable management to be considered in design |

| Photocopying/scanning | Area code 13 |
| --- | --- |
| **Function** | photocopier/printer for public use |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | visible from the information/service desk |
| **Acoustics** | noise absorbent treatment |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | one data point |
| **Equipment** | * photocopier/printer/scanner (possibly with faxing facilities)
* copy card machine (if necessary)
 |
| **Floor finish** | carpet |
| **Furniture** | small bench alongside copier with lockable cupboard underneath for paper, toner cartridge storage and recycling bin |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | double power point |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* copyright notice
* user instructions for machines
 |
| **Telephone** |  |
| **Wall finish** | pinnable surface |
| **Comments** |  |

| Display area | Area code 14 |
| --- | --- |
| **Function** | changeable display area for promoting library items or services (e.g. new items, themed items) |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | highly visible, close to informal reading |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | two data point (adjacent to power point), wi-fi throughout |
| **Equipment** | digital signage/digital display |
| **Floor finish** | carpet |
| **Furniture** | [x] bays display shelving (items facing out at an angle, movable and modular) |
| **HVAC** |  |
| **Lighting** | * lux levels to meet intended uses as outlined in AS/NZS 1680.2.3
* consider adjustable spotlights
 |
| **Power points** | two double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | * hanging system for pictures
* poster niches or pinboard
 |
| **Comments** |  |

| Reference and specialist collections | Area code 15 |
| --- | --- |
| **Function** | collection of reference materials, atlases, Annual Reports, Find Legal Answers and Drug Info collections and other specialist collections |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | visible from information/service desk |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] bays shelving, two shelves high with a sloping consultation shelf at the top
* display for Find Legal Answers and Drug Info collections and government publications
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** |  |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* shelf signs
 |
| **Telephone** |  |
| **Wall finish** | * allow for pinboard or display zone
* hanging system for framed pictures (if appropriate)
 |
| **Comments** |  |

| Newspapers and magazines | Area code 16 |
| --- | --- |
| **Function** | current and recent issues of magazines and newspapers on display |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * adjacent to informal reading area
* highly visible from the street and to those entering the library
* good access to copying area
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * stands for [x] newspaper titles and [x] periodical titles
* angled display shelving for latest issues of periodicals
* flat shelves with dividers for back issues of periodicals
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** |  |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* small labels for newspaper/periodical titles and back issue shelves
 |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

| Lending collections | Area code 17 |
| --- | --- |
| **Function** | shelving for adult lending collections, including fiction, non-fiction, large print, paperbacks, audio books, audio-visual items and other formats (note that reference, children’s and young adult collections are housed elsewhere) |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | easily accessible from the library entrance, interspersed with seating and reading areas |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [describe preferred seating furniture within collection area]
* [outline shelving plan for general and specific collections, include some face-out display]
* [outline shelf-end strategy including catalogues and display]
* [outline preference for castors, shelf canopies]
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | for cleaning equipment and potential digital signage connection |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* range markers on shelf end-panels
 |
| **Telephone** |  |
| **Wall finish** | * hanging system for framed pictures
* [describe other wall treatments such as interpretive graphics, mural art]
 |
| **Comments** | * adjustable metal shelving is required, with units no higher than 1600 mm; most shelving should be 250 mm deep, with a clear height between shelves of approximately 275 mm (five shelves high) and 350 mm (four shelves high)
* shelving must be adjustable in increments of approximately 25 mm; each shelf must have rear upstand of approximately 2 mm
* tilted bottom shelves are required
* ends of brackets of tilted shelves must not protrude beyond the edge of the end panel
* most bays will be double-sided, however, depending on the development of layouts, some single-sided shelving can be used against walls
* all shelving units must be stable, even when unevenly loaded: bracing to walls will be necessary with single-sided shelving bays
* aisle widths should be a minimum of 1500 mm
* one approved book support per shelf is required — these will be standard items from the manufacturer, designed to minimise damage to library materials and safe and easy to use
* canopies and end-panels are required to enhance the appearance of the shelving, to protect library materials from dust (canopies) and to provide a good surface for mounting shelf signage and display (end-panels)
* shelving must exceed the minimum requirements of Australian Standard 2273-1973 *Steel library shelving —* from a reputable and reliable supplier, finished in a standard manufacturer's colour and guaranteed for at least five years
* shelving layout should consider light distribution and offer a logical layout that is easy for users to follow
* shelving layout should offer zones for seating and studying within the collection to increase customer choice (if space allows)
* sequence of materials must be easy to follow, logical and clear — avoid very long ranges of shelving
* consider which shelving should be on castors for flexibility of layout and potential for multifunctional use; castors to be lockable
* specialised storage or inserts for standard shelf units will be required for CDs, DVDs, magazines, kits and material in other formats
 |

| Reading areas | Area code 18 |
| --- | --- |
| **Function** | * open informal areas distributed across the library, with a variety of seating appropriate for a range of users
* inviting and comfortable
* appropriate acoustic treatment
 |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | adjacent to the newspapers and magazines area; can be close to or within lending collections; outlook and daylight desirable; offer a range of settings |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** | window treatment should consider mitigation of glare and thermal comfort within seating areas |
| **Data** | wi-fi throughout |
| **Equipment** |  |
| **Floor finish** | carpet |
| **Furniture** | * [x] armchairs
* [x] tables and chairs
* [x] single-seater low chairs
* [x] low tables
* [x] ottomans
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | * for laptop use (preferably on wall or table) and mobile device charging
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | * hanging system for framed pictures
* [insert preferences for permanent murals, interpretive graphics]
 |
| **Comments** |  |

| Microform area | Area code 19 |
| --- | --- |
| **Function** | space for microfilm/fiche reader/scanner/printermight include local studies and family history resources |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * visible from the information/service desk
* electronic and microform equipment and collections must not be in an area affected by sunlight or bright natural light
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | [x] microfilm/fiche reader/scanner/printer |
| **Floor finish** | carpet |
| **Furniture** | * table for microform reader
* [x] ergonomic chairs
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | * area identification
* instructional signs
* copyright notice
 |
| **Telephone** |  |
| **Wall finish** | hanging system for framed pictures |
| **Comments** |  |

| Children’s area | Area code 20 |
| --- | --- |
| **Function** | collections, seating and display area for children |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | good sightlines from the information/service desk |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * data points in locations of PCs, digital screen, self-check and interactive screen
* wi-fi throughout
 |
| **Equipment** | * [x] PCs
* digital screen
* [x] self-check units
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] children’s height chairs
* [x] children’s height desks
* [x] comfortable lounges for family reading
* [x] ottomans/bean bags
* dedicated picture book storage
* collection shelving
* one shelf in each bay, usually the top shelf, is a sloping display shelf, with items face out
* [insert customised joinery for play and exploration, tactile educational settings for pre-schoolers]
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | * [x] double GPOs for PCs, digital screen, self-check and interactive screen
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | hanging system for posters and framed pictures |
| **Comments** | bright colours could be used in this area to make it distinctive; opportunity for display of public and community arts and crafts, especially children’s works |

| Young adult area | Area code 21 |
| --- | --- |
| **Function** | distinctive space for young adults to be designed in consultation with representative young people |
| **User** | public |
| **Floor area** |  |
| **Relationship to other space** | * visible from information/service desk.
* not adjacent to children’s areas
* identity should be distinct to other areas
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications,**  | * general building public address/evacuation system
 |
| **Curtains, blinds** |  |
| **Data** | * data points for PCs, gaming and for laptop use,
* wi-fi throughout
 |
| **Equipment** | * [x] PCs
* digital/interactive screen
* headphones or other listening equipment, such as sound domes
* display shelving for new items
* [insert gaming equipment]
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] informal seating, modular and/or easy to move around
* [x] collaborative tables for group study
* [x] chairs
* [x] shelving, with some face-out display
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | * for PCs and laptop use [insert location, number] and mobile device charging
* for cleaning equipment
 |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | area identification |
| **Telephone** |  |
| **Wall finish** | * pinnable wall surfaces
* hanging system for posters and framed pictures, consider public art/murals
 |
| **Comments** | bright and modern, comfortable look and feel |

| Work area | Area code 22 |
| --- | --- |
| **Function** | staff work area |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | adjacent to information/service desk (preferably)adjacent to staff meeting area, common room/kitchen, toilets |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * [x] data points
* wi-fi if required
 |
| **Equipment** | * [x] PCs
* printer/scanner/photocopier
* trolleys
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] ergonomic workstations
* [x] ergonomic chairs
* [x] filing cabinets or equivalent
* [x] lockers
* [x] shelving [describe]
* sorting bench with storage underneath
* recycling wheelie bin
* wastepaper bin
* pin board
* first aid cabinet
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | swipe access to staff area |
| **Signage** |  |
| **Telephone** | [x] telephone outlets |
| **Wall finish** | hanging system for framed pictures or posters |
| **Comments** |  |

| Staff meeting area | Area code 23 |
| --- | --- |
| **Function** | staff meeting area |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | adjacent to work room (preferably) |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * [x] data points
* wi-fi throughout
 |
| **Equipment** | * videoconferencing equipment /data projector and screen
* pin boards and whiteboard/flip board (consider pinnable/writable wall surfaces)
 |
| **Floor finish** | carpet |
| **Furniture** | * [x] meeting table and [x] chairs
* [x] shelving, cupboards
* wastepaper bin
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | [x] double power points |
| **Plumbing** |  |
| **Security** | swipe access to staff area |
| **Signage** |  |
| **Telephone** | [x] telephone outlets |
| **Wall finish** | hanging system for framed pictures or posters |
| **Comments** |  |

| Staff common room/kitchen | Area code 24 |
| --- | --- |
| **Function** | room for staff tea and meal breaks |
| **User** | staff  |
| **Floor area** |  |
| **Relationship to other space** | * natural light required
* good access to staff toilets (not through work room)
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | * data point for TV/digital screen for meetings
* wi-fi
 |
| **Equipment** | * refrigerator microwave, dishwasher
* boiling water unit, chiller/filter
* small benchtop appliances (coffeemaker, toaster, sandwich maker)
* TV/digital screen (if required)
* pin board, magnetic whiteboard or writable surface
* clock
 |
| **Floor finish** | washable near kitchenette (vinyl or similar) |
| **Furniture** | * [x] tables
* [x] chairs
* [x] lounge or armchairs
* cupboard and drawer unit
* specifically designed refuse and recycling areas which can be screened from view
 |
| **HVAC** | exhaust ventilation so cooking smells do not permeate the building |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3  |
| **Power points** | * power points for fridge, boiling water unit, water cooler/filter, dishwasher
* [x] benchtop double power points
* [x] additional power points near seating areas
 |
| **Plumbing** | * double sink with hot and cold water
* boiling water unit
* chilled filtered water unit
 |
| **Security** | within card-controlled secure staff zone |
| **Signage** | staff only |
| **Telephone** | wall phone |
| **Wall finish** | tiled around sink and benchtop |
| **Comments** |  |

| Staff toilets | Area code 25 |
| --- | --- |
| **Function** | staff toilet to Australian Standards for accessibility |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | within easy reach of work area and information/service desk |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | * sanitary bin
* soap and towel dispensers
* rubbish bin
 |
| **Floor finish** | non-slip hard-wearing floor surface |
| **Furniture** |  |
| **HVAC** | exhaust ventilation |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | one power point at end of vanity unit |
| **Plumbing** | water-efficient fittings |
| **Security** |  |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** | hard-wearing wall surface |
| **Comments** |  |

| Cleaner’s store | Area code 26 |
| --- | --- |
| **Function** | storage for cleaning consumables and equipment |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | within easy reach of public and/or staff toilets |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | non-slip hard-wearing floor surface |
| **Furniture** | industrial shelving, 450 mm deep |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | [x] double power points |
| **Plumbing** | mop sink with hot and cold water |
| **Security** | lockable |
| **Signage** | door sign |
| **Telephone** |  |
| **Wall finish** | washable |
| **Comments** |  |

| Storage | Area code 27 |
| --- | --- |
| **Function** | compact storage for backup stock and for local history resources |
| **User** | staff |
| **Floor area** |  |
| **Relationship to other space** | within easy reach of service desk |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications,** | general building public address/evacuation system |
| **Curtains, blinds** |  |
| **Data** | data point |
| **Equipment** |  |
| **Floor finish** | sealed concrete; note floor loading required for compact shelving |
| **Furniture** | * [x] double-sided bays compact shelving
* [x] shelves high, 300mm deep (stationery, supplies and backup stock)
* shelving to be easily moved with mechanical assistance
* shelving rails to be flush with floor surface under shelving
 |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** | double power point |
| **Plumbing** |  |
| **Security** | lockable |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | * wall protection required at trolley height
 |
| **Comments** |  |

| Waste disposal and recycling | Area code 28 |
| --- | --- |
| **Function** | area for bins for waste and recycled materials |
| **User** | staff |
| **Floor area** | external |
| **Relationship to other space** | easy access from library |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | waste and recycling receptacles |
| **Floor finish** | slip-resistant sealed concrete |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | lux levels to meet intended uses as outlined in AS/NZS 1680.2.3 |
| **Power points** |  |
| **Plumbing** | * floor waste drain
* cold water hose cock
 |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** | impact resistant |
| **Comments** |  |

| Parking | Area code 29 |
| --- | --- |
| **Function** | public and staff designated spots, including allocated disability parking |
| **User** | staff and public |
| **Floor area** | number of parking bays to meet council’s requirements and Australian Standards for carparking and accessibility |
| **Relationship to other space** | good access to the public entrance to the library; parking for people with disabilities to be as close as practicable to the library entrance |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** |  |
| **Floor finish** | slip-resistant sealed concrete |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | * security lighting
* well-lit path of travel to the public entrance
 |
| **Power points** |  |
| **Plumbing** |  |
| **Security** |  |
| **Signage** | directional signage |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** | The number of parking bays to be discussed with relevant council officers. |

| Bicycle racks | Area code 30 |
| --- | --- |
| **Function** | bicycle racks for the public and staff |
| **User** | public and staff |
| **Floor area** | external; [insert if internal bike storage to be provided for staff] |
| **Relationship to other space** | * not in a secluded area
* public racks near library entry
* staff racks either at entry or near staff entry/carpark
 |
| **Acoustics** |  |
| **Ceiling finish** |  |
| **Communications** |  |
| **Curtains, blinds** |  |
| **Data** |  |
| **Equipment** | bicycle racks |
| **Floor finish** |  |
| **Furniture** |  |
| **HVAC** |  |
| **Lighting** | external security lighting |
| **Power points** |  |
| **Plumbing** |  |
| **Security** |  |
| **Signage** |  |
| **Telephone** |  |
| **Wall finish** |  |
| **Comments** |  |

1. Refer to latest NSW Public Library statistics <https://www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/public-library-statistics> [↑](#footnote-ref-1)