

Jones Library

SPACE NEEDS TABLE 4/11/16		Existing Square Footage	Planned SF 4/1/16	Scheme SF 7/12/2016	Print (/10)	Audio (/10)	DVD (/10)	Music CD (/10)	Etc. (/10)	Volumes of Periodicals (/1.5)	Staff Stations (*150)	Public Work- stations (*40)	Tables for 4 (*120)	Single Chairs (*30)	Lounge Seating (*30)	Study Carrels (*30)	Group Seating (*480)
1	Materials' Return - External (AMHS)	0	0	0													
2	Main Entrance p	557	120	446										4			
3	Entrance Foyer p	267	120	95										4			
4	"Ask" Desk	0	150	150							2						
TOTAL ENTRANCE		824	390	691	0	0	0	0	0	0	2	0	0	8	0	0	0
5	Materials' Return - Internal (AMHS)	246	450	634							2						
6	Circulation Work Area	159	450	614							4		2				
7	Shipping/Receiving	0	150	100													
8	Adult Circulation Desk	169	175	182							2			1			
9	Self-Serve Holds p	0	100	0	500												
10	Musical Instruments p	12	20	35					15								
11	Rotating Community Display Space p	0	200	1,202													
12	Café-Like Area p	0	400	480									4				
13	Boutique p	30	150	104	300						1			2			
14	Artist in Residence p	26	60	90										2			
15	Social Worker in Residence p	0	60	82										2			
16	Adult AV (DVD's, Music CD's, Spoken Books) p	3,314	2,000	2,439		5,030	4,000	7,800				4			4		
17	New Adult Materials p	0	500	1,086	900							2	3		3		1
18	Head of Borrower Services	112	120	80							1			2			
19	Head of Technical Services	101	120	147							1			2			
20	Technical Services Workroom	1,112	900	1,953							5		1				
21	Head of Collections	138	120	124							1			2			
22	Book Donations Sorting Room	162	50	42	500												
TOTAL ADULT CIRCULATION		5,581	6,025	9,394	2,200	5,030	4,000	7,800	15	0	17	6	10	13	7	0	1
23	Consultation Space p	0	250	206							1	5		2			
24	Ready Reference Collection p	1,244	500	167	100								8			6	
25	Public Internet Workstations p	123	800	793							2	40					
26	Copy Center p	53	150	207									1	1			
27	Group Study p	56	100	126									1				
27	Group Study p	0	100	126									1				
27	Group Study p	0	100	127									1				
27	Group Study p	0	100	112									1				
28	Head of Information Services	109	120	93							1			2			
29	Head of Technology	0	0	0							1			2			
30	Technology Specialist/Storage	135	250	125							1			1			
31	Head of Programming and Outreach	283	120	123							1			2			
32	Branch Head	0	100	92							1			1			
32	Branch Head	0	0	0													
33	Telecommunications Room	84	150	170										1			
TOTAL RESEARCH/LEARNING		2,087	2,840	2,467	100	0	0	0	0	0	8	45	13	12	0	6	0

p Patron space

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34	Adult Reading Room p	0	800	1,478								3		4		2	
35	Periodicals and Newspapers p	0	300	1,544					160			4		4			
36	Periodicals and Newspapers - Storage p	0	500	216					1,020								
37	Adult Fiction (LP; Pbk; GN; Myst; SciFi) p	3,184	3,750	4,758	37,500						4	5		8			
38	Adult Nonfiction p	5,640	4,750	4,538	47,500						4	10		4	6	2	
38	Adult Foreign Language Collection p	0	130	0	1,300												
38	Career Center p	0	130	0	1,300												
38	Poetry and Drama p	0	375	0	3,750												
TOTAL ADULT COLLECTION		8,824	10,735	12,534	91,350	0	0	0	0	1,180	0	8	22	0	20	6	4
39	Youth Circulation Desk	101	160	357						2							
40	Youth Public Internet Workstations p	459	240	0							12						
41	Youth AV p	0	700	0		1,800	3,000	200			1			2		1	
41	Youth Fiction - Older (Grades 3-5; Grades 5+; Comics; Mystery; Sci-Fi; Horses; Pbk) p	1,113	1,500	2,823	10,000						2	1		2		2	
41	Youth Fiction - Younger (Board Books; Picture Books; Readers; Fairy Tales) p	913	2,000	1,372	15,000						2	1		4		3	
41	Youth Kits/Games p	0	133	0				125				1					
41	Youth Non-Fiction (Parenting; Poetry; Drama; For. Lang; Holidays; Bio) p	467	1,000	809	25,000						2	1					
41	Youth Periodicals p	0	200	0					100		1	1		2			
41	Youth Reference p	0	100	0	50						2	2		2			
42	Youth Activities Room p	474	800	713									100				
43	Youth/Family Rest Rooms p	107	200	118													
44	Youth Staff Workroom	47	300	266						3		1					
45	Head of Youth Services	136	120	137						1			2				
TOTAL YOUTH		3,817	7,453	6,595	50,050	1,800	3,000	200	125	100	6	22	8	102	12	0	6
46	Young Adult AV p	0	80	1,308		400	300	100									
46	Young Adult Fiction p	0	600	0	2,000					1	2	4		4	2	2	
46	Young Adult Non-Fiction p	467	180	0	1,800												
46	Young Adult Periodicals p	0	35	0					50								
47	Young Adult Collaborative Work Room p	127	300	450									15				
48	Young Adult Individual Work Room p	0	600	0							6	4		6		2	
49	Young Adult Services Coordinator	42	120	0						1			2				
TOTAL YOUNG ADULT		636	1,915	1,758	3,800	400	300	100	0	50	2	8	8	17	10	2	4
50	Special Collections Coat Room p	16	75	78													
51	Special Collections Exhibits p ◇	1,139	700	0				66						4			
52	Special Collections Reading Room p ◇	1,087	900	1,968	3,000			420	307	1	5	4	2				
53	Special Collections Instruction Room p	0	0	0						1		2	30				
54	Special Collections Workroom	110	400	432						4			4				
55	Special Collections Storage ◇	1,575	3,500	3,349	40,000		40	500					1				
56	Head of Special Collections	204	120	125						1			2				
57	Library Specialist	71	100	105						1			1				
TOTAL SPECIAL COLLECTIONS		4,202	5,795	6,057	43,000	0	40	0	986	307	8	5	6	40	4	0	0

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58	ESL Collection p	466	360	501	2,000						1	1		2			
58	ESL/Literacy Project Reception p	0	100	0												1	
59	ESLTutor Room p	136	120	117								1					
59	ESLTutor Room p	72	120	116								1					
59	ESLTutor Room p	0	120	126								1					
59	ESLTutor Room p	0	120	136								1					
60	ESL/Literacy Project Group SessionRoom p	0	300	226					1				15				
60	ESL/Literacy Project Group SessionRoom p	0	300	226					1				15				
61	ESL Coordinator	78	120	73					1				2				
TOTAL ESL/LITERACY PROJECT		752	1,660	1,521	2,000	0	0	0	0	0	3	1	5	32	2	0	1

62	Large Meeting Room p	1,711	2,100	2,595						1			200			
63	Medium Meeting Room p	0	0	0						1			100			
64	Small Meeting Room p	452	600	907						1			30			
65	Board Room	858	450	697						1			30			
66	Art Gallery p	592	450	687									3			
67	Adult Rest Rooms p	0	200	1,131												
TOTAL MEETING ROOMS		3,613	3,800	6,017	0	0	0	0	0	4	0	0	363	0	0	0

68	Receptionist	282	175	180						1			2			
69	Administrative Conference Room	0	0	0						1			10			
70	Volunteer Coordinator	0	0	0						1			2			
71	Staff Copy/Mail Center	0	150	153									1			
72	Business Manager	156	120	124						1			2			
73	Development Office	0	0	0						1			2			
74	Director	247	270	271						1		1				
75	Financial Records Storage	326	200	212									1			
TOTAL ADMINISTRATION		1,011	915	940	0	0	0	0	0	6	0	1	20	0	0	0

76	Staff Break Room	367	300	1,094									4			1
77	Staff Kitchen	178	300	0								2				
78	Staff Cot Room	104	50	0									1			
79	Staff Rest Rooms	86	75	0												
TOTAL STAFF		735	725	1,094	0	0	0	0	0	0	0	2	0	5	0	1

80	Book Storage (friend)	203	300	295	2,500					1		1				
81	Maintenance Garage/Loading Dock	181	250	0									2			
82	Building Maintenance Workroom	477	400	713						1			3			
83	Storage	700	700	1,441												
84	Facilities Supervisor	0	120	160						1			2			
TOTAL FACILITIES		1,561	1,770	2,609	2,500	0	0	0	0	3	0	1	7	0	0	0

SQUARE FOOTAGE TOTALS

SUBTOTAL SQUARE FEET	33,643	44,023	51,677
SPECIAL USES	6,729	8,805	0
UNASSIGNABLE SPACE	12,111	15,848	13,579
GROSS SQUARE FEET	52,483	68,676	65,256
ACTUAL GROSS SF	47,463		

(e.g., newspapers, photocopiers, microfilm; subtotal divided by 5 s.f.)

(e.g., furnace, vestibules, corridors, bathrooms; subtotal plus special uses multiplied by .30 s.f.)

PLANNED COLLECTION TOTALS	220,433
PLANNED COMPUTER TOTALS	154
PLANNED SEATING TOTALS (including meeting room/non-public seats)	781
PLANNED SEATING TOTALS (less meeting room/non-public seats)	389

195,000	7,230	7,340	8,100	1,126	1,637											
						59	95									
											76	614	60	14	17	

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