

Bill Library Space Need Summary

	NSF	GSF
Existing Space	8,352*	10,858
2000 Guideline	15,862	20,620*
2010 Guideline	20,453	26,589*
Space Need (deficit)	(12,101)	15,731**

* assume 1.3 gross factor

** required addition to Bill Library by Connecticut State Library Guidelines

Library Space Planning Guide Worksheet

Step 1. Establish Service Population

a. 2010 local population: 15,051

b. Projected local population for 2030 from the CT Population Projection by Connecticut State Data Center at University of Connecticut 16,432

You may choose to factor in nonresident use in your population projection.

c. Projected nonresident population to be served:

(nonresident circulation transactions ((type 1 if not known) ÷ total circulation transactions (type 300 if not known) =
 X (projected local population) =

d. Service population 16,432

Step 2A. Collection Size



a. Books:

Minimum Volumes (Books)						
Type in your service projected population (Step1d) left of your population range	Population ranges	Core	Basic	Basic	Growing	Growing
			Core plus vol. per capita		Core plus vol. per capita	
	Less than 1000	2,000	5		7	
	1,001 - 2,499	6,000	2		3	
	2,500 - 4,999	10,000	1.75		2.75	
	5,000 - 9,999	18,000	1.25		2.5	
	10,000 - 14,999	35,000	0.6		2	
16,432	15,000 - 24,999	45,000	0.6	54,859	2	67,864
	25,000 - 49,999	70,000	0.5		2	
	50,000 - 74,999	110,000	0.5		2	
	75,000 - 99,999	150,000	0.4		1.75	
	Over 100,000	220,000	0.4		1.75	

1) Minimum volumes, as stated in the chart ¹ above using the population served:

54,859 (type in either basic or growing number from chart on the next page)

or

2) (Average net additions 1,500) X 20 years = 30,000
 + (existing collections 44,500) = 74,500

or

LIBRARY SPACE PLANNING GUIDE WORKSHEET

3) If the library is not planning to grow at its present rate and this is supported in its long range plan, the library can use a smaller collection figure as long as the library can house its existing collection with some expansion. If you are not going to be growing at the rate as stated in number 2, please explain below:

Books (Use Number 1, 2 , or 3) 54,859

4) Subtract e-books (optional)

Books to housed in stacks 54,859

b. Nonprint materials:



1) Minimum nonprint materials using projected population served =
 10% x book collection ¹ 54,859 = 5,486

or

2) (Average net additions) X 20 years =
 + (existing collections) =

Nonprint (Use Number 1 or 2 whichever is higher) 5,486

3) Subtract online items such as downloadables or Internet accessible nonprint

Total Nonprint 5,486

c. Periodicals:

Minimum Number of Periodicals						
Type in your service projected population (Step1d) left of your population range	Population ranges	Core	Basic Core plus sub- scription per 1000	Basic	Growing Core plus sub- scription per 1000	Growing
	Less than 1000	15	15		30	
	1,001 - 2,499	20	15		20	
	2,500 - 4,999	30	15		20	
	5,000 - 9,999	45	10		15	
	10,000 - 14,999	60	8		12	
16,432	15,000 - 24,999	120	8	251	12	317
	25,000 - 49,999	180	6		8	
	50,000 - 74,999	250	4		6	
	75,000 - 99,999	450	3		5	
	Over 100,000	600	2		4	

LIBRARY SPACE PLANNING GUIDE WORKSHEET

1) Minimum periodical titles on display using the projected population served

a. Type in either basic or growing number from chart ¹ above

b. Subtract periodicals that you plan to have only online

TOTAL projected hard-copy periodicals on display

120

2) **Back periodicals in storage**

4,095

Step 2B. Collection Space



- a. Books:

54,859

 volumes
- Regular shelving

54,859

 volumes ÷ 10 =

5,486

 sq. ft.
- Compact shelving

--

 volumes ÷ 25 =

--

 sq. ft.
- b. Nonprint materials:

5,486

 items ÷ 10 =

549

 sq. ft.
- c. Hard-copy periodicals on display

120

 titles =

120

 sq. ft.
- d. Periodicals stored:

120

 titles x .5 x

2

 average years retained =

120

 sq. ft.
- e. TOTAL (a + b+ c + d)

6,275

 sq. ft.



Step 3. Public Electronic Workstations

- a. PAC's (stand-up):

4

 PACs x 20 =

80

 sq. ft.
- b. Electronic workstations:

7

 electronic workstations x 45 =

315

 sq. ft.
- b. Electronic workstations:

--

 electronic workstations (mutiple users) x 60 =

--

 sq. ft.
- c. Microfilm reader/printer:

1

 microfilm/reader printers x 35 =

35

 sq. ft.
- d. TOTAL (a + b+ c)

430

 sq. ft.



Step 4. User Seating Space

User seating does not include the seats, conference rooms, meeting rooms, and staff work areas, unless the meeting rooms will be used for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, excluding meetings, a minimum of fifty percent of the hours that the library is open, ten percent of the meeting room seats could be used to meet the total seating requirement.

LIBRARY SPACE PLANNING GUIDE WORKSHEET

Document how the room will be used and staffed below or insert an addition sheet after this page:

Minimum Number of Seats					
a. Number of seats	Projected populations under 10,000		7-10 seats/each 1,000 people		
	Projected populations over 10,000		5 seats/each 1,000 people		
Type in your service projected population (Step1d) left of your population range	Population ranges	Number of seats 10 (per 1,000 people)	Number of seats 8 (per 1,000 people)	Number of seats 7 (per 1,000 people)	Number of seats 5 (per 1,000 people)
	Less than 1,000				
	1,001 - 9,999				
16,432	10,000-				82

Population of 2,500 or less should have at least 20 seats.

of seats (chart above) - the # of seats for elect. wrk.stations (step 3b) - if applicable, # of seats in the meeting room = seats

seats added, if needed seats

b. Space for seats: number seats x 30 = sq. ft.

Step 5. Staff Work Space



a. List staff work areas:

Director	reference	(existing work stations)
Secretary	circulation	
Cataloger	circulation	
	processing	
Childrens		

b. stations x 150 = sq. ft.

LIBRARY SPACE PLANNING GUIDE WORKSHEET



Step 6. Meeting Room Space

- a. General meeting space seats x 10 = sq. ft.
Includes 100 sq. ft. speaker's podium/presentation area at the front of the room and 200 sq. ft. for storage for table and chairs.
- b. Conference room space seats x 25 = sq. ft.
(total of all the conference room seats)
Seats for audience (optional) sq. ft.
- c. Small study rooms seats x 30 = sq. ft.
Totally of all the seats in all of the meeting rooms
- d. Children's programming seats x 10 = sq. ft.
space (story hour)
Includes 50 sq. ft. for program leader 200 square feet for kitchen and storage for chairs and tables.
- e. Children's programming seats x 25 = sq. ft.
space (crafts)
- f. Computer training lab seats x 50 = sq. ft.
Includes 80 sq. ft. for the trainer. 50 sq. ft. allows for multiple users.
- g. TOTAL (a + b + c) = sq. ft.

Step 7. Special-Use Space

Item	Number	Multiply	sq. ft.	Total
Atlas/dictionary stand	<input type="text" value="1"/>	x	35	<input type="text" value="35"/>
Bulletin board	<input type="text" value="5"/>	x	9	<input type="text" value="45"/>
Display case	<input type="text" value="2"/>	x	50	<input type="text" value="100"/>
Handouts (free-standing)	<input type="text" value="1"/>	x	20	<input type="text" value="20"/>
Index table (six-place)	<input type="text" value="1"/>	x	140	<input type="text" value="140"/>
Map file	<input type="text"/>	x	35	<input type="text"/>
Microfilm cabinets	<input type="text" value="2"/>	x	10	<input type="text" value="20"/>
Newspaper rack	<input type="text" value="2"/>	x	25	<input type="text" value="50"/>
Paperback rack	<input type="text" value="5"/>	x	35	<input type="text" value="175"/>
Photocopier	<input type="text" value="2"/>	x	50	<input type="text" value="100"/>
Staff locker	<input type="text" value="8"/>	x	4	<input type="text" value="32"/>
Staff lounge/break rm. # of seats	<input type="text" value="6"/>	x	25	<input type="text" value="200"/>
Vertical files	<input type="text" value="5"/>	x	10	<input type="text" value="50"/>
SUB-TOTAL (1)				<input type="text" value="967"/>

1
 ft. x ft = sq. ft.

LIBRARY SPACE PLANNING GUIDE WORKSHEET

2	Local History Room				
Item		Number of items		Division #	Total sq. ft.
books		1,000	divide	10	100
seats -4/table		4	multiply	25	100
vertical file		1	multiply	10	10
				TOTAL	210

3					
Item		Number of items		Division #	Total sq. ft.
			divide		
			divide		
			divide		
			divide		
storage		2	multiply	75	150
Kitchen		1	multiply		15
			multiply		
				TOTAL	165

TOTAL (TOTAL OF ALL SUBTOTALS) 1,432

Step 8. Non-Assignable Space



a. Collection space (from Collection Space 2B.e.)	6,275
Public electronic workstations (from 3d.)	430
User seating space (from 4b.)	4,020
Staff work space (from 5b.)	1,200
Meeting room space (from 6d.)	3,005
Special-use space (from 7.)	1,432
b. SUBTOTAL	16,362
c. Divide (SUBTOTAL) by 4	4,091

Step 9. Putting It All Together



a. Collection space (from Collection Space 2B.e.)	6,275
b. Public electronic workstations (from 3d.)	430
c. User seating space (from 4b.)	4,020
d. Staff work space (from 5b.)	1,200
e. Meeting room space (from 6d.)	3,005
f. Special-use space (from 7.)	1,432
g. Non-assignable space (from 8c)	4,091
h. GROSS AREA NEEDED (a+b+c+d+e+f+g)	20,453

¹ Source: *Avenues to Excellence for Public Library Service in Illinois* (Springfield: Illinois State Library, 1996)

Police Department Space Need Summary

	NSF	GSF
Existing Space	4,868*	6,328
Guideline Police Station	22,685	29,490*
Ledyard Program	6,210	8,073*
Space Need (deficit)	(1,342)	1,745**

* assume 1.3 gross factor

** required addition to Police Station for existing program

Department: Ledyard Police Department
Full-time staff: 31
Part-time staff: 14
Future hires:

Description	Preferred Program	Guideline SF	Space Req'd.	Existing SF	Deficit/Surplus
Office Spaces					
Chief's Office	1	200	200		
Chief's Secretary	1	150	150		
Officer Desk Space	10	80	800		
Small offices (Detective/Supervisor/Prosecuter/future Lt.	4	100	400		
Dispatch	1	300	300		
Total			1,850		

Support Spaces					
Training Classroom	2	300	600		
Reception Seating	1	100	100		
Conference Large	1	250	250		
Booking Room	1	100	100		
Interview Room with Observation	1	300	300		
Cells	6	85	510		
Kitchen	1	200	200		
General Storage	1	150	150		
Evidence Storage	1	200	200		
Record Storage	1	200	200		
Ammunition Storag	1	200	200		
Locker rooms (Mens' and Womens')	2	200	400		
Fitness Room	1	500	500		
Custodial/Workshop	1	400	400		
Enclosed sallyport	1	250	250		
Total			4,360		

Group NSF Total **6,210** **4,868** **(1,342)**