

Seattle Public Library Neighborhood Branches
 Universal Building Program

Table 2 Collection Summary

The collection sizes will vary from branch to branch depending upon circulation rate. The shelving capacities (the number of items the shelves will hold with each shelf approximately 2/3 full) are the key figures to review.

Age-level percentages: approximately 67% adult, 5% young adult, 28% children. This may vary to reflect community demographics.

Collection numbers within categories include special collections such as genre fiction, ESL, fairy tales, etc.

All figures are approximate.

TYPE	Percent of Age Level	Percent in Circulation	5000		7000		10000		15000	
			Collection Size	Sq.Ft. Shelving Capacity	Collection Size	Sq.Ft. Shelving Capacity	Collection Size	Sq.Ft. Shelving Capacity	Collection Size	Sq.Ft. Shelving Capacity
Adult										
Fiction	25%	20%	2813	2250	4375	3500	6281	5025	10750	8600
Non-Fiction	58%	20%	6651	5321	9916	7933	14856	11885	25671	20537
Reference	4%	0%	590	590	831	831	1179	1179	1876	1876
Audio Visual	13%	40%	1916	1150	2700	1620	3832	2299	6097	3658
Subtotal			11970	9311	17822	13884	26149	20388	44394	34671
Young Adult										
Books	100%	30%	1050	735	1550	1085	2200	1540	3500	2450
Subtotal			1050	735	1550	1085	2200	1540	3500	2450
Children										
Picture Books	29%	35%	1646	1070	2430	1580	3450	2242	5488	3567
Readers, Easy Fic & Non-Fiction	21%	35%	1176	764	1736	1128	2464	1602	3920	2548
Fiction	19%	25%	1058	794	1562	1172	2218	1663	3528	2646
Non-Fiction, with adult	25%	20%	1411	1129	2083	1667	2957	2365	4704	3763
Audio Visual	6%	40%	353	212	521	312	739	444	1176	706
Subtotal			5644	3968	8332	5859	11828	8316	18816	13230
Grand Total			18664	14014	27704	20828	40177	30244	66710	50351

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Collection Summary - 2

Periodical Titles

	5,000 sq.ft.	7,000 sq.ft.	10,000 sq.ft	15,000 sq.ft
Adult	60	85	120	180
Young Adult	10	10	12	18
Children's and Parenting	12	12	20	20
Total	82	107	152	218

Shelving capacity per 3 foot shelf; allowances for display areas included in the formulas

- 175 adult fiction books per 84" section; 7 shelves, 25 items per shelf
- 150 adult and children's non-fiction books per 84" section; 6 shelves, 25 items per shelf
- 150 young adult books per 84" shelving section; 6 shelves, 25 items per shelf
- 100 adult and young adult books per 66" section; 4 shelves, 25 items per shelf
- 60 reference books per 45" section; 3 shelves, 20 items per shelf

- 150 audiovisual items per 66" section; number of items per shelf depends upon format

- 200 readers, easy fiction and non-fiction per 66" section; 4 shelves, 50 items per shelf
- 150 juvenile books per 66" section; 4 shelves, 37 items per shelf
- 150 picture books and easy books per 45" section; 3 shelves, 50 items per slotted shelf

- 12-15 periodicals per 66" shelving section, calculated on 12, (newspapers 8 per section)

- workroom sorting shelves 90" sections; 7 shelves

- shelving widths will vary depending upon type of material

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Table 3 Space Allocation Details

<u>AREA</u>	<u>ITEM</u> <u>SQ. FT.</u>	<u>5,000 SQ.FT.</u>		<u>7,000 SQ.FT.</u>		<u>10,000 SQ.FT.</u>		<u>15,000 SQ.FT.</u>		
		<u>#</u>	<u>SQ. FT.</u>	<u>#</u>	<u>SQ. FT.</u>	<u>#</u>	<u>SQ. FT.</u>	<u>#</u>	<u>SQ. FT.</u>	
<u>Entrance/Lobby</u>	N.A.*									
<u>Circulation Area</u>										
Service Desk Circulation Workstations*	150	2	300	2	300	3	450	3	450	
Service Desk Reference Workstations*	100	1	100	1	100					
Self-Service Checkout Units	50	1	50	1	50	2	100	3	150	
Book display/marketing area	50	1	50	1	50	1	50	1	50	
<u>Workroom</u>										
<u>Checkin/Sorting Area</u>										
Checkin counter with workstation	60	1	60	1	60	2	120	2	120	
90" shelving sections for sorting	12	4	48	6	72	8	96	12	144	
Book truck staging area	12	5	60	7	84	8	96	14	168	
<u>General Staff Work Area</u>										
Shared computer workstations for clerical staff/functions	40	1	40	2	80	2	80	5	200	
Computer workstations for CLA and librarians	40	4	160	4	160	5	200	7	280	
Volunteer workstation	40			1	40	1	40	1	40	
Work table or counter area, 6' x 3'	40	1	40	1	40	1	40	2	80	
Photocopier and Fax	35	1	35	1	35	1	35	1	35	
Staff mailboxes, bulletin board	varies		12		18		24		30	
Sink with counter top	varies		40		50		50		60	
Delivery/receiving area	varies		70		100		150		200	
Bookdrop Room	varies		75		75		100		150	
Branch Team Leaders Office with computer/printer	varies		100		120		120		120	
Subtotal			1240		1434		1751		2277	

* N.A. – Non assignable; space to come from the 15% unassigned program space

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** 5,000 and 7,000 sq.ft. branches have combined circulation and reference desks.

Space Allocation Details - 2

AREA	ITEM SQ. FT.	5,000 SQ.FT.		7,000 SQ.FT.		10,000 SQ.FT.		15,000 SQ.FT.	
		#	SQ. FT.	#	SQ. FT.	#	SQ. FT.	#	SQ. FT.
<u>Reference Area</u>									
Reference Desk Workstations	100					2	200	2	200
Reference books on 45" shelving	12	10	120	14	168	20	240	31	372
Pamphlet files, 4 drawer legal	12	1	12	1	12	1	12	2	24
Atlas stand	40	1	40	1	40	1	40	1	40
Computer workstations with networked printer	30	6	180	8	240	12	360	19	570
Two person study room	60			1	60	1	60	2	120
Six person group study room	180			1	180	1	180	1	180
Eight person silent study room	240					1	240	1	240
Copier Alcove	varies		60		60		100		150
Subtotal			412		760		1432		1896
<u>General Adult</u>									
New books and large print on 66" shelving: 4 shelves per section	12	5	60	7	84	10	120	16	192
Fiction on 84" shelving, 7 shelves per section	12	10	120	16	192	23	276	40	480
Adult & J non-fiction on 84" shelving, 6 shelves per section	12	43	516	64	768	95	1140	162	1944
Audiovisual items on 66" shelving	12	8	96	11	132	15	180	24	288
Computer workstations	40	2	80	3	120	4	160	7	280
Two place tables or carrels	60	1	60	1	60	2	120	4	240
Four place tables @ 30 sq.ft. per seat	120	3	360	3	360	4	480	9	1080
Subtotal			1292		1716		2476		4504
<u>Periodicals/Reading</u>									

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Space Allocation Details -3

AREA	ITEM SQ. FT.	5,000 SQ.FT.		7,000 SQ.FT.		10,000 SQ.FT.		15,000 SQ.FT.		
		#	SQ. FT.	#	SQ. FT.	#	SQ. FT.	#	SQ. FT.	
<u>Young Adult</u>										
	Books on 84" shelving	12	5	60	7	84	10	120	16	192
	Periodical titles on 66" slanted, hinged shelving	12	1	12	1	12	1	12	2	24
	Two person computer workstations with networked printer	55					1	55	2	110
	Four person square table	120			1	120	1	120	2	240
	Lounge chairs	50					2	100	2	100
	Subtotal			72		216		407		666
<u>Children</u>										
	Picture books in 45" shelving	12	7	84	11	132	15	180	24	288
	Readers, easy fiction & non-fiction on 66" shelving	12	4	48	6	72	8	96	13	156
	Fiction books on 66" shelving	12	6	72	7	84	11	132	18	216
	Audiovisual items on 66" shelving	12	2	24	2	24	3	36	5	60
	Periodical titles on 66"slanted, hinged shelving	12	1	12	1	12	2	24	2	24
	Hanging racks for book/tape kits and hanging bins for toys	12	1	12	1	12	3	36	4	48
	Slotwall unit for booklists incorporated into a shelving unit	N.A.								
	Computer workstation with networked printer	40			1	40	1	40	2	80
	Two person computer workstation with networked printer	55	1	55	2	110	3	165	4	220
	Four place 24" table @ 25 sq.ft. per seat	100	1	100	1	100	1	100	2	200
	Four place 30" table @ 30 sq.ft. per seat	120			1	120	1	120	1	120
	Parent/child two place lounge seating	60	1	60	1	60	2	120	2	120
	Informal programming/play area	varies						75		90
	Subtotal			467		766		1124		1622

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Space Allocation Details - 4

AREA	ITEM SQ. FT.	5,000 SQ.FT.		7,000 SQ.FT.		10,000 SQ.FT.		15,000 SQ.FT.		
		#	SQ. FT.	#	SQ. FT.	#	SQ. FT.	#	SQ. FT.	
<u>Meeting/Multipurpose Room</u>										
	Stacking chairs	9	40	360	60	540	75	675	90	810
	Kitchen alcove	50	1	50	1	50	1	50	1	50
	Storage	varies		60		100		130		160
	Subtotal			470		690		855		1020
<u>Staff Facilities</u>										
	Breakroom	varies		120		150		190		220
	Restroom	N.A.								
	Lockers, one-third size (3 per unit)	5	9	45	10	50	12	60	14	70
	Library storage area	varies		60		70		80		100
	Subtotal			225		270		330		390
	Total Assigned Space			4338		6086		8695		13025
	Unassigned Square Feet @ 15% of Assigned Space			651		913		1304		1954
	To include vestibule, public restrooms, janitorial, mechanical and communication rooms									
	Grand Total Square Feet			4989		6999		9999		14979