

**Jones Library**

SPACE NEEDS TABLE 4/11/16		Existing Square Footage	Planned SF 4/1/16	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													
2	Main Entrance p	557	120										4			
3	Entrance Foyer p	267	120										4			
4	"Ask" Desk	0	150							2						
<b>TOTAL ENTRANCE</b>		<b>824</b>	<b>390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
5	Materials' Return - Internal (AMHS)	246	450							2						
6	Circulation Work Area	159	450							4		2				
7	Shipping/Receiving	0	150													
8	Adult Circulation Desk	169	175							2			1			
9	Self-Serve Holds p	0	100	500												
10	Musical Instruments p	12	20					15								
11	Rotating Community Display Space p	0	200													
12	Café-Like Area p	0	400									4				
13	Boutique p	30	150	300						1			2			
14	Artist in Residence p	26	60										2			
15	Social Worker in Residence p	0	60										2			
16	Adult AV (DVD's, Music CD's, Spoken Books) p	3,314	2,000		5,030	4,000	7,800				4			4		
17	New Adult Materials p	0	500	900							2	3		3		1
18	Head of Borrower Services	112	120							1			2			
19	Head of Technical Services	101	120							1			2			
20	Technical Services Workroom	1,112	900							5		1				
21	Head of Collections	138	120							1			2			
22	Book Donations Sorting Room	162	50	500												
<b>TOTAL ADULT CIRCULATION</b>		<b>5,581</b>	<b>6,025</b>	<b>2,200</b>	<b>5,030</b>	<b>4,000</b>	<b>7,800</b>	<b>15</b>	<b>0</b>	<b>17</b>	<b>6</b>	<b>10</b>	<b>13</b>	<b>7</b>	<b>0</b>	<b>1</b>
23	Consultation Space p	0	250							1	5		2			
24	Ready Reference Collection p	1,244	500	100								8			6	
25	Public Internet Workstations p	123	800							2	40					
26	Copy Center p	53	150									1	1			
27	Group Study p	56	100									1				
27	Group Study p	0	100									1				
27	Group Study p	0	100									1				
27	Group Study p	0	100									1				
28	Head of Information Services	109	120							1			2			
29	Head of Technology	0	0							1			2			
30	Technology Specialist/Storage	135	250							1			1			
31	Head of Programming and Outreach	283	120							1			2			
32	Branch Head	0	100							1			1			
32	Branch Head	0	0													
33	Telecommunications Room	84	150										1			
<b>TOTAL RESEARCH/LEARNING</b>		<b>2,087</b>	<b>2,840</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>45</b>	<b>13</b>	<b>12</b>	<b>0</b>	<b>6</b>	<b>0</b>

p Patron space

\* Included as "unassignable space"

◊ Has extraordinary storage needs

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

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	Existing Square Footage	Planned SF 4/1/16	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)
58	ESL Collection p	466	360	2,000						1	1		2		
58	ESL/Literacy Project Reception p	0	100												1
59	ESLTutor Room p	136	120								1				
59	ESLTutor Room p	72	120								1				
59	ESLTutor Room p	0	120								1				
59	ESLTutor Room p	0	120								1				
60	ESL/Literacy Project Group SessionRoom p	0	300						1			15			
60	ESL/Literacy Project Group SessionRoom p	0	300						1			15			
61	ESL Coordinator	78	120						1			2			
<b>TOTAL ESL/LITERACY PROJECT</b>		<b>752</b>	<b>1,660</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>32</b>	<b>2</b>	<b>0</b>	<b>1</b>
62	Large Meeting Room p	1,711	2,100						1			200			
63	Medium Meeting Room p	0	0						1			100			
64	Small Meeting Room p	452	600						1			30			
65	Board Room	858	450						1			30			
66	Art Gallery p	592	450									3			
67	Adult Rest Rooms p	0	200												
<b>TOTAL MEETING ROOMS</b>		<b>3,613</b>	<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>363</b>	<b>0</b>	<b>0</b>	<b>0</b>
68	Receptionist	282	175						1			2			
69	Administrative Conference Room	0	0						1			10			
70	Volunteer Coordinator	0	0						1			2			
71	Staff Copy/Mail Center	0	150									1			
72	Business Manager	156	120						1			2			
73	Development Office	0	0						1			2			
74	Director	247	270						1		1				
75	Financial Records Storage	326	200									1			
<b>TOTAL ADMINISTRATION</b>		<b>1,011</b>	<b>915</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>
76	Staff Break Room	367	300										4		1
77	Staff Kitchen	178	300								2				
78	Staff Cot Room	104	50										1		
79	Staff Rest Rooms	86	75												
<b>TOTAL STAFF</b>		<b>735</b>	<b>725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>
80	Book Storage (friend)	203	300	2,500					1		1				
81	Maintenance Garage/Loading Dock	181	250									2			
82	Building Maintenance Workroom	477	400						1			3			
83	Storage	700	700												
84	Facilities Supervisor	0	120						1			2			
<b>TOTAL FACILITIES</b>		<b>1,561</b>	<b>1,770</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>

SQUARE FOOTAGE TOTALS

SUBTOTAL SQUARE FEET	33,643	44,023
SPECIAL USES	6,729	8,805
UNASSIGNABLE SPACE	12,111	15,848
GROSS SQUARE FEET	52,483	68,676
<b>ACTUAL GROSS SF</b>	<b>47,463</b>	

(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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