

Jones Library

SPACE NEEDS TABLE 8/11/16		Existing Square Footage	Planned SF 4/1/16	Scheme SF 7/12/2016	Scheme SF 7/27/2016	Scheme SF 8/11/2016	Print (/10)	Audio (/10)	DVD (/10)	Music CD (/10)	Etc. (/10)	Volumes of Periodicals (/1.5)	Staff Stations (*150)	Public Work- stations (*40)
1	Materials' Return - External (AMHS)	0	0	0	0	0								
2	Main Entrance p	557	120	446	446	446								
3	Entrance Foyer p	267	120	95	95	95								
4	"Ask" Desk	0	150	150	150	150							2	
TOTAL ENTRANCE		824	390	691	691	691	0	0	0	0	0	0	2	0
5	Materials' Return - Internal (AMHS)	246	450	634	684	775							2	
6	Circulation Work Area	159	450	614	659	582							4	
7	Shipping/Receiving	0	150	100	100	100								
8	Adult Circulation Desk	169	175	182	213	190							2	
9	Self-Serve Holds p	0	100	0	0	0	500							
10	Musical Instruments p	12	20	35	38	32					15			
11	Rotating Community Display Space p	0	200	1,202	1,202	976								
12	Gathering Area p	0	400	480	480	480								
13	Boutique p	30	150	104	104	104	300						1	
14	Artist in Residence p	26	60	90	90	94								
15	Social Worker in Residence p	0	60	82	82	82								
16	Adult AV (DVD's, Music CD's, Spoken Books) p	3,314	2,000	2,439	2,386	2,408		5,030	4,000	7,800				4
17	New Adult Materials p	0	500	1,086	1,086	1,103	900							2
18	Head of Borrower Services	112	120	80	80	88							1	
19	Head of Technical Services	101	120	147	120	120							1	
20	Technical Services Workroom	1,112	900	1,953	961	912							5	
21	Head of Collections	138	120	124	89	104							1	
22	Book Donations Sorting Room	162	50	42	42	38	500							
TOTAL ADULT CIRCULATION		5,581	6,025	9,394	8,416	8,188	2,200	5,030	4,000	7,800	15	0	17	6
23	Consultation Space p	0	250	206	250	250							1	5
24	Ready Reference Collection p	1,244	500	167	596	791	100							
25	Public Internet Workstations p	123	800	793	747	697							2	40
26	Copy Center p	53	150	207	150	173								
27	Group Study p	56	100	126	116	110								
27	Group Study p	0	100	126	116	110								
27	Group Study p	0	100	127	102	118								
27	Group Study p	0	100	112	104	118								
28	Head of Information Services	109	120	93	121	127							1	
29	Head of Technology	0	0	0	0	0							1	
30	Technology Specialist/Storage	135	250	125	165	139							1	
31	Head of Programming and Outreach	283	120	123	149	149							1	
32	Branch Head	0	100	92	100	95							1	
32	Branch Head	0	0	0	0	0								
33	Telecommunications Room	84	150	170	170	170								
TOTAL RESEARCH/LEARNING		2,087	2,840	2,467	2,886	3,047	100	0	0	0	0	0	8	45

p Patron space

* Included as "unassignable space"

◇ Has extraordinary storage needs

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34	Adult Reading Room p	0	800	1,478	2,379	2,314								
35	Periodicals and Newspapers p	0	300	1,544	596	400						160		
36	Periodicals and Newspapers - Storage p	0	500	216	142	142						1,020		
37	Adult Fiction (LP; Pbk; GN; Myst; SciFi) p	3,184	3,750	4,758	4,463	4,520	37,500							4
38	Adult Nonfiction p	5,640	4,750	4,538	5,007	5,015	47,500							4
38	Adult Foreign Language Collection p	0	130	0	130	130	1,300							
38	Career Center p	0	130	0	130	130	1,300							
38	Poetry and Drama p	0	375	0	375	375	3,750							
TOTAL ADULT COLLECTION		8,824	10,735	12,534	13,222	13,026	91,350	0	0	0	0	1,180	0	8
39	Youth Circulation Desk	101	160	357	305	305							2	
40	Youth Public Internet Workstations p	459	240	0	0	0								12
41	Youth AV p	0	700	0	0	0		1,800	3,000	200				1
41	Youth Fiction - Older (Grades 3-5; Grades 5+; Comics; Mystery; Sci-Fi; Horses; Pbk) p	1,113	1,500	2,823	2,000	2,000	10,000							2
41	Youth Fiction - Younger (Board Books; Picture Books; Readers; Fairy Tales) p	913	2,000	1,372	1,875	1,875	15,000							2
41	Youth Kits/Games p	0	133	0	0	0					125			
41	Youth Non-Fiction (Parenting; Poetry; Drama; For. Lang; Holidays; Bio) p	467	1,000	809	1,366	1,366	25,000							2
41	Youth Periodicals p	0	200	0	0	0						100		1
41	Youth Reference p	0	100	0	0	0	50							2
42	Youth Activities Room p	474	800	713	1,004	1,004								
43	Youth/Family Rest Rooms p	107	200	118	118	118								
44	Youth Staff Workroom	47	300	266	266	266							3	
45	Head of Youth Services	136	120	137	137	137							1	
TOTAL YOUTH		3,817	7,453	6,595	7,071	7,071	50,050	1,800	3,000	200	125	100	6	22
46	Young Adult AV p	0	80	1,308	1,491	1,392		400	300	100				
46	Young Adult Fiction p	0	600	0	0	0	2,000						1	2
46	Young Adult Non-Fiction p	467	180	0	0	0	1,800							
46	Young Adult Periodicals p	0	35	0	0	0						50		
47	Young Adult Collaborative Work Room p	127	300	450	313	308								
48	Young Adult Individual Work Room p	0	600	0	0	0								6
49	Young Adult Services Coordinator	42	120	0	94	99							1	
TOTAL YOUNG ADULT		636	1,915	1,758	1,898	1,799	3,800	400	300	100	0	50	2	8
50	Special Collections Coat Room p	16	75	78	61	60								
51	Special Collections Exhibits p ♦	1,139	700	0	806	914					66			
52	Special Collections Reading Room p ♦	1,087	900	1,968	997	997	3,000				420	307	1	5
53	Special Collections Instruction Room p	0	0	0	0	0							1	
54	Special Collections Workroom	110	400	432	368	387							4	
55	Special Collections Storage ♦	1,575	3,500	3,349	3,479	3,479	40,000		40		500			
56	Head of Special Collections	204	120	125	118	132							1	
57	Library Specialist	71	100	105	100	114							1	
TOTAL SPECIAL COLLECTIONS		4,202	5,795	6,057	5,929	6,083	43,000	0	40	0	986	307	8	5

p Patron space

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58	ESL Collection p	466	360	501	283	328	2,000							1
58	ESL/Literacy Project Reception p	0	100	0	0	0								
59	ESLTutor Room p	136	120	117	128	120								
59	ESLTutor Room p	72	120	116	128	127								
59	ESLTutor Room p	0	120	126	127	119								
59	ESLTutor Room p	0	120	136	120	128								
60	ESL/Literacy Project Group SessionRoom p	0	300	226	304	314							1	
60	ESL/Literacy Project Group SessionRoom p	0	300	226	305	324							1	
61	ESL Coordinator	78	120	73	110	103							1	
TOTAL ESL/LITERACY PROJECT		752	1,660	1,521	1,505	1,563	2,000	0	0	0	0	0	3	1
62	Large Meeting Room p	1,711	2,100	2,595	2,595	2,586							1	
63	Medium Meeting Room p	0	0	0	0	0							1	
64	Small Meeting Room p	452	600	907	697	621							1	
65	Board Room	858	450	697	850	812							1	
66	Art Gallery p	592	450	687	776	774								
TOTAL MEETING ROOMS		3,613	3,600	4,886	4,918	4,793	0	0	0	0	0	0	4	0
68	Receptionist	282	175	180	114	114							1	
69	Administrative Conference Room	0	0	0	0	0							1	
70	Volunteer Coordinator	0	0	0	0	0							1	
71	Staff Copy/Mail Center	0	150	153	125	125								
72	Business Manager	156	120	124	149	149							1	
73	Development Office	0	0	0	0	0							1	
74	Director	247	270	271	307	276							1	
75	Financial Records Storage	326	200	212	88	88								
TOTAL ADMINISTRATION		1,011	915	940	783	752	0	0	0	0	0	0	6	0
76	Staff Break Room	367	300	1,094	779	705								
77	Staff Kitchen	178	300	0	0	0								
78	Staff Cot Room	104	50	0	0	0								
79	Staff Rest Rooms	86	75	0	56	61								
TOTAL STAFF		735	725	1,094	835	766	0	0	0	0	0	0	0	0
80	Book Storage (friend)	203	300	295	298	304	2,500						1	
81	Maintenance Garage/Loading Dock	181	250	0	0	0								
82	Building Maintenance Workroom	477	400	713	713	659							1	
83	Storage	700	700	1,441	622	622								
84	Facilities Supervisor	0	120	160	160	160							1	
TOTAL FACILITIES		1,561	1,770	2,609	1,793	1,745	2,500	0	0	0	0	0	3	0

SQUARE FOOTAGE TOTALS

SUBTOTAL SQUARE FEET	33,643	43,823	50,546	49,947	49,524
SPECIAL USES	6,729	8,765	0	0	0
UNASSIGNABLE SPACE	12,111	15,776	14,710	14,670	15,246
GROSS SQUARE FEET	52,483	68,364	65,256	64,617	64,770
ACTUAL GROSS SF	47,463				

(e.g., newspapers, photocopiers, microfilm; subtotal divided by 5 s.l
(e.g., furnace, vestibules, corridors, bathrooms; subtotal plus specia

PLANNED COLLECTION TOTALS	220,433	195,000	7,230	7,340	8,100	1,126	1,637							
PLANNED COMPUTER TOTALS	154							59	95					
PLANNED SEATING TOTALS (including meeting room/non-public seats)	781												76	614
PLANNED SEATING TOTALS (less meeting room/non-public seats)	389													

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Tables for 4 (*120)	Single Chairs (*30)	Lounge Seating (*30)	Study Carrels (*30)	Group Seating (*480)
	4			
	4			
0	8	0	0	0

2				
	1			
4				
	2			
	2			
	2			
		4		
3		3		1
	2			
	2			
1				
	2			
10	13	7	0	1

	2			
8			6	
1	1			
1				
1				
1				
1				
	2			
	2			
	1			
	2			
	1			
	1			
13	12	0	6	0

Tables for 4 (*120)	Single Chairs (*30)	Lounge Seating (*30)	Study Carrels (*30)	Group Seating (*480)
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3		4		2
4		4		
5		8		
10		4	6	2
22	0	20	6	4

tables for 2

combine with Adult Reading room

		2		1
1		2		2
1		4		3
1				
1				
1		2		
2		2		
	100			
1				
	2			
8	102	12	0	6

4		4	2	2
	15			
4		6		2
	2			
8	17	10	2	4

		4		
4	2			
2	30			
	4			
	1			
	2			
	1			
6	40	4	0	0

Tables for 4 (*120)	Single Chairs (*30)	Lounge Seating (*30)	Study Carrels (*30)	Group Seating (*480)
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1		2		
				1
1				
1				
1				
1				
	15			
	15			
	2			
5	32	2	0	1

	200			
	100			
	30			
	30			
	3			
0	363	0	0	0

	2			
	10			
	2			
	1			
	2			
	2			
1				
	1			
1	20	0	0	0

		4		1
2				
		1		
2	0	5	0	1

1				
	2			
	3			
	2			
1	7	0	0	0

f.)

il uses multiplied by .30 s.f.)

60	14	17
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