

PARTNERSHIP LIBRARY PHYSICAL REQUIREMENTS SPECIFICATION

1. General principles:

The Library Area will be accommodated within a minimum floor area of 185sqm. It will be a bright, modern library which feels welcoming and accessible. If in a shared facility, the Library Area will be required to be sub-let to the relevant Partnership Library Provider in line with the associated Management Agreement for provision of a Partnership Library Service.

Other amenities will be required to be provided such as lobby, reception, staff work room and staff rest room which are not included in the Library Area minimum floor space requirements. These could be shared with other users, subject to the relevant agreements being in place and confirmed with the Libraries Service prior to commencement.

The facility will need to comply with the Equality Act 2010 and all other relevant legislation for all users of the premises.

The following basic principles must be applied to the design of the library space:

- A. Internal library spaces to be as flexible as possible, with separate zones differentiated by shelving and furniture and flexible data and power solutions.
- B. The flexible nature of the space must allow for future alterations to meet the changing needs of the Library Service.
- C. Effective sightlines must be retained from the reception area throughout the library.
- D. Requirement to retain as many PCs as can be accommodated within library space
- E. Requirement to provide as much study space as can be accommodated within library space.
- F. RFID kiosks should be close to the front doors. They need to be reasonably close to the staff counter but do not need to be directly adjacent.

2. Internal configuration/ requirements:

Ground Floor	Requirements
Entrance/ Lobby	Does not need to be a separate space – enough space to enter and exit easily. Attention to be paid to wind/ temperature if counter located near to doors.
Reception Area	Small staff counter/ desk will be required for membership queries and registration, and payment of fines/loan charges etc. It should have the capacity for 2 work stations, a phone, a credit card machine and a till, shelving behind, and sufficient capacity to accommodate a trolley. There should be sufficient depth on both sides to accommodate disabled staff and library users. 4 linear

	<p>metres of shelving behind staff. Small staff work area required in reasonably close proximity to the staff counter.</p> <p>RFID kiosks to be located close to but not directly adjacent the reception desk</p> <p>2 RFID self-service kiosks, 1 exceptions bin and 2 returns trolleys to be located with the RFID kiosks.</p> <p>The self-service kiosks and return units will be supplied separately by a specialist company.</p>
Public PC requirements	PCs for public access to be accommodated in space including in the teen area and in the children's area.*
Adult Library/ Main Library	<p>An area must be provided for adult fiction, non-fiction, reference materials and large print books. This area must incorporate both study spaces equipped for laptop use (power and data required) and areas of soft seating for leisure reading.</p> <p>A public access catalogue PC (OPAC) should be located in this area.</p>
Teenage Library	<p>The teenage area should have flexible shelving for different material types, small magazine rack and graphic novel stand and comfortable seating. Shelving and other furniture should be suited to the 13-16 year old age range and should be used to delineate this area from other parts of the library.</p> <p>1 public access PC should be located in this area and a table for study, and soft / casual seating.</p> <p>Free standing shelving must be no more than 4 shelves high.</p> <p>This area should not be directly adjacent to the children's area.</p>
Children's Library	<p>Three separate uses of this area need to be identified – under-fives; homework and study; relaxation and book browsing, and furniture needs to be suitable for these specific ages. Sufficient space for class visits needs to be built in. Shelving and other furniture should be suited to the 8-10 year old age range and should be used to delineate this area from other parts of the library.</p> <p>This area must incorporate PC access for children</p>

	<p>Wall shelving should be no more than 4 shelves high and free standing shelving no more than 3 shelves high.</p> <p>Soft seating areas must be provided for children and parents as well as study tables for homework.</p>
Staff Work Room	<p>The staff workroom area will need work bench /desk seating for 2 staff and 2 PCs, a telephone and storage, some lockable. The staff work room must be secure from public access and located adjacent to or behind the reception desk.</p> <p>shelving to accommodate book processing</p> <p>Small dispatch area required</p>
Public toilets	<p>Unisex disabled access facilities required with baby changing.</p>
Communications cabinet	<p>To be provided in suitable location and to lockable</p>
Staff rest room & toilets	<p>Staff room area required with kitchen point for c. 3 people (generally 2 in at any one time).</p> <p>Staff toilets required.</p>

*precise layout and configuration to be determined in consultation with Partnership Library Provider. Exact balance of PCs and stock will be site specific.