

**APPENDIX C2
FACILITY STANDARDS
FOR THE ESTABLISHMENT OF A PUBLIC-SCHOOL LIBRARY**

1.0 Location

The following points should be taken into account in planning a joint-use library service:

- The site should be located where it will be most visible and accessible to all members of the community, with direct outside door access to the library.
- The site should be close to other community facilities.
- Joint-use sites in community schools should be on the perimeter of the educational institution to be convenient for both the community and the institution.
- The library building lot should allow for building expansion and addition of parking space.
- Convenient parking should be available, at all times, for library users and staff. The minimum public parking space requirement is 10 spaces for the first 1,000 per capita and 5 spaces for each additional 1,000 per capita. A minimum of three parking spaces for staff.
- The parking lot and walkway must be well maintained and quickly cleared of snow in winter; daily janitorial services are needed to ensure a clean and healthy public building.
- The library should have practical and suitable landscaping.
- To ensure that various zones and functions of the library be as efficient as possible, the Regional Director will act as a library consultant in all steps of the planning, building, renovation process.

2.0 Building Requirements

- The public-school library should be accessible, and contain adequate space, furniture and equipment necessary for its efficient operation and implementation of its services and programs for both the school and the community. Proximity of the school to the community is an important factor. To help offset the difference between school and public library location requirements, the public-school library should be highly visible and accessible to the public.
- The library should be located where public patrons, including people with disabilities, can easily access it from an outside parking lot. This encourages public usage during the day and reduces distractions during school instruction. An internal door from the library to the school instruction areas that can be locked outside of school hours adds additional security.
- All construction and renovations to the facility, regardless of funding source, must be planned and undertaken in consultation with the Educational Facilities Management Branch, Department of Education; and with the authorization of the Minister through that Branch.
- In order to better plan the layout of the library, the color schemes, and the selection of furniture, an interior designer should be consulted.
- Where a library already exists, once any additional area required to bring the library size up to standard for one partner is calculated, the size for the joint-use library should be estimated by adding on the requirements of the other co-operating partner, less the areas for any of the possible duplicated facilities.
- Layout of the library should maximize the capability of carrying out class instructional activities (e.g., reading, research, viewing and instruction) without disturbing the activities of other users.
- The most appropriate and flexible configuration is a rectangle, based on a 5x7 ratio with the least number of structural columns inside.

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- The library should be on one floor, ground level.
- Main access to the library should be independent from any other buildings, institutions or organizations.
- The library must have only one main public entrance, well marked and welcoming.
- Internal and external (on the building and at the street) signage should be posted to increase the visibility of the library; and must meet with Department of Education signage standards.
- One set of wheelchair accessible washrooms and a drinking fountain should be provided for the public, close to the activity room.
- One wheelchair accessible washroom should be provided for staff, close to the staff workroom.
- Sound-absorbent walls, ceilings and floor finishes are important in the open public areas for quiet study and concentration. Walls between study/ reading areas and those rooms that necessitate activity and noise (e.g. activity, mechanical, work and office areas) should be acoustically well isolated.
- Floor covering should be high quality, non-slip tiles.
- The structural floor loading standard is 150 pounds per square foot for all public areas, including areas bearing shelving, and 300 pounds per square foot for compact shelving.
- Electrical, telephone and Internet outlets, sufficient to provide an efficient service in the foreseeable future, should be provided at the construction/ renovation stage.
- Wiring must be installed for telecommunications. The minimum number and location of the connections are defined at the time of the feasibility study (e.g., Internet and government network at the circulation desk; in the library for the online catalogue and Internet stations; in the library manager's office; and in the staff workroom).
- Light switches for the library should be located close to the circulation desk, except for those of the activity room(s).
- Ongoing research and development of standards for illumination in libraries are in the purview of the Illuminating Engineering Society of North America. As of 2005, the standard for lighting in "active shelves" (frequently accessed shelving) ranges from 20, 30 and 50 foot candles. These requirements may be adjusted based on materials used and height of shelving as well as other criteria. Traditionally, lighting has been placed parallel to shelving, but with advances in technology, perpendicular and indirect lighting should not be ruled out.
- Lighting fixtures should be positioned in aisles between shelving and running parallel to the shelving.
- Kitchen, staff work room, activity room(s) and janitorial room must have a sink with plumbing fixtures (cold and hot water).
- The library should have a proper ventilation and air conditioning system, complete with efficient humidity control (between 40-50% humidity).
- Surveillance systems (cameras or mirrors) should be installed in any areas not visible from the circulation desk.

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- Fire protection is required, and sprinklers are recommended.
- An after-hours book return chute and dump trolley should be provided.

3.0 Space Requirements

- The height of the ceiling should be a minimum of 9 feet (2.7 meters).
- Interior windows, installed at 38 inches (96.5 centimeters) from the floor in the library manager's office and work room, help ensure that staff have a good view of the library at all times.
- Areas for different types of usage by various groups should be provided. However, joint-use facilities provide some opportunities to save duplicating space in the areas of equipment room, circulation desk, meeting room, entry area, washroom and workroom. Consideration, in terms of space and layout, should be made for functional areas, including:
 - Entrance (double entrance doors, pay phone, display area, bulletin board, book drop and closet);
 - Aisles between shelves should be minimum of 36 inches (91.4 cm) wide to allow for wheelchair passage;
 - Space formula for collections is 10 books per square foot (0.09 square meters);
 - Minimum standards for a basic collection:

The number of books:

- at least six per capita for a basic collection in small sized libraries; 16 per capita for an excellent collection;
- at least three per capita for a basic collection in medium sized libraries or for the bookmobile service; seven per capita for an excellent collection;
- at least two per capita for a basic collection in large sized libraries; five per capita to have an excellent collection; and
- 0.75 per capita of the total population of the region in the main library resource centre of each library region.

The basic number of periodical subscriptions:

- at least 15 in small sized libraries;
- at least 30 in medium sized libraries;
- at least 50 in large sized libraries; and
- between 250 and 300 in the main library resource centre of each library region.
- Circulation desk near the main public entrance should be a minimum size of 125 square feet (11.6 square meters). The circulation desk should meet ergonomic standards and be counter height (40 inches, 101.6 cm), with a lower section for wheelchair and child service (30 inches, 76.2 cm), and enough room behind to allow staff to work comfortably, circulate books and book carts. The circulation desk should accommodate computers for online circulation service (for the staff), and for reference service on the Internet, as defined by the feasibility study;
- A minimum of 25 seating spaces is required in the library for populations up to 1,999 (750 square feet, 69.7 square meters) calculated at 30 square feet for each person (2.8 square meters). An additional 5 spaces per 1,000 will be added for populations over

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2,000. This does not include seating space required at computer workstations, study rooms, activity or multi-purpose rooms;

- A minimum of 450 square feet (41.8 square meters) is required for two library staff. This includes the library manager's office (minimum 150 square feet, 13.9 square meters), and staff workroom (minimum 300 square feet, 27.9 square meters). A minimum of 175 square feet (16.3) is required for each additional employee. Staff workroom and library managers' office should be located close to the circulation desk. The staff workroom should include a sink, staff closet, counter or table, equipment, bulletin board and storage area;
- A minimum of 45 square feet (4.2 square meters) is required for three computer workstations for public use (Internet and OPAC), 15 square feet (1.4 square meters) for each additional computer;
- Activity room close to the children's area (children's programming, storage component, closet, sink, and audio-visual equipment), - should be 15 square feet (1.4 square meters) per child;
- Multi-purpose room for meetings, conferences, art, craft and thematic exhibits (storage area, closet, sink, projection screen, writing boards and telephone line and activity room components as above) may combine the function of the activity room and a conference room, especially in smaller libraries – space requirement is that of the activity room; 10 square feet (0.93 of a square meter) per adult for conference room seating; and a minimum of 600 square feet (55.7 square meters) for 60-80 people;
- Adult section with adequate collections space (seating, display cases for new books, computer workstation(s) and study rooms);
- Reference area (lower reference shelves/ counters, shelving for government documents, microfilm or microfilm readers, Internet room with workstations, space for photocopier, vertical filing cabinets, and public seating accommodation);
- Magazines area (magazine and newspaper racks, and public seating accommodation);
- Genealogical research room;
- Audio-visual area located near adult and children's areas;
- Juvenile section with adequate collections space (magazine racks, vertical filing cabinet, display cases, lower counter/ shelf for reference documents, coat hooks, computer workstation(s), and seating accommodation);
- Kitchen (counter, sink, stove, microwave, table, chairs and telephone outlet);
- Public washrooms near activity room (baby changing tables in women's and men's washroom, water fountain, and wheelchair accessibility). Washrooms shared with the school population and located outside of the library area undermine security, and therefore, are not recommended.
- Staff washroom near staff workroom (wheelchair accessible);
- Storage room inside the library building; minimum size 100 square feet (9.3 square meters);

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- Janitorial room;
- Mechanical and electrical room;
- Planning for a minimum of 20% of the total space for non-assigned space such as, public washrooms, staff washroom, custodian storage area, closet for the public near the entrance, electrical, mechanical and plumbing areas, is recommended;
- Space requirements for a library are based upon the census population of a community, as follows:
 - A minimum of 4,000 square feet (371.6 square meters) for a population of up to 1,999;
 - A minimum of 4,700 square feet (436.6 square meters) for a population of 2,000 to 2,999;
 - A minimum of 500 additional square feet (46.5 square meters) for each additional 1,000 people, up to a population of 10,000; and
 - A minimum of 0.65 of a square foot (0.06 of a square meter) per person for a population over 10,000.

4.0 Equipment, Furniture and Shelving

- Furniture should be provided for both Adult and Junior library users. Seating space should accommodate 10% to 20% of the student population, and allow for a least one class at work, small group instruction/ work/ study, and provide individual study carrels. Small-sized furniture, placed in a separate arrangement should be provided for children from preschool to Grade Two. More informal furniture (e.g., arm chairs) and seating arrangements should be provided for the public clientele.
- Furniture for the library staff and the public should meet ergonomic standards.
- Adjustable shelving should be appropriate to the types of materials in the collection, and to the needs of all clientele. Shelving should be sufficient to house the current collection, allow for expansion, and meet the collections standards for size of community. Space required for collections is 10 books per linear foot (0.3 meters).
- Minimum gauges of steel recommended for library shelving are as follows:

Uprights	#14-#16 gauge
Spreaders	#14-#16 gauge
Shelves	#18-#19 gauge
Brackets	#16 gauge
Closed base	#18-#19 gauge
Open-base feet	#11-#14 gauge
- Shelving should be braced; and the height should allow sufficient clearance from sprinklers.
- Height of shelving may vary according to library section (42, 60, 72, 84 inches; or 106.7, 152.4, 182.9, 231.4 cm). Maximum recommended height is 72 inches (182.9 cm), but may not exceed 84 inches (231.4 cm).
- In addition to shelving and furniture, library equipment, such as a photocopier, computers, and a fax machine, must be located in the library facility.