

**Webster University Library**  
**Building Program**  
**January 2000, Revised July 2000**  
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<b>Total Net</b>	54,370	54,170	776		
<b>Total Gross</b>	71,500*	72,200**			

\*The additional square footage from net @ 76% efficiency to gross covers stairways, elevators, toilets, electrical and mechanical service areas, telecommunications closets, maintenance closets, etc.

\*\*From net @75% efficiency.

## **WEBSTER UNIVERSITY LIBRARY** **Building Program**

### **Library Mission**

The mission of the Webster University Library is to support the teaching, research and intellectual pursuits of the Webster University worldwide community. Toward this end, the library provides quality collections, services, and facilities and serves as a repository/gateway for information resources. This includes:

- o Working as partners in the educational process by teaching patrons how to become self-sufficient users and evaluators of information resources.
- o Acquiring, organizing, and preserving information within the library.
- o Monitoring and incorporating new information technologies and forming cooperative partnerships to provide access to information worldwide.

In addition, the Webster University Library will retain its joint arrangement with the Eden Theological Seminary Library. Under this arrangement, the Webster University Library remains part of the Eden-Webster Library System with two separately named libraries, one owned by Webster and one owned by Eden. The library functions are divided into three areas for financial and governance support. 1) Areas governed and funded jointly include library administration, computer systems, cataloging, acquisitions, and interlibrary loan. 2) Areas governed jointly but funded separately include public services staff and collection development. 3) Areas governed and funded separately include building construction/renovation/maintenance, equipment, and furnishings.

### **Educational Issues for the Library**

The library will be deeply involved in the teaching of information literacy as information technology is integrated into all aspects of the curriculum. There will be an increased focus on collaboration and on problem-based learning. Students will be taught how to identify and use information not only while in school but as a lifelong skill. There will be information skills programs aimed at non-traditional students, at distance learners, and as adjunct to continuing education courses.

### **What the Library of the 21st Century Needs to Be and Do**

- Integrate information technology throughout the curriculum.
- Take a leadership role in training students and faculty in the use of new technologies.
- Provide bibliographic access to worldwide information.
- Provide access to expertise required by patrons: in person and online.
- Provide access to equipment needed for specialized forms of information.
- Provide access to older printed materials.

- Be a place for study, reflection, and learning.
- Provide for group study and group access to technology.
- Link the university with cooperative information networks.
- Provide a wide range of online services -- local and remote.

### **General Planning Assumptions**

*Bimodal Environment.* The Library will have to exist in a bimodal -- print and electronic -- environment for the near future. Libraries will continue to acquire and store printed materials as long as that is the principal means of information dissemination. In the fields which the Webster University Library supports with its collections and services, there is not likely to be a major shift from print to electronic publishing for monographic literature for the foreseeable future. Existing print collections will not easily be converted to electronic form because of (1) cost and (2) copyright constraints, so that onsite storage will continue to be required.

*Electronic information.* Ubiquitous access to electronic information is essential both from within and outside the library and will grow in importance. Access to the library's internal databases and to external sources should be available everywhere in the building: in reading areas, in group studies, in classrooms, in staff offices, and at library service points. Wiring, cable, and conduit need to be planned with an eye toward the future when portable and laptop computers will be universally accessible. Comparable access must also be provided to students whose education and/or library use takes place at a distance. The library needs to be able to deliver both bibliographic and full text information remotely as well as to provide document delivery and professional librarian support to everyone connected with the university regardless of physical location. Library buildings must anticipate the growth of electronic information as well as other media: video, multimedia, satellite transmitted information, and teleconferencing.

*Collaborative learning.* There is an increasing need for space for group study and for group access to electronic and multi-media information. The university emphasizes group learning and problem-based education in its programs and the library is an ideal location for responding to this development.

*Blending of multiple research functions.* The library of the first decade of the 21st century needs to reflect the increased interrelationships between and among library, media, and computing services on the campus(es).

*The library as place.* There is a continuing and critical role for the library as "place". The library provides a secure, comfortable, and supportive atmosphere for both residential and commuting students. It serves as a meeting ground for faculty and students that cannot be easily replicated, in essence, being the "intellectual commons" for the university.

### **Specific Planning Assumptions**

*Library Consultant.* The University has retained the services of library consultant Jay K. Lucker. Mr. Lucker has overseen the development of the new library building program since its inception and will continue to serve as consultant to the University for the duration of the building project. Therefore, it will not be necessary for the architectural team to have a library building consultant.

*Location.* The new library will be centrally located in the University's academic corridor between the University Center and the Sverdrup Business and Technology Complex. The library will be a center of campus activity and will function as the intellectual commons of the University.

*Function and form are both important.* The new library has two primary responsibilities architecturally, neither of which can be compromised by the other. These can be characterized as interior and exterior responsibilities, so long as we understand that there is an intimate connection between those two realms.

On the interior, the building must function efficiently as a library (including programmed functions such as instructional space, etc.) for a dynamic multi-site university. On the exterior, it must serve to unite the various architectural 'styles' of the campus (Sverdrup/University Center, Music Building, Loretto Center, Historic Core buildings) while being the focal point for the campus lawn and the backdrop for the Library Plaza. The building's massing must respond to pedestrian, street, and campus scale issues.

*Key services near entrance.* The public area of the library will have only one public entrance/exit during normal operating hours, except for emergency exits. (A separate entrance that may be opened for extended hours is desirable for the microcomputer/lounge areas as described later in the detailed program sheets.) The arrangement of key library services (circulation/reserve desk and the central stairway) should be clearly visible from this public entrance.

*Space needs.* Based on the planning assumptions listed above and on generally accepted academic library space planning standards, we have estimated a 20 year library space program need of 71,500 gross square feet (GSF) or 53,625 net square feet (NSF) using an overall building efficiency of 75%.

A modest increase in collection growth is projected. The current level of collection growth is about 3,500 net per year (new purchases and gifts less withdrawals.) The program assumes a net average annual growth of 4,000 volumes per year for 20 years or 80,000 additional printed volumes. This does not mean, however, that the building would not be able to house additional volumes. The new building should have sufficient space to permit increased capacity through the installation of compact shelving. This capability would mean that there would be no requirement for additional "live" library space for the foreseeable future. While materials need to be stored as economically as possible, the relatively small size of the collection does not offer off-site storage possibilities.

The main campus student user population is projected to approximately 8,000 FTE over the next twenty years (per K. Luebbert; current FTE is 4,322). Seating requirements of the Association of College and Research Libraries (*Standards for College Libraries 1995*) specify a 20% seating ratio for a user population where less than 50% of the students reside on campus. However, considering the numbers of part-time, commuting, and non-traditional students as well as the proportion of graduate to undergraduate students, and considering the impact of remote library and network access, document delivery, and microcomputer clusters, we are recommending an approximate seating ratio of 10% with over 750 public seats, including computer workstations and classroom seats.

*New or Expanded Library Functions.* The new library will include several functions currently located elsewhere on campus or presently underdeveloped, including:

1. The incorporation into the library building of those Media Services functions that support general academic needs: listening and viewing room(s), service desk, and authoring center. Webster's production related activities would remain in Sverdrup closely connected with the communications faculty and programs.
2. A faculty research room which would have assignable desks and shelving.
3. Expanded space for the Library's computer equipment and services.
4. A 30-station microcomputer laboratory; a library instructional ("hands-on") laboratory; and a library classroom/conference room.
5. A lounge/cafe that would be part of the building but designed so it may remain open when the library is closed.
6. A Webster University archives/rare books area with a reading/research room and collection storage area.

### **General Building Issues**

#### **Exterior and Library Plaza**

The exterior of the building must serve to unite the various architectural 'styles' of the campus while being the focal point for the campus lawn and the backdrop for the Library Plaza. A tower should be considered as a way to identify the building visibly from major points on campus. The library plaza should include landscaped walkways and an outdoor courtyard with bench seating. The library plaza should also include a large, architecturally significant fountain which will attract students and raise the visual profile of the library.

#### **User Needs**

User needs should be the main consideration in designing the interior of the library. Physical arrangements and spatial relationships should be direct, logical and easily understood. All public parts of the library should be accessible with a minimum of effort and disturbance. Space should be designed to permit proper interrelationships among user services points and to permit an efficient movement of users, staff and library materials. Traffic should be planned to reduce the likelihood that paths from heavily used stairs and walkways cross.

#### **Atmosphere and Aesthetics**

Building should be warm, inviting, bright and colorful, but not trendy to avoid becoming quickly outdated.

There should be a variety of reading areas ranging from intimate and cozy to formal. Lounge chairs should be used with periodical and browsing collections.

Reading alcoves which can be seen from outside the building will attract students.

Attractive display areas will enhance the overall quality of the library.

## **Flexible Space**

Flexible interior construction is essential to permit future shifts in space use. Fixed components such as stairs, elevators, restrooms, building services rooms and drinking fountains should be grouped in a core or on the perimeter. Interior walls, built only where private space is essential, should be demountable. Public areas are generally to be separated visually by seating, movable equipment, and shelving arrangements, rather than by fixed partitions. Plentiful runs of conduit are necessary to provide for ease of power outlet and communication line expansion and permit later relocation of computer, microform and other electrical equipment. Specific areas will be designated for viewing and listening facilities and for concentrations of computer hardware, but the entire building should be easily adaptable to new technologies throughout its useful life.

As much as possible the interior space should be designed so that reading alcoves and staff offices are above ground and in areas of natural light. On the other hand, books stacks should be placed so that natural light does not strike the shelves.

## **Acoustics**

The layout of building functions should recognize that there are areas of the building, which, by their nature (e.g., involving conversation between library staff and patrons, among library staff, and among patrons) will necessarily produce noise. The following guidelines should be used to reduce the impact:

- good separation between service desks and reading areas
- use of book stacks as acoustical dividers
- sound insulation barriers around mechanical areas, elevators, toilets, and stairways
- location of quiet study areas away from service desks and from major traffic routes
- inclusion of spaces specifically designed for conversation: group studies, vending area, lobby, entrance
- copy machines, etc. behind partitions with noise buffering treatment
- possible use of white noise to provide background where needed
- enclosure of staff offices and work areas
- use of carpeting and attractive acoustic ceiling tiles where appropriate

## **Data and Electrical Requirements**

The program assumes that all reading areas--including individual carrels, group studies, and tables as well as labs and conference rooms etc.-- will be wired for both power and data as will all staff offices and work areas. Specifications for cable trays, data wires and cables, wiring devices, and method of installation must be included in the final building documents.

Because the technology is changing so rapidly, it is impossible to prescribe exact specifications for our communications infrastructure at this time. Wireless LANs are becoming better all the time. However, even four years from now, probably not all users of notebook computers will have NICs which will permit them to attach to a wireless LAN. Thus, even if wireless is used primarily in the public areas of the

library, some carrels will need to be cabled “conventionally”—whatever that may mean in 2004. There is currently much discussion of fiber to the desktop.

The bottom line is that we want the best communications infrastructure possible when the library is built. However, it may also be necessary to build in some reverse compatibility. To whatever extent it is necessary to run cables or fiber, we want it run in such a way that systems staff can get to it to make repairs and can easily pull additional cable. However, it must be tamper-proof to the general public.

In general, every area should have as many network drops as there are user spaces. Wherever physical cable is pulled, it should be pulled in pairs for redundancy—in essence doubling the number of drops. In separate rooms, the requirement is that there be as many as user spaces plus 3 additional drops for instructional personnel to use.

Special attention should be given to providing the fastest possible network connections throughout the building.

In general, every area should have as many grounded duplex 110v AC outlets as there are user spaces. Each separate room should also have 4 additional outlets for instructional personnel to use. Separate circuits should be provided for copiers. Each office/workstation should have a double duplex grounded outlet with one network and one telephone connection.

### **Environmental Issues for Materials**

(Adapted from: *Environmental Protection of Books and Related Materials*. Library of Congress.)

The major factors affecting the preservation of book paper are:

1. Except for paper produced as acid-neutral, modern book papers deteriorate rapidly because they are acidic, a condition brought about largely by the use of alum-rosin compounds as sizing agents. In the presence of atmospheric moisture, this generates sulfuric acid that acts to destroy the paper, a reaction that is accelerated by high temperature and high humidity.
2. Papers made from unpurified wood fibers are substantially weaker than those made from chemically purified wood pulps. In addition, the lignins that remain in the pulp may degrade to form acids that weaken the sheet. These papers are more subject to the deteriorative effects of light than those made from purified pulp.
3. Other important factors in the deterioration of paper include such pollutants in the atmosphere as sulfur dioxide, nitrogen dioxide, and ozone; the invisible ultraviolet radiation in both sunlight and fluorescent light and the short wave lengths of visible light; and microorganisms (mold and bacteria) which usually grow best under conditions of high temperature and high humidity. In addition, insects and rodents often feed on paper and bookbindings and may cause serious damage to these materials.

### **Temperature and Humidity**

Extensive research and a wealth of accumulated evidence have shown that the lower the temperature at which it is stored, the longer paper will last. It can be demonstrated that for every 10-degree F decrease in temperature, the useful life of paper is approximately doubled. As a result, a number of modern research libraries and archives have been designed with storage areas in which the temperature can be maintained as low as 55F. Clearly, such a level is impractical for an open stack university library. For most libraries, practical considerations dictate a temperature range of 68F to 72F.

## **Humidity**

Humidity has a serious effect on the life of book paper. If too high, it hastens acid deterioration and leads to further breakdown by mold and bacteria. If too low, the paper suffers from desiccation. Present research indicates that most modern books, again except for those printed on permanent/durable or acid-free paper, will last longer if kept at a relative humidity of 40 to 50 percent. The library's HVAC should be able to humidify in the winter and dehumidify in the summer so that the prescribed range of relative humidity can be maintained both winter and summer. Low winter temperatures will cause moisture to condense on the windows of a room having relative humidity of 45 to 55 percent.

The library should have *double-glazed (Thermopane) windows* in order to maintain humidity at the right level without condensation. On unusually cold days, however, it may be necessary to accept some reduction in humidity to avoid excessive moisture on interior windows.

## **Temperature and Humidity Changes - Permissible Ranges**

*The Committee confirmed that after their conversations with Jay Lucker, the Library did not need a special HVAC system for the Archives/Special Collections. With their additional research, they felt that the following temperature and humidity specifications were acceptable to them for the entire building:*

*“By having complete climate control capability and accurate control devices, temperature and humidity environments can generally be chosen at will. Reasonable ranges of conditions might be a summer high temperature of 75°F (24°C) and an occupant winter comfort of 70°F (21°C). Over the course of the year, the humidity levels may be chosen to drift from, perhaps a winter low of 35%RH to a summer high of 55%RH. This would yield an overall annual humidity range of +/- 10%. Controls instrumentation would need to have an accuracy of about +/-1°F and +/-2%RH.”*

*National Archives and Record Administration.*

*Questions still remain as to whether or not this would be cost effective for the entire building, and therefore it may be that in the end the whole building would be less tightly controlled with a separate system for Archives/Special Collections – both options will need to be cost estimated.*

## **Temperature Controls**

Temperature controls should be carefully located, taking furniture and shelving placement into consideration, and should be locked or shielded in a way as to prevent public adjustment or tampering. If feasible, staff areas should have zoned temperature controls adjustable by selected staff only. Diffusers should be located at a height and position so as to avoid direct drafts on readers and staff. In staff areas, operable windows with key-only access by selected staff are desirable.

## **Mold**

Mold or mildew attacks on books can occur when both temperature and humidity are uncontrolled. Mold spores are always present in the air and on books. These spores may begin to grow when the temperature is above 80F, the relative humidity is above 70 percent, and the air is stagnant or nearly so. Some molds can grow at temperatures as low as 40F if the humidity is right. Mold prevention requires that both temperature and humidity be kept within the ranges specified above.

## **Atmospheric Pollutants**

Such gases as sulfur dioxide, hydrogen sulfide, and nitrogen dioxide are often major factors in the deterioration of paper. They originate from the burning of fossil fuels or other combustion or chemical processes such as occur in furnaces, automobiles, power plants, and the like, and are, therefore, most serious in urban areas. Ozone, another atmospheric pollutant, also causes the oxidation and consequent embrittlement of paper. A prominent constituent of smog, ozone is also produced by electrostatic filtering systems, which are sometimes used ignorantly by architects and engineers in the air conditioning of libraries and archives.

Keeping clean air filters in the air conditioning system is critical to the maintenance of a satisfactory environment. Fiberglass filters, changed regularly, will provide reasonably good protection for general, open stack collections. In view of the above, the library requires an HVAC system which does not use electrostatic filtering but which instead uses fiberglass filters. The filters must be located so that they can be changed easily.

Separate venting is required for restrooms, staff lounge, and cafe. Extra air returns should also be provided in copier areas and computer labs.

## **Light**

The ultraviolet rays in sunlight and fluorescent light promote the oxidation of cellulose, and, therefore, can cause rapid and serious deterioration in paper. Although the deterioration caused by visible light is less severe than that caused by ultraviolet, it too can cause damage to paper, leather and fabrics. Light has two effects on paper. First, it has a bleaching action and thus causes some whitening of paper and the fading of colored papers and certain inks. Second, it causes any lignins that may be present in the paper to react with other compounds and turns it yellow or brownish. It is this reaction which results in newspapers' turning yellow on exposure to light. At the same time these visible effects are taking place, certain invisible changes are also occurring. Fibers in the paper are broken into smaller and smaller units until they are so short that they can no longer maintain the bonds necessary to hold the paper together. Unfortunately, the reactions initiated by light continue after the source of the damage has been removed.

All of this means that paper will last far longer in the dark than in the light, other factors being equal. Storing book collections in the dark is hardly practical but there are precautions that can be taken: book stacks must be located out of direct sunlight; ultraviolet filtering materials must be placed over fluorescent tubes and windows; and the library's windows should have draperies, curtains, shades or blinds.

Exhibit cases are generally provided with fluorescent lights that emit heavily in the ultraviolet range and thus could cause severe damage to books, manuscripts, and other materials. The library requires the installation of exhibit cases with lights employing lenses or shielding to filter out the damaging rays.

In summary, the library must be provided with UV filtration in exterior windows, for all light fixtures and in all exhibit cases.

### **Lighting Issues in Public and Staff Areas**

Libraries require two types of lighting: general lighting and task lighting. While there is no generally accepted standard for library lighting, the current consensus appears to be that a level of 50 foot candles is appropriate and adequate for reading and stack areas. Lighting should be essentially the same over book stack and reader areas to insure flexible space use.

Stack lighting fixtures should run perpendicular to stack ranges. Lighting quality is more important than lighting quantity, especially as related to the bottom shelves of stacks. Fixtures should be placed so as to provide a minimum of 15 foot candles at 18" from the floor.

Glare, both direct and reflected, should be reduced as much as possible. Provisions to handle computer glare need to be incorporated in all staff areas and in public areas that have computers. Wherever fluorescent lights are to be used, specially designed and polished "parabolic" light fixtures for the fluorescent lights are required.

All lighting should be appropriate to the function. In rooms that will have projection, dimmer switches should be located near the instructor stations in addition to entrances. Large meeting rooms should also have banks of lights on separate switches so that part of the room may be illuminated while part is left semi-darkened.

As much as possible, staff areas and offices should include windows, and these should be equipped with vertical blinds which can be adjusted to reduce glare on computer screens.

For public areas, lighting controls should be located at the Circulation Desk. Local switches should control all separate spaces, such as offices, workrooms, classrooms, closets, etc.

### **Floors and Ceilings**

150 pounds per square foot live load is required throughout the building. Compact shelving requires 250 to 300 pounds per square foot. To enable compact shelving to be installed in the future, the bound periodicals and special collections areas as well as 30% of the stack area should be built to carry 250 to 300 lbs/sq ft.

Carpeting is advisable throughout the building except in the entrance area, computer room, systems office/repair area, restrooms, kitchen area(s), copier spaces, archives stack area, janitorial and storage areas. Carpeting should be anti-static. Carpet squares should be considered for heavily trafficked areas.

The ceiling clear height should be 10' to 10'6" throughout the building, with the exception of the lobby/atrium which may be higher depending on design.

### **Furnishings and Wall Surfaces**

Furnishings should be as durable as they are attractive to withstand heavy use and to avoid the need for frequent replacement, repainting, and refinishing. Fabrics must be "Scotch-guarded" or protected with some other stain-resistant treatment. Functional aspects such as sturdiness and comfort should be considered along with aesthetics and compatibility with the overall design of the building. Consideration should be given to having carrels and other wood furniture built rather than purchased from a furniture supplier. Glossy surfaces and finishes that result in glare should be avoided, both in furnishings and in wall surfaces. Walls should be finished/coated with or constructed of a material which resists scratches, scuffs, ink and lead markings (intentional or not) which can be easily spot cleaned.

### **Art and Exhibits**

Art rails and track lighting should be provided in inner entrance/lobby/atrium [within security gates] and new book/display area as well as along some major corridors to permit exhibition of university owned and student works. Lockable exhibit cases are to be built into the outer entrance/lobby/atrium, in the curriculum collection, and in archives/special collections.

Art rails should also be provided in other locations of the library, such as, group studies, faculty authoring room, offices, staff lounge, library conference room, computer labs, education/curriculum and media area. Posters and/or art should be purchased and hung in these areas.

### **Plants**

The library's designers should consider the placement of leased plants maintained by a plant service to embellish the entrance/lobby/atrium, the central staircase, the conference room, the staff lounge, the student lounge/café and the various reading alcoves.

### **Group Studies**

The program calls for a number of group study rooms. These spaces should have the following characteristics:

- Power and network connections
- White board
- Glass panel in door and at least one half-glass wall--and preferably more--so occupancy can be ascertained
- Remaining interior walls should be provided with chair rails with smudge-proof surface and contrasting color below the rails
- As many network drops as there are user spaces
- As many electrical outlets as there are user spaces plus 2 additional outlets
- Coat strips
- Sound-proofing

## ***Copy Machine Rooms***

*Copy machine rooms in sound-treated spaces should be available on each floor except the mezzanine.*

## **Handicapped Access/Furniture/Equipment**

(From: *Architects Guide to the ADA. Peoples Center for Housing Change, 1993.*)

The following are the basic requirements of the ADA affecting libraries:

1. At least 5 percent or a minimum of one of each element of fixed seating, tables, or study carrels shall comply with the following requirements:

Minimum clear width for single wheelchair at a point: 32"; for a continuous length: 36".

Minimum width for two wheelchairs to pass: 60".

Minimum diameter for wheelchair to turn 180 degrees: 60" or T-shaped space.

Minimum clear floor space: 30" by 48" that allows either a forward or parallel approach. May be part of knee space required under some objects.

2. One full unobstructed side of clear floor space shall adjoin or overlap an accessible route or another clear floor space. If clear floor space is in an alcove or confined on all or part of three sides, clearances shall be as follows:

In front approach, if confining wall is less than 24" deep, a 30" x 48" clear space is sufficient. If more than 24" deep, an additional 6", or 36" by 48" clear space shall be provided.

In side approach, if confining wall is less than 15" deep, a 30" x 48" clear space is sufficient. If it is more than 15" deep, an additional 12", or 30" by 60" clear space shall be provided.

3. Surfaces for wheelchair users should be stable, firm, and slip-resistant.  
1/4" maximum vertical change.  
1/2" maximum vertical change with 1:2 beveled slope.  
Above 1/2" vertical change, comply with curb ramps.
4. Carpets shall be securely attached, have a level or textured loop, level cut pile, or level cut/uncut pile texture.  
Pad, if used, should be firm.  
Maximum pile thickness: 1/2".  
Exposed carpet edge shall have transition trim and if vertical height is greater than 1/4", shall be beveled with a maximum slope of 1:2.
5. Maximum high forward reach: 48".  
Minimum low forward reach: 15".  
Maximum high side reach: 54".  
Maximum low side reach: 9".

6. Clearances between fixed accessible tables and between study carrels shall comply with requirements for an accessible route.
7. Minimum of 5%, but not less than one fixed table or portion of library table shall be accessible.  
  
Seating spaces at fixed tables or counters shall meet the following requirements:  
Clear floor space shall not overlap knee space by more than 19".  
They shall comply with space allowance and reach ranges.  
Minimum requirements for seating: knee space: 27" high, 30" wide, 19" deep.  
Minimum height: 28"; maximum height: 34".
8. A portion of counter at least 36" wide at each service desk with a maximum height of 36".
9. Traffic control, security gates or turnstiles shall meet space allowance and reach ranges, clear aisle requirement (36"), all door requirements.
10. Shelf height in stack areas is unrestricted.

### **OPAC Stations**

Terminals that provide access to the online catalog should be provided on each stack floor so that patrons looking for material do not have to travel far to obtain call numbers and locations.

### **Elevators**

If there is more than one elevator in the building, all elevators should be publicly accessible but one of them needs to be designed for moving furniture and equipment and other materials when required. The elevator designed for moving furniture should be provided with removable padding on the elevator walls. Elevator(s) must comply with ADA requirements.

### **Emergency Systems and Security**

The building will satisfy all of the fire and life safety requirements for any building on the University campus. Audible and visual fire alarms should be distributed throughout the building. Emergency exits should be equipped with local alarms that are also tied into the central panel at the circulation desk. These doors should have large signs indicating that an alarm will go off if they are opened. Emergency lighting should be provided throughout the building including in all stairways.

In addition, the following security measures are required:

1. Consideration should be given to installing a programmable locking system which provides for the following:
  - a. building grandmaster
  - b. master and submaster keys for building access and access to specific departments
  - c. keying for the following areas:
    - private offices

staff areas  
storage rooms  
cash drawer at Circulation Desk  
Staff Special Projects/Meeting Room  
Faculty Research Room  
Authoring Center  
Microcomputer Lab  
Electronic Classroom  
Conference Room  
Lounge/Cafe  
Staff Lounge  
Receiving/General Storage Room

- d. public use rooms which are not lockable from the inside
2. Areas requiring separate key access: Server Room and Special Collections/Archives
3. PA system tied into fire alarm; can also be used for closing announcement.
4. Help phones should be available on every floor; more than one per floor may be needed depending on building layout.
5. Panic alarms should be located in remote areas of the building.
6. A silent alarm at the Circulation Desk and a second one at the Reference Desk should be connected to campus security office.

## **Signage**

(From: *Selecting Library Furniture: a Guide for Librarians, Designers, and Architects*. (By Carol R. Brown. Oryx Press) “A successful sign system is one that can be learned easily and is truly helpful to the user of the library.” Here are some guidelines:

1. Consistency is essential to the development of an effective sign system. It allows the user to learn the system quickly and easily. Signs that serve the same function throughout the building, such as those giving instructions or those identifying specific departments, should have the same size, shape, layout, type size, color coordination, and placement (height, location on the wall, etc.)
2. The sign system should be logical. Directions should be given in a progression from the general to the specific. Levels of information should be established so that some messages receive more emphasis than others.
3. Signs should use terminology consistently - only one term should be applied to any one area, service, etc. The words used should be as descriptive as possible and easily recognized by the public. Avoid using jargon that is familiar only to the staff.

4. Redundancy should be avoided. Too many signs, all providing the same message, can be as bad as no sign at all.
5. Signs should be placed appropriately at decision points in the building - at the entrance to the library, by elevators or stairs, at the end of a hall.
6. The text of a sign should be clearly and accurately written to communicate the intended message effectively. The phrases used and the length of the lines of text should be short, so the sign can be easily read and understood. The tone should be appropriate for promoting good public relations.
7. Signs should work well in relation to the architecture of the library. The dimensions of signs should be in proportion to the scale of the building. The colors and materials should coordinate with the colors and finishes of the building. Signs should be placed where they will not be obscured by parts of the building, fixtures, or furnishings.
8. Signs should be made in accordance with the principles of good design. These principles pertain to typeface, size and spacing of letters and lines, contrast, use of symbols, and color.
9. As the situation in the library changes, signs should be changed promptly to reflect the new conditions.

Three important maintenance aspects must be considered when selecting a sign system for a library. First, the system should be one that can be easily installed and it should have the flexibility to allow for frequent changes. Second, the system should remain attractive and useful for a long period of time, and it should be constructed of materials which will not fade or wear out. Third, the system should be one that will be available in the future.

### **Major Components of a Sign System**

1. Directories - a directory should be located:  
At entrance.  
On each floor.
2. Major service points to be identified (including gift opportunity specific names as appropriate) :  
Circulation/Reserves [larger than other signs]  
Access Services/ILL  
Reference/Electronic Commons  
Reference Desk [larger than other signs]  
    Reference Collection  
    Reference Offices  
    Public workstations  
Bound Periodicals  
Copiers  
Current periodicals  
Newspapers  
Microforms  
New Books

Curriculum Library  
Electronic Classroom  
Conference Room  
Group Study Rooms  
Faculty Research Room  
Authoring Room  
Media Center  
Microcomputer Laboratory  
Special Collections & Archives  
Student-Faculty Lounge/Cafe  
Staff Lounge  
Director/Administrative Offices  
Acquisitions Department  
Technical Services Department  
Receiving/Mail Room  
Academic Resource Center

3. All offices, restrooms, stairways, elevators, maintenance rooms, etc. will have identifying signs and room numbers. Exception: computer, systems, server, and communications rooms will be identified with room numbers only for security purposes.

### **Telephones**

Public telephones are needed in the lobby/entrance area and in the lounge. Each office, workroom, and public service point will require at least one telephone. Every staff desk will have a telephone.

### **Public Restrooms**

Rest rooms should be:

- convenient to main traffic arteries
- grouped with stairs and elevators or located on the perimeter
- separate from reading areas to minimize disturbance
- located so that plumbing will not run across book areas
- designed with minimal small tiles; if tiled at all, dark grout is desired.
- equipped with:
  - permanently attached coat hook on the back of each stall door and a bank of several coat hooks in the sink area
  - liquid soap dispensers with each sink, positioned so that soap does not drip on floor
  - paper towel dispensers and hand dryers located at or next to sink areas
  - built-in trash receptacles located next to or below paper towel dispensers
  - double roll toilet paper holders in each stall
  - a sanitary disposal receptacle in each stall in women's restrooms
  - a shelf in each stall and a shelf near each sink capable of holding notebooks or personal items
  - separate counter area with mirror in women's rooms
  - baby changing station in one women's and one men's room on the main level.

· coin-operated dispensers in women's rooms

### **Clocks**

Clocks should be in the entry, workrooms, major service and reading areas, over the circulation desk, and near elevators on each floor. All clocks should be on a centrally calibrated system so that they all show the same time.

### **Coat Hooks and Coat Strips**

Carrels should be equipped with coat hooks that are attached to the side of the carrel with a spring so the hook is flat against the carrel when not in use. Coat strips should be provided in classrooms, computer labs, group studies, and other areas where individuals may assemble. Specifications for office areas are provided in detailed program sheets.

### **Reuse of Stacks, Furniture, and Equipment**

Following disposition of joint assets between Webster University and Eden Theological Seminary, the following are items that may be reused in the new library as appropriate:

- Recently acquired office furniture
- Computer terminals, monitors, peripherals
- Microfilm readers and reader/printers
- Vertical files and flat files
- Book trucks
- Audiovisual viewing equipment
- Copiers and scanners
- Storage cabinets

Some existing library shelving may also be reused as long as it can be matched to new shelving.

# Webster University Library

## Building Program

I. Name of Activity: Entrance/Lobby/Atrium 500 Square Ft.

II. Function--To provide entrance to the library and set the tone of the library.

III. Supervision

IV. Space Requirements

A. Personnel

B. Collections

C. Reader Spaces

D. Equipment/Furnishings

1. Built-in

Architecturally significant use of open space to set the tone of the library. (Note: Acoustic treatment and glazing should be designed so as to limit noise and echoing within area as well as insulating lobby from the rest of the building.)

Mounted directory, lockable wall-mounted display cabinets, glass-enclosed, lockable information/bulletin board.

Wall space with plaques to honor donors?

Security System Gates/Exit Control System

Walkway onto outside landscaped "courtyard" area with seating.

A secure (from weather and theft) exterior book return slot into building leading to a depressible-floor bin.

2. Movable

A secure (from weather and theft) exterior free-standing, drive-up book return beside main library driveway

Benches or other informal seating

Public telephone with sound proofing/campus phone  
Self-checkout machine within security envelope

Relation to Other Areas

A. Adjacent to --Circulation and exit control

B. Close to-  
Photocopiers  
Faculty/student lounge

VI. Environment  
Bright, attractive open area  
Walls and ceiling and their coverings need to inhibit noise

VII. Special Considerations.  
Floor materials should be designed to withstand effects of rain, ice, etc., as well as heavy traffic, and not be slippery when wet.

# Webster University Library

## Building Program

- I. Name of Activity: Circulation/Reserves Area 1,200 Square Ft.
- II. Function - Checking books out and in; preparing books to be shelved; giving change, troubleshooting problems with equipment; record keeping; word processing; shelving and handling of reserves, keeping statistics, telephone information; ILL/Document delivery pick-up; general patron assistance; reshelving area.
- III. Supervision - Circulation Coordinator  
Head of Public Services
- IV. Space Requirements
- A. Personnel -  
5 staff at 100 sq. ft. each (including AV assistant)  
2 student spaces at 70 sq. ft. each
- B. Collections -  
Permanent reserves space: Minimum of two double-sided sections of shelving, 6 shelves high for permanent reserves. The permanent collection on reserve includes Educational Psychological Tests; Art Slides and CD-ROMS also on permanent reserve (72 linear feet).  
  
Course reserves space: Minimum of 8 double-sided sections, 6 shelves each (288 linear feet).  
  
Re-shelving space: Minimum of 6 double-sided sections of at least 6 oversized shelves each (216 linear feet).
- C. Reader Spaces - NONE
- D. Equipment/Furnishings
1. Shelving for permanent reserves (see above).
  2. Circulation desk -
    - check out/check in at different heights for ADA
    - space for two check-out terminals and one check-in terminal
    - book return slot leading to depressible-floor bin (should be convenient to those entering and exiting the library but should not inhibit high traffic flow)
    - phone lines
    - drawers for extra ink cartridges, mf lenses, keys
    - locked drawer for record keeping and change
    - materials sensitizer/desensitizer
  3. Lost and found cabinet
  4. Movable - 2 Stools and 2 chairs at Circulation Desk

- Work Table to process returned and new books
- 3 Shelves for materials on hold
- 5 staff desks/workstations for Circulation Coordinator, AV Coordinator, and 3 Public Services Clerks,
- 5 computers for staff with one shared printer
- 3 computer check-out and check-in stations with two mini-receipt printers
- Four carts
- Use of office landscaping for staff areas but with easy view and access to circulation desk
- Closet or space for staff coats and for student workers coats and sign-in

## V. Relation to Other Areas

### A. Adjacent to:

*Access Services (in same office area)*

### B. Close to:

Entrance

*Exit control system*

Media area, *with direct sight line to carrels*, since circulation has responsibility *for security and* for checking out and reserving the AV materials.

## VI. Environment: Attractively designed area off the lobby

Well lighted, wiring for several computers and 3 Webster telephones (plus one direct access Webster phone); Good visibility; good temperature control.

Office landscaping to provide some separation for staff areas while retaining some sight line to the public service desk for staff

## VII. Special Considerations: Designed so area visible to public can remain neat. Close to Public Services storage room for paper, copier and printer supplies and carts.

*Direct sight line to and within 30 feet of exit control system. Exit control system should be equipped with a voice recording and security camera that will activate when needed.*

## Webster University Library

### Building Program

- I. Name of Activity: Public Services--Access Services 520 Sq. Ft.
- II. Function: This area provides interlibrary loan services to Webster University and other libraries all over the country. In addition, Document Delivery sends copies of articles owned by this library and books owned by this library to our extended campus students. In addition, Passports/database access issues are handled through this office.
- III. Supervision: Reference Librarian  
Head of Public Services
- IV. Space Requirements
- A. Personnel:  
Interlibrary Loan Coordinator  
Document Delivery  
Access Services Clerk  
2-3 student workers (sharing one desk/workstation space)
- B. Collections  
None
- C. Reader Spaces  
None
- D. Equipment/Furnishings
1. Built-in
  2. Movable  
4 staff desks/workstations with printers and computers( staff areas should be separated but with easy access to one another), 6 files for ILL records, 5 sections of shelving with six shelves each along wall for supplies and materials in process [90 linear ft.].  
3 Tables (6 feet each) for processing materials for mailing and receipt of materials  
Open work station area for Ariel computer, scanner and printer  
Photocopier  
Fax  
Each work area should include a coat rack or coat strip and each landscaped office area should include a coat strip

V. Relation to Other Areas

A. Adjacent to:

*Circulation/Reserves (in same office area)*

B. Close to:

VI. Environment:

Heavy Workflow  
Sound proofing

VII. Special Considerations.

This is not a public area.

## Webster University Library

### Building Program

- I. Name of Activity: Public Services/Reference Offices 930 Square Ft.
- II. Function: To provide office space for reference staff
- III. Supervision: Head of Public Services
- IV. Space Requirements
- A. Personnel: 4 Full-time Reference Librarians and 3 PT Reference Librarians (*3 PT ref. lib. to share one office*)
- 1 Head of Reference and Public Services Office with easy access to Circulation, Access Services and AV and Reference.
- B. Collections
- C. Reader Spaces
- D. Equipment/Furnishings
1. Built-in — An enclosed office that is acoustically quiet and visually private for the department head (150 sq. ft.) with a desk, computer work station/credenza, lateral file, bookcase, 5 drawer file cabinet, computer and a printer. Also a table about 5 foot by 3 foot with 3 chairs.
- Six offices (for 4 current and 1 future full-time ref. libs. and 3 pt ref. libs., who will share an office) with doors and half-glass walls with blinds @120 sq. ft. ea. One of the six offices may have a more open design for part-time staff.*
2. Movable Each staff area has a computer/ printer; file cabinet; seating for consultation; and bookshelf with area for book cart. Each desk needs a return. Each office should include a coat rack or coat strip.
- Central table (with 8 chairs) for meetings and consultation.*  
*Desk top photocopier*
- V. Relation to Other Areas
- A. Adjacent to: Reference/Electronic Commons

B. Close to

VI. Environment: office area

VII. Special Considerations.

## Webster University Library

### Building Program

- I. Name of Activity: Reference Area/Electronic Information Commons 4,440 Square Ft.
- II. Function - The Reference/Electronic Commons will be the central service point in the library for electronic and traditional research. Users will have access to the latest equipment, worldwide resources, and professional research assistance and training needed for scholarship. This area will include thirty state-of-the-art online research workstations, 21,000 reference volumes and seating for 50 researchers.
- III. Supervision - Head of Public Services and Reference
- IV. Space Requirements
- A. Personnel -
- B. Collections - Reference Collection 21,000 vols--(*some on low shelving as space allows*) including 110 linear feet for oversize and 110 linear feet for folios
- Quick reference section - 2 low section bookcases with three shelves each
  - Shelving for manuals - 1 low section bookcase with three shelves
  - Space for Bibliographies - rack for 30 different types of bibliographies
- C. 15 Reader Spaces - areas to use reference materials - narrow short rectangular tables, variety of seating arrangements, including large tables  
30 online catalog/networked stations with shared printers
- D. Equipment/Furnishings
1. Built-in -
- Central Reference Desk with 2 staff stations with computers/printers - ADA approved - low for room with seating in the front - curved to accommodate more than one transaction
  - Copy machine room* treated with noise buffering materials with:
    - 3 photocopy machines.
    - 2 vendacard machines
    - 2 change machines
    - direct phone to circulation desk*
    - reshelving area*
2. Movable:

- 30 online catalog/networked/Internet stations with furniture
- 15 shared printers for online stations
- 2 computer workstations/printers at reference desk
- Reference Shelving for 21,000 vols.
  - Lockable cabinet for paper, ink cartridges, etc.
  - 8 - 5 drawer File cabinets
  - 2 Lateral 4-drawer Files for Bibliographies
  - 1 Color printer
  - 1 Arkenstone talking reader machine in a partitioned area with noise buffering treatment.
  - 1 visual enlarger

V. Relation to Other Areas:

A. Adjacent: Public Services/Reference Offices

B. Close to: *Curriculum Library*  
*Electronic Classroom*  
*Special Collections & Archives*

VI. Environment - Visually open, attractive, and well lighted - balanced temperature

VII. Special Considerations.

Noise buffering treatment

Excellent climate control

Use Reference collection to provide visual and acoustic separation to reading areas

Internet stations should be easily accessible from Desk.

Copy machine room separated by noise buffering treatment

## Webster University Library

### Building Program

- I. Name of Activity: Public Services--AV Repair and storage/Storage Room 325 sq. ft.
- II. Function: To serve as a storage area for Access Services, Circulation and all of Public Services. It needs to hold paper, supplies such as toner, office supplies, repair materials etc. As well as old and current files and carts when not in use. This area will also provide space for AV equipment storage and repair.
- III. Supervision: Head of Public Services
- IV. Space Requirements
- A. Personnel
  - B. Collections
  - C. Reader Spaces
  - D. Equipment/Furnishings -
    - Industrial shelving for office supplies, toner and paper (105 linear feet)
    - Industrial shelving for AV equipment (66 linear feet)
    - Industrial shelving for film reels (36 linear feet)
    - 3 file cabinets for old and current files
    - 4 carts stored here
    - 1 large work table 3.5' x 8'
- W. Relation to Other Areas
- A. Adjacent to:
  - B. Close to:
- VI. Environment:
- VII. Special Considerations.

## Webster University Library

### Building Program

- I. Name of Activity: Library Staff Special Projects/Meeting room, 220 Square Ft.
- II. Function: To provide space for small staff meetings and collaborative projects.
- III. Supervision: Department Heads
- IV. Space Requirements
  - A. Personnel
  - B. Collections
  - C. Reader Spaces
  - D. Equipment/Furnishings
    1. Built-in: Meeting room with lockable door and half-glass wall with blinds (220 sq.ft, configured as ca. 12.25 x18).
    2. Movable:  
Long modular table 5' by12' with 10 padded chairs and 6 stackable additional chairs, white Board, and 20 network drops [it may be advisable to put a hub in this room].
- V. Relation to Other Areas
  - A. Adjacent to
  - B. Close to:
- VI. Environment:
- VII. Special Considerations: Room should be provided with power stripping on all walls about 18" from the floor, with electrical outlets at intervals of ca. 18".

## Webster University Library

### Building Program

- I. Name of Activity: Curriculum Library 1200 Square Ft.
- II. Function: The primary function of the Curriculum Library is to support the professional curriculum of the School of Education and the community. The School of Education offers both undergraduate and graduate programs. The Curriculum Library promotes both study and teaching in teacher education and related curricular areas. This is a study and research center within the library itself. The collection contains selected textbooks which cover a range of grade levels, curriculum guides, a literature collection and numerous teaching aids. The area will be used for classes to show the materials and to demonstrate the application to various assignments.
- III. Supervision: Curriculum Librarian
- IV. Space Requirements:
- A. Personnel None
- B. Collections: Textbooks (K-12), Children's Fiction, Children's Non-Fiction, Curriculum Guides  
(In 1999, we have 10,198 items occupying 624 linear feet)  
2019 estimate=19,000 items (non-standard size) --- 1400 linear feet in regular stacks  
Plus special shelving for:  
Oversized Curriculum :- 10 linear feet  
Media in Curriculum - 96 linear feet (wide shelving for kits)  
Current Curriculum Periodicals -Low Shelving for children's magazines-75 linear feet
- C. Reader Spaces: 24
- D. Equipment/Furnishings
1. Built-in - stacks for collections described above
  2. Movable -
    - 4 8-drawer fiche cabinets,
    - 2 glass wall-mounted display cabinets (4-5 shelves high and 36 inches wide)
    - 2 lateral file cabinets for pamphlets, etc.
    - 3 drawer lateral file
    - 2 6 tray picture/poster stands
    - 6 short narrow tables that can be pushed together to make a larger work area, low shelving to allow for comparison of texts.
    - 24 comfortable easily moveable chairs
    - 4 lounge chairs for reading
    - 1 microfilm reader/printer for Krause fiche

1 computer

V. Relation to Other Areas

A. Adjacent to:

B. Close to Reference service point (Electronic Commons) - it is an area in which patrons need special assistance

VI. Environment

Bright with good lighting

*Open design (i.e., not an enclosed room) but with some privacy*

VII. Special Considerations.

This needs to be a very central and friendly space with enough room that an instructor or librarian can move around to help students working with large bulky materials.

# Webster University Library

## Building Program

- I. Name of Activity: Bound Periodicals/Microform Readers 5,755 sq. ft.
- II. Function--To provide shelving and reading space for periodicals and microforms, as well as space for photocopying both formats.
- III. Supervision
- IV. Space Requirements
- A. Personnel
- B. Collections 50,000 volumes in conventional shelving  
150,000 microforms items *est.*
- C. Reader Spaces 20  
--Combination of large and small table seating (40%), carrel seating (30%), and lounge and lounge seating (30%).
- D. Equipment/Furnishings
1. Built-in  
*Copy room* treated with noise buffering materials, including:  
3 photocopy machines  
3 MF reader printers in same room  
2 vendacard dispensers  
2 change machines  
*direct phone to circulation desk*  
*reshelving area*
2. Movable  
Conventional shelving for 50,000 vols.  
3 microfiche cabinets  
13 ten-drawer microfilm cabinets  
2 computer workstations  
Recycling bins
- Relation to Other Areas
- A. Adjacent to:

B. Close to:  
VI. Environment

VII. Special Considerations.  
Soundproofing for copy and MF machines  
All copy machines require dedicated electrical lines.  
Possible future use of compact shelving, which requires 250/300 lbs./per sq.ft. floor load.

## Webster University Library

### Building Program

- I. Name of Activity: Current Periodicals 1,500 sq. ft.
- II. Function--To provide shelving and reading space for current periodicals and newspapers.
- III. Supervision
- IV. Space Requirements
- A. Personnel
- B. Collections
- 1,500 current periodical titles  
55 newspaper titles
- C. Reader Spaces 20  
--Combination of large and small table seating (40%), carrel seating (30%), and lounge and lounge seating (30%).
- D. Equipment/Furnishings
1. Built-in  
*Copy machine room treated with noise buffering materials, including:*  
*3 photocopy machines*  
*3 MF reader printers in same room*  
*2 vendacard dispensers*  
*2 change machines*  
*direct phone to circulation desk*  
*reshelving area*  
*recycling bins*
2. Movable  
Shelving to display current issues and one prior year for 1,500 titles  
Display/shelving racks for 55 newspapers  
3 computer workstations
- V. Relation to Other Areas
- A. Adjacent to:

B. Close to: copy room

VI. Environment

*Attractive reading/study area with double height opening above.*

VII. Special Considerations.

## Webster University Library

### Building Program

- I. Name of Activity: New Book Display and Reading Area 250 sq. ft.
  
- II. Function: The New Book Display and Reading Area will be prominently located on the main floor near the entrance and will feature approximately 200 new books on a rotating basis.
  
- III. Supervision
  
- IV. Space Requirements
  - A. Personnel
  - B. Collections 200 volumes
  - C. Reader Spaces 10
  - D. Equipment/Furnishings
    1. Built-in
    2. Movable  
Book shelves to display 200 new books  
Lounge seating for 10
  
- V. Relation to Other Areas
  - A. Adjacent to
  - B. Close to--Entrance and lobby
  
- VI. Environment--Comfortable, inviting area
  
- VII. Special Considerations.  
Located within security envelope

## Webster University Library

### Building Program

- I. Name of Activity: Book Stacks 11,800 sq. ft.
- II. Function
- III. Supervision
- IV. Space Requirements
- A. Personnel
  - B. Collections 177,000 volumes
  - C. Reader Spaces
  - D. Equipment/Furnishings
    - 1. Built-in
      - 2 copy machine rooms (one for each floor of stacks), each including:*
      - 2 photocopy machines*
      - 1 vendacard machine*
      - 1 change machine*
      - direct phone to circulation desk*
      - reshelving area*
      - recycling bins*
    - 2. Movable
      - Standard stacks with six shelves plus base for a total of 42 linear feet of shelving per double faced section.
      - 400 linear feet of shelving for oversized materials
      - 100 linear feet of shelving for scripts, which are now in hanging files
      - At least *two* computer workstation on each floor of stacks
- V. Relation to Other Areas
- A. Adjacent to
  - B. Close to Elevators and stairs
- VI. Environment
- VII. Special Considerations.

Stacks should run in the same direction throughout the building.

Lighting should run perpendicular to stacks.

Stacks should include:

tops, bases, finished end panels

range label holders and book supports

Stacks should be a uniform color except for the return/sorting shelves on each stack floor.

*Floors in stack areas should be loaded for compact shelving where possible.*

# Webster University Library

## Building Program

- I. Name of Activity: Study Areas 11,140 Square Ft.
- II. Function To provide a variety of group and individual study/reading areas
- III. Supervision
- IV. Space Requirements
- A. Personnel
- B. Collections
- C. Reader Spaces Total=373  
265 seats distributed as individual carrels (60%) /tables (30%)/lounges seating (10%)  
20 group study rooms for 4 to 10 people for total of 108 seats
- D. Equipment/Furnishings
1. Built-in group study rooms with seating for 4 to 10 each  
10 rooms for 4 at 120 sq. ft  
8 rooms for 6 at 150 sq. ft.  
2 rooms for 10 at 200 sq. ft.
2. Movable  
In group studies:  
Seminar tables with seating  
Power and network connections  
White board  
Glass panel in door and at least one--and preferably more--half-glass wall so occupancy can be ascertained  
Remaining interior walls should be provided with chair rails with smudge-proof surface and contrasting color below the rails  
Coat strips  
Sound-proofing
- In open study areas:  
Total of 100 lockers for students (metal, coin operated)

Total 265 seats in combination of carrels (60%), tables/seating (30%), lounge seating (10%)

Some lounge and table seating should be in distinct reading alcoves with window views

V. Relation to Other Areas

A. Adjacent to

B. Close to:

VI. Environment--quiet study areas for carrel and table seating  
sound proofing for group studies

VII. Special Considerations.-- Wired for access to network throughout seating areas  
Mix of carrel (60%), table (30%) and lounge seating (10%)  
Creation of five formal reading alcoves with views  
*Intermixed throughout building and stacks*

# Webster University Library

## Building Program

- I. Name of Activity: Faculty Research Room 800 Square Ft.
- II. Function: The Faculty Research Room will provide individual and group research space for faculty. The room will be instrumental in helping the faculty and the University achieve their academic goals in the classroom and in individual and collaborative research projects. Faculty collaboration will increase in the coming years as faculty create more multimedia and online courses and work as teams on research projects. The Faculty Research Room will be fully wired and will facilitate electronic as well as traditional scholarly research. It will be designed with optimum flexibility to accommodate both individual faculty and faculty teams. Attractive furnishings combined with a central and visible location in the library will enhance faculty research by encouraging wide use of library resources and services. Activities faculty may accomplish in the Faculty Research room include accessing worldwide online resources via the Internet; collaborating on multimedia and online courses; co-authoring articles and/or books; discussing new approaches to research, teaching and learning; and planning new methods to deliver distance education.
- III. Supervision
- IV. Space Requirements
- A. Personnel
  - B. Collections
  - C. Reader Spaces 25
  - D. Equipment/Furnishings
    - 1. Built-in
      - Two group study rooms with glass panel in door and at least one half-glass wall:
        - One room for 6 @ 150 sq ft
        - One room for 4 @ 100 sq ft
      - Lockable, wooden lockers or shelving areas for faculty to leave research materials.
    - 2. Movable
      - In main room:
        - 10 open landscaped carrels at 40 sq ft each
        - Campus and office telephone on side table
        - 2 computers on side table connected to network
        - Network drops in 10 landscaped carrels, at side table, and near lounge seating for laptops, unless a wireless LAN is used.
      - In group studies:
        - Seminar tables with seating
        - Power and network connections

White board

Glass panel in door and at least one--and preferably more--half-glass wall so occupancy can be ascertained

Remaining interior walls should be provided with chair rails with smudge-proof surface and contrasting color below the rails

Coat strips

Sound-proofing

#### Relation to Other Areas

A. Adjacent to

B. Close to

VI. Environment: Should be formal, attractive room; wainscoting or paneling on the walls in main room.

VII. Special Considerations.

## Webster University Library

### Building Program

- I. Name of Activity: Instructional Spaces--Microcomputer Lab 1000 Square Ft.
- II. Function- The Microcomputer Lab will provide 30 multi-function, networked workstations to help meet the growing demand for online access. Using a wide variety of software packages, students will be able to search databases, manipulate data, participate in online classes and projects, and integrate online and print resources in their research.
- III. Supervision-Microcomputer Resource Center
- IV. Space Requirements
- A. Personnel: Staffed by students
  - B. Collections
  - C. Reader Spaces 30
  - D. Equipment/Furnishings
    - 1. Built-in
      - Lockable storage closet
    - 2. Movable
      - 30 PCs with workstation clusters
      - 2 high-volume shared printers
      - 1 color scanner
      - Public phone(s)/campus phone
- One service desk near closet
- V. Relation to Other Areas
- A. Adjacent to: Student/faculty lounge
  - B. Close to
- VI. Environment: *In same space as lounge* to create “cybercafe” environment.  
Enclosed, soundproof area with half glass on interior walls

VII. Special Considerations.

Network wiring

Noise buffering treatment

Heat dissipation required

Separate thermostat

Separate venting

Campus telephone

Security cables

Separate entrance with ability to open from outside for extended or 24 hr. access when library is closed and to secure outside access when library is open.

Access to bathrooms when library is closed as well as open.

# Webster University Library

## Building Program

- I. Name of Activity: Student/Faculty Cafe 600 Square Ft.
- II. Function-The student/faculty cafe will provide casual seating in a “*Starbuck quality*,” cafe-like setting. It will provide an informal and lively meeting space, which will promote a sense of community between students and faculty. It should be blended with the microcomputer lab to create the environment of a “cybercafe.”
- III. Supervision
- IV. Space Requirements
- A. Personnel
  - B. Collections
  - C. Reader Spaces – 40 est.
  - D. Equipment/Furnishings
    - 1. Built-in
      - Café Service counter and work/storage facilities for equipment and supplies; sink w/ garbage disposal*
      - Partitioned area for vending machines*
      - Storage area for outside tables/chairs*
    - 2. Movable
      - Combination of table with chairs (70%) and lounge seating (30%) for capacity of space.
      - Campus phone
- V. Relation to Other Areas
- A. Adjacent to--Microcomputer Lab (*sharing same space*)
  - B. Close to –*Outside table seating in plaza*
- VI. Environment
- Open, pleasant area for snacking, relaxation and socializing  
*In same space as lounge to create “cybercafe” environment.*  
*Enclosed, soundproof area with half glass on interior walls*

VII. Special Considerations.

Accessible from outside along with Microcomputer Lab when library is closed

Excellent noise buffering treatment

Access to bathrooms/public phone when library is closed as well as open.

# Webster University Library

## Building Program

- I. Name of Activity: Instructional Spaces--Library Instruction Electronic Classroom 1000 Square Ft.
- II. Function: The Electronic Classroom will offer twenty hands-on workstations, seating two each, which will be used for intensive training in the new information technologies. The classroom will also include projection equipment along with an instructor's station. Students and faculty will have the opportunity for formal and informal ongoing instruction in the fast-changing world of libraries and the information industry.
- III. Supervision: Reference Staff
- IV. Space Requirements
- A. Personnel
  - B. Collections
  - C. Reader Spaces 40 seats
  - D. Equipment/Furnishings
    - 1. Built-in: Small lockable closet for supplies/storage of unused chairs
    - 2. Movable:
      - Instructor station with printer
      - Wall screen and projection equipment
      - 20 networked stations with space for two people at each terminal configured on three walls facing walls with ability to swivel around and see instructor station
      - 2 white boards
- V. Relation to Other Areas
- A. Adjacent to
  - B. Close to:
- VI. Environment
- VII. Special Considerations.
- Lighting w/ dimmers in at least 2 banks so that the front of the room may be illuminated while the remainder of the room is semi-darkened.
  - Window treatments to darken room when needed
  - Separate venting and separate thermostat

# Webster University Library

## Building Program

I. Name of Activity: Instructional Spaces-Lecture/Conference Room 2000 Square. Ft.

II. Function The Lecture/Conference Room will provide an attractive, formal space for instruction and meetings. The Lecture/Conference Room will be an integral part of the new library and will enable the library to expand programmatic functions through events that support its academic mission. It will seat 75 and will be available for scheduling by the library and University for functions such as lectures, seminars, presentations, author readings, and receptions. It will be fully wired and equipped for online demonstrations and for distance library education for our extended sites.

III. Supervision - Reference Librarians/staff

IV. Space Requirements

A. Personnel

B. Collections

C. Reader Spaces ---- 75 seats

D. Equipment/Furnishings -

1. Built-in

*Preparation room* with counter with storage underneath for supplies.  
Small sink and fridge

Storage room for equipment, tables and chairs

2. Movable -

Table seating for 75 (tables that can be configured individually in rows or combined to form large tables).

1 instructor station with printer - to be located at an angle off to side of screen

Pull down wall screen and projection equipment

Overhead projector

2 white boards

Bookcase (5 shelves) for manuals and guides

Telephone

Strips of coat hooks

20 electrical outlets and network drops evenly distributed around the room ca. 18" above the floor and, if possible, hidden behind wainscoting [possibly a hub should be located in this room]—unless a wireless LAN provides sufficient connectivity.

Additional large circle of in-floor network drops, covered by brass plates which are incorporated into the carpet design—unless a wireless LAN provides sufficient connectivity.

V. Relation to Other Areas

A. Adjacent to:

B. Close to:

VI. Environment

Good HVAC

Separate venting and separate thermostat

VII. Special Considerations.

Attractive design and multi-functional to be used for *seminars, readings, meetings*, receptions, etc.

Lighting that can be adjusted at different levels

Window treatments (*if applicable*) to darken room when needed.

Good acoustics so instructors voice will carry

Controlled lighting from instructors station

# Webster University Library

## Building Program

- I. Name of Activity: Technical Services/Systems Office 1520 sq. ft.
- II. Function  
Provides space for cataloging; bibliographic processing of continuation serials, added copies and volumes, and replacements; database maintenance; and systems (including systems repair space).  
  
Provides a space for all technical services staff to work, including the work of systems staff repairing computers and other equipment.
- III. Supervision:  
Head of Cataloging and Technical Services.
- IV. Space Requirements:
- A. Personnel (1320 sq. ft.)  
1 department head = 1 x 150 = 150  
3 professional librarians = 3 x 120 = 360  
6 non-professional staff = 6 x 100 = 600  
3 student or part-time workers within the office area = 3 x 70 = 210
- B. Collections  
In-coming new materials (books, serials, videos, curriculum materials, CDs, etc.); continuation serials, added copies and volumes and replacements; in-coming bound periodicals from the bindery; the department's collection of professional journals and monographs; the classification schedules and other cataloging tools; in-coming discards; storage shelving for possible backlogs of gifts; in-coming problem materials from circulation staff and shelf readers; computer manuals, reference books, and catalogs.
- C. Reader Spaces  
Central area of ca. 70 sq. ft. where cataloging tools can be spread out and shared among staff. Within this area, we need:  
24 linear ft of shelving for cataloging tools  
24 linear ft of shelving for our reference books  
24 linear ft of shelving for our periodical collection  
1 small high table 30" x 5' w/ 2 stools
- D. Equipment/Furnishings
1. Built-in  
  
One acoustically soundproof and visually private office for dept. head (150 sq. ft.) - to accommodate a desk with credenza, a computer-desk-with-hutch to hold a computer & printer, 2 chairs [one to swivel between the desk and the computer-desk and one beside the desk for a guest], a table 5' x 3' w/3 extra chairs, a five-drawer file cabinet, a coat strip, and a bookcase [3'wide x 8' high].

Two modular offices for professionals with doors and half-glass walls with blinds @120 ea. Each office needs to include a desk and two chairs, an adjacent computer-desk-with-hutch, a file cabinet, a coat strip, a bookcase [3'wide x 8' high], a computer and a printer. One of the offices will also include a TV/VCR and DVD players with stand(s).

One office/repair area with half-glass for systems staff (450 sq. ft = 130 + 1 prof [120] + 2 non-prof [200]). This office-within-an-office will have a separate lock. The space will accommodate:

A modular office for the systems librarian with door and half-glass walls with blinds to accommodate a desk and two chairs, an adjacent computer-desk-with-hutch, a file cabinet, a coat strip, a bookcase [3'wide x 8' high], a computer and a printer.

Office landscaping for two staff. Each area will include a desk w/ adjacent computer-desk-with-hutch holding a computer, a 2-drawer file cabinet, 24 linear feet of shelving for manuals and documentation, and a place to hang a coat. A printer will be shared between the two. Adjacent to the two staff areas--and flowing into the two staff areas--will be the 130 sq ft repair area.

Closet or lockers and coat hooks for student coats/belongings. This could be in Processing and Repairs area or here.

## 2. Movable

Outside the systems office/repair area, office landscaping for the 4 non-professional staff plus the one special projects staff--not cubicles. Each "area" needs to include:

desk & chair

adjacent computer-desk-with-hutch to hold computer and printer

2-drawer file cabinet

a place to hang a coat

48 linear feet of adjacent book shelves

plenty of adjacent space for 1-2 bookcarts

There should also be landscaping for the 3 student workers. Each student will need a computer workstation w/ computer and printer plus space for a bookcart.

Some additional partitions may be needed to separate work areas.

Book carts not in use need to be stored in the area also.

## V. Relation to Other Areas:

A. Adjacent to: Technical Services: Processing and repairs  
*Acquisitions*

B. Close to:

## VI. Environment: Office area

Personal work areas for non-professionals need to be separated but open to each other.

Good temperature control, since this space will contain many computers in a fairly small area. Windows which can be opened desirable to provide ventilation and natural light but insulated to protect from extreme heat or cold.

Adjustable blinds are needed to cut glare on computer screens.

Systems office/repair area should be a normal staff environment, however, it should not be carpeted. Static control measures will be needed for the repair area.

VII. Special Considerations:

Each staff member needs space for 1-2 work carts.

Each staff member needs adjacent shelving to stage their work.

The entire tech services/systems office area should be provided with power stripping on all walls about 18" from the floor, with electrical outlets at intervals of ca. 18".

Systems office/repair area should have 5 modem-capable phone lines. The repair station should have static control equipment and 8 network jacks. This room needs to be lockable since computer equipment will be present in the repair area.

NOTE: Total computer workstations in this area: 14

1 will be in the department head's office

3 will be in the systems office/repair area for systems staff

10 will be in the general Tech Services office area [for 6 full-time cataloging staff, one special projects staff person (often part-time, currently full-time) and 3 student workers]

## Webster University Library

### Building Program

- I. Name of Activity: Technical Services--Processing and repairs 320 sq. ft.
- II. Function: Provides space for physical processing of new materials, repair of old materials, and processing-out of discarded materials.
- III. Supervision:  
Head of Cataloging and Technical Services.
- IV. Space Requirements:
- A. Personnel  
4-6 concurrent student workers and 1-2 permanent staff supervising and training them.
- B. Collections  
Newly cataloged materials are shelved here until they can be processed, jacketed or Kapcoed and then checked out of the department; old materials are staged here until they can be removed from both OCLC and local system database and processed out. Materials are also shelved here while being moved to storage/rare books or while being prepared for shipment to off-campus sites. Materials needing repairs are shelved here until they can be completed. Some supplies and processing materials are also stored with the collections in the processing area.
- C. Reader Spaces
- D. Equipment/Furnishings
1. Built-in: sink with garbage disposal, adjacent to counter space measuring at least 9' x 2' [what we currently have] w/ cupboards and drawers above and below for storage of supplies and processing and repair tools. (Note: sink may be shared with shared equipment/staff mail boxes area, if adjacent.)
  2. Movable  
  
150 linear feet of shelving  
  
3 work tables: 1) Webster processing; 2) Eden processing; and 3) mending, including holding the book press. All three should be at least as big as our current Webster table: 8' x 3.5'. Each table should have shelves or hutches along their back sides to hold materials waiting for processing and supplies.  
  
1 networked computer for checking materials out of the department

- V. Relation to Other Areas:
- A. Adjacent to  
Technical Services/Systems Office (*in same space but separated with noise buffering partitions*)
  - C. Close to
- VI. Environment:  
Open to supervision from staff in Tech Services.
- VII. Special considerations:  
Sound insulation between Processing and Tech Services so that staff is not disturbed by training and supervision of student workers.  
Windows which can be opened to vent the fumes from processing materials and to provide natural light for some of the more detailed mending operations.  
As in Tech Services office area, the windows should be insulated to protect from extreme heat and cold. And they should have adjustable blinds so that glare can be controlled.  
The entire tech services processing area should be provided with power stripping on all walls about 18" from the floor, with electrical outlets at intervals of ca. 18".

# Webster University Library

## Building Program

- I. Name of Activity: Acquisitions Department 740 sq. ft.
- II. Function: Responsible for acquisition of library materials, including monographs and serials in all formats for the main library and extended campuses. Daily receiving materials which have been ordered and checking them in on Dynix. Receiving standing orders. Ordering videos. Daily receiving of all periodicals, newspapers, microform, and CD-ROM products, entering into computer system, shelving, and preparing periodicals and reference materials for the bindery.
- III. Supervision Head of Acquisitons
- IV. Space Requirements
- A. Personnel
- |              |     |                          |
|--------------|-----|--------------------------|
| Head of Acq. | - 1 | 150 sq ft                |
| Acq.. Staff  | - 3 | 340 sq ft/ 2x120, 1x100. |
| Student      | - 1 | 70 sq ft                 |
- B. Collections
- C. Reader Spaces
- D. Equipment/Furnishings
1. Built-in
1. An acoustically soundproof and visually private office for Head of Acq. Dept. office with desk, credenza, chair, computer station, printer stand, filing cabinets (2), shelves, space for small group meetings (Small table and 2-3 chairs.)
- Space for student worker coats/belongings and student sign-in sheets.
2. Movable
1. Acq. Staff: Desks-3 with side returns or small tables for folders, chairs-4, computer stations-3, printer stands-3, wood shelves-4, filing cabinets-5(four two-drawer, one four-drawer).  
*1 student work desk*
- Use of office landscaping for 3 non-professional staff but not in cubicles.
2. Processing area (180 sq. ft. with  
Seven shelf sections with seven shelves each [147 linear ft.]  
Typewriter stand, chair.  
Processing table or counter (8 ft.).  
Metal book carts-4, for moving boxes/materials from receiving/mail room.  
The department head's office should include a coat rack and each office landscaped area should include a coat strip.

- V. Relation to Other Areas
  - A. Adjacent to: *Cataloging and Technical Services/Systems Office*
  - B. Close to: Easy access to receiving and shipping room

VI. Environment      Office area

VII. Special Considerations.

The entire Acquisitions department should be provided with power stripping on all walls about 18" from the floor, with electrical outlets at intervals of ca. 18".

## Webster University Library

### Building Program

I. Name of Activity: Technical Services--Server Room 200 sq. ft.

II. Function

Provides a safe and secure environment to house the library's servers and other equipment.

III. Supervision

Head of Cataloging and Technical Services

IV. Space Requirements

A. Personnel

Space for one management station. This includes a desk, phone, and other desk supplies.

B. Collections

C. Reader Spaces

D. Equipment/Furnishings

1. Built-in

2. Movable

Shelves or a rack for hubs. A bolted-in rack system would be best since it can hold multiple hubs in the same amount of vertical space.

A bolted-in network punchdown board for network jacks.

In today's terms, this is what is needed. Fiber connections for connecting our LAN to the university fiber backbone. One fiber termination box will be mounted to the wall. *Three* fiber connections will be coming into the library from Webster. One will connect to the hub containing the servers which interact with the outside world. The *second* fiber connection will connect to the library's internal network. *The third fiber connection will connect to a subnet with less firewalling to allow Ariel to run properly.* If the LAN backbone does not run through this room, as it does in our current context, then most of the equipment will have to be installed in a hub closet.

Two book cases (or 2 sections of shelving of 7 shelves each = 42 linear ft.) for holding systems manuals, documentation, back-up tapes, discs, etc. One five-drawer file cabinet. A coat strip.

Computer shelving *or racks* designed for this environment. This shelving allows the servers to be organized and in close proximity with each other. It also allows space to be left behind the servers so that staff can get to them for maintenance.

At the present time, it is projected that this room will contain 7 computers/servers, 5 UPS units, and 1 CD-ROM tower. The room may also contain various hubs.

V. Relation to Other Areas

A. Adjacent to

Systems Storage area.

B. Close to

VI. Environment

Independent climate control and fire suppression system when such is available. No exterior windows in the room. Dust free and static free. No carpeting. Must be a locked and secure room. False floor if this room is in the basement in case of flooding. Also, we might want to think about putting this room in a central location in the building to minimize the length of cable runs, unless hub closets are located centrally.

VII. Special Considerations.

Power supplied on its own circuit and properly conditioned and surge protected. Ten modem-capable phone connections.

Communications closet on each floor of building.

The entire tech services server room should be provided with power stripping on all walls about 18" from the floor, with electrical outlets at intervals of ca. 18".

For security reasons, the room should be identified with a room number only.

## Webster University Library

### Building Program

- I. Name of Activity: Technical Services--Systems Storage 150 sq. ft.
- II. Function
- Storage for systems materials. This includes computer components, documentation, software, inventory boxes, spare shipping boxes, etc. May be used later to expand Server Room.
- III. Supervision
- Head of Cataloging and Technical Services
- IV. Space Requirements
- A. Personnel
- B. Collections
- C. Reader Spaces
- D. Equipment/Furnishings
1. Built-in
2. Movable
- Heavy duty shelving for storage.
- V. Relation to Other Areas
- A. Adjacent to
- Server Room
- B. Close to
- VI. Environment
- No external windows — repeated exposure to sunlight might damage stored electronic components. This room should be lockable for proper equipment security. Removable wall between Storage Room and Server Room.

If possible, shared climate control and fire suppression system (when available) with the Server Room to allow for future expansion of storage space into server space. Also false floor if this is below grade in case of flooding.

Dust and static free with no carpeting.

## VII. Special Considerations.

Properly conditioned and surge protected power supplied on its own circuit or shared with Server Room. The entire tech services storage room should be provided with power stripping on all walls about 18" from the floor, with electrical outlets at intervals of ca. 18".

The shelving must be heavy duty to hold the needed weight.

For security reasons, the room should be identified with a room number only.

# Webster University Library

## Building Program

- I. Name of Activity: Receiving/general Storage 300 Square Ft.
- II. Function--To provide space for delivery of mail, supplies, and books and for general storage (Note: Both Public Services and Systems have discrete storage areas.)
- III. Supervision
- IV. Space Requirements
- A. Personnel
  - B. Collections--storage for unprocessed gifts, etc., minimum 21 deep utility shelves and 5 sections (seven shelves each) of standard shelving [105 linear feet].
  - C. Reader Spaces
  - D. Equipment/Furnishings
    - 1. Built-in
    - 2. Movable
      - Industrial wall shelving on one wall for gift box storage
      - Standard shelving on one or more walls for gift books sorting and review
      - Large long table for sorting mail
      - Mail bins for pick-up and drop-off
      - Recycling bins
- V. Relation to Other Areas
- A. Adjacent to--
  - B. Close to-- Easy access to Acquisitions Dept.  
Technical Services and Cataloging  
*Drive-up book return in library driveway*
- VI. Environment: non-public area
- VII. Special Considerations.--alarmed exit to loading dock (with bypass key)  
Lockable door to library  
network drop  
electrical outlets  
should be part of central HVAC system

# Webster University Library

## Building Program

- I. Name of Activity: Director's Suite 500 Square Ft.
- II. Function--To provide space for director's office and office manager/reception area
- III. Supervision--Director
- IV. Space Requirements
- A. Personnel Director  
Office Manager  
Student Assistant
  - B. Collections
  - C. Reader Spaces
  - D. Equipment/Furnishings
    - 1. Built-in  
Acoustically private office for director
    - 2. Movable  
Director's office: executive desk, chair, two guest chairs, computer hutch, book shelves, credenza, 2 filing cabinets, and conference table with seating for 6-8.  
  
Office Manager: landscaped office area with space for desk, computer hutch, locked safe for money storage, shelving (two sections with 6 shelves each), 5 filing cabinets, typewriter stand, small work table with chair for student, and two side chairs for guests.  
  
Networked laser printer  
Fax machine/combo copy machine director's office/office management file copying
- V. Relation to Other Areas — Accessible to public but not necessarily on main floor.
- A. Adjacent to
  - B. Close to
- VI. Environment: Ambience is important as this is where donors and many other visitors first encounter the library. Welcoming, visible, and visually attractive.
- VII. Special Considerations. Office manager's desk should be designed so staff can count money without being observed and respond to interruptions--possibly a raised counter with locked storage underneath counter.

# Webster University Library

## Building Program

- I. Name of Activity: Authoring Room 900 Square Ft.
- II. Function-- The Authoring Center will include the latest multi-media equipment and resources and will enable students and faculty to create presentations, online courses, CD-ROMs, and other multi-media products for use in their courses and research.
- III. Supervision--Head of Public Services
- IV. Space Requirements
- A. Personnel--One Instructional Design professional  
Two student assistants.
  - B. Collections
  - C. Reader Spaces: 20
  - D. Equipment/Furnishings
    - 1. Built-in
      - Small video recording and viewing room.
      - Modular office with half glass and door for professional (120 sq. Ft)
    - 2. Movable
      - 2 PowerMac workstations with furniture to allow for at least two collaborative faculty/students (increase to 4 workstations in the future)
      - 2 top-of-the-line PCs with furniture to allow for at least two collaborative faculty/students (increase to 4 PCs in the future)
      - Analog video editing station with furniture to allow for at least two collaborative faculty/students
      - Digital video editing station with furniture to allow for at least two collaborative faculty/students
      - Flatbed scanner w/ worktable
      - Slide scanner w/ worktable
      - Digital still camera w/ worktable
      - CD-ROM writer w/ worktable
      - Campus phone
- 2 office landscaped consulting areas for collaborative work between faculty, staff, and students (table/seating for 4 at each); student assistants/interns will be stationed here.

V. Relation to Other Areas

A. Adjacent to: Media Center

B. Close to

VI. Environment

Enclosed, sound proof space with half-glass on interior walls

VII. Special Considerations.

Electrical outlets and network drops every 18" on conduit around the perimeter of the room about 18" from floor [it may be advisable to have a hub in this room]

# Webster University Library

## Building Program

- I. Name of Activity: Media Center--Audiovisual Services 2060 Square Ft.
- II. Function - The Media Center will serve the general media needs of the university. It will accommodate a growing multi-media collection with four group listening/viewing rooms and 10 individual listening/viewing stations. It will also be equipped to deliver multi-media online to the classrooms, thereby eliminating duplicate equipment and staff resources. The Media Center will be serviced by Circulation desk.
- III. Supervision - Head of Public Services
- IV. Space Requirements
- A. Personnel -
- B. Collections - Video collection now numbers 2,900 with 400-600 added each year; CD collection now numbers 810 with 200 added each year. The remaining collection types are either slow or no growth and have been estimated in linear feet.
- Open stacks for:
- VIDEOS: 1820 linear feet  
VIDEO GUIDES: 40 linear feet  
CDS: 300 linear feet  
LASER DISCS: 8 linear feet  
CASSETTES: 66 linear feet  
DVDS: 40 linear feet  
LPS: 121 linear feet  
MISC MEDIA: 30 linear feet  
SLIDES: 7 linear feet
- C. Reader Spaces - 34
- D. Equipment/Furnishings
1. Built-in
- Group viewing/listening rooms with half-glass walls
  - 2 Group viewing/listening rooms for 6-8 people
  - 2 Group viewing/listening rooms for 4 people
  - Sound proofed
  - Narrow tables and comfortable chairs
  - Lights that can be dimmed and adjusted
  - Equipment in each room:
    - 1 large screen television/monitor

1 LD player  
1 VCR player  
1 DVD player  
1 medium-size pull-down screen  
1 white board  
1 CD/cassette player with speakers  
1 record turntable  
1 video projector  
1 16 mm projector ( in one room only)

2. Movable

10 Individual viewing/listening carrels (or half glass spaces)  
Seating for two in each station  
Listening equipment only in 5 of the carrels  
Tape deck  
CD player  
Record player  
Viewing equipment only in remaining 5 carrels  
Small TV  
VCR/DVD/LD player(s)

- All to be sound proofed
- Double jacks (2) in each viewing/listening carrel
- Space to take notes and to follow a script or score while listening
- Fine tuned speakers
- Earphones to be used in all
- Chairs that can be moved easily - casters

V. Relation to Other Areas

A. Adjacent:

B. Close to: Circulation: area will be serviced by Circulation Desk; no separate service desk.

VI. Environment -

VII. Special Considerations. Sound proof treatment for multi-media carrels  
Controlled lighting

## Webster University Library

### Building Program

- I. Name of Activity: Archives/Special Collections Reading Room 1000 Square Ft.
- II. Function - The Archives/Special Collections Room will provide reading and research space for scholars using the library's rare books and archives. *It will also serve as an open, formal quiet study space for general use when not needed for archival instruction. It will house some archival and special collections in locked glass display cases/shelving.* Collections include the Harry James Cargas Collection, the Henrietta Maizner Hochschild Collection, and the University Archives. In addition to books, Webster's archives include paper clippings, photographs, journals, minutes, negatives, etc.
- III. Supervision - Archivist
- IV. Space Requirements
- A. Personnel - Archivist/Cataloger and a student assistant and a volunteer
- B. Collections - *4,000 volume equivalents*
- C. Reader Spaces - *as many as possible within space*
- D. Equipment/Furnishings -
1. Built-in - Display cases/shelving and files for 4,000 volume equivalent  
Enclosed office and work area with half-glass on public side (200 sq. ft).
  2. Movable *Combination of table and lounge seating* with access to network drops for laptops  
2 computer workstations with printers  
Small photocopying machine with scanner  
10 lockers or cubby holes where researchers can store coats and other personal items while using the archives  
Office for Archivist with  
Desk with computer and printer and chair for the Archivist and a chair for visitors  
1 6-foot table for work area to spread out materials  
2 book carts  
Telephone  
Desk and chair for student assistant
- V. Relation to Other Areas
- A. Adjacent to
- B. Close to: *Within sight line of reference/electronic commons*

VI. Environment -Should be enclosed formal reading room/display area with half-glass to create open environment.

VII. Special Considerations.

Display cabinets/shelving should not receive any direct sunlight

*Environment should provide stable temperature and humidity—see page 11.*

Non-toxic fire suppressant system (Inergen)

Ability to restrict access to reading room if room is needed for archival instruction; ability to restrict access to collections within area.

Archivist office should have clear view of reading area

## Webster University Library

### Building Program

- I. *Name of Activity: Archives/Special Collections Compact Shelving* 750 Square Ft.
- II. Function - The Archives/Special Collections Room will provide closed, compact shelving for 10,000 volume equivalents of the library's rare books and archives. It will house collections in a controlled environment. Collections include the Harry James Cargas Collection, the Henrietta Maizner Hochschild Collection, and the University Archives. In addition to books, Webster's archives include paper clippings, photographs, journals, minutes, negatives, etc.
- III. Supervision - Archivist
- IV. Space Requirements
- A. Personnel - Archivist/Cataloger and a student assistant and a volunteer
- B. Collections - Rare books (current count = ca. 3,000 vols.)  
Institutional Archives. Estimates of current collection: 500 sound recordings, 2000 slides, 75 videos, 100 16mm films, 6000 photos, 80 document boxes (10x12x5), 30 cartons (24x13x11), 500 bound and unbound volumes, 20 poster boards and various artifacts. This collection should grow in the future as formal procedures are implemented for archiving permanent records of the University which are of historical value.
- C. Reader Spaces -
- D. Equipment/Furnishings -
1. Built-in - Compact shelving for more than 10,000 volumes equivalents in secure room
  2. Movable
    - 1 computer workstations with printer
    - 6 files (5-drawer each) (locking)
    - 3 picture file cabinets with ten drawers (locking)
    - 3 large storage cabinets (locking)
    - 2 6-foot work tables with chairs
    - telephone
- V. Relation to Other Areas
- A. Adjacent to
- B. Close to:
- Reference

- VI. Environment -*Closed stack area*
- VII. Special Considerations.

Stacks should not receive any direct sunlight and should not be carpeted  
250-300 lbs/sq. ft. for floor load for compact shelving.

*Stacks environment should provide stable temperature and humidity—see page 11.*

Non-toxic fire suppressant system (Inergen)

Secure, separate key access

## Webster University Library

### Building Program

- I. Name of Activity: Staff Lounge 550 Square Ft.
- II. Function--To provide space for staff lounge and kitchenette
- III. Supervision
- IV. Space Requirements
- A. Personnel
  - B. Collections
  - C. Reader Spaces
  - D. Equipment/Furnishings
    - 1. Built-in  
Cupboards, sink w/ garbage disposal, small closet
    - 2. Movable  
Refrigerator, microwave, toaster oven, can opener, vending machine, magazine rack  
Table seating for 10  
Lounge seats for 5  
Couch  
Phone  
Clock
- V. Relation to Other Areas
- A. Adjacent to:
  - B. Close to: *Bathroom(s) if possible*
- VI. Environment
- VII. Special Considerations.  
Bright, attractive  
Windows with blinds  
Art rails

## Webster University Library

### Building Program

- I. *Name of Activity: Roof Terrace(s)* *?? Square Ft.*
  
- II. *Function– To provide space for outside seating and study*
  
- III. *Supervision*
  
- IV. *Space Requirements*
  - A. *Personnel*
  
  - B. *Collections*
  
  - C. *Reader Spaces*
  
  - D. *Equipment/Furnishings*
    1. *Built-in*
  
    2. *Movable*
  
- V. *Relation to Other Areas*
  - A. *Adjacent to:*
  
  - B. *Close to:*
  
- VI. *Environment: Must be designed so materials and patrons remain secure.*

## Webster University Library

### Building Program

- I. *Name of Activity: Mechanical Area* *Minimum 4,500 Square Ft.*
- II. *Function– To provide space for HVAC and mechanical systems as well as computing hub space for South campus.*
- III. *Supervision*
- IV. *Space Requirements*
- A. *Personnel*
  - B. *Collections*
  - C. *Reader Spaces*
  - D. *Equipment/Furnishings*
    - 1. *Built-in*  
*20' x 30' computing hub room. One wall of the room will need to be against the outer wall (the Edgar Road side). The room will need to be away from water.*
  
    - 10'x12' foot space for a battery backup and transfer panel.. It must be at least 10' away from the server room and away from water and heat. There will need to be separate paths for electricity from this battery backup area to the server room and the data closets.*
  
    - Other TBD*
    - 2. *Movable TBD*
- V. *Relation to Other Areas*
- A. *Adjacent to:*
  
  - B. *Close to: Technical Services/Systems Server Room*
- VI. *Environment*

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