

Basic Steps in Planning for a New Library Building: A Checklist

Adapted from the New Jersey State Library—Library Development Bureau

I. PRELIMINARY STEPS

- ☐ Recognition of the need for a new building
- ☐ Alternative considerations
- ☐ Building an addition
- ☐ Purchasing a building to be used as a library
- ☐ Major renovation
- ☐ Building a new building
- ☐ Other (sharing space or other options)
- ☐ Appointment of a building committee
- ☐ Outline proposed program
- ☐ Investigate financial status
- ☐ Visit other libraries
- ☐ Plan for community input

II. DECISION TO BUILD

- ☐ Retain legal counsel
- ☐ Hire consultant to do library building program
- ☐ Undertake survey of community including focus groups
- ☐ Delegate specific responsibilities to individuals or groups
- ☐ Establish timeline

III. COMMUNITY ANALYSIS

- ☐ General characteristics of the population
- ☐ Projected population growth in ten years
- ☐ Review of demographics and analysis
- ☐ Relationship to academic community and school community
- ☐ Relationship to cultural community
- ☐ Relationship to recreational community
- ☐ Future needs and general trends
- ☐ Special emphasis on problems
- ☐ Economic profile
- ☐ Special community needs
- ☐ Relationship of community to general region

IV. WRITTEN BUILDING PROGRAM

- ☐ Library objectives
- ☐ Existing and projected services
- ☐ Future needs of the library
- ☐ Standards required (ADA)
- ☐ Interrelationships of spaces within the building, with reference to public use and staff use, utilizing flow charts and relationship charts and indicating priorities for contiguous location of spaces

- _____ Name of each space
- _____ Description of service function of each space and activities which take place
- _____ Number of occupants to be accommodated (patrons and staff)
- _____ Resources to be accommodated (books, tables, computers, etc)
- _____ Square footage requirements for each space
- _____ Current inadequacies
- _____ List of special features
- _____ Lists of movable furniture, equipment, and built in furniture and equipment
- _____ Community architectural preferences
- _____ Technology issues
- _____ Environmental considerations and special requirements if needed
- _____ Explanation of need for major renovation or expansion

V. HIRING OF THE ARCHITECT

- _____ Develop a philosophy of architecture
- _____ Become familiar with the architect's work
- _____ Check for New Jersey license
- _____ Check references and competence
- _____ Design process of input to architect
- _____ Sign contract

VI. DEVELOPMENT OF PLAN FOR FINANCING

- _____ Estimate project cost
- _____ Site
- _____ Site survey
- _____ Bond sale
- _____ Architect's fees
- _____ Consultant fees
- _____ Construction costs
- _____ Mechanical costs
- _____ Demolition
- _____ Furniture and equipment
- _____ Landscaping
- _____ Owner's representative
- _____ Clerk of the works
- _____ Test borings
- _____ Legal fees
- _____ Sources of funding
- _____ Operating budget
- _____ Bonds
- _____ Gifts
- _____ Mortgage
- _____ Funding campaign

VII. ACQUISITION OF SITE

- ☐ Accessibility of site
- ☐ Relationship to existing city plan
- ☐ Visual prominence
- ☐ Traffic patterns
- ☐ Soil conditions
- ☐ Zoning
- ☐ Parking
- ☐ Centralized location
- ☐ Clear title
- ☐ Fair price
- ☐ Site survey

VIII. SCHEMATIC DESIGN

- ☐ Floor plan
- ☐ Elevation
- ☐ Comparison with building program
- ☐ Approval by governing body

IX. PRELIMINARY DRAWINGS

- ☐ Advanced drawings, elevation, etc.
- ☐ Outline specifications for materials
- ☐ Comparison with building program
- ☐ Consult staff for suggestions
- ☐ Cost estimates
- ☐ Approval by governing body

X. WORKING DRAWINGS AND SPECIFICATIONS

- ☐ Detailed drawings
- ☐ Detailed specifications
- ☐ Preparation of construction documents

XI. FURNITURE AND EQUIPMENT LIST

- ☐ Complete list
- ☐ Specifications