FACILITIES

Overview

Library facilities need to be designed to meet community needs as determined by a community analysis. Guidelines for conducting a community analysis can be found in the resources at the end of the accompanying checklist. Library facilities should be safe, comfortable, efficient, and inviting to allow for flexibility of service, growth, and changes in community priorities. It is important to think of sustainability when managing libraries or planning for additions or new buildings.

Building size and spaces will vary based on community size, community demand, and budget. Libraries have become a meeting place for many people and organizations in the community; Libraries should work towards having space to accommodate this important function. Libraries are encouraged to collaborate with other entities to share multi-use space.

It is important to have policies that include usage, maintenance, and improvement of the facility. One of the most litigated library issues concerns use of meeting space. Libraries should be thoughtful when developing a policy concerning this.

Below, you will find 3 tables that will assist you in analyzing your space needs and service hours. The first table provides information on square footage per capita of Colorado libraries by local service area population. This information is meant to be descriptive not prescriptive.

The second and third tables provide information on the number of services hours per outlet by local service area population. According to the _Colorado Definition of a Public Library_ all service outlets need to remain open a minimum of 20 hours. The first table is data compiled for Colorado libraries and the second table is national data. These tables represent an average of all service hours for all branches annually.

Table 1

Square Footage per Capita (Colorado) 2008				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
100,000 +	0.38	0.44	0.81	1.3
25,000-99,999	0.5	0.67	0.98	1.16
10,000-24,999	0.57	1.01	1.23	2.05
5,000-9,999	0.65	1	1.28	2.08
2,500-4,999	0.71	1.04	1.51	2.06
1,000-2,499	0.93	1.38	2.64	5.58
Under 1,000	1.52	1.8	2.21	6.45
Resorts	0.82	1.45	2.21	3.33
Statewide	0.63	1.02	1.72	3.06

A Guide to Square Footage per Capita

To Determine Square Footage per Capita:
Formula: Library Square Footage ÷ LSAP
Example: Library that serves 3,000 has one building with 4,500 square feet:
4,500 (sq. footage) ÷ 3,000 (LSAP) = 1.5 sq. footage per capita

Table 2

Service Hours per Week, per Outlet (Colorado) 2008				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
100,000 +	44.6	54.2	62.4	77.4
25,000-99,999	45.9	57.3	63.8	66.6
10,000-24,999	35	42.2	58.8	66.1
5,000-9,999	40.6	48.5	56.5	68.2
2,500-4,999	28.3	42.5	48	59
1,000-2,499	31	35.8	41.1	50.8
Under 1,000	13.8	23.7	27.3	41
Resorts	47.7	55.5	63.5	64.6
Statewide	32.1	44	55.2	64.9

Table 3

Service Hours per Week, per Outlet (National) 2007				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
500,000+	44.0	49.5	56.4	65.7
100,000 - 499,999	41.8	50.7	58.7	75.1
50,000 - 99,999	42.3	52.8	63.0	78.2
25,000 - 49,999	45.8	56.6	64.0	72.0
10,000 - 24,999	43.5	51.6	59.0	68.0
5,000 - 9,999	37.6	45.0	52.0	62.0
2,500 - 4,999	30.0	37.8	44.2	54.0
1,000 - 2,499	22.0	29.5	37.0	47.0
Under 1,000	12.5	20.0	25.0	39.1

Facilities Checklist

General

☐ **1. Provide facilities that are open sufficient hours to fulfill the library's mission. This standard applies to all library outlets including main libraries, branch libraries, mobile or other outlets.**

☐ **2. Meet current, local safety and fire codes and be accessible to all members of the community, conforming to Americans with Disabilities Act (ADA) Standards.**

☐ **3. Maintain usage statistics and compare them to space allocation standards in order to ensure library facilities meet current demands of the community.**

☐ **4. Prepare long-range facility plans that address projected growth.**

☐ **5. Review facility plans annually and revise at least every 5 years.**

☐ **6. Maintain written policies and guidelines necessary for maintaining and improving facilities.**

☐ **7. Hours must include morning, afternoon, evening and weekend hours. Evening hours are defined as after 5:00 p.m. Operational hours may vary based on community size, community demand, and budget.**

☐ **8. Each service outlet must be open to the public no fewer than 20 hours per week. (See tables in introduction.)**

☐ **9. The professional expertise of a library planner and/or library architect is sought for any new construction or major remodeling.**

☐ **10. Dedicate expenditures for capital improvements and facility maintenance.**

☐ **11. Library has a meeting room policy.**

Exterior

☐ **1. Install signs in the community that direct people to the library.**

☐ **2. Provide a well-lit exterior with signage that clearly identifies the building from the street.**

☐ **3. Prominently post hours of operation outside the library.**

☐ **4. Maintain a sufficient, well-lit parking located near or adjacent to the facility.**

☐ **5. Provide a convenient, safe book return location during the hours the library is closed.**

Interior

☐ **1. Provide a well-designed interior that encourages self-directed use of the library.**

☐ **2. Offer adequate programming space to fulfill its stated mission and goals.**

☐ **3. Provide space that aligns with library's mission and goals. For example:**
    ☐ **Story time space**
    ☐ **Study areas**
    ☐ **Quiet space**
    ☐ **Public meeting space**
    ☐ **Programming**
    ☐ **Accessing and utilizing materials**
    ☐ **Public computing**

☐ **4. Provide separate areas for staff workspace(s) and breaks.**

☐ **5. Provide storage space.**

☐ **6. Allow easy access to electrical and cabling outlets to support current technology.**