

**CAMBRIDGE PUBLIC LIBRARY
SPACE NEEDS SUMMARY**

ENTRY / CONTROL / CIRCULATION	8,782
FICTION AND POPULAR COLLECTIONS	11,799
AUDIOVISUAL COLLECTIONS	1,891
YOUNG ADULT COLLECTION	2,286
CHILDREN'S SERVICES	11,155
REFERENCE / INFORMATION SERVICES	8,834
GENERAL COLLECTION	9,151
CAMBRIDGE COLLECTION	2,835
MEETING ROOMS	5,858
STAFF / ADMINISTRATION	3,064
STAFF / SENIOR SERVICES	469
STAFF / TECHNICAL SERVICES	1,513
STAFF / COMPUTER NETWORK SERVICES	987
STAFF / MAINTENANCE	589
STAFF / OTHER	1,630
NONLIBRARY ASSIGNABLE	<u>2,717</u>
Sum of all department totals	73,556
Allowance for nonassignable / mech	5.0% of gross
Allowance for nonassignable / other	15.5% of gross
<u>GROSS AREA NEEDED</u>	<u>92,524</u>
Allowance for additional interior mechanical space for noise reduction	1,500
<u>ADJUSTED GROSS AREA NEEDED</u>	<u>94,024</u>

NOTES:

NONASSIGNABLE SUMMARY		Pct of nonassign		Pct of gross	
Nonassign / mechanical	4,626	16.7%	16.7%	5.0%	5.0%
Nonassign / other	14,341	51.7%	68.4%	15.5%	20.5%
Dept nonassignable	6,404	23.1%	91.5%	6.9%	27.4%
Vestibules	800	2.9%	94.4%	0.9%	28.3%
Restrooms	1,565	5.6%	100.0%	1.7%	30.0%
	<u>27,736</u>	<u>100.0%</u>		<u>30.0%</u>	

CAMBRIDGE PUBLIC LIBRARY
SPACE NEEDS SUMMARY by department and functional area

ENTRY / CONTROL / CIRCULATION

Traffic dispersal	375	
Returns desk	733	
Charging desk	855	
Self-check-out	300	
Photocopier alcove	150	
Browsing collection	1,989	
Staff workroom 1	1,100	
Paging / rough sorting (room)	230	
Circulation department storage room	0	
Book drop / walk-up (roomlet)	150	
Book drop / drive-up (roomlet)	0	
Library store (roomlet)	72	
Book sale alcove / literature distribution area	85	
Coffee / vending area	500	
	ASSIGNABLE SPACE IN DEPARTMENT	6,538
	Nonassign allowance (@ 10% of dept assign)	654
	Entry vestibule	800
	Public restrooms	790
	DEPARTMENT TOTAL	8,782

FICTION AND POPULAR COLLECTIONS

Information desk	599	
Fiction collection	4,239	
Genre collections	2,318	
Large print collection	879	
Browsing - current periodicals	1,832	
Periodical backfiles	0	
Staff workroom 2	860	
	ASSIGNABLE SPACE IN DEPARTMENT	10,727
	Nonassign allowance (@ 10% of dept assign)	1,073
	DEPARTMENT TOTAL	11,799

AUDIOVISUAL COLLECTIONS

AV collection	1,639	
Listening and viewing center	80	
	ASSIGNABLE SPACE IN DEPARTMENT	1,719
	Nonassign allowance (@ 10% of dept assign)	172
	DEPARTMENT TOTAL	1,891

YOUNG ADULT COLLECTION

Young adult public service desk	175	
Young adult collection	538	
Young adult lounge	1,245	
Small group study rooms	120	
	ASSIGNABLE SPACE IN DEPARTMENT	2,078
	Nonassign allowance (@ 10% of dept assign)	208
	DEPARTMENT TOTAL	2,286

CHILDREN'S SERVICES

Children's public service desk & reference	743	
Children's technology center	510	
Preschool collection	1,731	
Grade school collection	3,336	
Audiovisual collection	672	
Parenting collection	244	
Small group study rooms	180	
Children's program room	475	
Craft room	1,065	
Staff workroom 3	980	
	ASSIGNABLE SPACE IN DEPARTMENT	9,936
	Nonassign allowance (@ 10% of dept assign)	994
	Children's restrooms	225
	DEPARTMENT TOTAL	11,155

REFERENCE / INFORMATION SERVICES

<i>Reference / information.desk</i>	1,130	
<i>Reference collection</i>	1,428	
<i>Information commons</i>	1,525	
<i>Computer training center (room)</i>	940	
<i>Public copy center</i>	215	
<i>Small group study rooms</i>	840	
<i>Staff workroom 4</i>	1,430	
<i>Telephone reference workroom</i>	205	
ASSIGNABLE SPACE IN DEPARTMENT		7,713
Nonassign allowance (@ 10% of dept assign)		771
Public restrooms		350
DEPARTMENT TOTAL		8,834

GENERAL COLLECTION

<i>Nonfiction collection</i>	6,862	
<i>Foreign language collection</i>	567	
<i>Quiet study room</i>	890	
ASSIGNABLE SPACE IN DEPARTMENT		8,319
Nonassign allowance (@ 10% of dept assign)		832
DEPARTMENT TOTAL		9,151

CAMBRIDGE COLLECTION

<i>Cambridge reading room</i>	1,577	
<i>Cambridge collection stacks (room)</i>	685	
<i>Local history staff workroom</i>	315	
ASSIGNABLE SPACE IN DEPARTMENT		2,577
Nonassign allowance (@ 10% of dept assign)		258
DEPARTMENT TOTAL		2,835

MEETING ROOMS

<i>Public meeting room I</i>	2,700	
<i>Public meeting room II</i>	1,150	
<i>Cloakroom</i>	250	
<i>Table & chair storage room</i>	335	
<i>Equipment storage room</i>	140	
<i>Kitchenette (room)</i>	100	
<i>Conference / board room</i>	650	
ASSIGNABLE SPACE IN DEPARTMENT		5,325
Nonassign allowance (@ 10% of dept assign)		533
Allowance for meeting room lobby		0
Public restrooms		0
DEPARTMENT TOTAL		5,858

STAFF / ADMINISTRATION

<i>Administrative assistant / reception (room)</i>	475	
<i>Director's office</i>	340	
<i>Associate director's office I</i>	220	
<i>Associate director's office II</i>	220	
<i>Associate director's office III</i>	220	
<i>Analyst / archivist office</i>	220	
<i>Administrative supply room</i>	80	
<i>Graphics / printing room</i>	420	
<i>Staff copy center (room)</i>	215	
<i>Records storage room</i>	260	
<i>Mail sorting & distribution</i>	115	
ASSIGNABLE SPACE IN DEPARTMENT		2,785
Nonassign allowance (@ 10% of dept assign)		279
DEPARTMENT TOTAL		3,064

STAFF / SENIOR SERVICES

<i>Senior services staff workroom</i>	426	
ASSIGNABLE SPACE IN DEPARTMENT		426
Nonassign allowance (@ 10% of dept assign)		43
DEPARTMENT TOTAL		469

STAFF / TECHNICAL SERVICES

<i>Technical services workroom</i>	1,375	
ASSIGNABLE SPACE IN DEPARTMENT		1,375
Nonassign allowance (@ 10% of dept assign)		138
DEPARTMENT TOTAL		1,513

STAFF / COMPUTER NETWORK SERVICES

<i>Computer network services workroom</i>	475	
<i>Server room</i>	230	
<i>Wiring / data closet (roomlet)</i>	72	
<i>Computer network services storage room</i>	120	
	ASSIGNABLE SPACE IN DEPARTMENT	897
	Nonassign allowance (@ 10% of dept assign)	90
	DEPARTMENT TOTAL	987

STAFF / MAINTENANCE

<i>Maintenance workroom</i>	425	
<i>Maintenance office</i>	110	
	ASSIGNABLE SPACE IN DEPARTMENT	535
	Nonassign allowance (@ 10% of dept assign)	54
	DEPARTMENT TOTAL	589

STAFF / OTHER

<i>Staff lounge (room) / break room</i>	780	
<i>Staff lockers (room)</i>	290	
<i>First aid room</i>	110	
<i>Staff showers</i>	120	
	ASSIGNABLE SPACE IN DEPARTMENT	1,300
	Nonassign allowance (@ 10% of dept assign)	130
	Staff restrooms	200
	DEPARTMENT TOTAL	1,630

NONLIBRARY ASSIGNABLE

<i>Staff entry (room)</i>	150	
<i>Receiving & delivery (room)</i>	665	
<i>Storage room - general & miscellaneous</i>	530	
<i>Storage room - maintenance supplies</i>	155	
<i>Storage room - office supplies</i>	0	
<i>Storage room - used book sale</i>	0	
<i>Recycling center (roomlet)</i>	72	
<i>Telecommunications equipment (roomlet)</i>	72	
<i>Elevator equipment room</i>	72	
<i>Groundskeeping equipment room</i>	0	
<i>Janitor's closet (roomlet)</i>	72	
	ASSIGNABLE SPACE IN DEPARTMENT	1,788
	Nonassign allowance (@ 10% of dept assign)	179
	Allowance for garage	750
	DEPARTMENT TOTAL	2,717