

**JONES LIBRARY
SPACE NEEDS TABLE
11-2-18**

		Existing Square Footage	Planned SF 12/2016	Print	Audio	DVD	Music CD	Etc.	Volumes of Periodicals	Staff Stations	Public Work-stations	Tables for 4	Single Chairs	Lounge Seating	Study Carrels	Group Seating for 4
1	Materials' Return - External (AMHS)	0	0													
2	Main Entrance p	557	155													
3	Entrance Foyer p	267	352										4			
4	"Ask" Desk	0	100							2						
TOTAL ENTRANCE		824	607	0	0	0	0	0	0	2	0	0	4	0	0	0
5	Materials' Return - Internal (AMHS)	246	451							2						
6	Circulation Work Area	159	867							5			2			
7	Shipping/Receiving	0	52													
8	Adult Circulation Desk	169	175							2			1			
9	Self-Serve Holds p	0		450												
10	Musical Instruments p	12	45					15								
11	Rotating Community Display Space p	0	965													
12	Gathering Area p	0	480									4	16			
13	Boutique p	30	104	270						1			2			
14	Artist in Residence p	26	97										2			
15	Social Worker in Residence p	0	104										2			
16	Adult AV (DVD's, Music CD's, Spoken Books) p	3,314	2,280		5,030	3,640	7,800				4	3	12	4		
17	New Adult Materials p	0	1,286	924							2	3	12	8		1
18	Head of Borrower Services	112	113							1			2			
19	Head of Technical Services	101	105							1			2			
20	Technical Services Workroom	1,112	947							5			4			
21	Head of Collections	138														
22	Book Donations Sorting Room	162	69	400												
TOTAL ADULT CIRCULATION		5,581	8,140	2,044	5,030	3,640	7,800	15	0	17	6	10	57	12	0	1

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23	Consultation Space p	0	58							1	3		2			
24	Ready Reference Collection p	1,244	803	216								6	24		6	
25	Public Internet Workstations p	123								1	16					
26	Copy Center p	53	140										2			
27	Group Study p (open access)	56	114									1	4			
27	Group Study p (open access)	0	116									1	4			
27	Group Study p (open access)	0	121									1	4			
27	Group Study p (open access)	0	124									1	4			
28	Head of Information Services	109	139							1			2			
29	Head of Technology	0	0													
30	Technology Specialist/Storage	135	235							1			1			
31	Head of Programming and Outreach/Head of Collections	283	154							2			2			
32	Branch Head	0								1			1			
32	Branch Head	0	0													
33	Telecommunications Room	84	128										1			
TOTAL RESEARCH/LEARNING		2,087	2,132	216	0	0	0	0	0	7	19	10	51	0	6	0

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34	Adult Reading Room p	0	1,761								18	6		2		
35	Periodicals and Newspapers p	0	400				228			2	8	4				
36	Periodicals and Newspapers - Storage p	0	71				2,352									
37	Adult Fiction (LP; Pbk; GN; Myst; SciFi) p	3,184	4,550	37,632					4		20	8				
38	Adult Nonfiction p	5,640	5,025	48,510					4	8	32	12	6	1		
38	Adult Foreign Language Collection p	0	130	1,344												
38	Career Center p	0	130	1,344												
38	Poetry and Drama p	0	375	4,176												
TOTAL ADULT COLLECTION		8,824	12,442	93,006	0	0	0	0	2,580	0	8	10	78	30	6	3

39	Youth Circulation Desk	101	476						2							
40	Youth Public Internet Workstations p	459														
41	Youth AV p	0			1,710	2,400	300			1						
41	Youth Fiction - Older (Grades 3-5; Grades 5+; Comics; Mystery; Sci-Fi; Horses; Pbk) p	1,113	2,000	10,196						3	2	8	2		1	
41	Youth Fiction - Younger (Board Books; Picture Books; Readers; Fairy Tales) p	913	1,274	15,670						3	1	4	2			
41	Youth Kits/Games p	0	130					125				8	1			
41	Youth Non-Fiction (Parenting; Poetry; Drama; For. Lang; Holidays; Bio) p	467	2,000	24,024						3	1	4				
41	Youth Periodicals p	0						100		1						
41	Youth Reference p	0		50						1						
42	Youth Activities Room p	474	967									100				
43	Youth/Family Rest Rooms p	107	118													

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44	Youth Staff Workroom	47							3			2				
45	Head of Youth Services	136	165						1			2				
TOTAL YOUTH		3,817	7,130	49,940	1,710	2,400	300	125	100	6	12	4	128	5	0	1

46	Young Adult AV p	0	1,356		300	300	84									
46	Young Adult Fiction p	0		2,160						6	4	16		2		
46	Young Adult Non-Fiction p	467		1,800												
46	Young Adult Periodicals p	0						45								
47	Young Adult Collaborative Work Room p	127	308								3	12				
48	Young Adult Individual Work Room p	0														
49	Young Adult Services Coordinator	42	102						1			2				
TOTAL YOUNG ADULT		636	1,766	3,960	300	300	84	0	45	1	6	7	30	0	0	2

50	Special Collections Coat Room p	16	77													
51	Special Collections Exhibits p ♦	1,139	653					66					4			
52	Special Collections Reading Room p ♦	1,087	988	3,060				420	220	1	4	4	16			
53	Special Collections Instruction Room p	0	842													
54	Special Collections Workroom	110	366						4			4				
55	Special Collections Storage ♦	1,575	3,305	40,000		40		500					1			
56	Head of Special Collections	204	165						1			2				
57	Library Specialist	71	131						1			1				
TOTAL SPECIAL COLLECTIONS		4,202	6,527	43,060	0	40	0	986	220	7	4	4	24	4	0	0

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58	ESL Collection p	466	359	2,000						1	1	4	2			
58	ESL/Literacy Project Reception p	0													1	
59	ESLTutor Room A p	60	118								1	4				
59	ESLTutor Room B p	106	119								1	4				
59	ESLTutor Room C p	68	134								1	4				
59	ESLTutor Room D p	0	134								1	4				
60	ESL/Literacy Project Group SessionRoom p	0	317						1			15				
60	ESL/Literacy Project Group SessionRoom p	0	330						1			15				
61	ESL Coordinator	78	121						1			2				
TOTAL ESL/LITERACY PROJECT		778	1,632	2,000	0	0	0	0	0	3	1	5	52	2	0	1

62	Large Meeting Room p	1,711	2,586						1			204			
63	Medium Meeting Room p	0	0												
64	Small Meeting Room p	452	697						1			16			
65	Board Room	858	807						1			28			
66	Art Gallery p	592	607									3			
TOTAL MEETING ROOMS		3,613	4,697	0	0	0	0	0	3	0	0	251	0	0	0

68	Receptionist	282	113						1			2			
69	Administrative Conference Room	0	0												
70	Volunteer Coordinator	0	0												
71	Staff Copy/Mail Center	0	92									1			
72	Business Manager	156	125						1			2			
73	Development Office	0	0												
74	Director	247	353						1		1				
75	Financial Records Storage	326	150									1			

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TOTAL ADMINISTRATION		1,011	833	0	0	0	0	0	0	3	0	1	6	0	0	0
76	Staff Break Room	367	704											2		1
77	Staff Kitchen	178										2				
78	Staff Cot Room	104														
79	Staff Rest Rooms	86	61													
TOTAL STAFF		735	765	0	0	0	0	0	0	0	0	2	0	2	0	1
80	Book Storage (Friends)	203	304	2,500						1		1				
81	Maintenance Garage/Loading Dock	181											2			
82	Building Maintenance Workroom	477	603							1			4			
83	Storage	700	622													
84	Facilities Supervisor	0	188							1			2			
TOTAL FACILITIES		1,561	1,717	2,500	0	0	0	0	0	3	0	1	8	0	0	0

SQUARE FOOTAGE TOTALS

SUBTOTAL SQUARE FEET	33,669	48,388
SPECIAL USES	6,734	0
UNASSIGNABLE SPACE	12,121	14,516
GROSS SQUARE FEET	52,524	64,758
ACTUAL GROSS SF	47,463	

(e.g., newspapers, photocopiers, microfilm; subtotal divided by 5 s.f.)

(e.g., furnace, vestibules, corridors, bathrooms; subtotal plus special uses multiplied by .30 s.f.)

PLANNED COLLECTION TOTALS (i.e., circ., ref., ILL, exhibit & book sale items)	222,401
PLANNED COMPUTER TOTALS (i.e., staff, patron, self-check & OPAC)	108
PLANNED PROGRAM SEATS (i.e., meeting, conference & group study rooms)	394
PLANNED READING SEATS (i.e., open access seats)	337

196,726	7,040	6,380	8,184	1,126	2,945											
								52	56							
150,046	7,040	6,340	8,184	140	2,725					54	689	55	12	9		
171,610																

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