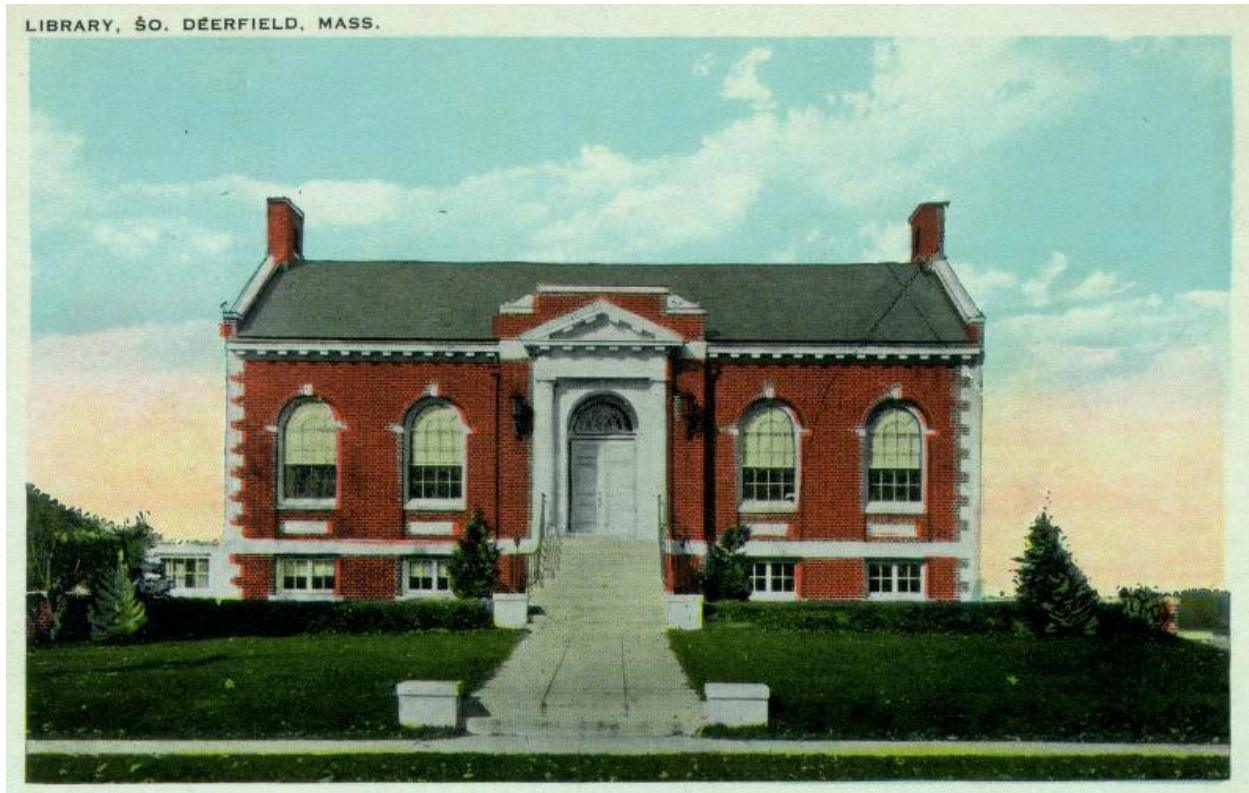


Tilton Library Building Program



Tilton Library
Deerfield's Public Library
75 North Main Street
South Deerfield, Massachusetts 01373

February 2015

MISSION STATEMENT

Tilton Library seeks to inform, enrich, and entertain in a spirit of community, for lifelong learning.



INTRODUCTION

Deerfield is the only town among the six which border it that is estimated to increase in population by 2030. Expected changes to streets and businesses, as well as expected growth in the number of new families moving into existing housing stock, will add to the service demands at Tilton Library. The number of library card holders has increased yearly and, concurrently, circulation figures have increased from 33,649 items in 2007 to 51,561 items in 2014. Although digital borrowing adds to later figures, children's book circulation in Deerfield has continued to grow during the same periods.

At the same time, the number of library programs has grown 22% and the number of participants in these programs has increased 55%. Deerfield library users have come to expect more than a traditional service model. In addition to reading and research, users now expect services to include those that lend to creating, computing, learning, and socializing. The library's 2014-2018 Long Range Plan reflects these expectations.

In doing its best, the library's response to these new expectations for secondary services must not come at the expense of primary services but in concert with them. In compliance with regulations put forth by the Massachusetts Board of Library Commissioners, Tilton Library is seeking a significant increase in internal usable space while assuring that a new, remodeled or renovated library building will be planned for a minimum operational life of 20 years.

COMMUNITY DESCRIPTION

Deerfield is mainly comprised of two villages, north and south, separated by a distance of five miles.

The town of Deerfield covers 33.57 square miles situated in Franklin County, in the Connecticut River Valley, in western Massachusetts. It is bordered by the city of Greenfield and the towns of Montague, Sunderland, Whately, Conway and Shelburne. Some of the most fertile lowlands in the United States extend the length of the easternmost portions of the town along the Connecticut, Deerfield and Mill rivers. These fertile lowlands are flanked by scenic forested uplands, with the most prominent elevation being Mount Sugarloaf at the southern end of the Pocumtuck Range. The town is considered to be rural in area, but it also serves as a suburban center for nearby Northampton, Amherst and Greenfield as well as Holyoke and Springfield. Popular tourist destinations include Historic Deerfield, Pocumtuck Valley Memorial Association Museum, Yankee Candle and Magic Wings Butterfly Conservatory. The Five College Consortium (University of Massachusetts, Amherst, Mount Holyoke, Hampshire and Smith Colleges) is within 20 minutes driving distance.

Residents of Deerfield are accustomed to distinguishing among the various areas of the town. East Deerfield, sometimes referred to as Cheapside, is the area closest to the larger city of Greenfield to the north. Recent housing developments are in the West Deerfield and the Mill River areas on the west side of Interstate 91. The centrally located Wapping area serves tourists bound for Old Deerfield, designated as a Registered National Historic Landmark in 1968. Three private schools, Deerfield Academy, Eaglebrook School, and Bement School are located in the village of Old Deerfield. South Deerfield Village is the business and government center. Deerfield Municipal Offices, South County Senior Center, Frontier Regional Middle and High School and Deerfield Elementary School are within walking distance of Tilton Library in South Deerfield.

As of the 2010 Federal Census, Deerfield's population was 5,125 with 3,484 registered voters. Deerfield employs the open town meeting form of government, and is led by a three member board of selectmen.

LIBRARY HISTORY

Books and libraries have always been an important part of life in the town of Deerfield.

Until the end of the nineteenth century, there was no free public library in Deerfield. In 1875, a bequest of Esther Harding Dickinson established Dickinson Library, which served students at the combined Deerfield Academy and Deerfield High School, as well as those who lived in Old Deerfield.

The beginning of Tilton Library can be traced to 1870, when money was raised to establish the "Village Library Association", a subscription library. Books were housed in a church until voters decided to use public funds to support a free library. The South Deerfield Village Library opened in 1893 with 1,178 volumes.

In 1906, the books from the South Deerfield Village Library were moved to Tilton's Grocery Store, which was located next to the present Tilton Library building. By 1915, plans were finalized for a separate library building and money from the estate of the grocer, Chauncey B. Tilton, was used to construct Tilton Library. The upper floor of the colonial style brick and white marble building, measuring thirty feet by sixty feet, served as the town library while the lower level was used as a town assembly room.

Throughout the twentieth century, the library's collection continued to grow and patronage increased.

By the early 1970's, Library Trustees began making plans to build a new library addition. An architect was hired to prepare preliminary designs for a two story addition which would include a club room, two toilets, expanded kitchen facilities, a librarian's work room and an expanded stack room. Nothing ever came of these plans.

In 1982, with a town appropriation of seven hundred dollars, and the labor and donations of private citizens, the lower level of the building was converted into a children's library.

In 1993 Library Trustees hired an architect to determine the structural soundness of the building, identify deficiencies in building code compliance, and identify improvements to bring the library into compliance with the Americans with Disabilities Act.

In 1994, the municipally owned building in which the Dickinson Library in Old Deerfield was located, was condemned as being unsafe. After some dispute about ownership, the book collection from the Dickinson Library was recovered by the town, moved into storage and the two libraries were combined.

In 1997 in order to house an elevator for handicapped access, a small addition, measuring twenty five feet by fourteen feet, was made to the Tilton Library building. The addition also included an office, a ground-level main entrance, and a stairway to the

upper level. The construction of the addition, as well as the renovation of the children's room and the toilet, and the upgrading of electrical wiring, was supported by town funds and private contributions.

Public access to the Internet became available in 1998 and in 2002 the conversion of the card catalog to an in-house computerized database was completed. By 2006, Deerfield became a fully circulating member of Central/Western Massachusetts Automated Resource Sharing (C/WMARS) consortium. In 2014, the building held a collection of 21,463 books, magazines, audio books, and DVDs and Tilton Library circulated 49,339 items to 2,840 patrons.

Noteworthy building improvements include the replacements of the original furnace and the slate roof in 2011, and restoration of the original marble front steps in 2012.

Two non-profit organizations exist to support Tilton Library goals. The Friends of Tilton Library, Inc., is an active and well organized group which provides funding for library programs and other needs. Tilton Fund, Inc., comprised of library trustees, conducts fundraising which historically has supported building and grounds improvements and furniture and shelving purchases.

Library needs assessments were completed for long range planning in 2003 and 2013. In both plans, services and facilities were evaluated and improvements were identified.

In September 2014, Tilton Library received a \$41,205 Planning and Design Grant from the Massachusetts Board of Library Commissioners which is to be matched by \$20,600 from Tilton Fund, Inc. A seven member trustee ad hoc committee, Tilton Library Building Needs Assessment Committee was formed shortly thereafter to oversee the implementation of the grant, including site and architect selection and determination of the best library facility for the town of Deerfield.

LIBRARY GOVERNANCE

Tilton Library is a town department governed by a nine member board of trustees. Four permanent members are appointed by the board of trustees after being elected by town vote and serving several years. Five members are elected by town vote for three year terms. The board is legally responsible for the provision of library services, custody of library property, expenditure of funds, and it delegates these and other responsibilities to the library director. The library director position is 37 ½ hours per week, the youth services position is 25 hours per week and three assistants work a total of 48 hours per week. The library is open to the public 29 hours per week. Staff are guided by the *Tilton Library Policy and Procedure Manual* which is determined by the board of trustees. In addition, Tilton Library endorses the principles of the *Library Bill of Rights* and the *Freedom to Read Statement* adopted by the American Library Association. Additional guidance and services come from membership in the Massachusetts Library System (MLS) and in membership in C/WMARS (Central/Western Massachusetts Automated Resource Sharing consortium).

The majority of the library's operating budget is provided by the taxpayers in the town of Deerfield at its annual town meeting. In 2014, the municipal appropriation was \$150,605.

TILTON LIBRARY SERVICES

Tilton Library is open 29 hours per week. Evening hours are on Monday and Thursday until 8 p.m. The library is open year round on Saturday from 9 a.m. to 1 p.m.

During fiscal year 2014, 200 children's programs, 144 young adult programs and 52 adult programs were held. Five volunteers provided 125 hours of service to the library.

Three public internet workstations are available in the adult section of the library and may be used for half hour periods. During a typical week, 81 people sign up to use the workstations.

Although wireless service is provided within the library and in areas in close proximity to the building the number of user sessions is not counted.

The library website <tiltonlibrary.org> is updated regularly and is optimized for mobile devices.

The library director holds a MLS degree and provides services during open hours.

EXISTING LIBRARY FACILITY

Limits of the facility challenge the library's ability to serve the community.

Tilton Library is conveniently located on a 1.1 acre lot in South Deerfield Village in the town of Deerfield. Parking for about 10 cars is located on the south side of the building. The library is on a public transportation route and sidewalks are on both sides of the road leading to the library. The site influenced the shape of the original building with windows on all sides. A new addition on the south side blocks the light as do added shelves on the north side. The land at the back of the library is used for some fair weather gatherings and the lawn on the south side is used for overflow parking. Because of some mold problems the drainage in the back of the library has been under review. Most physical barriers within the library have been removed or modified and a lift provides access to the second floor when needed. The teen (young adult) collection is inaccessible to people with physical disabilities because it is located in two small former closets.

Every effort has been made to provide a library space that is as flexible as possible given the constraints of the size and design of the current building. Moveable furniture, collections housed on moveable library carts and laptop computers and clever use of space help with transitions during times when a different space is needed.

Despite recent replacements (furnace, roof) and restoration (steps), the windows on the second floor are original single pane Palladian style and do little to prevent penetration of heat in summer and cold in winter. There is some plaster damage on inside walls from a previous leak that is scheduled to be repaired for a second time. During rainy spells a musty smell is evident on the first floor. In general, the building was well made and is maintained regularly. A 1993 engineering structural report deemed the building structurally sound.

More patrons than ever bring in laptops and other rechargeable devices which increases the demand for electrical outlets. So far, staffers are successful in prohibiting cord stretching by the public thoroughfare. Regretfully, wiring of both the adult and juvenile circulation areas is a poster case for cords with cable covers, stretching across (staff) walkways.

Lighting is adequate but could be brighter in some areas. There are no task lights and lighting controls have improved somewhat since the installation of the energy efficient lights but are not intuitively located.

There are no quiet rooms in the library and patrons frequently complain about noise.

The current shelving provides no room to grow. Routine withdrawal is undertaken so that books can be housed in a manner recommended in the profession, i.e., not

crammed onto shelves or overflowing onto the floor. Although users complain about items shelved too high or low to be reached comfortably, it is difficult to give up this valuable shelving space. When possible, items held in the more extreme locations are moved to more accessible display tables. Most shelves conform to ADA standards.

For the amount of space available, furniture and seating are adequate. The library does not meet the number of seats recommended by 605 CMR: Board of Library Commissioners seating standard which is 10 seats per thousand. Lack of wall space at eye level limits the potential display area for works of art. By policy, Tilton Library's local history collection is restricted to annual yearbooks and town reports and is adequately shelved near the adult circulation desk. Large reproductions of historical maps are not optimally shelved because of their size.

There are two entrances to the adult room. Recently, after the original front steps were reconstructed, the original entrance was reactivated. The main entrance continues to be the newer, accessible south side door which is not visible from either service point. Here, as with the front steps, patrons must climb a set of stairs or ride in a lift designed for older hand-powered wheelchairs.

There is one single stall toilet which serves the whole building and it is located on the lower level through the children's room. It is wheelchair accessible.

The children's library is located on its own floor, shelving and furniture are appropriately sized for all sized children and there are two adult sized chairs. Themes and colors are partly reflected in the furniture, there are no colors or designs on the ceiling for infants. There are no specific places for different activities and noise levels. During story time bathroom users must weave through children, caregivers, toys and strollers and access to parts of the collection is unavailable. After school, students and teens congregate in the children's room and upstairs in the computer and reading area in the adult section.

Materials for teens are located in a former supply closet. Because shelving and space are limited, only one person can browse the shelves at a time and must do so within a two foot range. If someone is sitting in the chair in the teen closet others complain that it is too small a space to comfortably enter. Teens spillover into the adult and children's sections every day.

Lack of size inhibits the library's ability to provide its patrons with adequate space for public events, i.e., public talks, concerts, book discussion meetings. Size also limits the proper storage and exhibition of library materials and access to materials is limited during times when programs are scheduled. Some patrons no longer visit the library in the evening because scheduled programs limit access to certain parts of the collection. There is no meeting room and no separate room for local history, no staff room, no separate staff bathroom, kitchen or staff seating. Staff workstations are not ergonomic

and functional. There is no janitor's closet. The technical services work area, located in the director's office, consists of a small bookcase, two book carts and a computer workstation.

The current library facility provides an easily reached, community oriented space situated near the village center adjacent to the town hall, police station and senior center and just a short walk from the elementary and high schools.

TILTON LIBRARY COLLECTIONS

A top priority of Tilton Library is to provide popular materials in all formats for the interest, information and enlightenment of all ages. The library strives to maintain a collection that is current, reliable, in good condition, well used and related to the needs and interests of Deerfield residents and other local library users. Tilton Library endorses the principles of the *Library Bill of Rights* and the *Freedom to Read Statement* adopted by the American Library Association. Membership in C/WMARS, an automated resource sharing network, and MLS, a state supported library system, allows the library to supplement its resources with electronic access to a large catalog of E-books, downloadable audiobooks and reference databases. Additionally, users may access book and other collections throughout the state via an efficient interlibrary loan process.

As of June 30, 2014, Tilton Library had 17,866 books available for loan, of which 8,504 were children's books and 753 designated as young adult books. The 975 audio items included recorded books and music CDs. The total holdings in the DVD collection were 1,656. There were 83 print magazine subscriptions and 898 issues at the end of June. The miscellaneous collection included 10 museum passes, a pair of hiking poles and a ukulele. Also, at the same time, through membership in CWMARS, Tilton Library patrons had access to 24,553 E-books, 7,220 downloadable audio titles and 696 downloadable videos.

The adult fiction collection has been organized into several discrete areas. Large print is confined to three end-of-stack shelves, short stories and science fiction are located on two separate shelves of 130 inches each. Fantasy is shelved on a metal book cart and "1st in a series" titles are on two separate shelves of 60 inches each. This separation of some genres and a format allows browsing continuity.

The children's book collection is more typically divided into discrete collections. Picture books, beginner readers, fiction for older readers, books in series, board books, holiday titles of picture books and paperback editions of picture books are all shelved separately. Non-fiction is grouped together regardless of reading level. Comic books are shelved separately. There are no shelves for the few oversized story time picture books and they are kept against the wall behind the picture book shelves.

Since joining C/WMARS, overall circulation of hard copy items has increased every year, with the exception of 2012 when the sharing consortium (C/WMARS) switched to a new integrated library system. Since that dip, figures have rebounded and continue to climb. Increased item circulation means less time spent on shelves, which should theoretically give more shelf space. Unfortunately, borrowing times fluctuate and shelf space remains a premium.

As part of its secondary role, Tilton Library's goal is to provide support for educational endeavors of children from preschool through high school by offering a collection of non-fiction items. Volumes from two editions of World Book Encyclopedia comprise our current reference collection and may be borrowed for a brief lending period. All other

reference titles are available digitally through our website with the exception of a series of Deerfield town reports and the local high school yearbook. Titles pertaining to Old Deerfield and other topics of local interest were removed from the non-circulating reference collection and added to the circulating non-fiction collection. Because of very limited young adult shelving space, at the end of June 2014, just 5% of the young adult book collection contained non-fiction items which might be used as a resource. Teens have access to the adult and children's collections as well. Circulation of non-fiction titles has remained relatively level for all age groups. Of the adult book collection, 37% are non-fiction titles which counted for 25% of total adult book circulation in fiscal year 2014. During the same period, children's non-fiction made up 25% of that book collection and accounted for 21% of book circulation for the period. In all non-fiction areas, space is a concern and regular withdrawal is necessary. Some books with low circulation counts must be removed even though content is still current and might be of future interest. Every book must earn its spot on the shelves and be up-to-date, relevant to the community and in good physical condition.

With the exception of the bound town reports and the high school yearbooks, Tilton Library does not collect local history items. All local history items received as gifts are offered to the library at Pocumtuck Valley Memorial Association, Deerfield's historical society.

Since June 2007 the number of items in the audio visual collection increased 15%. Circulation figures for those item types have increased by 56% during the same period.

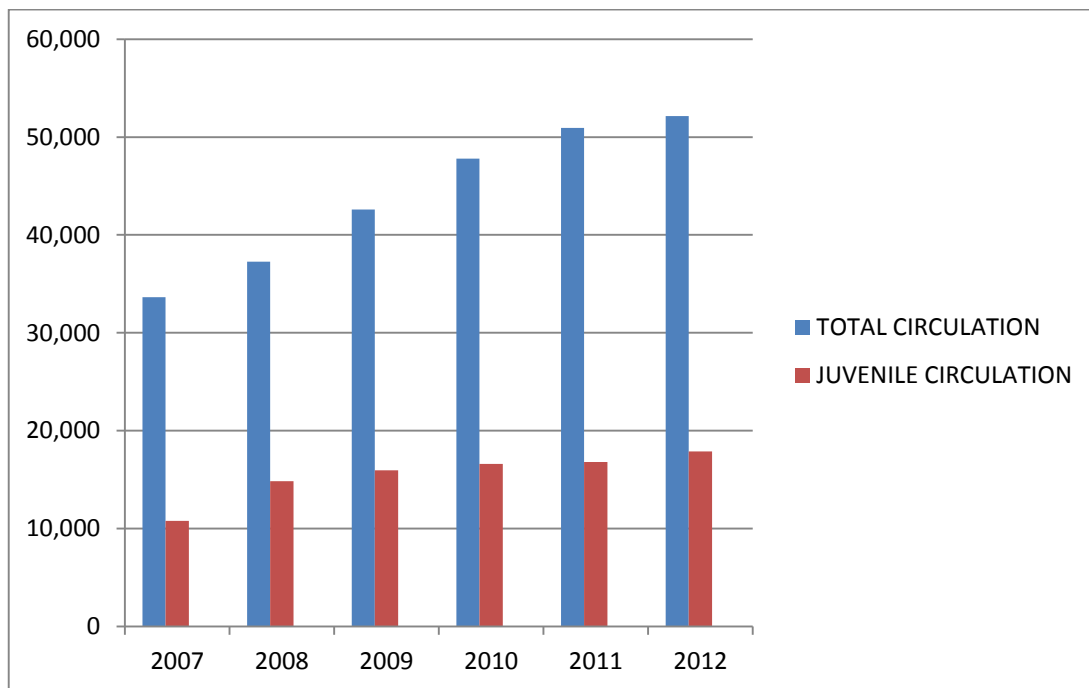
Quantitative Standards by Municipal Population¹ recommend at the basic level that libraries serving populations of 5,000 to 9,999 maintain a collection of at least 35,833 print, audio and video items (based on 7.0 per capita). A moderate level collection is 7.5 per capita which comes out to 38,392 items. The systematic and continuous withdrawal of items keeps the collection attractive and adds to the increase in circulation figures. With more space, less items will need to be shelved in out-of-the way areas and more items can be added to the collection. Until that time, 21,500 items is approximately all that the current facility can hold.

These same Quantitative Standards suggest a minimum of one public access computer per thousand population. Due to space considerations Tilton Library has only two desk top computers and one laptop for public use which leads to waiting lines. There is no public internet access computer in the children's room due to space constraints. Free wireless internet access allows patrons to use their own devices but table space, chairs and electrical outlets are limited. This effectively limits access to the library's shared digital collection.

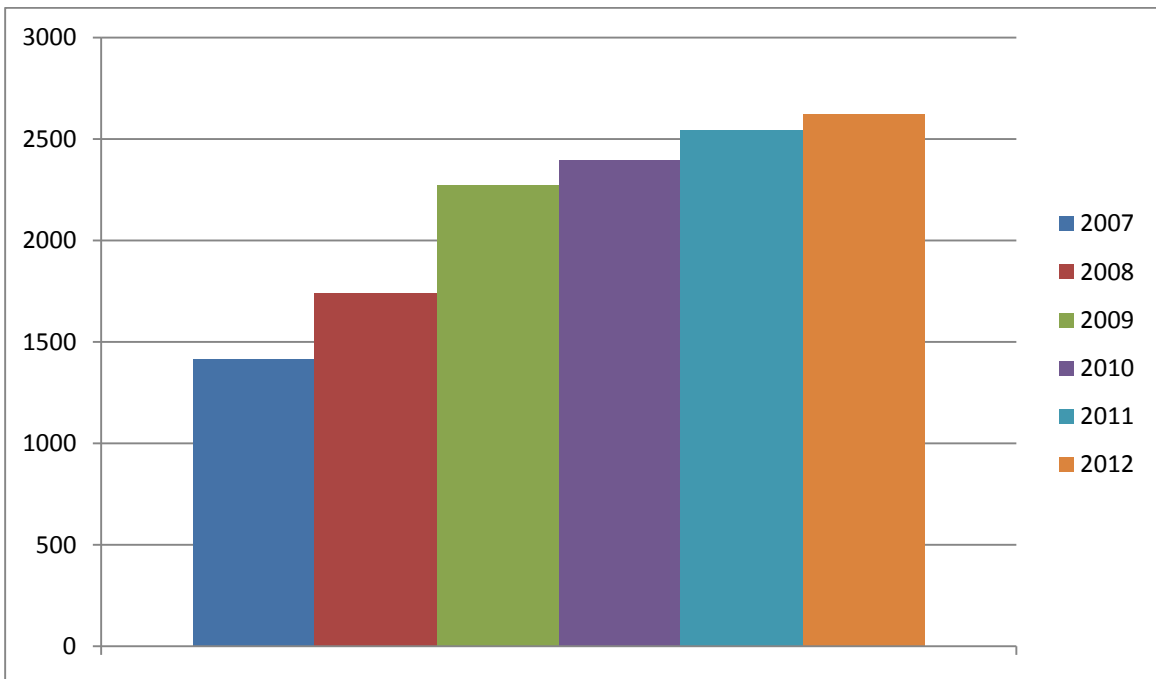
TRENDS AND STATISTICS

Observational Study

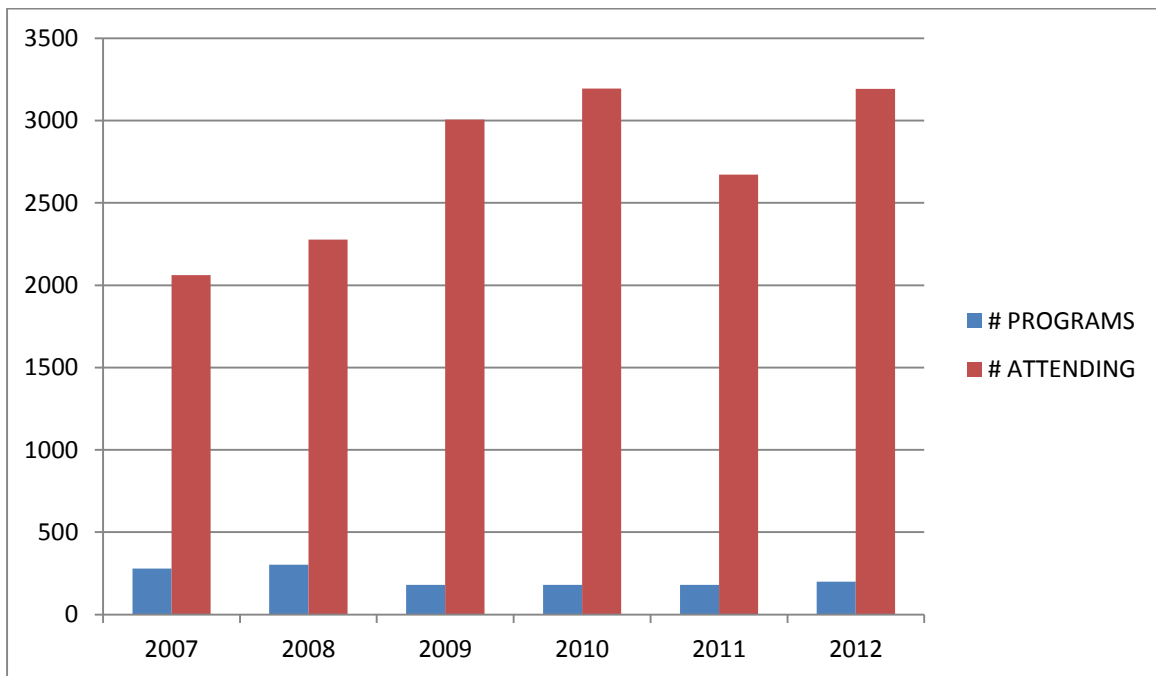
An observational study, using a modified North Vancouver District Library form, enabled Tilton Library staff to record patron activity hour-to-hour for a two week period in September 2014. Some results confirmed expectations about use of the library by the public: checking out books, browsing, reading newspapers at tables and in lounge chairs, using public computers, completing homework assignments, playing with toys, and reading with a parent are all activities library staff take for granted. Other activities and profiles were unexpected. More men than expected were counted, use of the quiet nooks in the non-fiction area was recorded daily and daily use of the teen closet by a man wearing noise reducing headphones was observed. Activity is not restricted to reading and studying. Teens and older children visit, play games and use mobile devices. People check email, print coupons, tickets and inspirational images. Groups of two or three people meet and talk quietly. Parents network with each other and with the children's librarian while their children play nearby. Many visits are quick, especially by those selecting a movie or audio book or picking up a hold after work.



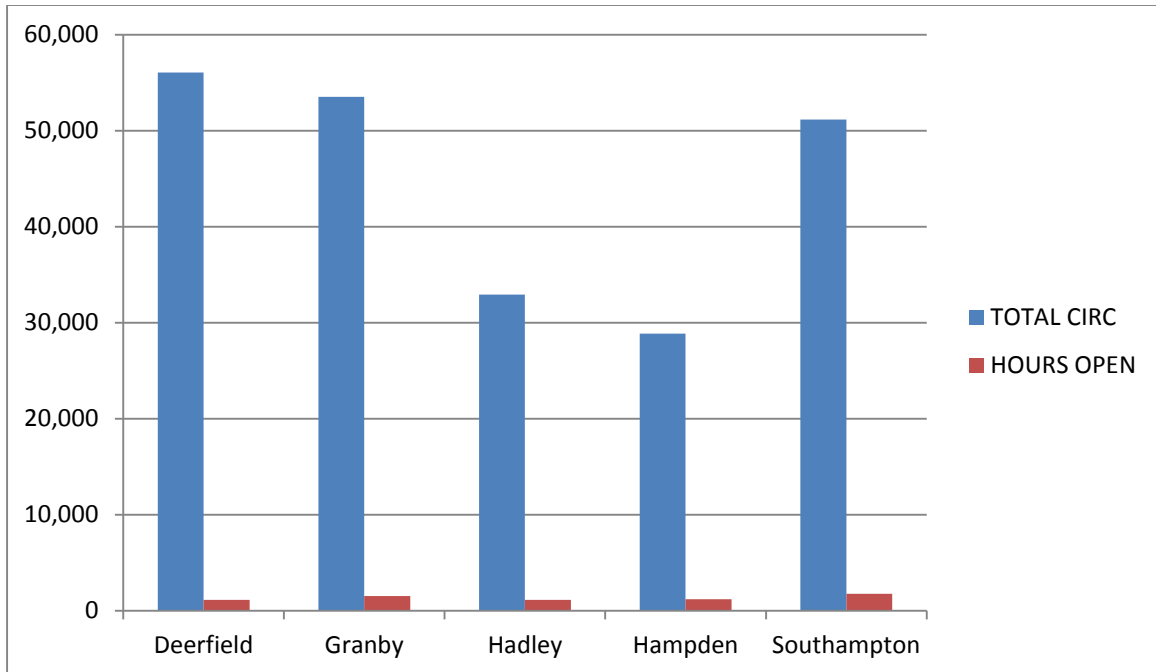
CIRCULATION STATISTICS



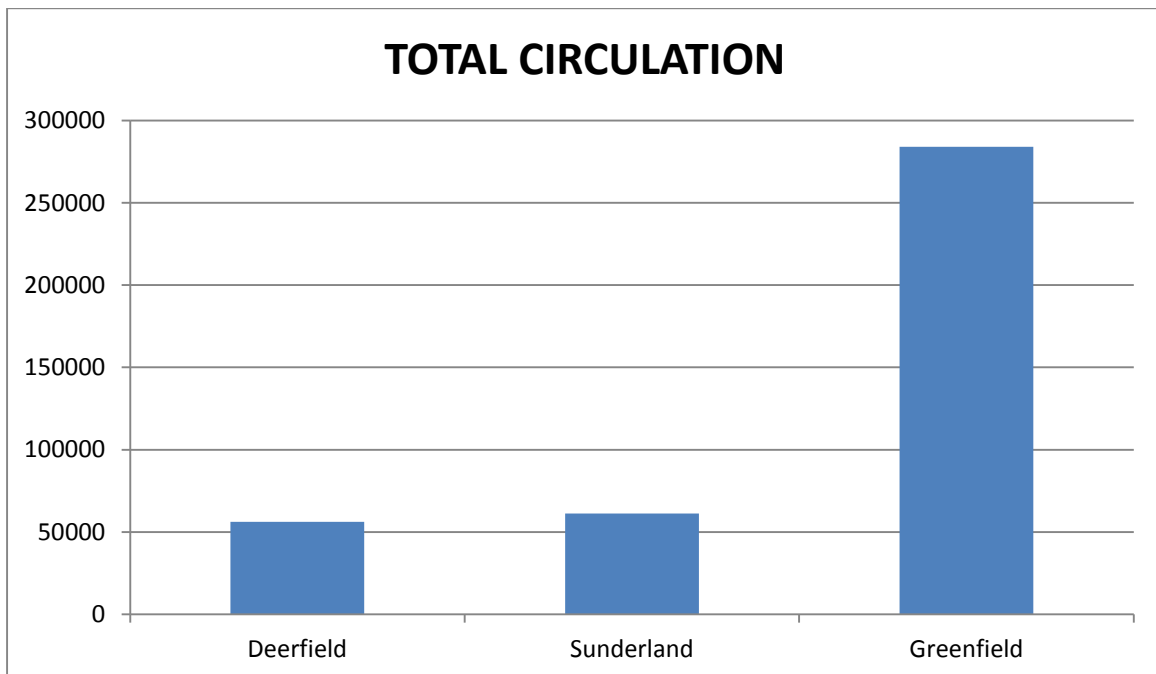
NUMBER OF REGISTERED BORROWERS 2007-2012



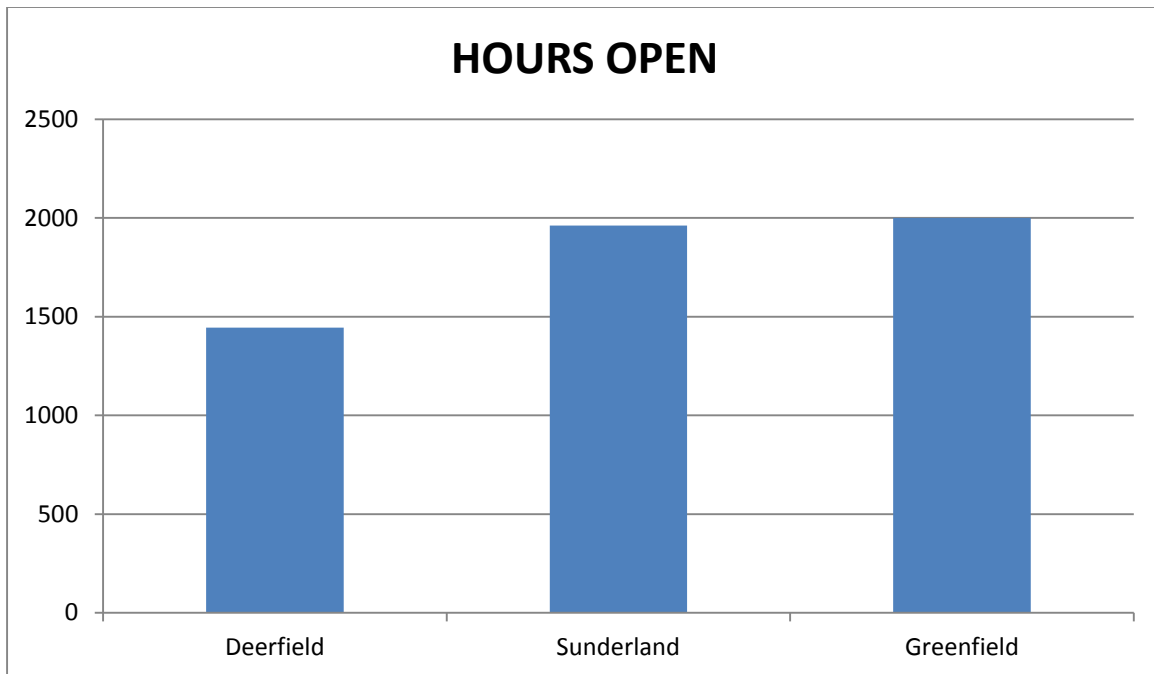
PROGRAMS 2007-2012



COMPARISON OF 2012 TOTAL CIRCULATION AT LIBRARIES IN TOWNS OF SIMILAR SIZE WITH NUMBER OF HOURS OPEN EACH WEEK



COMPARISON OF 2012 TOTAL CIRCULATION WITH NEIGHBORING LIBRARIES MOST FREQUENTLY VISITED BY DEERFIELD RESIDENTS



COMPARISON OF 2012 OPEN HOURS WITH NEIGHBORING LIBRARIES MOST FREQUENTLY VISITED BY DEERFIELD RESIDENTS

LIBRARY	# PROGRAMS 2012	TOTAL ATTENDANCE	SQUARE FOOTAGE
DEERFIELD	200	3,192	4,300
GRANBY ¹	240	3,325	2,500
HADLEY ¹	138	974	3,458
HAMPDEN ¹	171	1,534	4,146
SOUTHAMPTON ¹	212	1,801	6,500
GREENFIELD ²	282	6,147	11,000
SUNDERLAND ²	154	2,442	9,400

COMPARISON OF PROGRAMS AMONG LIBRARIES IN TOWNS OF SIMILAR SIZE (SUPERSCRIT 1) AND IN NEIGHBORING LIBRARIES MOST FREQUENTLY VISITED BY DEERFIELD RESIDENTS (SUPERSCRIT 2)

NEEDS ASSESSMENT

While staff, trustees and library users embrace the concept of Tilton Library as a community living room, survey results and focus group meetings show that limited space overall, lack of quiet study areas, an inadequate number of bathrooms, no common meeting room and inadequate parking are problems that need to be overcome for this to be a truly realized concept.

Long Range Planning Goals

Many of the goals identified in the long range plans for the years 2004-2008 and 2014-2018 were compiled from the results of community input at focus group meetings, and through community surveys conducted during these periods. More hours of library service, expansion of library programs for adults and children and promotion of library services through improved collections and other means, were priorities taken from the long range plan which were emphasized during the search for a new library director in 2006. Since that time, the number of library programs and attendance at library programs has continued to increase, library collections have become more diversified and circulation and the number of cardholders has increased. Despite these apparent successes, library space remains at a premium. The lack of designated meeting space limits the number of people who can attend a library program. Because meetings are held in areas that hold collections, access to some library materials is closed during library programming. The development and expansion of the library's audio visual collection, while welcome, comes at the expense of space for other materials

Goals from the 2014-2018 plan include finding new ways to convey library services, providing outstanding interlibrary loan service, meeting the community's computer and internet needs, developing Tilton Library as a cultural and educational center and gathering space, and developing and maintaining a dynamic collection.

Achievement of these goals may be hindered for the following reasons: Lack of space stymies the ability to plan new events and programs, thus limiting visibility. An increase in the number of ILL loans coming in to and going out of the library carries increased demand on space for holds shelving and for cart and bin storage. Training for patrons to place their own holds, to use the catalog or just to use a computer or mouse competes with regular public computer use. There is no more space to add additional public computers. Development of Tilton Library as a cultural and educational center and gathering space is once again, limited by the size of the current facility. Wall space for exhibited art is not at eye level. Film screenings are limited to a television set in the children's room and during shows, access to the children's library is closed. Access to the collection and the bathroom is difficult and sometimes impossible during book discussion groups and other programs. School visits to the children's room limit access

to the bathroom and children's collection. Crowded shelves in the small teen closet are unappealing and difficult to access. The reading area (three lounge chairs, a table and three straight back chairs) is also the public computer room, periodicals room and teen gathering space. There is no area identified as a public gathering space or meeting room. Using proven industry practices for presenting a collection that is appealing and well organized is challenging due to limited shelving and display space. Due to space limitations, new and popular fiction takes precedence over a broader browsing collection. Patrons must request titles in series rather than find them on the shelves because title retention is limited.

An improved facility, with space for community gatherings, would increase library visibility and allow access to all collections and library space during events. More shelf space would allow expansion of all formats for all ages (adult, teen and children). Additional public computers and space to use them would help to meet the community's internet needs.

Community Survey

A survey, devised by the Library Building Needs Assessment Committee, was distributed on Election Day 2014. Deerfield voters were asked three questions about Tilton Library. Two hundred and eighty six voters said they used Tilton Library, 94 said they did not, for various reasons, some of which included convenience and location. Respondents said they value library staff, services, collections and programs. Suggested improvements include more computers for public use, more hours of service, more parking and more space such as quiet study areas, a public meeting room, a separate space for teens and more comfortable seating. Nine respondents pointed to the Sunderland Library as a model for Deerfield, citing more computers, better hours and collections at that site, saying that Deerfield is "cramped and outdated". Twenty five responses called for an increase in programming for all ages.

Library Visioning Exercise

A library visioning exercise was held during library hours in the fall of 2014. Patrons were asked what they thought were the essential elements for starting a library from scratch. In the respondent's own words (similar responses have been grouped accordingly), the list includes:

- Books, DVDs, audio books, current best sellers and magazines/handicap resources including large print books, Braille books/room for the collection (sorely needed now)
- Meeting room with separate access for town events/room for extra activities including author and artist talks/movie room
- Resource room/homework center

- Computer room/computer access/pc's with MS office
- Bathrooms on each floor/public restrooms
- A library which is open six days a week
- Community reading room/reading lounge/place to read/ lots of comfy reading nooks
- Storage facility to house book sale and other fund raising items
- Quiet space/small spaces/space to gather casually
- A place to barricade yourself away in books
- Kitchen/coffee bar
- Staff bathroom and break area
- Children's area/fun productive area filled with kid's books
- Teen room
- Story time/author visits/children's activity days/summer challenges
- Librarians/public information resource/excellent, knowledgeable, friendly library staff
- Catalog
- Interlibrary loan
- Storage space

Needs Assessment Committee

Based on visits to other libraries that have recently added additions to their existing building or have built new buildings, on discussions with library patrons, and on the results of the survey of residents conducted on Election Day, the Tilton Library Needs Assessment Committee identified the following unmet needs of the current library structure.

- Dedicated space for teens
- A community room accessible when the library is open or closed, with kitchen and technical support (e.g. projector, screen)
- Sufficient space for small gatherings
- Sufficient work space for projects and storage for supplies in children's area
- More shelf space for library collection
- More bathrooms
- More computer stations and table areas for laptop use
- Quite study and reading space with comfortable chairs
- Staff work space which includes space for processing and adding items to the borrowing collection, repairing items and other tasks normally associated with library technical services departments
- Staff break room and separate bathroom
- Dedicated space exclusively for library director's office

- Storage space for library furniture, shelving, leftover building materials, etc.
- Staff coat closet
- Janitor's closet with water source
- Additional parking spaces
- Gallery and exhibition space
- Sufficient space for Friends to store supplies

In addition to these physical needs, the Committee also identified important considerations for any expansion or new building.

- Central location
- Close to schools and bus
- More parking
- Flexibility in use of space with moveable shelving
- Consistent with and fit into the character of the town
- Energy efficient design

MLA Standards for Public Library Service

The Massachusetts Library Association's *Standards for Public Library Service to Children* (2012) and *Standards for Public Library Service to Young Adults* (2010) are designed to provide blueprints for optimum library service for children and teens. The following standards are impossible to meet in the current library building.

1. Children's area shall be located in such a way that children have easy access to other library services
2. The physical layout of the (children's) area should be safe, flexible and conducive to a variety of users' activities – quiet study, group study, individual or group instruction, participating in programs, using audiovisual and electronic technologies
3. Designated space for strollers and coats is desirable
4. Essential elements (of the children's area) include: temperature controls, staff safety mechanism
5. The children's area will have a strategically located, non-public, staff work and material storage area
6. Establish a safe and comfortable physical space for young adult collections, and create an environment that invites teen use
7. Plan and implement programs that appeal to a variety of diverse teens
8. Every public library must have a clearly defined, separate area designated for young adults

9. The (teen) area should accommodate leisure reading, socializing and snacking; individual and group study; sufficient shelving for a diverse collection, including room for continued growth of the collection; displays and exhibits; individual and group study; computer use
10. The library's infrastructure should support changing technology and ensure adequate lighting, ventilation, temperature controls, and acoustics. Items for consideration in young adult area include: multiple electrical outlets; adequate wiring with flexibility to upgrade; connections for in-house and external telecommunication resources; adequate lighting and temperature control; soundproofing as required; flooring that is easily cleaned or replaced

These standards are limited to the extent that existing library space allows:

1. Children's area shall be inviting and stimulate the use of a variety of resources
2. Furnishings shall accommodate use by children of various sizes and needs, and adult-and-child pairs
3. Programs shall be planned on a regular basis for children of all ages and abilities, including those with special needs
4. Develop and maintain a (teen) collection of diverse and current materials in various formats

AREA DESCRIPTIONS

The University of Massachusetts Donahue Institute's population projection for 2030 for Deerfield indicated an increase from the 2010 U.S. Census figure of 5,125 to 5,789 in 2030. An estimated population projection, which has been accepted by the Tilton Library Board of Trustees, is 5,921 for 2034. This figure was derived from the 2030 Donahue Institute projection figure plus an added average.

The following area descriptions provide specific information for each planned area and are intended to be used by an architect when planning future library space. Numbers indicated have been determined using established Massachusetts Board of Library Commissioners guidelines and other accepted sources. They represent the specifications required to provide library services for a 20 year projection of the population of the town of Deerfield.

ENTRANCE

FUNCTION: Gives an important first impression of the library environment (and the feeling the town has about its library), this is not just an in and out door. It will be a larger space for the public to pause before leaving or entering the library. It will occasionally be used as a parking spot for strollers and an unlocked bicycle; location of sale books, literature racks, free publications, library directions, map of the town, sampling of art display.

OCCUPANCY: Public: 6-8 in passing, socializing or waiting

FURNISHINGS: 2 benches

SEATING:

SHELVING: Sufficient to house ongoing book sale items; bins for larger community publications; literature racks

CLOSE TO: circulation desk; meeting room; public bathrooms; parking

ARCHITECTURAL FEATURES: Industrial easily cleaned, anti-slip flooring; recessed area for coats, baby strollers, and an occasional unlocked bicycle; water fountain; storage, shelving and display area for sale books; shelving and display area for community publications; wall space for bulletin boards, literature racks, directional signs and map; secure display for sample art; shelf at exit to allow patrons to safely rest library and personal items while searching for keys, umbrellas, etc.; electrical outlets near seating; access to book return; storage space for outdoor broom, snow shovel, ice melt and other tools; snow shedding overhang to protect entrance from weather; well-lit; cool in summer and warm in winter; space for future security/alarm system. The entrance must be ADA compliant and allow easy access for all. Doors should be positioned so that in most cases, outside air does not enter.

CIRCULATION DESK/SERVICE DESK

FUNCTION: Primary activity center for library. With entrance hall gives first impression of library and the community. Patrons return and check out items, pay fines and fees, pick up and place holds, apply for library privileges, borrow museum passes and other special items, sign up for programs, make inquiries and receive general information. Staff sort and shelve holds and returns and prepare some new materials for loan. Location of self-service check out and telephone. Light conversation among staff and patrons occurs here regularly. A second desk or work counter, perpendicular to the service desk or in a tier formation, provides work space for library director to serve as reference librarian or for a second staff person as needed.

OCCUPANCY: Public: 4 minimum; Staff: 2 The space must accommodate a line of patrons waiting for material to be checked out or to return items.

EQUIPMENT AND FURNISHINGS: Two staff computer ILS workstations, two with barcode scanners and receipt printers, laser printer, telephone, waste basket and recycling containers, removable barrier, anti-fatigue mats, depressible bin book drop, supply drawers and cabinets, shelving

SHELVING: To accommodate holds awaiting pick up and items ready to be re-shelved

CLOSE TO: staff work room, delivery and receiving.

AREA REQUIRED: 120 square feet

ARCHITECTURAL FEATURES: Desk - Locking supply drawers and cabinets, open shelving, slide out surfaces, standing (with seating option) and seated (36 inches high) staff service points, slotted book return near workstation, power supply, cord storage, space for waste basket and recycling, access on both ends of desk, space for patron literature – (library programs announcements and signup, bookmarks). Surface should be of material which will not scratch and can withstand an occasional encounter with a heavy box of books or other material. Space for self-check-out station should be considered. Area near desk needs space for staff manuals and telephone. Anti-fatigue mats or flooring behind desk which allows rolling book trucks to be easily moved, durable flooring directly in high traffic area in front of desk, task and natural lighting, shelving for holds and returns, shelf with scratch resistant surface to accommodate delivery bins. Attention to sound travel should be considered as a lot of conversation takes place here.

STAFF WORK ROOM

FUNCTIONS: Ordering, receiving, processing, classifying and repairing materials for loan. Temporary storage of items awaiting attention. Staff ILS workstation used to add and remove materials in library catalog, update and monitor library website, create marketing and programming materials (posters, brochures, etc.) prepare electronic and hard copy newsletters. Storage for library and office supplies and materials. Location of staff photocopier, fax machine and staff cubbies.

OCCUPANCY: Public: 0; Staff: 1 to 3

EQUIPMENT AND FURNITURE: Shelving and cabinets, multi level work counter (one seated area) which allows layout of large book jackets and accompanying supplies, laminator, computer, ergonomically correct computer table and accompanying chair, laser and spine label printers, staff photocopier with scanning capability, small filing cabinet, paper cutter, fax machine, staff cubbies, waste basket and recycling

CLOSE TO: circulation desk, director's office

AREA REQUIRED: 450 square feet

ARCHITECTURAL FEATURES: The area should be separate from but have a clear view of the circulation desk. A window with a shade or a partial wall (at least 4' high) would allow access and privacy. Staff should be able to move quickly between the work room and circulation desk and should face the public when working. Natural lighting desirable. Flooring durable and easily cleaned which allows movement of loaded book trucks.

DELIVERY/RECEIVING

FUNCTION: Serves as a secure after hours delivery of interlibrary loan items

OCCUPANCY: Staff or Driver: 1

FURNISHINGS: built in counters to hold delivery bins

CLOSE TO: Staff Work Room; Circulation Desk; Entrance

PLANNED AREA: 40 square feet

ARCHITECTURAL FEATURES: Consider chain driven rolling conveyer system to roll bins into Staff Work Room, if not, surface of counters should be able to withstand movement of gritty bins along its length and space should be allowed for cart to move bins into library building. Future remote access should be considered.

DIRECTOR'S OFFICE

FUNCTION: Managerial and administrative tasks, small group and individual meetings, location of important files and records, including personnel files, private space.

OCCUPANCY: Staff: 1; occasionally up to 5

SHELVING:

EQUIPMENT: Computer, printer, telephone with intercom

CLOSE TO: circulation desk, staff work room

DISTANT FROM:

AREA REQUIRED: 140 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Separate heating and cooling zone for after-hours occupancy; natural light; closet; accessible and visible to public yet with ability to be a private space; consider site line to entrance, delivery/ receiving area and parking

BUSINESS CENTER

FUNCTION: Provides access to short-term public workstation and equipment necessary to duplicate, print or scan documents essential for general living (legal papers, airline tickets, tax forms, certificates etc.) and counter space to sort, staple and process these papers. Consider possible future use as self-publishing center.

OCCUPANCY: Public: 3

FURNISHINGS: Counter space to hold equipment and for public to process printed material. Lockable storage cabinets to hold supplies (paper, toner, etc.) Coat rack or hooks, stool; table for computer

SEATING:

SHELVING:

EQUIPMENT: Photocopier, computer, scanner, printer, recycle bin, paper cutter, three-hole punch, stapler

CLOSE TO: Circulation desk

DISTANT FROM:

PLANNED SIZE: 100 square feet

ARCHITECTURAL FEATURES: task lighting; counter space for processing papers; storage cabinets; ADA compliant levels which also encourage short term use of the area.

NEW BOOKS

FUNCTION: Provides display area for recently acquired library material (adult fiction and non-fiction books) and armchair (chairs with arms) and bench seating for browsers. Items are kept here for about 6 months and then moved to the adult fiction and non-fiction shelves.

OCCUPANCY: Public: 3-6 seated and standing

FURNISHINGS: Shelving and display area; 2 wood chairs with arms; bench

SEATING: 2 wood chairs with arms; 1 bench

SHELVING: Sufficient to hold and display 200 books and to accommodate 20% face out display

CLOSE TO: entrance, circulation desk

PLANNED SIZE: 196 square feet

MATERIALS: 200 books

ARCHITECTURAL FEATURES: This is often the only place people go to when they visit the library and should be attractive, open, comfortable and visible. In addition to the circulation desk, this is one place where people generally make a quick stop to choose a book and do not expect to relax or “loungue”. Seating is utilitarian as a result. Natural lighting is preferable but books should be protected from direct sun. Mobile shelving is a consideration for this space.

AUDIO VISUAL

FUNCTION: Holds and displays the adult collection of recorded books on CD, music CDs, language learning CDs, pre-recorded MP3 players; video games and video in DVD format (feature length films, television series and documentary movies). Public browses to make selections, sometimes in groups of 2 or 3. As in the new books area, this is often an area where people make a quick stop to choose a movie or recorded book.

OCCUPANCY: Public: 10; Staff: 1

FURNISHINGS: Shelving to hold and provide 20% face out display for 1,500 video recordings and 1,000 audio recordings

SEATING: 2 - 1 wood chair with arms, 1 rolling, adjustable height stool

SHELVING: 186 linear feet - Sufficient to house and display 2,500 items (1,500 videos; 1,000 recorded books and music)

CLOSE TO: circulation desk

DISTANT FROM: entrance, public bathrooms

PLANNED AREA: 196 square feet

MATERIALS: 2,500 items

ARCHITECTURAL FEATURES: Shelving options should be flexible and easily moved or expanded so that as media formats change the area can be adapted accordingly. DVD collection should be visible from circulation desk. Mobile shelving a consideration in this area.

PERIODICALS

FUNCTION: Display for current and back issues of magazines and newspapers and seating for in-library use of same.

OCCUPANCY: Patrons: 6-8, seated and standing

FURNISHINGS: Shelving for face out display of up to 70 issues of magazines and 4 issues of newspapers and storage for up to one year of back issues; table

SEATING: 4 table seats, 2 lounge chairs

SHELVING: For approximately 1,067 issues

CLOSE TO: reading room

DISTANT FROM:

PLANNED AREA: 190 square feet

MATERIALS: 70 magazine titles (current issue plus one year of back issues); 4 newspapers (current issue plus two months of back issues) for an approximate total of 1,067 items

ARCHITECTURAL FEATURES: This should be a well-lit comfortable area with sufficient space to allow several patrons to browse the shelves at once.

READING ROOM

FUNCTION: Provides space at tables and in lounge chairs for leisurely reading, using public computers and personal laptops or other devices.

OCCUPANCY: Public: 10-16

FURNISHINGS: 6 comfortable lounge chairs; two tables with seating for 4 each; 4 computer stations

CLOSE TO: periodicals, adult fiction and non-fiction, quiet study rooms

DISTANT FROM: children's room

PLANNED SIZE: 600 square feet

ARCHITECTURAL FEATURES: Welcoming and comfortable, natural lighting; computer stations will be interspersed with other furniture to convey a relaxed living room like atmosphere.

ADULT FICTION & NON-FICTION

FUNCTION: Holds and displays the adult collection of fiction and non-fiction which includes hardcover, trade paperback and oversized books; browsing and reading.

OCCUPANCY: Public: 15 to 30; Staff: 1 to 2

FURNISHINGS: Cantilevered style double shelving to hold books and for face out display of books, two chairs with arms, one small rectangular table with two chairs, rolling stools for patron and staff access to upper shelves, and two book trucks. End of range PAC station. Window seating may eliminate need for one chair with arms.

SEATING: 7 seats

SHELVING: 1,700 linear feet (Sufficient to house and display 15,000 books with space at the end of each of the middle shelves to display items face out.) Oversized books are shelved horizontally on the bottom shelves and each range should have space that is deep enough to accommodate them.

CLOSE TO: reading area

DISTANT FROM: children's room; entrance

PLANNED AREA:

MATERIALS: 15,000 books

ARCHITECTURAL FEATURES: Lighting should be angled, low glare and capable of illuminating material on the bottom shelves, entire area should be well lit but material should be protected from direct sunlight. Proximity sensors or individual stack switches should be considered. Stacks should open at both ends. Adult fiction collection may be combined with the adult non-fiction collection but fiction will be larger of the two and delineation should be obvious. Space for signs for designating classification should be considered. Seating should be at end of stacks, near windows if possible. Some mobile shelving should be considered. A design incorporating the reading area, computer use and book stacks should also be considered.

SMALL MEETING AREA

FUNCTION: Used for meetings such as book discussions, trustee and Friends meetings for which the large assembly room would be too big

OCCUPANCY: Public: 10-12 adults

FURNISHINGS: 6 small lounge chairs; 6 wood chairs with arms

CLOSE TO: reading room, quiet study area

AWAY FROM:

LANNED AREA:

ARCHITECTURAL FEATURES: This area could be an extension of the adult reading room or could be located near the quiet study areas if those areas are truly sound proofed.

QUIET STUDY ROOMS (2)

FUNCTION: Two quiet study rooms provide a place for one person or a small group up to four to study, read or conduct a small meeting, have a discussion, conduct a tutoring session or make a phone call.

OCCUPANCY: Public: 4 per room Staff: 0

FURNISHINGS: Study table (1 in each room) with wiring; 4 chairs

SEATING: 4 chairs

SHELVING:

EQUIPMENT:

CLOSE TO: One near children's room, one near adult

DISTANT FROM:

PLANNED SIZE: 300 square feet (150 per room)

ARCHITECTURAL FEATURES: Windows into rooms from inside building for monitoring and security. Soundproofing and acoustic damping. Electrical receptacles for laptops and similar items. Consideration should be given to the possible future use of one of these rooms as a multi-media lab for downloading and creating music and movies.

LOCAL HISTORY - SPECIAL PRINT COLLECTION

FUNCTION: Holds small collection of in-library use only material: high school yearbooks, town reports and other municipal documents; copies of historical maps

OCCUPANCY: Public: 1 to 2

FURNISHINGS: Table with adequate space for two researchers to spread their materials; 2 chairs, shelving and display are for materials; flat file for maps

SEATING: 2 seats at table

SHELVING: 24 linear feet

CLOSE TO: business center, circulation desk

DISTANT FROM: entrance, children's room

PLANNED SIZE: 50 square feet

MATERIALS: 300 books, 20 Princeton files

ARCHITECTURAL FEATURES: Materials could be housed in a windowed cabinet in the reading room or other area of library. Design for display of maps should be considered.

SPECIAL EQUIPMENT COLLECTION

FUNCTION: Holds hiking poles, musical instruments, wattage meter, sewing machine, portable power tools (circular saw, router, cordless drill, saber saw), E-readers and tablets which can be borrowed

FURNISHINGS: Locking cabinet

CLOSE TO: circulation desk, local history

PLANNED SIZE: 24 linear feet

MATERIALS:

ARCHITECTURAL FEATURES:

TEEN ROOM

FUNCTION: Separate, enclosed area for people aged 12-18 to read, socialize, participate in individual or group activity, complete homework assignments, use computers, watch videos, play games, eat and relax.

OCCUPANCY: Public: 5 to 7

FURNISHINGS: Four comfortable lounge chairs, 2 square tables, 4 chairs, small magazine rack with display feature, flexible shelving,

SEATING: 4 lounge chairs, 4 chairs

SHELVING: Sufficient to hold and display 2,000 items in a variety of formats (books, audio books, paperbacks, pre-recorded MP3 titles) and approximately 5 magazine subscriptions plus storage for one year of back issues per subscription

EQUIPMENT: two laptop computers networked to public printer, multiple outlets,

CLOSE TO: reading room, circulation desk

DISTANT FROM: children's room, quiet study rooms

PLANNED SIZE: 600 square feet

MATERIALS: 2,300 items in a variety of formats

ARCHITECTURAL ELEMENTS: Natural lighting offset by overhead lights. Sturdy furniture and flooring which is attractive to teens, sound proof, door with window and to interior of library, visible to circulation desk

CHILDREN'S ROOM

FUNCTION: Houses children's collection in various formats. Provides space for children and parents to browse, for children to complete homework, and for children to play. Class and other group visits take place here and this is where children access the Internet. This space serves children from birth to approximately age 12 or 13 in many developmental stages as well as their parents or caregivers. The collection consists of the following for this age group: books (fiction, non-fiction, picture books, early readers and board books) primarily in English with a small bi-lingual (Spanish) collection, book and audio sets, audio books, DVD's, game kits, book & toy kits and magazines. This room also houses a parenting collection for adults.

OCCUPANCY: Public: 10-35; Staff: 1-2

FURNISHINGS: Low, mobile shelving for various kinds of library materials (books, DVDs, etc.); one table with chairs for 4 older kids, 2 small tables with 8 chairs for younger kids; 6 comfortable chairs; love seat sofa in picture book area to encourage sharing of books and parents reading aloud to their children; storage for games and kits ADA table and chair for PAC terminal; multi-level staff service desk

SEATING: 20

SHELVING: Low, accessible shelving to hold and display 15,000 books, 470 audio (recorded books and music) items, 750 videos; 1,050 linear feet for books

EQUIPMENT: Computer workstation, barcode scanner, receipt printer, 2 patron laptops

CLOSE TO: children's bathroom, access to outside activity area

DISTANT FROM: teen room, quiet study rooms

AREA REQUIRED: 800 square feet

MATERIALS: 15,000 books; 470 audio items; 750 videos

ARCHITECTURAL FEATURES: The room should be bright and airy, windows are desirable. Developmental areas should be separate as space allows: A toddler or preschool area with shelves for toys and board books flowing into the picture book area, with adjacent shelving for easy readers. A carpeted alcove near picture books for story

time. Fiction and non-fiction should be separate. There should be a variety of options for face-out display of materials. Mobile shelving or low cantilevered metal shelving should be incorporated to allow for flexibility in the layout. The staff desk and work area should be located to maintain a clear view of the entire space. The bookshelf areas should be carpeted with a rug patterned to minimize stains. Wall space for displays. There should be a separate children's bathroom with a diaper changing table and a separate small sink outside the bathroom. Floors near entries and under tables should be hard surface for mopping.

CHILDREN'S DEPARTMENT WORK AREA

FUNCTION: Program planning, event scheduling, and creation of marketing and program materials, temporary storage of items awaiting attention, storage of children's program materials, water source for craft and other types of clean up.

OCCUPANCY: Staff: 1 to 2

FURNISHINGS: Work counter sufficient to hold Accucut Die Cutter, printer, paper cutter, small photocopier, laminator, computer table, small filing cabinet; storage space for craft supplies (six floor to ceiling cabinets measuring ~7' high by 4 feet wide with shelves; flat files for larger posters and signs; 3 book trucks, flat file; chair

SHELVING: Sufficient for items waiting attention

CLOSE TO: Multi-level staff service desk

PLANNED SIZE:

ARCHITECTURAL FEATURES: This area will be adjacent or behind the children's service desk and will serve as a work room for children's activities which will take place in the children's room. Staff at work should be facing the public.

STAFF BREAK ROOM

FUNCTION: Provides private, quiet space for staff to eat and take a break from work, possible location for staff cubbies/lockers

OCCUPANCY: Staff: 1-2

FURNISHINGS: Table and seating for 2; chaise longue for napping

SEATING:

CLOSE TO: Kitchen in meeting room; staff work area

PLANNED AREA:

ARCHITECTURAL FEATURES: Needs to be quiet, out of the way area close to meeting room kitchen, natural lighting preferred; if unable to be near meeting room, kitchen should have small refrigerator, microwave, tea kettle and toaster plus counter top and storage to accommodate.

CAFÉ/COFFEE BAR

FUNCTION: Provides an informal small eating and drinking area.

OCCUPANCY: Public: 4-6

FURNISHINGS: Two small café style tables; 4 chairs

CLOSE TO: public bathroom

DISTANT FROM: computers, quiet study rooms

PLANNED AREA:

ARCHITECTURAL FEATURES: Easily cleaned, anti-slip floors; small sink; counter top for coffee machine and supplies; locking supply cabinets, electrical outlets, natural and overhead lighting

MEETING ROOM

(INCLUDES KITCHEN, STORAGE AND ART DISPLAY SPACE)

FUNCTION: This will be the primary place for all for library programs which require a larger space than the pre-school story time and book discussion group areas defined elsewhere. It will serve as the venue for author talks, cooking demonstrations, concerts, films, lectures, public meetings, community programs, classes, art exhibitions and fund raising activities such as the Friends book sale and art auction.

OCCUPANCY: Public: 80 sitting

FURNISHINGS: 80 padded, stackable chairs; (4) 3 ½ x 3 ½ tables; 4 bar height stools

SEATING:

SHELVING:

EQUIPMENT: Easy to use sound and projection system, retractable ceiling mounted screen or large flat screen television with internet apps or similar device; floor outlets; kitchen includes refrigerator, microwave, range, lockable cabinets above and below, 8x4 movable countertop kitchen island with storage and lip to store bar stools; storage area for stackable chairs and folding tables; coat rack; cabled picture hanging system; dimmable overhead lighting; room darkening shades

CLOSE TO: entrance, public bathrooms, janitor's closet, and parking

DISTANT FROM: quiet study rooms

PLANNED AREA: 1,200 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Stage measuring 6x12 at one end to accommodate speakers or musicians before a flat floor audience, kitchen at opposite end with movable demonstration counter described above, storage for chairs and tables at sides of stage, two built-in benches along windows measuring approximately 7 feet each, (two square tables will sit at each of these benches), wired for cable and data lines; acoustically isolated. Designed to allow use when library is closed so must be near entrance/exit and public bathrooms, separate heating and cooling controls, durable, attractive, easy to clean flooring (wood laminate?); windowed entrance from main library space; separate entrance and exit to exterior for after-hours use. Despite or because of the many functions of this room, it should be an attractive space which demonstrates the community's pride in its library.

FRIENDS & FUNDRAISING

FUNCTION: This area stores items related to library fundraising activities such as book and plant sales. Signs and equipment related to these sales, new library related items for sale (book bags, t-shirts) and used books will be housed here. Sorting of books for sale will also take place here.

OCCUPANCY: Staff: 1

FURNISHINGS:

SEATING: None

SHELVING: Yes

EQUIPMENT:

CLOSE TO: Entrance

DISTANT FROM: Children's room

PLANNED SIZE: 200 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Because someone will be working here there should be at least one window. Overhead lighting, heat

CUSTODIAL OFFICE & HOUSEKEEPING SPACE

FUNCTION: Storage of cleaning tools and supplies: trash, recycling and compost containers, toilet paper and paper towels; water source for filling and draining mop pail, cleaning toys and washing furniture; storage for tools used outside such as shovels, rakes, work gloves; storage for hand tools; place to make small repairs; storage of ice melt, left over paint and other short term products

OCCUPANCY: 1-2 (shared with hired cleaning person, staff and volunteers)

FURNISHINGS: Sturdy, adjustable shelves for storage of supplies, drawers for storage of tools and smaller easily misplaced items; small work bench and stool

SEATING: 1

SHELVING: Sufficient to hold bulk quantities of paper towels, toilet paper, trash bags, etc.

CLOSE TO: Entrance

PLANNED AREA:

ARCHITECTURAL FEATURES: Should be large enough to provide a small workspace for making minor repairs to library furniture and so forth. Task and overhead lighting. Electrical outlets. Sources of water and a drain at floor level; laundry style sink for washing toys and children's furniture (chairs); door to outside for easy removal of trash, recycling and compost.

TOILETS/BATHROOMS

FUNCTIONS: 1 staff toilet; 1 children's toilet with changing table; 1 toilet for men; 1 toilet for women

EQUIPMENT: Toilets, sinks, floor drains, exhaust fans, dry counter or pull down shelf for library and personal materials, mirrors, lights, soap and towel dispensers, automatic faucets, electrical outlet; emergency lighting, hooks, trash and recycling, pull down stool for waiting toddlers

ARCHITECTURAL FEATURES: see above. Staff bathroom should be near staff work area and circulation desk if possible. Children's bathroom should be near children's circulation desk. Public bathrooms should be near meeting room and accessible after hours. If bathrooms are on an outside wall, natural lighting should be included. Lockable functioning windows should be considered. Doors which can be opened from the inside with the elbow or foot should also be considered.

STORAGE - FURNITURE AND SHELVING

FUNCTION: Short term storage of shelving and other library furniture.

CLOSE TO: Children's room, Adult reading area

PLANNED AREA:

ARCHITECTURAL FEATURES:

LONG TERM STORAGE – LEFTOVER BUILDING MATERIALS

FUNCTION: Storage of carpeting, tiles, roof slates, pipe insulation and any leftover or removed materials from a new or existing building

FURNISHINGS: Some heavy duty shelving

CLOSE TO:

DISTANT FROM: Does not necessarily need to be on-site

PLANNED AREA: Sufficient to house leftovers

ARCHITECTURAL FEATURES: Items need to be accessible

SERVER AND NETWORK SPACE

FUNCTION: Houses switches, servers, routers and other networking equipment as required

PLANNED AREA:

ARCHITECTURAL FEATURES: Sound proofing to mute possible equipment noise

OUTSIDE ACTIVITY AREA

FUNCTION: This area will be available for summer library programming, casual reading, picnicking, and fundraising events.

OCCUPANCY:

FURNISHINGS:

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: entrance, children's room

DISTANT FROM:

PLANNED SIZE:

MATERIALS:

ARCHITECTURAL FEATURES: Lighting, electrical outlets, flagstones to delineate performance space

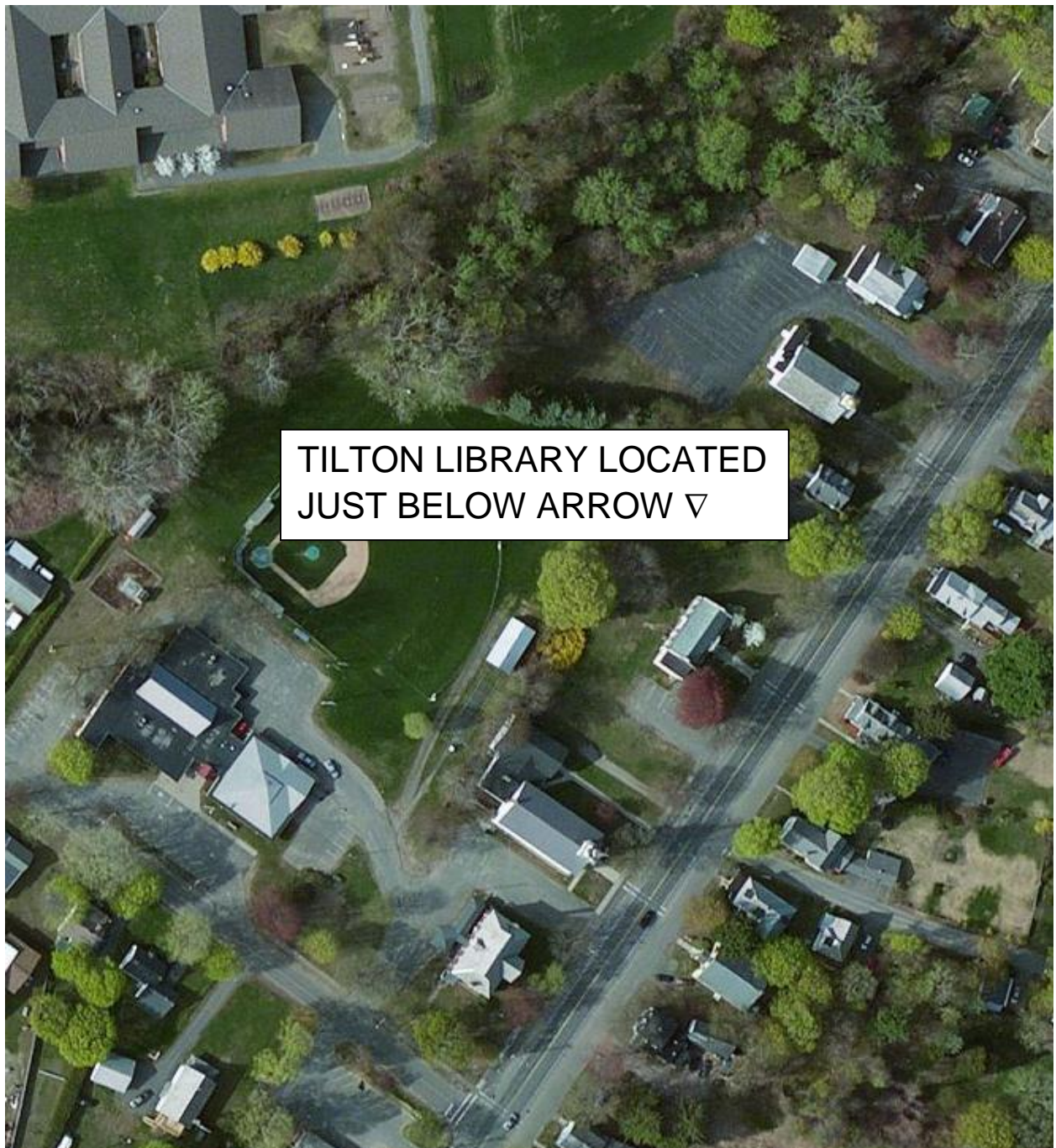
ADJACENCY TABLE

	LOBBY	PUBLIC TOILETS	MEETING ROOM	CHECK OUT DESK	STORY TIME	YOUNG ADULT	QUIET STUDY	DIRECTOR OFFICE
LOBBY		•	•	x				
PUBLIC TOILETS	•		•					
MEETING ROOM		•						
CHECK OUT DESK								•
STORY TIME								
YOUNG ADULT							x	
QUIET STUDY					x	x		
DIRECTOR OFFICE				•				

SITE CONSIDERATIONS

Tilton Library is a proven hub of activity given its proximity to the schools, senior center and town offices. It is used by employees of local businesses (Yankee Candle, Pelican, Dr. Hauschka and more), and is easily reached by foot, bicycle, car or bus. Its location on a 1.1 acre town owned lot, with potential for expansion and additional parking, makes it a site favored by many residents, town officials and library staff.

The Tilton Library Space Planning Committee (officially known as Tilton Library Needs Assessment Ad Hoc Committee) also identified four additional building sites on town owned land, close to the village center. The land referred to as the Oxford Pickle site, is well situated for development but the expedited permitting district that was created for it was meant primarily to draw tax paying businesses to town. Land located off Braeburn Road in the town center, has long been favored for low income and senior housing and though it is not quite landlocked, has limited access. Land donated by Channing Bete Company, adjacent to the South Deerfield Fire District on Routes 5 and 10, has wetland issues and is not pedestrian accessible. Finally, a former farm, known as the Rura property, has potential pesticide and heavy metal contamination and is unsuitable for building.





ASSESSORS SITE MAP



MAIN LIBRARY ENTRANCE

ADA ADDITION CONTAINS LIFT, DIRECTOR'S OFFICE,
STAIRCASE AND CHILDREN'S ROOM ALCOVE



FRONT VIEW OF ORIGINAL BUILDING

ADA ADDITION IS TO THE LEFT

FRONT STEPS WERE REFURBISHED IN 2012 AND ARE
OPEN DURING WARMER WEATHER

SLATE ROOF WAS REPLACED IN 2011

SOFFIT REPAIR AND PAINTING SCHEDULED FOR SUMMER
2015



EXTERIOR SHOWING 1997 ADA ADDITION AND LAND ON
SOUTH SIDE OF PROPERTY



STAFF WORK AREA LOCATED IN NORTH WEST CORNER OF
DIRECTOR'S OFFICE IN ADA ADDITION



DIRECTOR'S DESK LOCATED IN SOUTH EAST CORNER OF
STAFF WORK ROOM IN ADA ADDITION



ORIGINAL OAK CIRULATION
DESK WITH 36" HIGH
EXTENSION ON LEFT

HOLDS AND RECENTLY
RETURNED ITEMS ARE
PLACED ON SHELVES BEHIND
DESK

CIRCULATION DESK DETAIL



NEW BOOKS



MOVIES

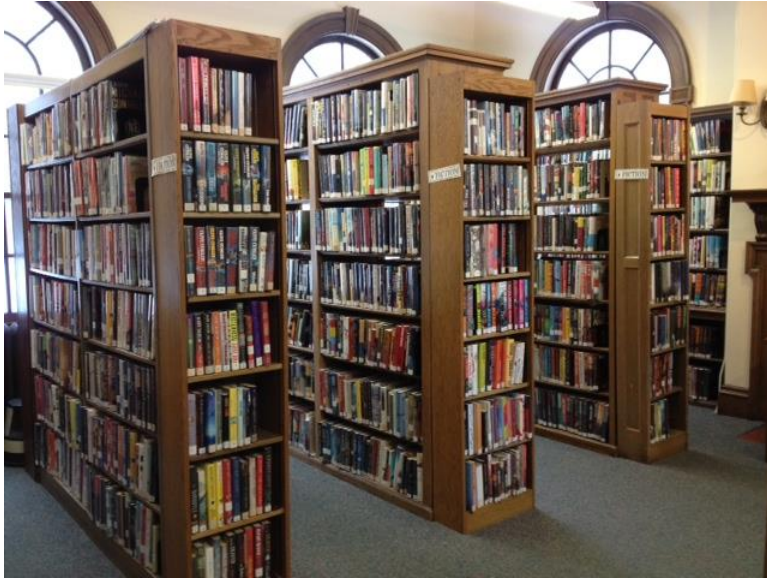


AUDIO BOOKS (CARTS MOVED FOR PHOTO)





TEEN SPACE – A FORMER STAIRWAY – FIVE FRIENDS CAN FIT IN A PINCH



ADULT FICTION STACKS



ADULT NON-FICTION STACKS WITH LARGE PRINT AT ENDS



CHILDREN'S CIRCULATION DESK AND STAFF WORK AREA
CHECK OUT COUNTER IS TO THE LEFT AND IS 36" HIGH

TODDLER AREA CHILDREN'S ROOM



CHILDREN'S SERIES FICTION – ADA ADDITION





BATHROOM



WHEEL-O-VATOR LIFT



READING ROOM



ORIGINAL EXIT DOOR

