

CHAPTER 7

Branch Libraries

7-1 GENERAL

a. REFERENCE

(1) AR 28-1 Army Recreation Services. The primary directive for Branch Post Libraries is contained in this document.

(2) DOD 4270.1-M Construction Criteria Manual states the following: When justified by the requirements of a particular installation, branch libraries, not exceeding 4,000 square feet in area, may be provided in support of an education center or for each increment of 3,000 military strength over 10,000. Where troop concentrations permit consolidation, the gross square foot area authorized for each increment of 3,000 military strength over 10,000 may be combined into one branch library. The space allowed for branch libraries is in addition to the space allowed for main libraries.

b. OBJECTIVES. The primary objectives of the branch library program are to promote use of information media for recreation, information, and education, and to support education and training programs. It provides all users with quiet, comfortable reading and study accommodations. It does not serve the entire post, rather only that geographical area in which it is located.

(1) The primary mission of the branch library will be leisure reading with a possible secondary role of supporting related educational functions.

(2) There will be no technical processing of library materials in the branch library. Technical processing will normally be accomplished at the main post library.

(3) Maximum support from the main post library through interlibrary loan and telephonic reference service is anticipated. This will result in less duplication in the collection and a smaller reference collection.

(4) Branch Library facilities will not generally be used after library hours.

7-2 PLANNING AND DESIGN CONSIDERATIONS

a. USERS. Participants are those primarily in the geographical area of the branch. The branch library will be located in a troop billeting area and will thus primarily serve enlisted personnel living in barracks on post. Or, it will be located adjacent to a post family housing area and will serve military personnel as well as military dependents, in which case space must be allocated for a children's area/reading room. The children's books, card catalog, and records and magazines will be located there. A branch library may be located to service the Army Continuing Education Services (ACES) Center.

b. THE BASIC AND AUXILIARY COLLECTIONS. The basic collection consists of nonfiction, fiction, and reference volumes. Auxiliary collections consist of the remainder of the materials listed in Table 7-1. The administrative librarian on the army post concerned should be required to provide detailed data to the engineer/architect regarding branch library collection requirements during the early planning stages. Table 7-1 shows the contents of a typical Branch Library Collection.

TABLE 7-1 TYPICAL COLLECTION FOR A 4,000 GSF BRANCH LIBRARY

Total Collection	6,000-8,000 volumes (minimum)
Nonfiction	3,600-4,800 volumes (60% of collection)
Fiction	2,400-3,200 volumes (40% of collection)
Reference	300-400 volumes (5% of collection incl. nonfiction)
Children's	600-800 volumes (10% of collection)*
Periodicals	50 titles (current subscriptions)
Newspapers	5 titles (local, major state, military branch, national, 41 daily, or weekly, post)
Maps	100 (road and some local topographic)
Records/Tapes	200 (no more than 10% may be children's)*
Paperbound (uncataloged)	250 titles

*May be omitted if branch library serves *only* a troop billeting area.

(1) *Reference Collection.* The major reference collection of the post will be at the main post library, not at a branch. The reference collection at the branch will, however, reflect the varying interests of activities and personnel served.

(2) *Microforms and Art Prints.* The branch library will be heavily supported by the main post library. It is not envisioned that the average branch library will house and provide microforms and art prints. Branch libraries larger than 4,000 GSF will generally include microform facilities, particularly if they support ACES programs.

(3) *Periodicals, Including Newspapers.* A limited number of periodicals and newspapers (refer to Table 7-1)

will be housed in the branch library. Patrons requiring materials not available at the branch library are referred to the larger, more extensive collection at the main post library.

(4) *Paperbacks*. Paperbound books will generally be shelved with the regular collection, or displayed in separate racks such as those found in bookstores.

(5) *Records and Tapes*. LP sound recordings will be shelved in a freestanding type carousel unit. Tapes will be stored in a counter top carousel unit.

(6) *Maps*. Maps will be stored in a vertical file.

c. **COMMUNITY PROGRAMS**. A branch would not have space for the conduct of meetings of any size. Primary consideration to be remembered with regard to the branch is that it would not be available for use during hours when the library is not open to the public.

d. **STAFF**. Three full time: one librarian at a desk, one library technician at a circulation desk, one library aide/clerk typist. No more than three staff members will be on duty at any given time. The Administrative Librarian will furnish design agency the local requirements for branch libraries at the time the design is being considered.

e. **TOTAL SPACE REQUIREMENTS**. Chapter 3 of DOD 4270.1-M, 3-8.18B sets forth space allowance criteria for Branch Libraries. Refer to paragraph 7-1.a(2). A majority of branch libraries will not exceed 4,000 GSF in size. Those branches containing additional square feet will generally include:

- Multi-purpose rooms
- Microform (primarily in support of education center programs)
- Larger book and periodical collections
- Additional space devoted to study/reading

7-3 INDIVIDUAL SPACE CRITERIA

Individual space criteria which are general to all library types is provided in Chapter 4. The criteria given below is intended to supplement Chapter 4 criteria with criteria specific to branch post libraries. All spaces normally included in branch libraries are listed below.

a. **ENTRANCE AND LOBBY**. The branch library should provide a minimal entrance/lobby area. It should consist of a vestibule of 100 NASF and a bookdrop area. The entrance/lobby should have adjacency to the control and circulation desk and the staff work area. It should be near the public toilets, children's area and listening room and it should be isolated from the stack area and the reading/study areas. For general criteria, refer to paragraph 4-1.

b. **PUBLIC TOILETS**. Public toilets are required for use of both public and staff during regular library hours. Separate facilities should be provided for men and women and should be adjacent to the entrance/lobby area and conve-

nient to the staff work area. The entrance to the toilets should be visible to the control and circulation desk if practicable. Refer to section 4-3d for fixture space requirements.

(1) *Space Requirements Table*. See Table 7-2.

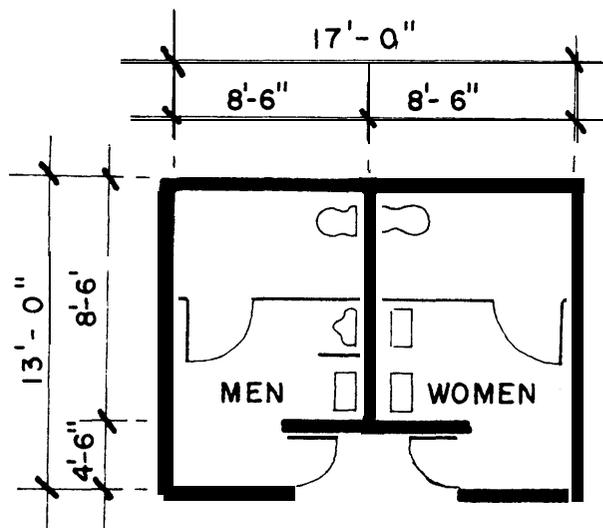
TABLE 7-2 PUBLIC TOILETS SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF	
		QTY	NASF
Men			
WC (Handicapped)	42	1	42
Urinals	25	1	25
Lavatories	15	1	15
Women			
WC (Handicapped)	42	1	42
Lavatories	15	2	30
Total			154*

*Additional clearances required for handicapped circulation increases total space requirement to approximately 220 NASF.

(2) *Space Utilization Plan*. See Figure 7-1.

PUBLIC TOILETS SPACE UTILIZATION PLAN



NOTE: PROVIDE CLEARANCES FOR HANDICAP USE

FIGURE 7-1

c. PUBLIC CARD CATALOG

(1) *General Criteria.* See paragraph 4-4.

(2) *Adjacencies.* The public card catalog, which is maintained by branch personnel, should be centrally located, adjacent to the control and circulation desk and the reference area and convenient to the entrance/lobby area.

(3) *Furniture and Equipment.* Card catalog, wood, 20 drawer. 26 inch table base with 15 drawer section, one 5 drawer section, one sliding shelf section, one top.

(4) *Space Requirements.* See Table 7-3

TABLE 7-3 PUBLIC CARD CATALOG

Items	Unit Area Allowance	4000 GSF QTY	NASF
Card Catalog	17	2	34

d. CONTROL AND CIRCULATION DESK AREA

(1) *General Criteria.* See paragraph 4-5

(2) *Adjacencies.* The control desk should be adjacent to the entrance so as to provide visual access to the public areas and to provide physical control of the entrance area. The card catalog should be no more than 15 feet away from the control desk. The print lease plan collection, if present, should be located within the control area.

(3) *Furniture and Equipment*

- Display case
- Bulletin board, wall mounted
- Circulation desk
- Chair, rotary without arms
- Tape audio displayer carousel, table top, free-standing
- Utility table
- Record display rack, carousel type, freestanding
- Paperback book rack, free-standing, revolving, capacity about 250 books
- Book display table, with cork display panel in center
- Book truck

(4) *Special Considerations.* The record display rack and the paperback book rack may be located in the card catalog area instead of the control and circulation desk area. The book display table may be located in a general reading area near the control area instead of in the control area if desired

(5) *Space Requirements.* See Table 7-4.

Table 7-4 Control and Circulation Desk Area Space Requirements

Items	Unit Area Allowance	4000 GSF QTY	NASF
Control Desk	120	1	120
Book Truck	12	1	12
Record Display Rack	10	1	10
Paperback Rack	10	1	10
Book Display	25	1	25
Display Case	18	1	18
Total			195

(6) *Space Utilization.* See Figure 7-2.

CONTROL DESK SPACE UTILIZATION PLAN

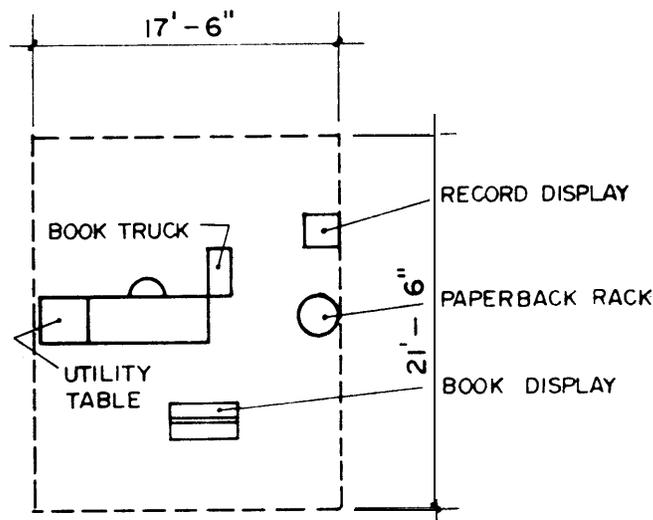


FIGURE 7-2

e. PERIODICALS/REFERENCE AREA

(1) *General Criteria.* See paragraphs 4-6, 4-7, and 4-8.

(2) *Adjacencies.* The reference portion of this area should be adjacent to the public card catalog. Also, since there is no reference librarian assigned to a branch library, the reference area needs adjacency to the control desk so that assigned personnel can handle reference questions. The periodicals area should also be adjacent to a reading/study area, and the microform area, if provided.

(3) *Furniture and Equipment.* Wall shelving for magazines, slanted shelves with storage for back issues underneath each shelf. At least three units. Newspaper rack with sticks, wall unit or table type. Capacity, ten newspapers. Current issues only will be available with the exception of the *Army Times* which will be retained for six months.

Atlas stand.

File cabinet, legal size, four drawer. Known as "vertical file" for maps and pamphlets. Maps will be limited to local, state, and national road and topographical maps which can be stored in the vertical file.

Bookshelves, wall type: four units with three shelves/unit. Dictionary stand, revolving single face; sits on table. Seating: one reading table with four chairs, lounge chairs, (as space allows).

(4) *Special Considerations.* Microform materials or equipment will normally not be a part of the branch library collection. However, adequate electrical outlets should be installed in the reading areas and multi-purpose room to service microform equipment if added. See paragraph 4-8.

(5) *Space Requirements.* See Table 7-5.

TABLE 7-5 PERIODICALS/REFERENCE AREA SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF	
		QTY	NASF
Shelving-Reference	9	4	36
Shelving-Periodical	14.5	3	44
Newspaper Rack	17	1	17
Atlas Stand	25	1	25
Dictionary Stand	25	1	25
Legal File	10	1	10
Lounge Seating	30	2	60
Table Seating	25	4	100
Total			317

(6) *Space Utilization Plan.* See Figure 7-3

PERIODICALS AREA SPACE UTILIZATION PLAN

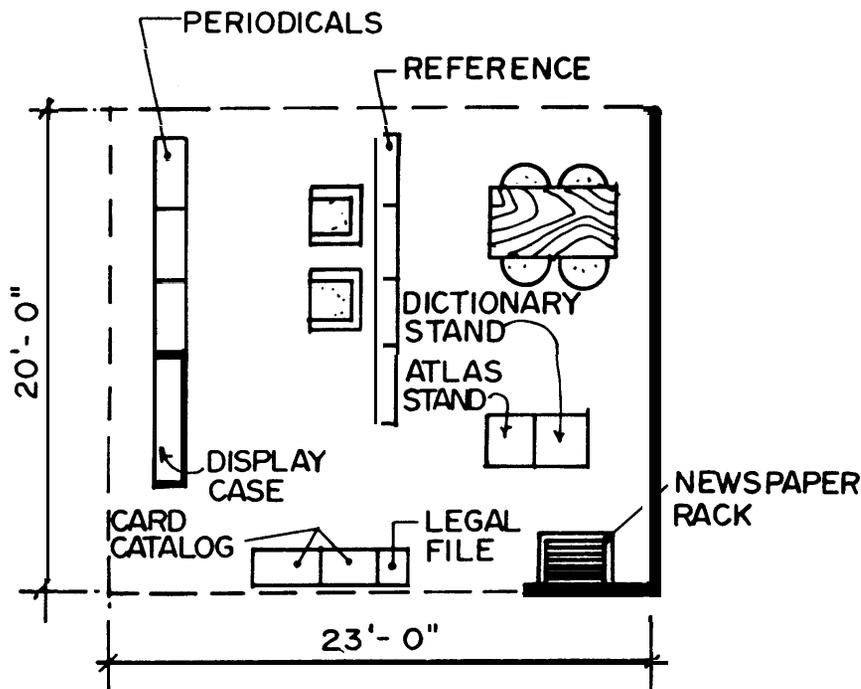


FIGURE 7-3

f. CHILDREN'S AREA

(1) *General Criteria.* See paragraph 4-14. The children's area, if provided in the branch library, would not be provided with a children's librarian nor would separate children's toilets be provided.

(2) *Adjacencies.* The children's area needs to have adjacency to the control and circulation desk for supervisory purposes. It should be isolated from the main reading/study areas of the library.

(3) *Furniture and Equipment.* Bookshelves, wall type: Provide 10 units with three shelves per unit. Card catalog, four drawer: with table base approximately 37 inches high.

Table Seating, double slope shelf.

Benches: two

Cushions

Chairs

(4) *Special Considerations.*

(a) Instead of providing a children's area, a children's room of at least 286 square feet may be provided. Combining this with the music reading special activities room would be acceptable. Separate entrances to each part of the room from the interior of the library would be necessary.

(b) The example branch library layout provided here includes a children's area. Where the library serves only a troop area, not requiring a children's room, this space is normally used for seating and stacks.

(5) *Space Requirements.* The branch library size is based upon troop population but there are no standards for size of a children's area (See Table 7-6.)

CHILDREN'S AREA SPACE UTILIZATION PLAN

OUT DOOR READING AREA

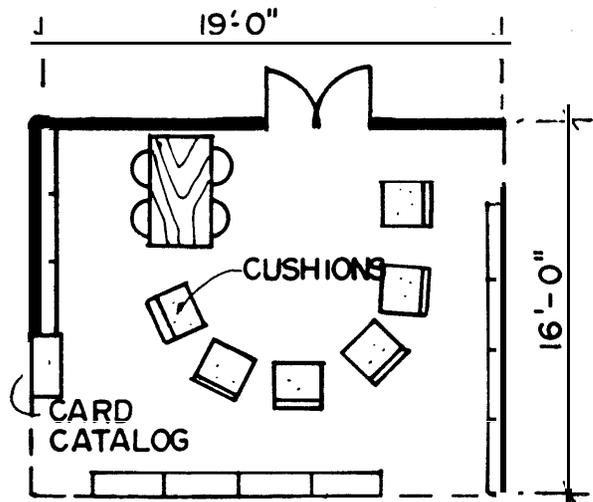


FIGURE 7-4

TABLE 7-6 CHILDREN'S AREA SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF	
		QTY	NASF
Shelving	9	10	99
Card Catalog	17	1	17
Table Seating	20	4	80
Cushions	15	6	90
Total			286

(6) *Space Utilization Plan.* See Figure 7-4.

q. STACK AREA

(1) *General Criteria.* See paragraph 4-9.

(2) *Adjacencies.* This area should be adjacent to the reading/study areas and isolated from the entrance and lobby.

(3) *Furniture and Equipment.* Stack shelving should be free-standing, double faced type. Refer to Table 3-2 in Chapter 3 for shelf capacity based on various book types in library collection.

(4) *Paperbound Books.* Paperbound books will generally be shelved with the regular collection although libraries may utilize display racks such as those found in bookstores for uncataloged paperbound books.

(5) *Space Requirements.* See Table 7-7.

TABLE 7-7 STACK AREA SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF	
		QTY	NASF
Shelving/Nonfiction	9	47	423
Shelving/Fiction	9	30	270
Total			693

(6) *Space Utilization Plan.* See Figure 7-5.

STACK AREA SPACE UTILIZATION PLAN

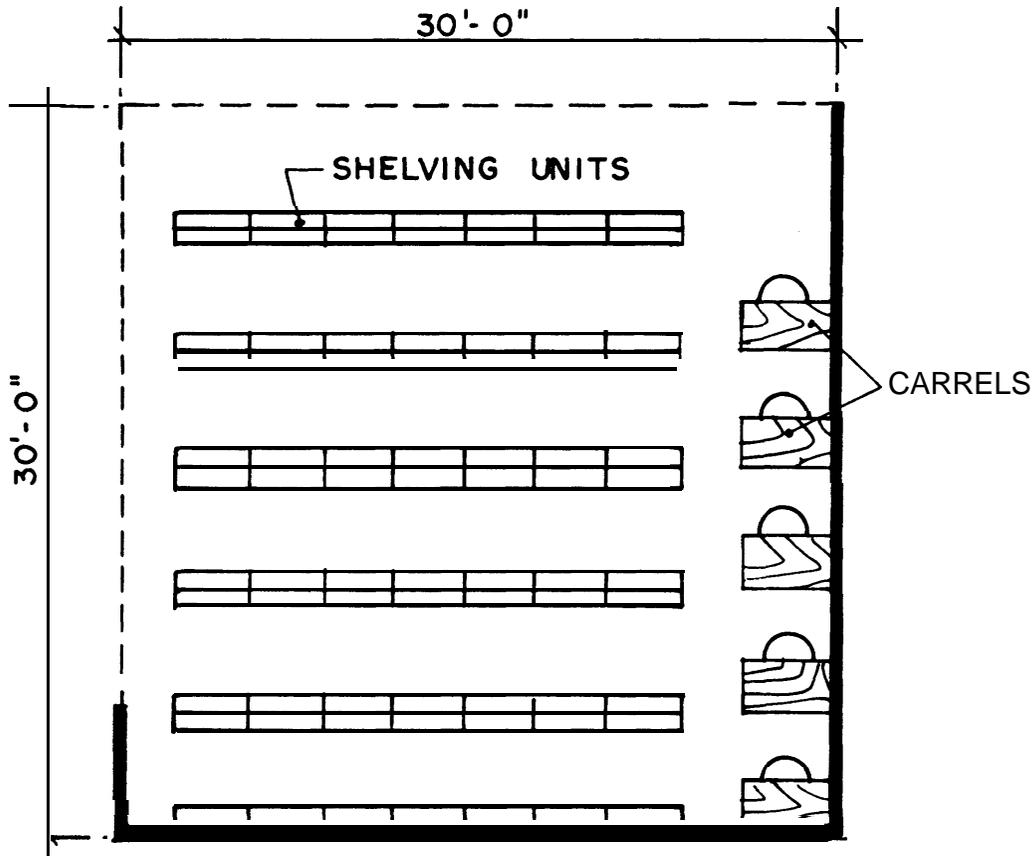


FIGURE 7-5

h. READING/STUDY AREA

(1) *General Criteria.* See paragraph 4-10.

(2) *Adjacencies.* This area should be adjacent to the reference area and to stack area and isolated from the entrance and lobby, children's area, and the reading/listening room.

(3) *Furniture and Equipment.* Carrels, study single. Lounge chairs: as permitted by space.

(4) *Space Requirements.* See Table 7-8.

TABLE 7-8 READING/STUDY AREA SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF	
		QTY	NASF
Carrels	30/seat	9	270
Lounge Seating	30/seat	12	260
Side Tables	10	2	20
Total			650

(5) *Space Utilization Plan.* See Figure 7-6.

READING/STUDY AREA SPACE UTILIZATION PLAN

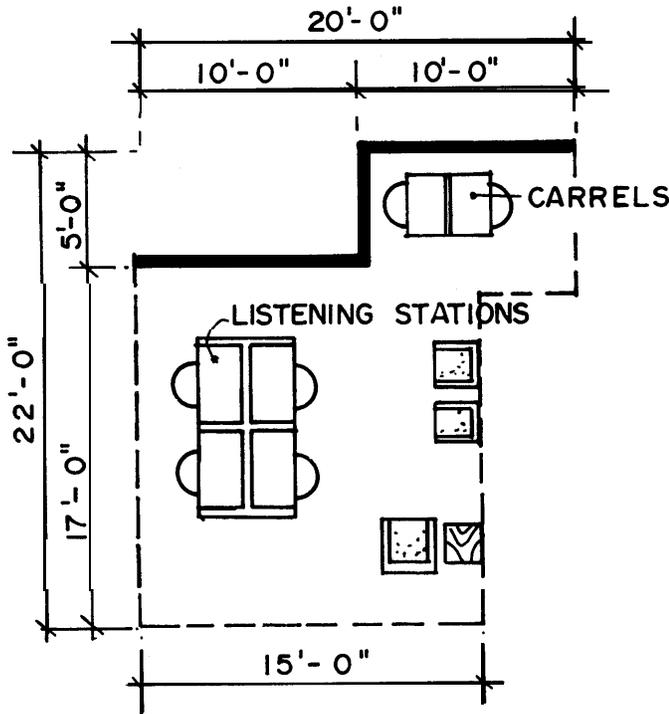


FIGURE 7-6

i. READING/LISTENING ROOM (Multi-Purpose)

(1) *General Criteria.* Refer to study rooms criteria, paragraph 4-11 and multi-purpose room criteria, paragraph 4-2.

(2) *Adjacencies.* This area should be isolated from public toilets, stack areas, and the janitor's closet.

(3) *Furniture and Equipment*

- Carrels, modular
- Lounge Chairs: as permitted by space
- Table, lounge coffee type
- Record listening stations

(4) *Special Considerations.* Record listening stations should be in the form of movable turntables with amplifiers located on tables on/in carrels (dry) in the reading/listening room. Listening will be by use of earphones. Adequate numbers of electrical outlets should be provided in the room.

(5) *Space Requirements.* See Table 7-9.

TABLE 7-9 READING/LISTENING ROOM SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF QTY	NASF
Carrels	30/seats	2	60
Lounge Seating	30/seats	3	90
Table	10/seats	1	10
Listening Stations	30/seats	4	120
Total			280

(6) *Space Utilization Plan.* See Figure 7-7.

READING/LISTENING AREA SPACE UTILIZATION PLAN

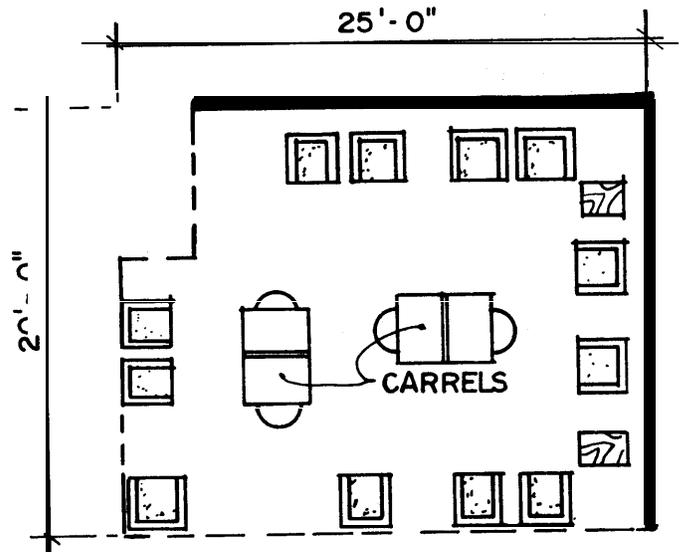


FIGURE 7-7

j. STORAGE ROOM

(1) *General Criteria.* A locked storage room is needed. Floor space should be 180 to 250 NASF. Stackable chairs, display materials, and equipment (i.e., record players, projection screen, etc.) will be stored there.

- (2) *Adjacencies.* Adjacent to work area.
- (3) *Furniture and Equipment*
Shelves, wall, seven shelves per unit.
Chairs, stack: store approximately 20.

k. STAFF WORK AREA

- (1) *General Criteria.* See paragraph 4-16, Technical Services.
- (2) *Activities.*
 - (a) Typing of correspondence and replacement of book cards and overdues.
 - (b) Storage of books to be shelved on book trucks.
 - (c) Shelving of transient materials: new books incoming from the library service center, interlibrary loans from the main post library, books being returned to the main post library.
 - (d) Storage of frequently used materials or reserve materials for which there is no room under the circulation desk.
 - (e) Storage of frequently used equipment: record players, cassette players, etc.
 - (f) Staff support activities.
 - (g) Limited processing (stamping, hanging, etc.) of magazines and newspapers.
 - (h) Preparation of display materials.
 - (i) Limited storage of back issues of magazines.

(3) *Adjacencies.* This area should be adjacent to the entrance and lobby, control and circulation area, and to the storage room and located behind the control/circulation desk.

(4) *Furniture and Equipment*

- Free-standing shelving, single faced.
- Desk and chair with 4 drawer legal file
- Work table and chairs
- Counter height bookshelf, single faced
- Lockers
- Book trucks
- Lounge furniture consisting of lounge chairs, lounge table
- Double faced mobile shelf unit
- Coat Rack

(5) *Special Considerations.* Library materials should arrive at the branch library ready to be shelved. Catalog cards will be filed by branch library personnel. The shelf list will be maintained at the central processing center.

(6) *Space Requirements.* See Table 7-10.

TABLE 7-10 STAFF WORK AREA SPACE REQUIREMENTS

Items	Unit Area Allowance	4000 GSF	
		QTY	NASF
Shelving (full ht)	9	3	27
Shelving (counter ht)	9	1	9
Mobile Shelving	12	1	12
Book Truck	12	3	36
Desk and Chair	50	1	50
File Cabinet	10	1	10
Work Table and Chairs	60	1	60
Lounge Seating	30	3	90
Lounge Table	20	1	20
Lockers	4	3	12
Coat Rack	4	1	4
Total			330

(7) *Space Utilization Plan.* See Figure 7-8.

STAFF AREA SPACE UTILIZATION PLAN

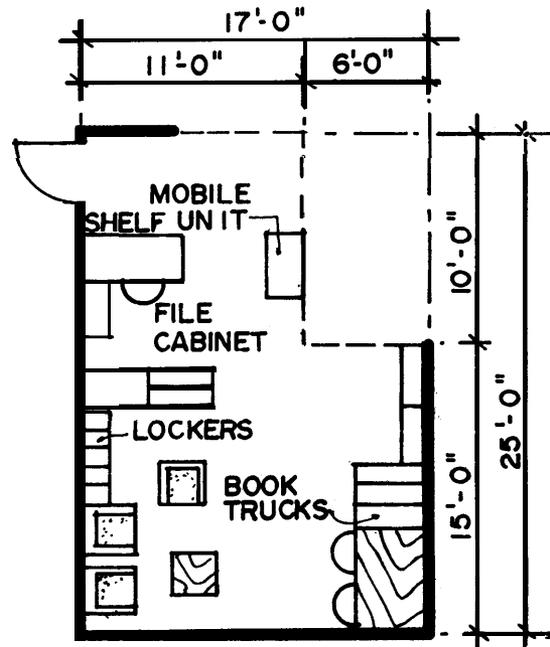


FIGURE 7-8

l. JANITOR'S CLOSET. A janitor's closet should be located adjacent to the staff work area and in close proximity to the public toilets if possible. Space requirements are as provided by janitor's closet criteria in paragraph 4-19.

m. SUMMARY. Table 7-11 provides a summary of the space requirements for a branch library and Table 7-12 contains the adjacency relationships. Figures 7-9 and 7-10 illustrate examples of plan layout and a site plan layout.

TABLE 7-11 BRANCH LIBRARY SUMMARY OF SPACE REQUIREMENTS

Space	NASF	Comments
a. Entrance and Lobby	100	
b. Public Toilets	200	
c. Public Card Catalog	34	
d. Control and Circulation Desk	195	
e. Periodicals/Reference Area	317	
f. Children's Area	286	
g. Stack Area	693	
h. Reading/Study Area	650	
i. Reading/Listening Room	280	
j. Storage Room	250	
k. Staff Work Area	330	
l. Janitor's Closet	55	
Total NASF	3390	
Core Area 15% + SF	510	
GSF	3900	
Mechanical Equipment Room	425	
Total Requirement	4325	

TABLE 7-12 BRANCH LIBRARY ADJACENCY RELATIONSHIPS

SPACE	Adjacent	Near 25	Near 75	Isolated
1. Entrance and Lobby	3,12	2,7,10	13	9,8
2. Public Toilets	13	1,3,14	7,10	
3. Control and Circulation Desk	1,4,12	2,5,6,7,10,11	8,13	
4. Public Card Catalog	3,5	7,8,9,12	1,4	
5. Reference Area	4,6,9	3,8	1,13	
6. Periodicals Area	5	3,8,9	1,10,13	
7. Children's Area		1,3,4,10	2,13	9
8. Stack Area	9	5,6	3,4,14	1
9. Reading/Study Area	5,8	4	3,6,13,11	1,7,10
10. Reading/Listening Room		1,3,11	2,7	2,7,13
11. Storage Room	13	3	7,9	
12. Work Area	1, 3, 11	4	13	
13. Janitor's Closet		(All near 75 to other areas)		
14. Microform Area	6	3		
15. Multi-purpose Room		1,3		2,4,7

EXAMPLE PLAN LAYOUT, BRANCH LIBRARY

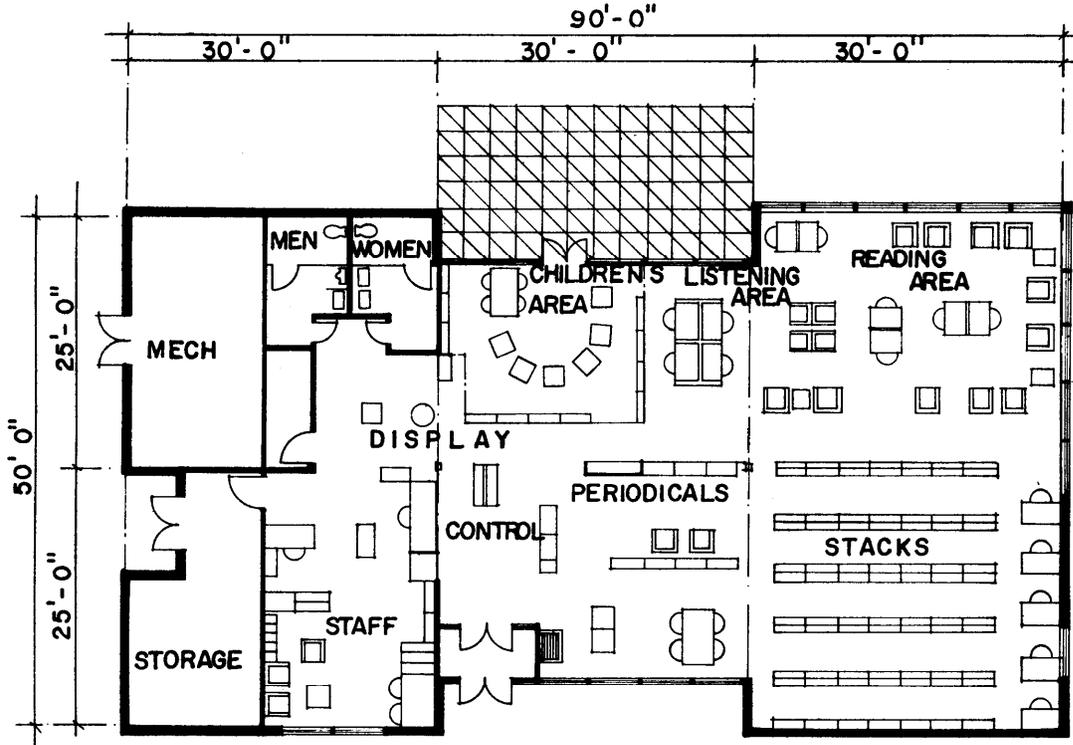


FIGURE 7-9

EXAMPLE SITE PLAN LAYOUT, BRANCH LIBRARY

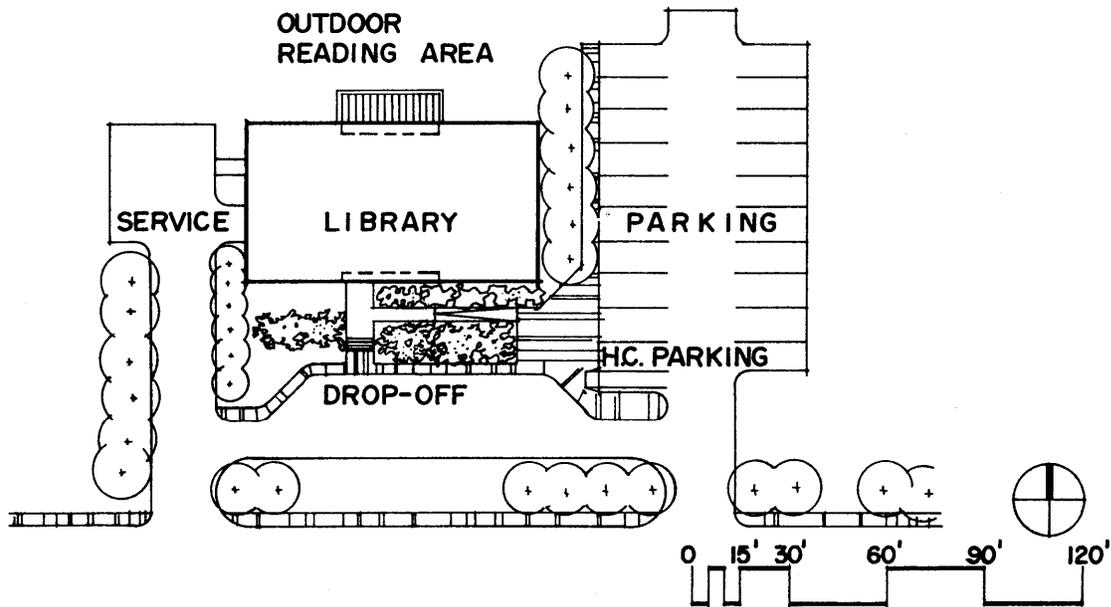


FIGURE 7-10