

CHAPTER 9

School Libraries

9-1 GENERAL

The term "School Library" refers to Service School Technical Libraries which provide instructors, administrators, and students with topical reference library services oriented to the Service School's field of instruction. Most student reference material is provided in the instructional program. The "School Library" is analogous to a departmental library in a large university and is independent of Post libraries and as a rule is not accessible to persons who are not participating in the Service School program.

9-2 PLANNING AND DESIGN CONSIDERATIONS

a. **USERS.** Library users are those persons who are enrolled as students in Service School programs as well as instructors and administrators of service school programs.

b. **COLLECTION.** The basic collection consists of circulating volumes (materials which may be circulated) and reference volumes. Auxiliary collections may consist of serials, microform and audio-visual materials, and classified materials. The Chief Librarian of the Service School concerned should be requested to provide detailed data regarding the School Library Collection to the design agency involved. Table 9-1 illustrates an example collection for a 6,000 GSF School Library.

TABLE 9-1 EXAMPLE COLLECTION FOR A 6,000 GSF SCHOOL LIBRARY

<u>Type</u>	<u>No. of Items</u>	<u>Comments</u>
Circulating Volumes	11,300	
Reference Volumes	3,700	
Classified Documents	800	
Serials	250	
Microform—Audio/Visual		
Microfilm	7,550	5,000 16mm; 2,550 35mm
Microfiche	22,750	
Video Tape	125	
Audio Cassettes	225	
Sound Slides	100	
Total Collection	46,800	

c. **STAFF.** School library staff requirements are not standardized as related to size of facility, collection, or user

population. Rather, staff size is a function of the level of service required by a particular mission, hours of operation, and the range of library services provided "in-house." The example staffing shown in Table 9-2 has been developed for a 6000 GSF Service School Library which performs the full range of technical processing tasks, maintains a classified collection, and maintains a schedule of 70 library hours per week. Staffing requirements for individual school libraries should be developed by the chief librarian and forwarded to the design agency.

TABLE 9-2 EXAMPLE STAFFING FOR A 6,000 GSF SCHOOL LIBRARY

<u>Professional</u>		<u>Non-Professional</u>	
Administrative Librarian	1	Control Desk Technician	1
Reference Librarian	1	Tech. Services Technician	1
Technical Services Librarian	1	Clerk-Typist	1
Total	3		3

d. **LOCATION.** The school library should be located in the Service School in order to provide fast access for those organizational elements which use it most: administrative personnel (especially those associated with combat, doctrine and training developments); instructional staff; and secondarily, the student body. The location should be such as to not interfere with expansion of other service school facilities and to minimize disruption of library operations in the event of future library expansion.

9-3 INDIVIDUAL SPACE CRITERIA

Individual space criteria which is 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 School Libraries. All spaces normally included in school libraries are listed below.

a. **ENTRANCE AND LOBBY.** The School Library should provide a minimal entrance lobby area. It should consist of no more than a vestibule of 100 NASF as outlined in paragraph 6-3.a(1). The entrance/lobby should be close to the toilets, the control and circulation desk, and the staff work area.

b. PUBLIC TOILETS. Public toilets are required for use of both public and staff during library hours. Separate facilities should be provided for men and women. The example 6000 GSF School Library will share the facilities provided by the Service School. The toilet facilities should be located in close proximity to the entrance/lobby area of the School Library in order to facilitate use by library users and staff.

c. CONTROL AND CIRCULATION DESK AREA

(1) *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 area should be no more than 15 feet away from the control area. The control desk will also act as a control point for access to the vault which contains the classified collection.

(2) *Work Area.* A work area behind the desk is used for maintenance of files used at the control desk, processing of overdue notices, and making minor repairs to materials. The work area must include storage space for reserve materials and for equipment that is to be checked out. The work area should have close proximity to the staff work area. Table 9-3 contains the control and circulation desk space requirements and Figure 9-1 shows a space utilization plan.

CONTROL CIRCULATION DESK AREA
SPACE UTILIZATION PLAN

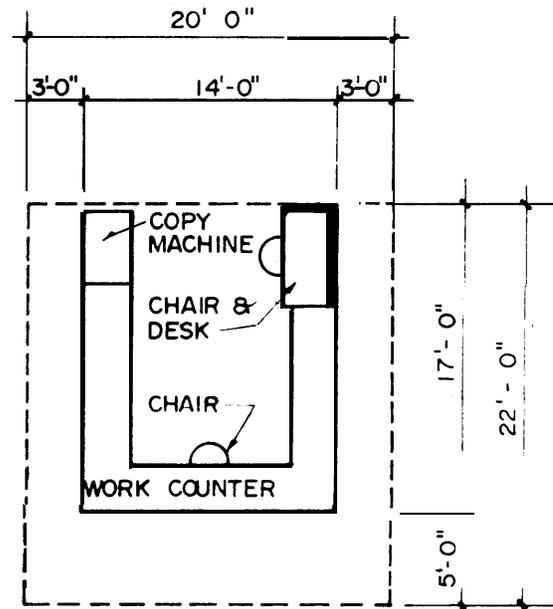


FIGURE 9-1

TABLE 9-3 CONTROL AND CIRCULATION DESK
SPACE REQUIREMENTS

Items	Unit Area Allowance	6,000 QTY	NASF
Control Desk	120	1	120
Work Counter	40	1	40
Copy Machine	60	1	60
Total			220

d. CARD CATALOG AREA. The card catalog area is used by both library users and staff to locate materials and should be located adjacent to the control area and in close proximity to the reference area. The card catalog area should also be easily accessible from the staff work area, the stack area, and the periodical area. Table 9-4 contains the card catalog area space requirements.

TABLE 9-4 CARD CATALOG SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 GSF QTY	NASF
Card Tray Unit	17	2	34
Total			34

e. PERIODICAL AREA. The periodical area should be located in close proximity to the entrance/lobby and control areas. Current periodicals (serials) include journals, magazines, and newspapers are stored usually in display shelving. Shelving should be provided for current issues plus one year of back issues. Lounge seating could be provided in this area. Table 9-5 contains the periodical area space requirements and Figure 9-2 shows a space utilization plan.

TABLE 9-5 PERIODICAL AREA SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 GSF	
		QTY	NASF
Display Shelving	13 1/2	8	108
Newspaper Rack	17	1	17
Lounge Seating	30	6	180
Table	20	2	40
Total			345

TABLE 9-6 REFERENCE AREA SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 NASF	
		QTY	NASF
Shelving	9	42	378
Atlas Case	15	1	15
Dictionary Stand	15	1	15
Reference Librarian	125	1	125
Table Seating	25/seat	8	200
Carrel Seating	30	4	120
Total			853

PERIODICALS AREA SPACE UTILIZATION PLAN

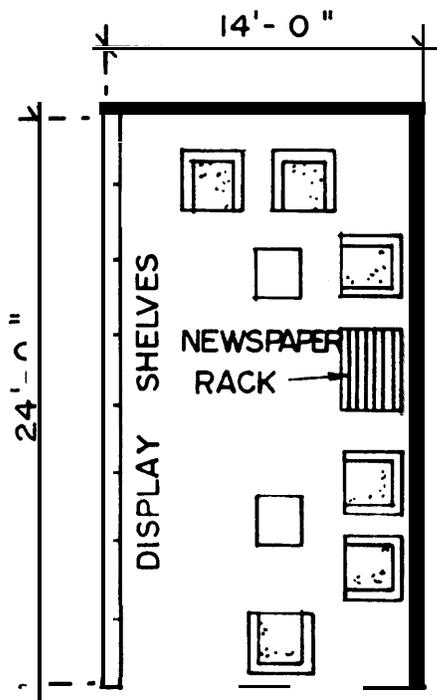


FIGURE 9-2

REFERENCE AREA SPACE UTILIZATION PLAN

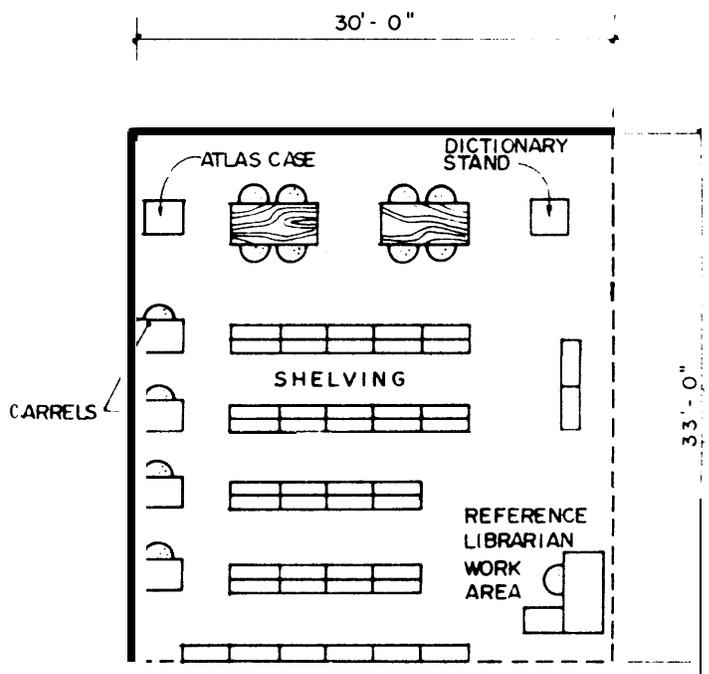


FIGURE 9-3

f. REFERENCE AREA. The reference area should be in close proximity to the card catalog area. Book stacks and microform collection should be nearby. The reference area should house reference books and abstracts. In addition, standard reference materials such as atlases, maps, and dictionaries are also located in this area. The reference librarian should be provided with a visible work station in the reference area. Microform should be adjacent. Table 9-6 contains the space requirements for the reference area and Figure 9-3 shows a space utilization plan.

g. STACK AREA. The card catalog and reference areas should be adjacent to the stack area. The staff work area should be located nearby. Stack areas should be close to and interspersed with table and carrel seating. Study rooms and individual typing/A.V. booths should also be located in proximity to this area. Table 9-7 contains the space requirements for the stack area and Figure 9-4 shows a space utilization plan.

TABLE 9-7 STACK AREA SPACE REQUIREMENTS

Items	Unit Area Allowance	6000 GSF	
		QTY	NASF
Shelving	9	110	990
Microfiche Storage	10	1	10
Microfilm Storage	15	5	75
Reader/Printer	38.5	2	77
Carrels	30	11	330
Total			1482

STACK AREA SPACE UTILIZATION PLAN

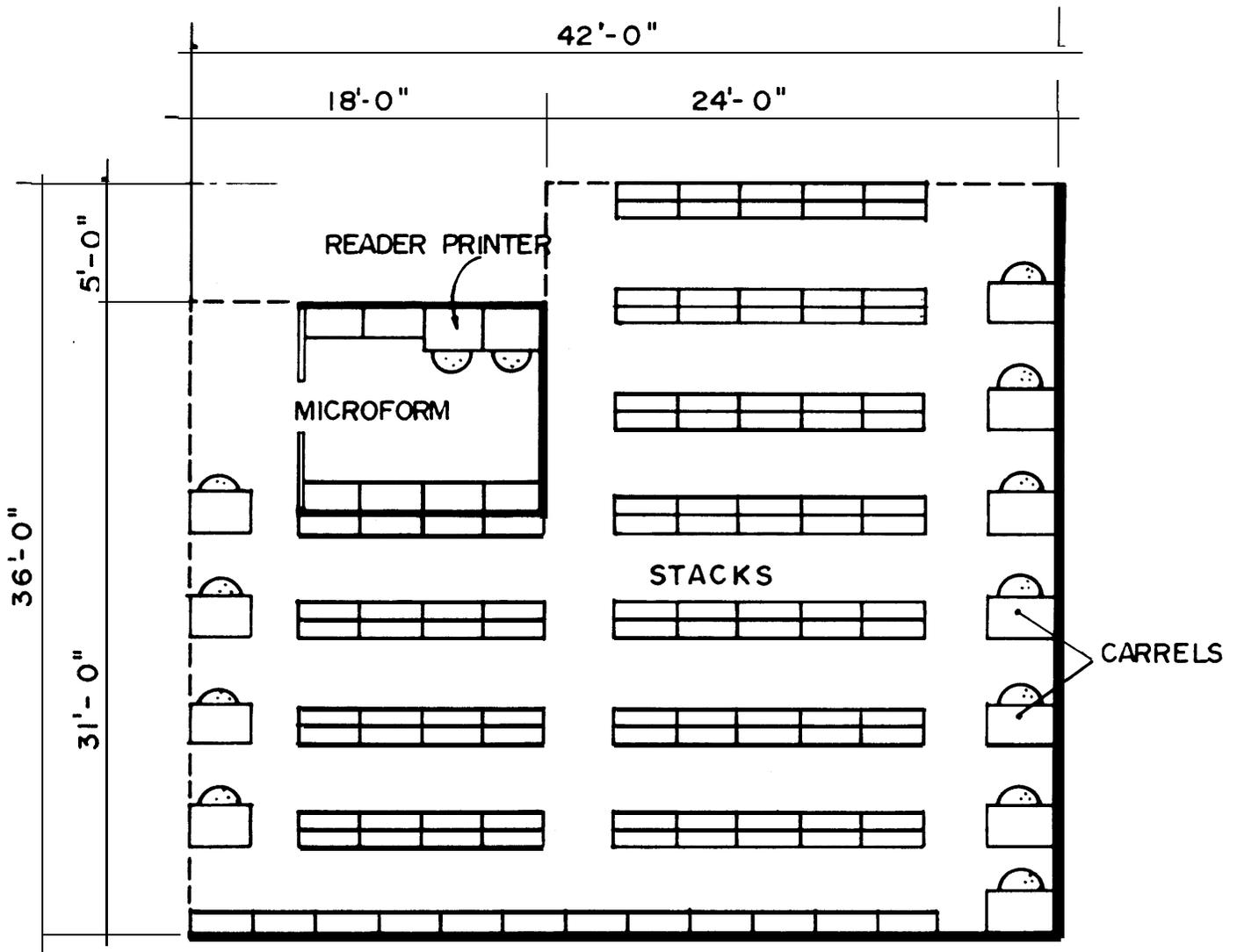


FIGURE 9-4

h. CLASSIFIED COLLECTION. The classified collection should be located in a vault area with access limited to authorized users and personnel only. Specific requirements for classified collections are outlined in Chapter 12 which should be utilized by the design agency in the development of functional requirements for classified collections.

The 600 GSF School Library has a classified collection of 3200 items. This includes 800 technical documents and 2400 microfilm reels. In addition to storage of classified materials, space should also be provided for one carrel, one reader/printer station, and a DDC terminal. It should be assumed that the size of the facility and staff and the shift work made necessary by the 70 hour/week library schedule will necessitate security clearance for all staff personnel. Table 9-8 contains the space requirements for classified collection and Figure 9-5 shows a space utilization plan.

TABLE 9-8 CLASSIFIED COLLECTION SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 GSF QTY	NASF
Shelving	9	6	54
Microfilm Storage	15	2	30
Carrel Seating	30	1	30
Reader/Printer Station	38.5	1	38.5
DTIC Terminal	84	1	84
Total			237

CLASSIFIED COLLECTION SPACE UTILIZATION PLAN

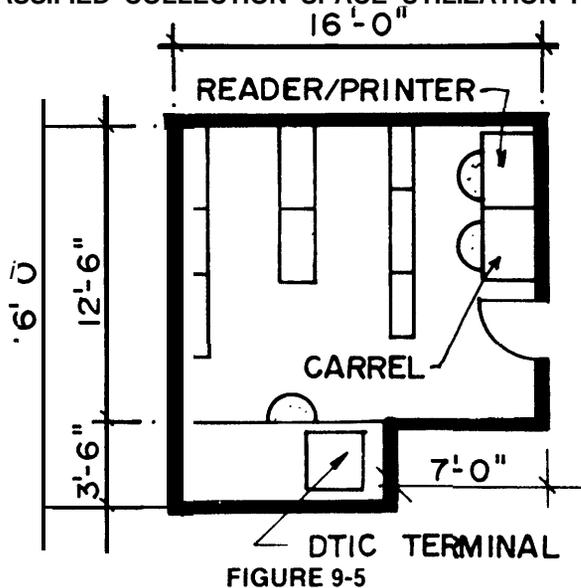


FIGURE 9-5

i. SEATING REQUIREMENTS AND GENERAL READING AREA. Seating requirements in school libraries are the same as those for Main Post Libraries as outlined in paragraph 2-4.c. The area required to store the collection in the 6000 GSF example is as follows:

Current Periodicals	125 NASF
Reference Area	408 NASF
Stack Area	1075 NASF
Classified Collection	84 NASF
Total Area for Collection	1692 NASF

User seating in the 6000 GSF school library has been provided in the periodicals, reference, classified and stack area as follows:

Area	Seating Type	No. Seats	Unit Area Allowance	NASF
Periodicals	Lounge	6	30	180
Reference	Table	8	25	200
	Carrel	4	30	120
Classified	Carrel	1	30	30
	Reader/Printer	1	38.5	30
	DTIC Terminal	1	84	89
Stacks	Carrel	11	30	330
	Reader/Printer	2	38.5	77
Total		34		1065

The remaining user seating is distributed to fill requirements for small groups and conferences, individual study rooms, and additional table seating as shown in Table 9-9. Figure 9-6 shows a reading area space utilization plan.

TABLE 9-9 ADDITIONAL SEATING REQUIREMENTS

Area	Seating Type	No. Seats	Unit Area Allowances	NASF
Group Study	Table	6	30	180
Individual Study	Table	4	36	144
Study	Table	24	25	600
Total		34		924

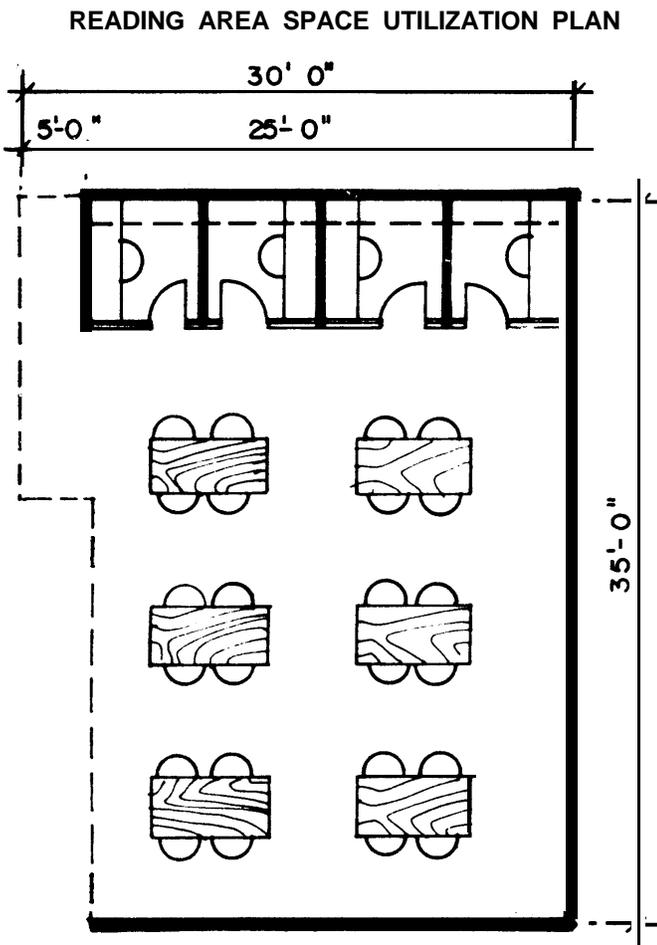


FIGURE 9-6

STUDY ROOM SPACE UTILIZATION PLAN

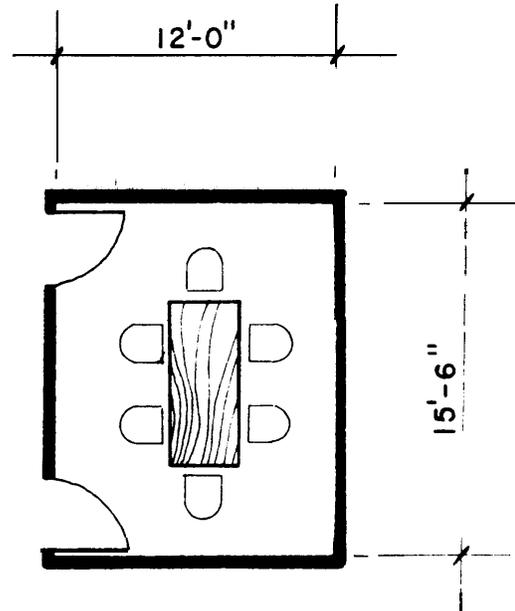


FIGURE 9-7

j. STUDY ROOM. A study room with seating for six people and audio-visual capability is provided for group study and conferences and can be utilized by both library users and staff. An area of 180 NASF should be allocated for the space. See paragraph 3.3.b. Table 9-10 contains space requirements for a study room and Figure 9-7 shows a space utilization plan.

TABLE 9-10 STUDY ROOM SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 GSF	
		QTY	NASF
Conference Seating	30	6	180
Total			180

k. ADMINISTRATIVE OFFICE. An office should be provided for the administrative librarian in the 6000 GSF School Library. An area of 155 NASF should be allocated for this function. Table 9-11 contains space requirements for an administrative office and Figure 9-8 shows a space utilization plan.

TABLE 9-11 ADMINISTRATIVE OFFICE SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 GSF	
		QTY	NASF
Desk & Chair	50	1	50
Sofa	75	1	75
Lounge Chair	30	2	60
Visitor Chair	15	1	15
Total			200

ADMINISTRATIVE OFFICE SPACE UTILIZATION PLAN

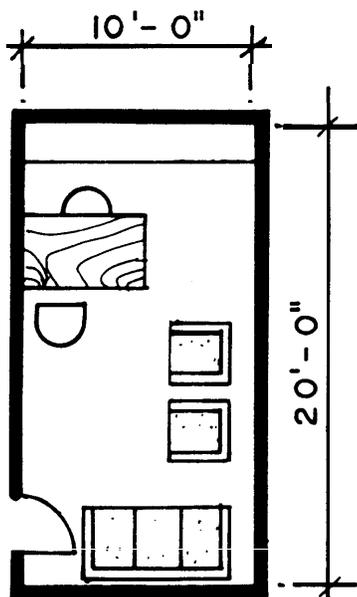


FIGURE 9-8

TABLE 9-12 TECHNICAL PROCESSING AREA SPACE REQUIREMENTS

Item	Unit Area Allowance	6000 GSF QTY	NASF
Technical Services Librarian	100	1	100
Technician	80	1	80
Clerk Typist	80	1	80
Card Catalog	17	1	17
Files	10	2	20
Book Index	50	1	50
Shelving	9	4	36
Book Truck	12	4	48
Work Counter (incl. sink)	60	1	60
Table Seating	25	4	100
Lockers	4	6	24
CRT Terminal	84	1	84
Total			699

TECHNICAL PROCESSING AREA SPACE UTILIZATION PLAN

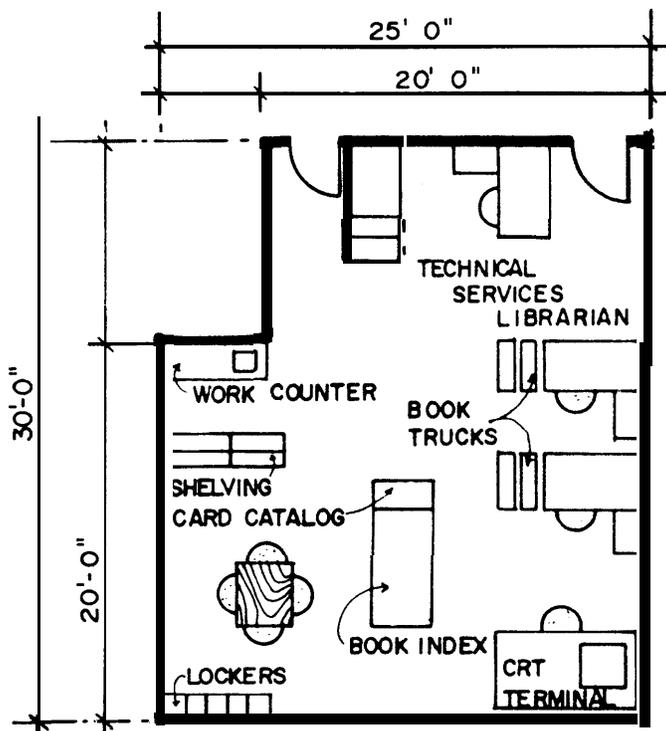


FIGURE 9-9

j. TECHNICAL PROCESSING AREA. Technical processing is responsible for all aspects of ordering and acquisition, cataloging, classification, preparation of materials for shelving and binding, and general typing and clerical work. The technical processing area should be in close proximity to the stack area, the classified collection, and the control desk. If possible, it should have convenient access to the administrative librarian's office. The technical processing area should also be in close proximity to an exterior access to facilitate shipping and receiving operations. This is particularly important when classified materials are handled and/or processed by the library. The technical processing area in the example school library will include CRT terminal for cataloging. Larger school libraries should be able to justify provision of a terminal for cataloging based on volume of materials to be processed. Table 9-12 contains the space requirements and Figure 9-9 shows a space utilization plan.

m. STORAGE ROOM. A storage room of 150 NSF should be provided adjacent to the technical processing area for the storage of processing materials and other supplies as well as extra shelving for books.

n. JANITOR'S CLOSET. This should be located in close proximity to the public toilets if possible. Space require-

ments are as provided by janitor's closet criteria in paragraph 4-20.

o. SUMMARY. Table 9-13 provides a summary of space requirements and Table 9-14 identifies adjacency relationships. An example plan layout is shown in Fig. 9-10.

EXAMPLE PLAN LAYOUT FOR SCHOOL LIBRARY



FIGURE 9-10

TABLE 9-13 SUMMARY OF SPACE REQUIREMENTS

Space	NASF
1. Entrance and Lobby	100
2. Public Toilets	—
3. Control and Circulation	220
4. Card Catalog Area	34
5. Periodical Area	345
6. Reference Area	853
7. Stack Area	1152
8. Classified Collection	237
9. User Seating (Stack/Reading Area) *	1153
10. Study Room	180
11. Administrative Office	200
12. Technical Processing Area	699
13. Storage Room	150
Total	5323
Core Area 15% ± SF	677
GSF	6000

*Seating for all other areas are included in requirements for specific areas

TABLE 9-14 IDENTIFICATION OF ADJACENCY RELATIONSHIPS

Space No.	Space Name	Adja-cent	Near 25	Near 75	Isolated
1.	Entrance and Lobby	2,3	11,12		7,9,10
2.	Public Toilets	1	3,14		
3.	Control and Circulation	1,4,8	12		
4.	Card Catalog Area	3,6			
5.	Periodical Area	6	7		
6.	Reference Area	4,5	7		
7.	Stack Area	9,10	5,6		1
8.	Classified Collection	3,12			
9.	Stack/Reading Area	7			1
10.	Study Room	7			1
11.	Administrative Office		1,12		
12.	Technical Processing Area	8,13	1,3		
13.	Storage Room	12			
14.	Janitor's Closet		2		