

WINDSOR PUBLIC LIBRARY

NEW CENTRAL LIBRARY

BUILDING PROGRAM

10-May-11

AREA	FUNCTION	Sq. Ft.	Notes	
FIRST FLOOR				
		1st floor sq.ft		19,070
		LIBRARY SERVICES		16,950
Common Areas - Public				
	Library entrance & Security gates		250 Must be covered	
	Entrance from Aquatic Centre & Security gates		35	
	Self Checkout stations		200	
	Holds Pickup Area		80	
	Lounge area with fireplace		850	
	Public Washrooms		Family washroom near	
	Seating areas		140 Children's area + Aquatic	
			900 all accommodate laptops	
Library Services - Public				
		9,320		
	Adult Fiction			1000
	Adult Non-Fiction			2000
	Children			2700
	Games			100
	Large Print			300
	Magazines and Newspapers			200
	New & Popular			900
	Non-fiction			1000
	Reference			420
	Young Adult			700
	Media Centre - Popular	900		
	Information Centre(s)	50		
	Accessibility /Outreach Services – includes space for	200		
	Teen Area	350		
	Children's Discovery Area	600		
	Children's School Age	900		
	Children's Program Area (groups up to 30 + clean up	500		
	Windsor Room – Local History / Genealogy	600 plus storage		
	Local History storage	500		
Technology Areas – Public				
	Photocopier area (copy/ print / scan / fax)	75		
	Public Access Computers Children & Adult general	500		
				2,120
STAFF SPACE				
Work Areas – Staff				
	Book Return/ Sorting Area	250	Sortation system	
	Receiving & Shipping	250	Requires adjacent parking	
	Circulation Work Area	450		
	Team Leader office	150		
	Children's Staff Workroom	200		
Common Space – Staff				
1 or 2	Staff Break/Lunch Room	500		
1 or 2	Staff Coat/Locker Room	80		
1 or 2	Staff Washrooms (M & F)	140	Men & Women	
1 or 2	First Aid Room (Health & Safety)	100		

AREA	FUNCTION	Sq. Ft.	Notes
Collaborative Use		COMMUNITY SPACE	150
	Library Settlement Partnership	150	
SECOND FLOOR		2nd floor sq.ft.	17,355
		LIBRARY SERVICES	12,275
Common Areas – Public			
	Public Washrooms	140	Family
	Seating areas	800	all accommodate laptops
	Study desks	600	
	Study rooms	320	
Library Services - Public		6,600	
	Adult Non-Fiction		1500
	Business & Employment Resources		750
	Information (Reference resources)		2400
	Literacy		50
	Media Centre - Educational / Business		900
	Multilingual		1000
Special Use Space			
	Adult Literacy (3 - LBS; 1 - Deaf Literacy)	840	
	Community Job Support area	150	
	Project room – for JCP/students – 3 computer stations	300	
	Program Room	200	
Technology Areas – Public			
	Computer Training Labs (2 x 10 computers)	550	
	Digital Writing & Publishing	600	
	Creative Suite- Video / Digital Design	600	
	Search / OPAC stations	75	
	Public Access Computers - Adult & Special Use	500	
STAFF SPACE			2,100
Work Areas – Staff			
	Information Services Work Area	300	
	Program Materials Storage Space	400	Program materials
Offices - Staff			
	Manager Public Services	300	
	Team Leader office	150	
	Shared office - for visiting managers / HR	150	
	Creative Staff (Graphic Design / Web)	400	
	Literacy (5 staff + Deaf Literacy support)	400	
COMMUNITY SPACE			2,980
Meeting Space			
	Auditorium (100 or 2x50 options)	2430	
	Auditorium storage / prep room	200	
	Seniors Activity Room	350	
	Town Hall / Event space – Open area		Open space
	Social Enterprise / Community Partner space		

AREA	FUNCTION	Sq. Ft.	Notes
Storage			2,700
	Storage Space		
	Stack area	1200	Collectibles
	Mechanical Room	650	Using compact storage
	Server/ Telecommunications Room	350	Re mechanical,
	Maintenance Workroom & Storage	225	server and cabling
	IT Workroom	75	will require access space
		200	on all floors
NON-ASSIGNABLE - 20% (access, wiring, electrical, etc)			8000
			40000
TOTALS:			
29,225 LIBRARY SERVICES			
4,220 STAFF SPACE			
2,700 STORAGE / INFRASTRUCTURE			
2,980 Meeting SPACE			
TOTAL LIBRARY SPACE:		39,125	
Concourse Amenities			Notes: Potential ConcourseArea
	Book Sale - Friends???		
	Washrooms	120	
	Seating with access to WiFi	70	
System Wide Services (Currently at Central Library)			
	Administration (8-10)	3711	
	Archives (public service + storage)	2156	
	Bibliographic Services	1656	
	Cafe	275	
	Digitization Office	288	
	Finance (+ record storage)	1000	
	IT setup / repair lab	600	
	Maintenance Workroom & Storage	3840	
			13,526 Existing
Amenities – Public			
	Glass "monitors"		
	Green Wall		
	Touch screen information panels		
Notes			
	Accessibility		
	Opening Day Collection - NEW		
	WiFi		
	Excess capacity Computer Network Cabling		
	VoIP telephone system		
	Video Surveillance - digital		
	Materials security – including self-check & sorting capabilities		
	Green technologies – energy efficiencies - LEEDS		

