



Newfoundland & Labrador
Public Libraries

Facilities Delivery Standards

Facilities Delivery Standards

Facilities Report – Facilities Committee – Andrew Lockhart, Mark McCumber, Susan Prior

Executive Summary

As user needs and expectations change it is important for library spaces to evolve in accordance with these changes. The purpose of this report is to establish service delivery standards for library facilities that will be used to measure ongoing progress and performance with regards to Recommendation G of the EY Report.

Several library systems in Canada have produced standards for library space allocation, though it has been noted that standards are difficult to apply indiscriminately and that a community assessment is essential to ensure library space suits an individual community's needs. Historically, decisions related to NLPL have been motivated by finances, not standards, and the lack of a capital budget has made planning for the future difficult.

This report recommends that total library space reflects the size of the community served, and that future library spaces are designed with inclusivity in mind to effectively serve the entire NL population in reflection of our mandate as a public library service. Libraries should be at the forefront of providing accessible services, from the parking lot and entrance to the washroom facilities. In order to meet modern expectations of library services, it is recommended that library spaces are designed to be flexible in order to meet the ever-changing needs of the modern citizen, allowing libraries with limited space to host a variety programs and events. Libraries should also have a dedicated Children's Services area, as well as a dedicated programming room that can be reserved by the public. Staff workspaces should provide enough space for library staff to safely and efficiently perform their duties. It is also recommended that libraries allocate enough space for additional considerations like janitorial and communications equipment. A capital budget of \$500,000 annually would allow the PILRB to address deficiencies and better plan for the future of its facilities.

Recommendations

1. Adopt library facilities standards detailed in this document (see Appendix A)
2. Divisions should review library facilities annually via a checklist of standards – deficiencies will be reported to the Provincial Board for assessment of capital project priorities
3. New library facilities should meet the adopted library facilities standards – the Provincial Library Board will reserve the final right to decide to occupy any new facility
4. Provide an annual \$500,000 capital budget to update library facilities to meet standards detailed in this report

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The Importance and Future of Library Space

As the needs and expectations of the modern Canadian evolve it is important that library spaces adapt to accommodate these changes to preserve the relevance of the library and to ensure its utility in years to come. Since Oldenburg (1982) proposed the concept of the ‘Third Place’—a space utilized by a person outside of the home and the workplace that plays an integral role in personal identity and individual wellbeing—many have used this concept to argue importance of public spaces such as libraries to society. In an obsessively commercial world, the library is one of the few free places remaining where one can spend an hour, meet with friends, access the Internet, and occupy a seat without expectation of a monetary transaction. Libraries of the future may have fewer books as the popularity of eBooks continues to rise and reference material shifts to easily updated digital platforms (Roberts, 2016), which will free up library space for alternate uses. Book-related services will become increasingly automated, freeing up library workers to perform more value-added duties like programs and workshops that require programming space and instruction rooms. This shift should be seen as an opportunity instead of a threat to libraries, enabling us to increase our utility to the public by diversifying the usages of library spaces to include both noisy space and quiet nooks, public meeting spaces and private study spaces, theatre and art exhibit space, makerspaces and gaming zones, and of course book stacks. One has to simply tour the new central branch of the Halifax Public Library system any day of the week to see that a truly modern library that incorporates a variety of spaces is both appreciated and utilized by the public.

One way to ensure the future utility of public libraries is to design library spaces that are flexible – spaces that can be easily modified as public needs change with future technologies and behaviours. For example, over the past several decades, libraries have played an important role in providing computer and Internet access to the public via computer workstations; however, as mobile technologies become more popular and accessible as associated costs lessen over time, less space will be dedicated public workstations and more space will be needed for flexible workstations and soft-seating near electric outlets with reliable WiFi connectivity (Roberts, 2016). The more flexible our library spaces the more useful they will be to the public, increasing the variety of activities that can occur in libraries. Therefore, it is important to build and maintain adaptable, flexible spaces that can be easily modified (cost-effectively) to ensure our relevance and utility.

Roberts also predicts that by 2030 we may start to see library systems moving away from multiple small libraries within a geographic area and instead having a larger, central branch with more collaborative working spaces and meeting spaces. This could be justified as technological trends continue and the shift toward digital content becomes even more pronounced. As the circulation of physical content becomes increasingly automated, a centralised distribution centre can house the majority of physical content freeing up already limited library space for community meeting and programming space. According to Roberts, Denmark already has 50 library buildings where the public can enter after hours without any staff present.

Purpose of Report

This report is a response to Recommendation G of the EY Report: “The Provincial Board should establish service delivery standards – Facilities. The Provincial Board’s multi-year strategy should include service delivery standards developed in consultation with the regional boards. Standards should include seating

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and space guidance based on population served. Standards will serve as targets against which to measure ongoing progress and performance.”

As Canadian libraries have modernized over the past few decades, library systems have formed across large geographic regions that include urban and rural populations alike. Needs can vary significantly between individuals and geographies and there are no established spatial standards that can be easily applied across library regions. It is critical to conduct a comprehensive needs analysis on each community to ensure that library services align with community needs and establish a vision for the library in the community, especially before building a new library.

There have been attempts to identify and implement a set of standards across library systems in order to ensure the highest possible quality of service to citizens. This report has drawn from documents produced by library systems across Canada that describe standards applied within their library systems, focusing specifically on those related to library space allocation.

Many municipal and regional library systems have been established throughout Canada, but few provinces have established fully provincial library systems like New Brunswick and Newfoundland & Labrador. While the standards produced in a province like BC or Ontario may prove useful for reference, these provinces face entirely different demographic and geographic barriers than here in Newfoundland and Labrador. Some of the more sparsely populated provinces in Canada’s interior, such as those in the Prairies, are somewhat more similar, given the size of these rural communities and their distance apart. New Brunswick and Nova Scotia are most comparable demographically and socially, facing challenges similar to those in Newfoundland and Labrador. Therefore the standards established by these library systems are arguably the most relevant to NLPL.

As a division of the Post-Secondary Education, Training and Labour (PETL) Department of the Government of New Brunswick, the New Brunswick Public Library System (NBPLS) has passed *Policy 1003* that issues specific standards for library space (Government of New Brunswick, 2015). This policy is comprehensive and ambitious, and has been relied upon heavily in the creation of this report. New Brunswick determined that communities of a similar size have similar needs, developing different standards for small (population of < 4,000), medium (population of 4,000-9,999), and large (population over 10,000) sized libraries, as well as establishing library resource centers in regional hubs equipped with additional facilities, staff, and resources (Government of New Brunswick, 2015). The public library system of Nova Scotia is comprised of 9 regional libraries connected through a provincial library system, sharing resources and materials throughout the province. In 2001, the Department of Education and the Nova Scotia Provincial Library developed *Standards for Nova Scotia Regional Public Libraries* (2001), in cooperation with the Library Boards Association of Nova Scotia and the Council of Regional Librarians. While somewhat dated, this report includes a section dedicated to library facilities that are consistent with other regions.

In Alberta, the Government of Alberta Municipal Affairs drafted the document *Standards & Best Practices for Public Libraries in Alberta* (2010), although this document had no legislative sanction and was intended for reference only. Earlier in 2003, several regional library systems in Alberta collaborated to draft *Standards for Member Libraries within Alberta’s Regional Library Systems* (2003), creating a Space Planning Worksheet that provides a formula for determining the total ft² needed for a library based on a number of parameters. The province of Manitoba also produced the document *Municipal and Regional Public Library: Standards and Guidelines* (2012), which includes a section on facilities.

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Standards

General

The library facility must comply with federal, provincial, and local building codes and safety regulations. Barrier-free access for the disabled that comply with the provincial [Buildings Accessibility Act](#) must be incorporated into new library spaces. Further, library facilities in public school buildings must comply with the provincial [Safe and Caring Schools policy](#). The standards in specific sections below are in adherence with these requirements, such as independent washrooms and entrances.

Total Library Space

The minimum standard for library size should be 0.5 ft² per capita, with a minimum size of 2,500 ft² regardless of population. Libraries smaller than this cannot have all of the required collections and services nor meet the other facilities standards outlined in this report. It is important to consider not only the immediate needs of the population, but the future needs of the population; therefore, projected growth of the community should be factored into the calculation when determining total library space. Thus it could be advisable to construct facilities larger than the minimum standard based on this and other factors, like demographics or circulation.

Several provincial library systems have established minimum standards for library space per capita in square footage. For many years, a standard of 0.6 ft² per capita was used by many jurisdictions (Roberts, 2016). Today, standards vary across Canada from region to region. In New Brunswick, the minimum recommended size of a library with a population served of under 4,000 is 5,500 ft² which is significantly higher than other regions across Canada. Other regions like Manitoba (Province of Manitoba, 2012) and Ontario (Administrators of Rural and Urban Public Libraries of Ontario, 2012) have a minimum standard of 2,500 ft² for populations under 2,500 residents, but otherwise use a scalable standard established by the American Library Association (ALA) that allocates 1 ft² per capita for populations over 2,500 residents. Nova Scotia also requires a population of 1,500 or higher to justify a new branch build that must be a minimum of 2,500 ft² (Nova Scotia Department of Education, 2001); they propose minimal (C), acceptable (B), and ideal (A) sizes for ranges of population (see Figure 1).

Building Size in Square Feet (Square Metres)			
Population	C	B	A
1500-5000	2500 (225)	2625 (236)	3500 (315)
5000-8000	3000 (270)	3750 (338)	5000 (450)
8000-10,000	4800 (432)	6000 (540)	8000 (720)
10,000-18,000	6000 (540)	7500 (625)	10,000 (900)
18,000-25000	10,800 (972)	13,500 (1215)	18,000 (1620)
25,000-35,000	15,000 (1350)	18,750 (1688)	25,000 (2250)
35,000-40,000	21,000 (1890)	26,250 (2363)	35,000 (3150)
40,000-50,000	24,000 (2160)	30,000 (2700)	40,000 (3600)
50,000-75,000	30,000 (2700)	37,500 (3375)	50,000 (4500)
75,000+	45,000 (4050)	56,250 (5063)	75,000 (6050)

Figure 1. Nova Scotia Department of Education: Population-based Library Space Recommendations

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Library Facility Location & Exterior

The location of the library within the community is critical to its success and utility. When possible, a library should be located close to businesses and other municipal and recreational facilities where it will be visible and accessible to all members of the community. Libraries that are set back, located in a park, or on a side street tend not to attract as many people (Roberts, 2016).

In places that have public transportation systems, libraries should be easily accessible through these systems. There must be convenient and safe parking available at all times for library users and staff that is nearby and has sufficient lighting. Further, the path from the parking lot to the library should be well lit and free of hazards to ensure public and employee safety. The parking lot, walkway, ramp, and stairs must be well maintained and frequently cleared of snow and ice in the winter.

The library should have highly visible exterior signage that can be seen from the street to draw attention and ensure community and visitor awareness of the library's location. Directional signs on the main community thoroughfares should indicate the presence and location of the local library. Library hours of operation should be posted prominently outside of the library.

The main entrance to the library should be on the ground-level of the building. When attached to a larger public complex, the library should have a main entrance independent from the rest of the complex to allow direct access to the library when the rest of the complex is closed.

Given our open hours, which vary from branch to branch, each library should feature a secure, fire-proof, weather-proof book drop-box for 24-hour book returns where structurally feasible.

Each library should have security features which are resistant to intrusion.

Library Facility

Interior

The library facility must comply with federal, provincial, and local building codes and safety regulations. Barrier-free access for the disabled must be incorporated into new library spaces that comply with the provincial [Buildings Accessibility Act](#), and it is strongly recommended that existing library spaces comply with these standards. The library must meet current fire, safety and sanitation codes, conforming to all federal and legislative requirements.

Libraries less than 20,000 ft² should be situated on a single floor/storey (stated above, ideally the ground floor). According to Roberts (2016), most building codes require library floors to handle at least 150 lbs per ft² – unless the library is situated directly on a concrete slab or has been built specifically as a library, the building specs will not likely conform to this necessity. Further, the ideal shape for a library is square or rectangular, as space is lost or wasted in complex geometric design.

Spatial utility can be maximized by designing a flexible library space that can be modified to suit the immediate needs of the library. Mobile shelving is an effective way to maximize the versatility of the space, allowing a permanent arrangement to be modified for a special program or event that would otherwise require a dedicated programming space. This is especially important in libraries that are below the space standard.

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Circulation Area

The circulation area must be located near the main public entrance/exit, with a clear view of the door and good sight lines throughout the library space.

The desk must meet ergonomic standards and provide enough space behind the desk to allow staff to work efficiently.

Public Seating

Recommendation of 1.5 seats per 1,000 residents (excluding public access terminals). Minimum 15 seats per library. The amount and distribution of seating will depend on the assessment of community needs and projected use of the library space. These spaces could be dedicated to study, informal reading, and public use of equipment (computer, microfilm, Makerspace), as well as community or cultural activities. There should be a combination of soft and hard seating, standalone seating, and seating at tables. Seating can be distributed throughout the library as space allows, though consideration for electrical and data connection should be a factor, as well as noise distribution and privacy.

Several library systems have established standards for number of seats based on population. Nova Scotia recommends 1.5 seating spaces per 1,000 residents, establishing a minimum of 3 seats within the library. New Brunswick's standards are much higher, declaring a minimum of 25 seats for populations up to 2,000, with 5 extra seats for every additional 1,000 in population. The space allocated to each seat varies from 15-30 ft², depending on the intended use of the seat; spaces intended for plug-in technology use are allocated 15 ft², whereas personal reading seats were allocated 30 ft², and an individual study carrel occupies approximately 35 ft². In Manitoba, policy recommends 5 workspaces per 1,000 residents, allocating 30 ft² for each workspace. When a space is set up in lecture format, each seat will only occupy between 10-15 ft² (Roberts, 2016).

Public Computer Workspaces

Computer workspaces and multi-use printer-copier-fax machine should be located in a main area of the library so that usage can be monitored by library staff, allowing staff to quickly respond to patrons using these devices. Sufficient space should be allocated to house the required technology as determined by the Information Management Division based on their technology standards. This is currently a minimum of two computer stations, which would require approximately 50 ft² of space or 25 ft² per station.

Our research on the matter shows a variety of standards on the number of terminals and the space allocated to each one. According to the Government of NB policy, a minimum of 15 ft² of space should be provided for each public use computing device, with each small sized library providing a minimum of 4 computing devices, each medium sized library providing a minimum of 10 computing devices, and each large sized library providing at least 20 computing devices (Government of New Brunswick, 2015). Alternatively, Alberta and Manitoba both allocate 25 ft² for each public computer workspace, while Roberts (2016) recommends anywhere between 35-75 ft² per computer workstation, allowing two people to work side-by-side. In addition to these public computing workspaces, the Government of New Brunswick mandates that each public library provide an additional 24 ft² for an adaptive computer workstation with technologies for those with print or physical disabilities with an adjacent small table for a Closed Circuit Television requiring 15 ft² (Government of New Brunswick, 2015).

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Program Room (Programming, Exhibits, Meetings)

Each library should have one Program Room that is a minimum of 500 ft² for hosting activities and events at the library. It can also be rented to the public or lent free of charge to community groups, increasing the utility of the library to the community. If this room has external access, it could be available outside of formal library hours. The Program Room should have an interior window visible from the main area of the library so it can be easily monitored by staff.

The Program Room should be near the children's area and equipped with storage space, a sink and cabinets, audio-visual and information technology equipment, and folding tables with stackable chairs. If rented outside of library hours, the Program Room should have bathroom access.

In addition to a program room, larger libraries (> 5,000 ft²) should have at least one study room that is a minimum of 100 ft². These rooms are useful for private study or for proctoring exams for members of the public, as many people now take distance education courses. They can also be used as space for small meetings, specific programming, or to house artists in residence. Study rooms are standard in New Brunswick, as each library must have at least 1 study room that is a minimum of 100 ft² (Government of New Brunswick, 2015).

Children's Service Area

Each library should have a Children's Services area that is minimum 500 ft². This area will have front-facing displays, lower shelving and counters, public seating that is easily moveable for programming, open-floor space for programs, and public access devices (such as tablets). Where possible, in addition to the Service Area and the library Program Room, there should be a separate Children's Programming Room (minimum of 300 ft²) to host story times and other activities.

In Nova Scotia, Children's Service Areas are separate from the adult sections and near the circulation desk, and recommended to have 2 seating spaces per 1,000 residents, with a minimum of 6 seats. The space used for story time should be 16 ft² per 4 child participants. According to library systems in Manitoba and Alberta, programming space for children should be allocated at 10 ft² for every child participant. The Public School Library standards from Saskatchewan note that a storytelling space should have enough room to accommodate a full class of students, which is an important consideration for any library near a school or daycare, and notes that the area should be carpeted, provide comfortable seating (cushions or carpeted risers), and is separate from areas used by older children.

Collections and Shelving

Sufficient shelving should be provided to accommodate the collection based on the recommendations and standards developed by the Collections Committee.

The layout and height of shelving in the library will be determined by Division Manager to maximize the utility of the library space. The height of shelving may vary according to the section of the library, from 40 inches (101.6cm) to a maximum height of 76 inches (193cm). Aisles between shelving should allow for the passage of a wheelchair, at least 42 inches wide. The calculation of shelving requirements for material is consistent throughout the literature. Space allocated to the library collection is recommended at 1 ft² for every 10 volumes. Standards from Alberta further state that 1 ft² of shelving should be allocated for every 20 DVDs and 1 ft² for every 29 CDs (Government of Alberta, 2010).

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Washrooms

Each library should have a minimum of one wheelchair/scooter accessible family washroom.

This washroom will feature a change table and a biohazard disposal container that complies with the [Buildings Accessibility Act](#). Building codes and Occupational Health and Safety Regulations may demand additional washrooms facilities dependent on the nature of the building.

Staff Workspace

Each library should have a minimum staff area of 125 ft².

Each library should also have a staff break room with cabinets, a counter, sink, fridge, stove, microwave, and table with chairs.

Government of NB policy states that every library must have a minimum of 200 ft² of office space for the Library Manager/Director, located near the circulation desk (Government of New Brunswick, 2015). The policy also states that every library must have a staff workroom equipped with at least one computer workstation, a sink, closet, counter or table, shelving, cabinets, bulletin board and storage area, with windows looking out into the library, varying in size from a minimum of 300 ft² for small libraries up to 500 ft² for large libraries. Nova Scotia, Alberta, and Manitoba recommend between 125-150 ft² of staff workspace per library staff. Roberts (2016) suggests that each individual staff space tends to take up at least 75 ft² but that library work areas must also include space for shipping/receiving materials, items awaiting re-shelving, seasonal books and DVDs, children's story time material, decorations, etc. If material can be stored off-site, this frees up more library space for the public and library materials.

Custodial, Utility, and Storage

Each library should have a janitorial closet to store supplies and equipment.

Utility/service areas should be minimized in order to maximize functional space. Libraries should have a staff storage area independent from the custodial and utility spaces.

Communications Room

Each library should allocate approximately 80 ft² for telecommunications equipment.

This is an essential component of the library that is often forgotten when planning library space to house communications equipment such as the Wi-Fi router, computer servers, etc.

Summary of Facilities Standards Recommendations

See Appendix A.

Challenges

While some library systems have established standards for total library space based on population size, the reality is that these standards are difficult to apply indiscriminately. In *Re-Imagining Library Space: an Ideas Guide for Small and Rural Canadian Public Library Systems*, Roberts (2016) suggests that there is no established set of standards that can be broadly applied effectively. Instead, detailed community profiles should be produced in order to determine the specific needs of a particular community— this is

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especially relevant in a province like Newfoundland & Labrador, which has stark variation in community size and isolation.

Historically, decisions related to public library facilities have been motivated by cost, not by established standards. Many NLPL facilities have had to move to new spaces based on what was available and not what was ideal. The newly announced Conception Bay South library (8,000 ft²) is significantly undersized, especially when future community growth and the proximity of the Town of Paradise, which still lacks a library facility. Due to the current lack of a sustained capital budget, planning the progressive modernization of NLPL facilities has proven difficult. Long-term fiscal planning is required to achieve these standards.

Considering the current state of NLPL facilities, the standards described in this document are not met in the current spaces allocated to public libraries. Some of the standards, such as overall library size, are directed at independent library facilities. School public libraries and libraries housed within municipal facilities may have less space available or will have to accommodate the particularities of that building. As we progress, we should attempt to upgrade these spaces or move libraries into spaces that are more in line with the following standards.

Capital Budget Requirement

Bringing all of the province's libraries up to these standards would be a tremendous undertaking. The PILRB currently does not have a budget for large capital projects, such as renovations. In order to begin to address these standards and better plan for future spaces needs, we recommend a \$500,000 capital budget be put in place. This would allow the PILRB to update existing facilities and better manage its properties.

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APPENDIX A - Facilities Standards 2017

- The library facility must comply with federal, provincial, and local building codes and safety regulations.
- Barrier-free access for the disabled that comply with the provincial Buildings Accessibility Act must be incorporated into new library spaces
- **Space Standard**
 - 0.5 ft² of library space per capita minimum (with consideration to projected growth)
 - Minimum size of 2,500 ft² regardless of population
- **Facility Location & Exterior**
 - A library should:
 - Be close to businesses and other municipal and recreational facilities where it will be visible and accessible to all members of the community
 - Be easily accessible through the public transportation systems (if available)
 - Have convenient and safe parking
 - The path from the parking lot to the library should also be well lit and free of hazards for staff and patron safety
 - The parking lot, walkway, ramp, and stairs must be maintained and kept clear of snow and ice
 - Have highly visible exterior signage
 - Have hours of operation posted prominently on the exterior
 - Have its main entrance on the ground-level of the building
 - If attached to a larger public complex, have a main entrance independent from the rest of the complex
 - Where structurally feasible, have a secure, fire-proof, weather-proof book drop-box for 24-hours book returns
- **Library Space – Interior**
 - The library must meet current fire, safety and sanitation codes, conforming to all federal and legislative requirements.
 - Libraries less than 20,000 ft² should be entirely situated on a single floor/storey
 - Whenever possible mobile shelving should be purchased to maximize the flexibility of library space.
- **Circulation Area**
 - The circulation area must be located near the main public entrance/exit
 - The circulation desk must have a clear view of the door and good sight lines throughout the library space
 - The circulation desk must meet ergonomic standards and provide enough space behind the desk to allow staff to work.
- **Public Seating**
 - 1.5 seats per 1,000 residents (excluding public access terminals). Minimum 15 seats.
 - This seating should be a combination of soft and hard seating, stand alone as well as at tables with chairs
- **Public Computer Workspaces**

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- Computer workspaces and multi-use printer-copier-fax machine should be located in a main area of the library. The minimum standard is 75 ft² of space or 25 ft² per station plus 25 ft² for a multi-use printer-copier-fax machine.
- **Program Room (Programming, Exhibits, Meetings)**
 - At least one Program Room per library. Minimum of 500 ft².
 - The Program Room should be:
 - Near the children's area
 - Equipped with storage space, a sink and cabinets, and audio-visual and information technology equipment
 - Equipped with folding tables and stackable chairs.
 - If rented outside of library hours, the Program Room should have bathroom access
 - Feature windows so the interior is visible from the main area of the library
- **Children's Service Area**
 - Each library should have a children's section with front facing displays, lower shelving and counters, public seating that is easily moveable for programming, open-floor space for programs, and public access devices. Minimum 500 ft².
- **Collections and Shelving**
 - Sufficient shelving should be provided to accommodate the collection based on Collections Standards.
 - The height of shelving may vary from 40 inches (101.6cm) to a maximum height of 76 inches (193cm).
 - Aisles between shelving should be at least 42 inches wide.
- **Washrooms**
 - Each library should have a minimum of one wheelchair/scooter accessible family washroom
 - Biohazard disposal containers in each washroom
 - Change table (min. one) in the family washroom
- **Custodial, Utility, and Storage**
 - Each library should have a janitorial closet to store supplies and equipment.
 - Utility/service areas should be minimized in order to maximize functional space.
 - Libraries should have a staff storage area independent from the custodial and utility spaces.
- **Communications Room**
 - Each library should allocate 80 ft² for telecommunications equipment.

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APPENDIX B – CHECKLIST DRAFT

Checklist

Community:

Population served:

Library size (ft²):

Street sign indicating library location
YES / NO / COMMENT:
Library has a sign on exterior of building
YES / NO / COMMENT:
Clear, paved parking area with accessible parking spots (as per provincial guidelines)
YES / NO / COMMENT:
Sufficient exterior lighting
YES / NO / COMMENT:
Accessible main entrance
YES / NO / COMMENT:
Accessible public washroom (as per provincial guidelines)
YES / NO / COMMENT:
Staff workroom of approximately 125 ft²
YES / NO / COMMENT:
Circ area has clear sightlines to entrance and key areas
YES / NO / COMMENT:
Children's area (500 ft²)w/ storytime area or room
YES / NO / COMMENT:
Program room (500 ft²)
YES / NO / COMMENT:
Seating (soft and hard) is greater than 1.5 per 1,000 residents
YES / NO / COMMENT:
Modern ergonomic circ desk
YES / NO / COMMENT:
Modern library-specific shelving system, max height 76"
YES / NO / COMMENT:
Display shelving
YES / NO / COMMENT:

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APPENDIX C — Standards from Other Systems - Excel file also attached

Library System	Alberta's Regional Library Systems	Alberta Provincial Govt
Year Published	2003	2010
Citation	<i>Standards for Member Libraries of Alberta's Regional Library Systems</i> , Oct. 3 2003,	<i>Standards and Best Practice for Public Libraries in Alberta</i> , Government of Alberta, Municipal Affairs
Building Size / Population	10,000-20,000 pop = 9,500 ft ² (min), 16,000 ft ² (ideal) ; 20,000+ pop = 15,000 ft ² (min), 19,000 ft ² (ideal)	
Collections Space	10 vol/ft ²	10 vol/ft ² (books); 20 vol/ft ² (visual)
Seating	30 ft ² per seat, 5 seats per 1,000 in population	
Children's Space	programming space: 10 ft ² per child	programming space: 10 ft ² per child
Young Adult Space		
Adult Space		
Public Computers	25 ft ² / workspace	25 ft ² per workspace
Programming Room		
Reading Room/Periodicals		
Public Workspace	5 spaces per 1,000 population ; 30 ft ² per space	
Circulation		
Meeting Rooms	10 ft ² / seat	10 ft ² / seat

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Study Rooms		
Makerspace/Multimedia		
Staff Space	150 ft ² per 1 staff	150 ft ² per 1 staff
Kitchen		
Communications Room		
Lighting		
Unassigned Space		25% of net space
MISC	*space planning worksheet provided	Libraries less than 19,000 ft ² should be 1 floor
Accessibility		
Library Exterior		
Parking Lot		
Entrance		

Library System	Nova Scotia Public Libraries	New Brunswick Public Library Service
Year Published	2001	2015
Citation	<i>Standards for Nova Scotia Regional Public Libraries</i> , 2nd Edition, Sept. 2001, Library Boards Association of Nova Scotia & Council of Regional Librarians, Department of Education & Nova Scotia Provincial Library	New Brunswick Public Library Service. 2015. <i>Public and Public School Library Facility Standards</i> , Policy 1003.
Building Size / Population	6000-1000 ft ² / 10,000-18,000 pop ; 10,800-18,000 ft ² / 18,000-25,000 pop ; 15,000-25,000 ft ² / 25,000-35,000 pop	Minimum recommended library size with pop under 4000 is 5,500 ft ² - for larger pops, community needs analysis to determine size.

Facilities Delivery Standards

Collections Space	10 vol/ft ²	10 vol/ ft ² ; small libs w/ pop under 4000 should have 5-7 items per capita; med libs w/ pop under 10,000 should have 4-6 items per capita; large libs w/ pop over 10,000 should have 3-5 items per capita; lib resource centers should have 0.5-0.75 items per capita for region served; isles between rows of shelves a minimum of 42 inches wide; maximum height of shelving at 76 inches; depth of shelves between 10-12 inches; shelving should have sufficient clearance from sprinkler system
Seating	Adult section: 1.5 seats per 1,000 in population, minimum of 3 seats; Periodicals: 1 seat per 1,000 in population, minimum of 3 seats ; Children: 2 seats per 1,000, minimum of 6 seats	Minimum 25 seating spaces for populations under 2,000; additional 5 spaces for every 1,000 in population; each seat allocated 30 ft ² - minimum 5 spaces near electrical outlets to permit use of personal electronic devices with 15 ft ² allocated per seat; majority of public seating equipped with electrical outlets ; seating next to areas where cues could form
Children's Space	2 seats per 1000 population, minimum of 6; Storytime space - 16 ft ² / 4 children participants, up to 32 ft ² per child dependent on activity ; separate from adult section, near circulation desk;	Equipped with display cases, lower shelving and counters, public seating that is easily moveable, open floor space, public access electronic devices (computers/iPads), coat hooks, magazine display; breastfeeding friendly space
Young Adult Space		Equipped with display cases, shelving, seating, open-floor space for programs, public access electronic devices (computers/iPads)
Adult Space		Equipped with shelving; combination of soft and hard seating throughout; display cases; spaces equipped with electronic outlets
Public Computers	Located in main area of the library; printers and photocopiers provided;	Minimum of 15 ft ² for each computing device provided for public use; each library has adaptive workstation allocated 24 ft ² , and a small adjacent table for CCTV component of 15 ft ² ; min 15 ft ² for multifunction printer/copier/fax; min 25 ft ² for microfilm reader ; min of 500 ft ² required for computer training lab in library resource centers

Facilities Delivery Standards

Programming Room		Minimum of 600 ft ² required; large libraries may need more than one; must be near children's area; audiovisual and information tech equipment equipped; folding tables and stackable chairs
Reading Room/Periodicals		
Public Workspace	30 ft ² per space; 5 spaces per 1,000 in population; for populations less than 10,000, 7-10 spaces per 1000 population	Minimum of 5 work spaces with outlets; 15 ft ² per space
Circulation		Located near main entrance; must meet ergonomic standards, with enough space for staff to work comfortably and effectively; Min size: 250 ft ² ; Height : 36 inches, plus lower counter for wheelchair/children of 30 inches ; counter depth = 24-30 inches; wheelchair/scooter accessible
Meeting Rooms	10 ft ² / seat	
Study Rooms		each library must have at least 1 study room, min of 100 ft ²
Makerspace/Multimedia		
Staff Space	125 ft ² per 1 staff; Technical services area should be near the receiving and storage areas; access to washroom and clean drinking water, and work sinks; adequate communications equipment provided	200 ft ² for library manager/director office ; every library has a staff work area with minimum 1 computer workspace, sink, closet, counter/table, shelving, cabinets, equipment, bulletin board, and storage area (small lib : 300 ft ² ; med lib: 400 ft ² ; lg. lib: 500 ft ²)
Kitchen		Features: cabinets, counter, sink, fridge, stove, microwave, table/chairs
Communications Room	80 ft ² for telecommunications equipment	
Lighting		Interior lighting at service points, shelves, entrances, etc. to allow for even distribution of light; standards in accordance with latest Illuminating Engineering Society's <i>Lighting Handbook</i>
Unassigned Space	30-40% of space for hallways, stairways, circulation area, washrooms, etc.	A total of 30% of library space will consist of unassigned space, including: public and staff washrooms, custodian storage, drinking fountain, mechanical/plumbing/electrical rooms

Facilities Delivery Standards

MISC	Libraries less than 20,000 ft ² should be 1 floor	Height of ceiling : min 9 ft.; interior windows to allow staff good view of library space ; must have storage room min 300 ft ²
Accessibility		*Barrier free: wheelchair/scooter accessible (also applies to washroom) ; doors w/ lever handles or push plate/door pull handles ; wheelchair accessible drop off, walkway, ramp, etc. ; aisles min. 42 inches wide (for wheelchair) ; adaptive workstation ; wheelchair accessible service points ; seating next to areas where queues may form ; non-slip flooring ; colour contrast, large print signage ; contrasting tones on wall/floor/door; audible and visual emergency alarm system
Library Exterior	Near banks, municipal buildings, or shopping; attractive and welcoming with clear signage; separate entrance, if in shared facility; fireproof, weatherproof book drop; adequate lighting; parking for vehicles and bikes; barrier-free access	Wheelchair/scooter accessible walkways, ramps, drop-off zones that are unobstructed; exterior lighting in parking lot, walkways, ramps, drop-off zones to illuminate the ground
Parking Lot	Parking spaces should equal 0.12%-0.15% of the population	Designated wheelchair accessible parking lot spaces
Entrance		Wheelchair/scooter accessible with an automatic door

Library System	Manitoba Public Libraries	Rural & Urban Public Libraries of Ontario	Ontario Public Library Guidelines Monitoring and Accreditation Council
Year Published	2012	2012	2013
Citation	<i>Municipal and Regional Public Library: Standards and Guidelines</i> , Manitoba	<i>ARUPLO Guidelines for Rural & Urban Public Library System</i> , 2nd edition.	<i>Ontario Public Library Guideline for Municipal and County Public Libraries</i> , 6th Edition

Facilities Delivery Standards

Building Size / Population	<p>Pop under 2,500 require min lib size of 2,500 ft² ; pop over 2,500 require 1 ft² per capita</p> <p>Min pop of 1000 people; min of 8000 circulations per year; 1000-5000 pop = 2,500 ft² , or 1 ft² per capita (whichever greater) ; 5,000-10,000 pop = 5,000 ft², or 1 ft² per capita (whichever greater); 10,000-35,000 = 10,000 ft², or 1 ft² per capita (whichever greater); 35,000 + = 35,000 ft², or 1 ft² per capita (whichever greater)</p> <p>Small Branches: Branches serving from 1,000-5,000 population (Minimum 2,500 sq. ft. or 1 sq. ft. per capita in the library's catchment area) Medium Branches: Branches serving from 5,000-10,000 population (Minimum 5,000 sq. ft. or 1 sq. ft. per capita in the library's catchment area, whichever is greater) Large Branches: Branches serving from 10,000-35,000 population (Minimum 10,000 sq. ft. or 1 sq. ft. per capita in the library's catchment area, whichever is greater) Urban Branches: Large urban branches located within a Rural/Urban Library System serving populations 35,000 or greater. (Minimum 35,000 sq. ft. or 1 sq. ft. per capita in the library's catchment area, whichever is greater)</p>
Collections Space	10 vol/ft ² (books);
Seating	Seating next to areas where cues could form; each seat allocated 30 ft ² ; 5 seats per 1,000 population; space for study, informal reading, public use of equipment, community and cultural activity
Children's Space	programming space: 10 ft ² per child
Young Adult Space	
Adult Space	
Public Computers	25 ft ² per workspace

Facilities Delivery Standards

Programming Room	
Reading Room/Periodicals	
Public Workspace	5 user spaces per 1,000 population ; 30 ft ² per space
Circulation	
Meeting Rooms	10 ft ² / seat
Study Rooms	
Makerspace/Multimedia	
Staff Space	150 ft ² per staff member
Kitchen	
Communications Room	
Lighting	
Unassigned Space	25% of net space
MISC	Min hours: 20/week
Accessibility	<p>Accessibility audit every 5 years; all entrances are accessible; access to all user areas and library materials clear and unobstructed; accessible washroom; non-slip flooring; seating next to areas where cues could form; accessible public workstations; space between book stacks of 36 inches; highest shelf 54 inches; lowest shelf 9 inches; visual indicators for fire alarms;</p>

Facilities Delivery Standards

Library Exterior	Adequate, convenient, well maintained parking for people with disabilities available at or near library; parking regulations are enforced (no parking in disability zones)
Parking Lot	
Entrance	