

Planning Your Library's Physical Space to Maximize Position



Photo: Carol Higginbotham

As electronic research and learning systems become the norm throughout the government, changes are taking place in library space planning. New technology has put an increasing burden on librarians and architects to develop a flexible building to accommodate the library of the future. Participation in library building design is important for librarians who are challenged with building renovation or reorganization plans.

The planning process is complicated by the need to budget and control expenses while ensuring that space is available for every library need now and in the foreseeable future. Plans to renovate a facility must include cost-effective implementation solutions. Funding approvals are usually based on clear answers to the following questions: What does the library have compared to what it needs? How can redundancies be reduced and work processes streamlined? Can the renovation create an image; an idea; excitement? What strategies are needed to launch a successful program?

Dates

Wednesday, November 29, 2006

Time

9:00 a.m. — 4:00 p.m. (Registration begins at 8:30 a.m. There is no entrance to the Library of Congress prior to 8:30 a.m.)

Place

Mumford Room, 6th Floor, Madison Building, The Library of Congress, 101 Independence Avenue, S.E.

Metro

Capitol South Station (Orange and Blue Lines)

Sponsor—FLICC Education Working Group

Registration

\$225 Register online at <http://www.loc.gov/flicc/feveform.html> and select one of the following billing options:

- Bill the \$225 registration fee to my agency's FEDLINK Education/Training (FT) account. To establish an FT account or add funds to an existing account, contact the FEDLINK Fiscal Hotline at 202-707-4900.
- I will use a standard government training form (e.g., SF182 or DD1556) or other billable document for the registration fee of \$240. The Library of Congress will bill my agency based on this document. I agree to submit these forms onsite at registration.
- Charge the \$240 registration fee to my agency's government credit card. (Include the credit card holder's name and phone number. Do not include the account number; FEDLINK will contact the credit card holder directly.)

Information—Call FLICC (202) 707-4813; TTY (202) 707-4995

Cancellations—Cancellations must be called into the FLICC office (202-707-4813) 48 hours prior to the start of an educational program or the full fee will be charged.

Registrations are not complete until your FT account balance has been verified or other appropriate documentation is received.



The Power of Place: Planning Your Library's Physical Space to Maximize Position

Program Agenda

Needs Assessment

Space Needs for:

- Collection
- User Spaces: Individual & Group Study
- Staff Spaces: Offices/Workstations/
Processing
- Program/Instructional/Meeting/Social Spaces

Defining Public Service Needs

- Number and Type of Service Desks
- Number and Type of Service/Program Areas

Print Shelving and Storage Alternatives

- Traditional and Display, Compact, Random
Access, and Off-site

Multimedia and the Internet

- Defining Workstation Access
- Online and Computing Services

Creating People Places

- Activity zones (e.g., display, browsing, study,
research, interaction)
- Information Access and Delivery
- Barrier-free design (ADA Requirements)

Improving the Facility's Image

Functional Analysis

- Providing Flexibility
- Internal Rearrangement
- Floor Loading Capacities
- Electrical/Communications/
Lighting & Wire Management

Step-by-Step Approach

- Layouts: Alternate Schemes; Options
- Zones & Functional Relationships
- Site Planning
- Interior Design Criteria
- Behavioral Workstation Design
- Furniture and Equipment:
- Ergonomics and Comfort

Costs

- Phasing the Project
- Construction/Renovation Budget
- Interior Design Budget

Scheduling & Project Management

Case Study

Food and Drug Administration, BioScience Library
(Karen Kapust, Director)

Meet the Faculty

Aaron Cohen and Alex Cohen are nationally known library consultants with extensive "hands on" experience. Aaron Cohen is an architect certified by the National Council of Architectural Registration Boards and a member of the American Institute of Architects, American Library Association, New York State Association of Architects and Special Library Association, and coauthor of *Designing And Space Planning For Libraries; Automation, Space Management and Productivity; and Planning The Electronic Office.*

The members of Aaron Cohen Associates LTD have conducted more than 350 workshops for such associations as ALA, LITA, AALL, MLA and SLA. As library consultants/architects/interior designers, the Cohens have worked with a number of federal agencies including the Office of the President, FDA, CIA, NAL, NASA-Langley, and the U.S. Court of Appeals (Ma). The firm's practice includes public, academic, school, law, medical, art, corporate and government libraries.