

FOURTH
EDITION

CHECKLIST
OF LIBRARY
BUILDING DESIGN
CONSIDERATIONS



WILLIAM W. SANNWALD

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WILLIAM W. SANNWALD

AMERICAN LIBRARY ASSOCIATION
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PREFACE

This fourth edition of the *Checklist of Library Building Design Considerations* is published to accomplish a number of goals:

- To assist librarians, architects, administrators, and other members of a building design team in programming library spaces.
- To serve as a guide during the various stages of the design process in order to make sure that all needed spaces and functions are included in the library design.
- To enable the evaluation of existing library spaces as part of a library's Needs Assessment Process.
- To provide data and support to the library in their presentations to governing authorities and stakeholder groups.

In the *Checklist*, questions are asked concerning almost every aspect of space and function in a library building. The purpose of the questions is to make sure that the building design team in the evaluation and programming of spaces overlooks no element of the building. While the list of questions is probably not exhaustive, answering the questions in this document should ensure that no major design elements have been overlooked.

The *Checklist* is a valuable tool for programming and planning existing and potential library buildings. Most of the basic areas listed in the *Checklist* apply to college and university, public, school, and special libraries. It should be relatively easy to adapt the *Checklist* to meet the requirements of almost any type of library.

The first edition was adapted from a checklist produced by doctoral students in the School

of Library and Information Studies at Texas Woman's University in Denton. The fourth edition has some new sections including a way to determine the adequacies of existing library facilities, and how to determine how much space is required in a new building. Other new sections include sustainable design or green architecture, alternatives to new construction, joint use considerations, and the institutional planning team. Also for the first time are new sections on young adults, remote storage, moving libraries, occupancy, and post-occupancy evaluation. All sections in the fourth edition have been revised including an extensive revision of the children's and technology sections.

Thanks go to the following people who helped me with preparing the fourth edition of the *Checklist*. Shannon Kekos from my staff proofed and formatted the publication. Thanks also to two students at the San Jose State University School of Library and Information Science, Cynthia Shutler and Jill Woolums, who researched some of the new topics. Special thanks also to Aditi Shah, a graduate student at the New School of Architecture in San Diego, and the dean of the school, Michael Stepner, FAIA.

This publication should be viewed as a living document, and all comments and additions suggested for future editions are welcome. Please send them to:

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WILLIAM W. SANNWALD



Building Planning and Architecture

	YES	NO	N/A
A. Indicators of Dissatisfaction with Existing Facilities			
1. Does the existing building hinder the delivery of good service? <i>Comments:</i> _____ _____	___	___	___
2. Is there enough room for the products and services the library offers? <i>Comments:</i> _____ _____	___	___	___
3. In order to accommodate collection growth, have seats been exchanged for stacks? <i>Comments:</i> _____ _____	___	___	___
4. Is the atmosphere of the library pleasing for customers and staff? <i>Comments:</i> _____ _____	___	___	___
5. Has the population served by the library increased? <i>Comments:</i> _____ _____	___	___	___

■ Building Planning and Architecture ■

	YES	NO	N/A
6. Have the demographics of the population served by the library changed? <i>Comments:</i> _____	_____	_____	_____
7. Has the emphasis of the products and services offered by the library changed? <i>Comments:</i> _____	_____	_____	_____
8. Are there problems with the physical condition of the building (outdated systems, inflexible floor plans, ADA problems, difficulty in installing technology)? <i>Comments:</i> _____	_____	_____	_____

B. Institutional Planning Team

1. Has an institutional library planning team been formed? <i>Comments:</i> _____	_____	_____	_____
2. Who are the members of the library planning team:			
a) A representative of the legal owner (university, city, etc.)?	_____	_____	_____
b) Library representatives?	_____	_____	_____
c) Users (faculty, students, citizens, etc.)?	_____	_____	_____
d) Other representatives with technical skills such as engineering, legal, financial, architectural, buildings, etc.?	_____	_____	_____
e) Others (Friends of the Library, library committee members, etc.)?	_____	_____	_____
<i>Comments:</i> _____			
3. What roles will members of the library planning play:			
a) Advising (gathering and disseminating information about the project)?	_____	_____	_____
b) Innovating (suggesting new ideas or new ways of tackling old problems)?	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
c) Promoting (“selling” the project to interested stakeholders)?	___	___	___
d) Developing (assessing and developing ideas for practical implementation)?	___	___	___
e) Maintaining (ensuring that the infrastructure is in place so that the team can work with maximum efficiency)?	___	___	___
f) Linking (coordinating all work roles to ensure maximum cooperation and interchange of ideas, expertise, and experience)?	___	___	___
Comments: _____			
4. Who will be the spokesperson and chief contact for the institution on the project?	___	___	___
Comments: _____			
5. How will conflict be resolved on the project?	___	___	___
Comments: _____			

C. Determining Space Needs

1. Has a building program been prepared detailing space needs, adjacencies, and unique functions and features of the proposed building?	___	___	___
Comments: _____			
2. Has the library-building consultant prepared the program or advised staff on preparing the program?	___	___	___
Comments: _____			
3. Have the Association of College and Research Libraries <i>Standards for University Libraries: Evaluation of Performance</i> , Standards been consulted?	___	___	___
Comments: _____			
4. Have the Association of College and Research Libraries <i>Standards for College Libraries</i> , 2000 edition, Facilities questions been consulted?	___	___	___

■ Building Planning and Architecture ■

	YES	NO	N/A
Comments: _____ _____			
5. Has <i>Planning for Results: A Public Library Transformation Process</i> been consulted?	_____	_____	_____
Comments: _____ _____			
6. Has the 1962 <i>Interim Standards for Small Public Libraries</i> been consulted? (This standard has never been rescinded and is the only standard that recommends quantitative measures for public library size.)	_____	_____	_____
Comments: _____ _____			
7. Has ALA's <i>Information Power: Guidelines for School Library Media Programs</i> , appendix C, "Library Media Facilities Guidelines," been consulted? (Provides quantitative recommendations.)	_____	_____	_____
Comments: _____ _____			
8. Has LAMA's <i>Building Blocks for Library Space</i> been consulted?	_____	_____	_____
Comments: _____ _____			
9. How large are the libraries of similarly sized and structured institutions?	_____	_____	_____
Comments: _____ _____			
10. What is the useful life of the new building? If it is an interim solution, how will this impact future needs?	_____	_____	_____
Comments: _____ _____			
11. What existing programs will be discontinued in the new building?	_____	_____	_____
Comments: _____ _____			
12. What new programs will be added in the new building?	_____	_____	_____
Comments: _____ _____			
13. What will be the growth of the collection over the next twenty years?	_____	_____	_____
Comments: _____ _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
14. What will be the growth of seating requirements over the next twenty years? <i>Comments:</i> _____	___	___	___
15. What technology will be required to support library programs over the next twenty years? <i>Comments:</i> _____	___	___	___
16. What will be the growth of staff over the next twenty years? <i>Comments:</i> _____	___	___	___
17. What can the library afford? <i>Comments:</i> _____	___	___	___

D. Joint Use Considerations

1. Is there another library that may offer potential synergy for a joint use facility? <i>Comments:</i> _____	___	___	___
2. Do the missions of the libraries considering a joint facility have enough commonalities to enhance the chances of success? <i>Comments:</i> _____	___	___	___
3. Are there possible efficiency and cost savings by having a joint facility? <i>Comments:</i> _____	___	___	___
4. Can the quality and quantity of service be improved for both libraries through a joint facility? <i>Comments:</i> _____	___	___	___
5. If a joint facility is agreed to, has a joint interagency agreement been negotiated? <i>Comments:</i> _____	___	___	___

	YES	NO	N/A
--	-----	----	-----

E. Alternatives to New Construction

1. Has the collection been weeded to eliminate unneeded books and media that take up space in the library? ___ ___ ___
Comments: _____

2. Has the library’s programming been reviewed, and programs eliminated that are no longer required that take up space in the library? ___ ___ ___
Comments: _____

3. Is it possible to renovate and refurbish existing spaces (improve the quality of the spaces and the ability of their occupants to work within them productively) in order to update spaces for electronics, better customer service, and atmosphere? ___ ___ ___
Comments: _____

4. Is it possible to install high-density stacks to provide more book storage within the exact same book stack floor space area? ___ ___ ___
Comments: _____

5. Has the library investigated a storage facility for low-use books and journals, and other little used media and archival materials? ___ ___ ___
Comments: _____

6. Has the library investigated leased space for public and nonpublic sections and activities that could function effectively outside the library in another location? ___ ___ ___
Comments: _____

7. Has the library investigated adjacent buildings that might be acquired in order to add square footage to the existing library? ___ ___ ___
Comments: _____

■ Building Planning and Architecture ■

	YES	NO	N/A
8. Has the library investigated modular buildings and/or kiosks that might be acquired instead of new construction? <i>Comments:</i> _____	_____	_____	_____

F. Selecting a Library Building Consultant

1. Is there someone on the staff who has the necessary planning knowledge and experience of the functional needs and requirements of library buildings? (If not, a library building consultant should be retained.) <i>Comments:</i> _____	_____	_____	_____
2. Has the consultant been retained at the very start of the building planning process so that he or she can take part in every step of the project? <i>Comments:</i> _____	_____	_____	_____
3. Is the consultant listed in LAMA's <i>Library Buildings Consultant List</i> ? <i>Comments:</i> _____	_____	_____	_____
4. Does the consultant have broad and diversified experience in planning new buildings, renovations and additions, and conversion of other buildings into library buildings? <i>Comments:</i> _____	_____	_____	_____
5. Does the consultant have the personal characteristics, experience, and skills necessary to assist a library in its unique planning and building needs? <i>Comments:</i> _____	_____	_____	_____
6. Does the consultant have the written and verbal communication skills required to interact with all stakeholders? <i>Comments:</i> _____	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
7. Does the consultant have the political skills necessary to listen and respond to the concerns of all who may have a stake in the building project? <i>Comments:</i> _____ _____	___	___	___
8. Does the building consultant have the ability to explain a point of view and to persuade others of the importance of carrying out the consultant's recommendations? <i>Comments:</i> _____ _____	___	___	___
9. Does the consultant have the organizational and record-keeping skills needed to document and respond to key events and activities during the project? <i>Comments:</i> _____ _____	___	___	___
10. Will the consultant provide advice on the selection of the architect and other members of the building's technical planning team? <i>Comments:</i> _____ _____	___	___	___
11. Is the consultant's schedule flexible enough for him or her to be available for meetings with the library's planning committee when required? <i>Comments:</i> _____ _____	___	___	___
12. Is the consultant available by telephone, surface mail, or electronic communication to answer questions and provide guidance when his or her physical presence is not required? <i>Comments:</i> _____ _____	___	___	___

G. Choosing an Architect

1. Does the library director play a major role in selection of the architect? <i>Comments:</i> _____ _____	___	___	___
--	-----	-----	-----

■ Building Planning and Architecture ■

	YES	NO	N/A
2. Has the group responsible for selection of the architect developed selection criteria?	___	___	___
<i>Comments:</i> _____			

3. Does the architectural selection process include:			
a) Announcement of the proposed project in an official publication used by the client organization or in the general press?	___	___	___
b) Submittals by interested firms?	___	___	___
c) Provision of standardized forms so that a uniform evaluation of firms may be used during the evaluation process?	___	___	___
d) Evaluation based on the selection criteria developed by the group responsible for selection of the architect?	___	___	___
e) Interviews with the "short list" of firms that the selection group has decided best meets the selection criteria?	___	___	___
f) Ranking of the top firms to identify the best-qualified firms?	___	___	___
g) Selection of the top-ranked firm based on the interview discussions and the selection criteria?	___	___	___
h) Notification of unsuccessful firms, and a debriefing as to why they were not selected?	___	___	___
<i>Comments:</i> _____			

4. While not necessarily recommended, does the selection process involve:			
a) Limited or open architectural competitions?	___	___	___
b) Design/build competitions?	___	___	___
c) Bidding among various competitors?	___	___	___
<i>Comments:</i> _____			

5. Is the architectural firm an individual, partnership, corporation, or joint venture?	___	___	___
<i>Comments:</i> _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
6. Who are the principals of the firm? <i>Comments:</i> _____ _____	___	___	___
7. Who is the person who will be in charge of designing the project? <i>Comments:</i> _____ _____	___	___	___
8. Who is the person who will supervise the project from design to completion? <i>Comments:</i> _____ _____	___	___	___
9. Is the architect or architectural firm registered to practice in the state? <i>Comments:</i> _____ _____	___	___	___
10. Is the architect of record registered to practice in the state? <i>Comments:</i> _____ _____	___	___	___
11. Are all key personnel and subconsultants involved in the project from the architect's office identified? <i>Comments:</i> _____ _____	___	___	___
12. Are the architect's support team members identified: the landscape architect, civil engineer, structural engineer, sanitary engineer, mechanical engineer, electrical engineer, ADA compliance officer, and any other key specialists involved in the project? <i>Comments:</i> _____ _____	___	___	___
13. Are all members of the architect's support team part of the firm, or does the architect retain them as subconsultants? <i>Comments:</i> _____ _____	___	___	___
14. Do the architect's workload and organization provide enough resources to devote time and energy to the project? <i>Comments:</i> _____ _____	___	___	___

■ Building Planning and Architecture ■

	YES	NO	N/A
15. Does the architect have experience in working with public agencies? <i>Comments:</i> _____	_____	_____	_____
16. Does the architect have prior experience in designing libraries? <i>Comments:</i> _____	_____	_____	_____
17. If the architect has not worked with libraries, does the architect have a plan to become knowledgeable about library needs? <i>Comments:</i> _____	_____	_____	_____
18. Is the architect an empathetic listener, willing to understand library needs? <i>Comments:</i> _____	_____	_____	_____
19. How will the architect gather information about library operations, project site, and so forth? <i>Comments:</i> _____	_____	_____	_____
20. What is the architect's design philosophy? <i>Comments:</i> _____	_____	_____	_____
21. Will the architect place library needs before design considerations? <i>Comments:</i> _____	_____	_____	_____
22. Does the architect's workload allow the firm to devote adequate time to the project? <i>Comments:</i> _____	_____	_____	_____
23. Does the architect have solid reference reports from past clients? <i>Comments:</i> _____	_____	_____	_____
24. In projects completed by the architect: a) Did the projects come in at or under budget?	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
b) Did the projects come in on time?	___	___	___
c) What is the extent of change orders in number and dollars?	___	___	___
d) If there have been change orders, has it been determined whose fault they were? (Not all change orders are the architect's fault.)	___	___	___
e) What litigation has occurred against the architect?	___	___	___
f) What litigation has occurred against the architect's former clients by the architect?	___	___	___
Comments: _____ _____			
25. Does the architect have written and verbal communication skills required for interacting with all stakeholders?	___	___	___
Comments: _____ _____			
26. Does the architect have the political skills necessary to listen and respond to the concerns of all external and internal building-project stakeholders?	___	___	___
Comments: _____ _____			
27. Does the architect have the ability to explain the reasons for a point of view and to persuade others of the importance of carrying out his or her recommendations?	___	___	___
Comments: _____ _____			
28. Is the architect's proposed fee within the library's budget?	___	___	___
Comments: _____ _____			

H. Choosing a Contractor

1. Will the award of the construction contract be made by a competitive bidding process?	___	___	___
--	-----	-----	-----

■ Building Planning and Architecture ■

	YES	NO	N/A
<i>Comments:</i> _____ _____			
2. Is a call or invitation to bid advertised in an official publication used by the client organization or in the general press?	___	___	___
<i>Comments:</i> _____ _____			
3. For purposes of soliciting bids and awarding a contract, has the library declared who the "owner" is? (Usually the owner has legal and financial jurisdiction over the operations of the library.)	___	___	___
<i>Comments:</i> _____ _____			
4. Does the bidding period extend for a period of four to six weeks so that potential bidders may prepare their bids?	___	___	___
<i>Comments:</i> _____ _____			
5. Are standardized bid forms provided so that a uniform evaluation of contractors may be used during the bid evaluation process?	___	___	___
<i>Comments:</i> _____ _____			
6. Are the architect and a library representative available to answer technical questions from potential bidders during the bid period?	___	___	___
<i>Comments:</i> _____ _____			
7. Have a time and place been specified for opening bids?	___	___	___
<i>Comments:</i> _____ _____			
8. During the bid opening, are all bids made public?	___	___	___
<i>Comments:</i> _____ _____			
9. After bids are received, are they "taken under advisement" by the owner so that the bids may be analyzed?	___	___	___
<i>Comments:</i> _____ _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
10. During the bid analysis period, and before the contract is awarded, is the lowest bidder checked for responsibility and:			
a) Is the bid submitted complete, accurate, and in compliance with the requirements, drawings, and specifications provided by the owner?	___	___	___
b) Does the contractor have sufficient staff to execute the scope of the project?	___	___	___
c) Has the contractor been in business long enough to establish a "track record"?	___	___	___
d) What references does the contractor provide?	___	___	___
e) What is the contractor's record in successfully completing other projects?	___	___	___
f) Does the contractor usually complete projects in the period specified?	___	___	___
g) What litigation has occurred against the contractor?	___	___	___
h) What litigation has the contractor brought against previous clients and/or architects?	___	___	___
i) What is the reputation of the subcontractors that the contractor has specified?	___	___	___
j) Does the contractor have the necessary insurance and bonds to protect the owner as called for in the legal and financial specifications?	___	___	___
k) Does the contractor have the appropriate licenses to do the job?	___	___	___
Comments: _____			

11. Is the bid awarded to the lowest responsible bidder?	___	___	___
Comments: _____			

I. Architectural Design

1. Does the library design meet the program requirements?	___	___	___
Comments: _____			

■ Building Planning and Architecture ■

	YES	NO	N/A
2. Does the design have the character and power to make the library building a focus for its community or campus? <i>Comments:</i> _____ _____	_____	_____	_____
3. Does the design take full advantage of all positive features of the site? <i>Comments:</i> _____ _____	_____	_____	_____
4. Does the design compensate to the best degree possible for the negative aspects of the site? <i>Comments:</i> _____ _____	_____	_____	_____
5. Is the architectural character distinctive in appearance, yet in harmony with its surroundings? <i>Comments:</i> _____ _____	_____	_____	_____
6. Does the design welcome users and encourage nonusers? <i>Comments:</i> _____ _____	_____	_____	_____
7. Does the design create a building that is unmistakably public in character and function, yet very comfortable and nonintimidating for the user? <i>Comments:</i> _____ _____	_____	_____	_____
8. Is the interior design in harmony with the exterior of the library? <i>Comments:</i> _____ _____	_____	_____	_____
9. Do interior finishes create a space that is inviting to users, yet able to stand up to the wear and tear of heavy public use? <i>Comments:</i> _____ _____	_____	_____	_____
10. Does the design provide the flexibility to take advantage of changes in library products and services as well as technology? <i>Comments:</i> _____ _____	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
11. Does the design consider light, books, people, and the surrounding space as integral to each other? <i>Comments:</i> _____	___	___	___
12. Does the design express symbolically the important values of knowledge and learning? <i>Comments:</i> _____	___	___	___
13. Does the design merchandise the products and services of the library by incorporating design features used successfully in retail merchandising? <i>Comments:</i> _____	___	___	___
14. Does the design solve the paradoxical needs within a library of spatial openness and seclusion by creating:			
a) The ability to orient oneself within the visible total enclosure yet feel anchored to a particular part of it?	___	___	___
b) The possibility of easy supervision by staff without the sense of being left exposed in a large impersonal space?	___	___	___
c) A gradation of different spaces within the library, ranging from open areas of public activity to alcoves of semiprivate activity?	___	___	___
d) Areas that have a sense of intimacy within the overall public setting?	___	___	___
e) A wide variety of reading areas so that users have many choices to fit their mood or reading environment needs?	___	___	___
f) A clear understanding upon entry to the library (and while moving within the library) of the general purpose of each library area?	___	___	___
g) Clearly visible staff areas as a means for bringing information, services, and people together?	___	___	___
<i>Comments:</i> _____			
15. Does the library design plan encourage efficient traffic patterns from outside the structure into the building? <i>Comments:</i> _____	___	___	___

■ Building Planning and Architecture ■

	YES	NO	N/A
16. Does the library design plan encourage efficient traffic patterns within the building? <i>Comments:</i> _____	___	___	___
17. Does the library design provide for the maximum use of self-service by the library's customers? <i>Comments:</i> _____	___	___	___
18. Does the design reflect the unique natural climate of the region where it is located? <i>Comments:</i> _____	___	___	___
19. Are windows treated or shaded to prevent the hot and damaging rays of the sun from penetrating the interiors? <i>Comments:</i> _____	___	___	___
20. Does the design provide flexibility in the placement of lighting fixtures, air ducts and registers, electrical power, and communication linkages to provide long-term flexibility? <i>Comments:</i> _____	___	___	___
21. Does the spacing of columns, shafts, and other architectural elements provide flexibility and the effective use of space? <i>Comments:</i> _____	___	___	___
22. Does the modular system employed meet the unique space needs of the library? <i>Comments:</i> _____	___	___	___

J. Sustainable Design

1. Is the new building or renovation designed and constructed in ways that preserve the natural outdoor environment and promote a healthful indoor habitat? <i>Comments:</i> _____	___	___	___
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■ Building Planning and Architecture ■

	YES	NO	N/A
<p>2. Is the building project designed to avoid inflicting permanent adverse impact on the natural state of the air, land, and water, by using resources and methods that minimize pollution and waste, and do not cause permanent damage to the earth, including erosion?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____
<p>3. Is the building designed to take the maximum advantage of passive and natural sources of heat, cooling, ventilation, and light?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____
<p>4. Are innovative strategies and technologies such as porous paving to conserve water, reduce effluent and run-off, thus recharging the water table employed?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____
<p>5. Is the project planned to reduce the need for individual automobiles, use alternative fuels, and encourage public and alternate modes of transportation such as bicycling and public transportation?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____
<p>6. Is the building constructed and operated using materials, methods, mechanical and electrical systems that ensure a healthful indoor air quality, while avoiding contamination by carcinogens, volatile organic compounds, fungi, molds, bacteria, and other known toxins?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____
<p>7. Are the HVAC system's outdoor air intakes located as high as possible above the ground and far enough away from the exhaust ducts to reduce the intake of ground level air pollution (exhaust from traffic)?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____
<p>8. Are stainless-steel-strip bird guards installed over the horizontal rooftop outdoor air intakes to prevent birds from settling on the grating and polluting the shafts below?</p> <p><i>Comments:</i> _____</p>	_____	_____	_____

■ Building Planning and Architecture ■

	YES	NO	N/A
9. Does the HVAC have an efficiency air filtration system with pre-filters and final filters at 30 percent and 85 percent efficiency respectively? <i>Comments:</i> _____ _____	___	___	___
10. Are air filters designed to be easy to access and clean and/or replace? <i>Comments:</i> _____ _____	___	___	___
11. Has the exposed fiberglass (porous insulation) within the HVAC system been encapsulated to eliminate amplification sites for fungal and bacterial micro-organisms? <i>Comments:</i> _____ _____	___	___	___
12. Is the rate of ventilation with outdoor air at the rate of 25 cubic feet per minute? <i>Comments:</i> _____ _____	___	___	___
13. Are copy rooms and similar spaces that emit possibly toxic substances equipped with their own dedicated air exhaust systems? <i>Comments:</i> _____ _____	___	___	___
14. Are particleboards that emit formaldehyde emissions prohibited in the building? <i>Comments:</i> _____ _____	___	___	___
15. Are only solvent-free paints specified for the project? <i>Comments:</i> _____ _____	___	___	___
16. Are low-emitting, solvent-free adhesives specified for the project? <i>Comments:</i> _____ _____	___	___	___
17. Is furniture constructed without particle boards that emit formaldehyde? <i>Comments:</i> _____ _____	___	___	___

2



Library Site Selection

	YES	NO	N/A
A. General Conditions			
1. Is the site conveniently located to the population served by the library? <i>Comments:</i> _____	___	___	___
2. Does the site provide high visibility and identification to the population served? <i>Comments:</i> _____	___	___	___
3. Is the site affordable? <i>Comments:</i> _____	___	___	___
4. Will the site provide visibility of the building and its function from the street? <i>Comments:</i> _____	___	___	___
5. Will a library be an appropriate use of the land parcel in question? <i>Comments:</i> _____	___	___	___

■ Library Site Selection ■

	YES	NO	N/A
6. Will the site retain or enhance the natural contours of the land? <i>Comments:</i> _____	___	___	___
7. Is the site zoned for a library? If not, is future library zoning possible? <i>Comments:</i> _____	___	___	___
8. Are there existing structures on the site that must be demolished? <i>Comments:</i> _____	___	___	___
9. If an existing structure must be demolished, does it present asbestos, lead paint, or unusual environmental problems? <i>Comments:</i> _____	___	___	___
10. If the library is to be a branch of a system, are there overlapping service areas from other branches in the system? <i>Comments:</i> _____	___	___	___
11. Will the use of the site for a library add aesthetic value or other amenities to the neighborhood? <i>Comments:</i> _____	___	___	___
12. Are there liabilities or nuisance factors to adjacent properties and their activities? <i>Comments:</i> _____	___	___	___
13. Will the use of the site for a library have any negative impact on the surrounding areas? <i>Comments:</i> _____	___	___	___
14. Will the library fit in with the architectural style of neighboring buildings? <i>Comments:</i> _____	___	___	___

■ Library Site Selection ■

	YES	NO	N/A
15. Will the building work with the traffic flow of adjacent areas?	___	___	___
<i>Comments:</i> _____			

B. Location

1. Is the location of the site considered satisfactory and acceptable by the population being served?	___	___	___
<i>Comments:</i> _____			

2. Is the site accessible to all segments of the community being served?	___	___	___
<i>Comments:</i> _____			

3. Is the site relatively close to the part of the community that is understood to be most active, and that will generate the most use?	___	___	___
<i>Comments:</i> _____			

4. Is the site appropriate for the library given its function and clientele?	___	___	___
<i>Comments:</i> _____			

5. Would library usage			
a) Increase if another site was selected?	___	___	___
b) Decrease if another site was selected?	___	___	___
c) Stay the same if another site was selected?	___	___	___
<i>Comments:</i> _____			

6. Will this location best meet the library objective of providing materials and services to the greatest number of people at the lowest cost?	___	___	___
<i>Comments:</i> _____			

■ Library Site Selection ■

	YES	NO	N/A
7. Is the location in an area that is frequently visited by members of the community for daily activities such as shopping, working, and seeking out other services? <i>Comments:</i> _____	___	___	___
8. Is the site located near commercial, retail, cultural, and other activities within the community? <i>Comments:</i> _____	___	___	___
9. Does the proposed site present a safety issue for patrons and library staff? <i>Comments:</i> _____	___	___	___

C. Accessibility

1. Is the site easily accessible to those living in the area served? <i>Comments:</i> _____	___	___	___
2. Is the site easily reached by the greatest number of potential customers? <i>Comments:</i> _____	___	___	___
3. Are travel times from target population areas to the library acceptable? <i>Comments:</i> _____	___	___	___
4. Have automobile traffic patterns near the library been considered? <i>Comments:</i> _____	___	___	___
5. Is the site located on a busy highway that will require a separate street-type entrance or driveway? <i>Comments:</i> _____	___	___	___

■ Library Site Selection ■

	YES	NO	N/A
6. Is the site accessible to public transportation? <i>Comments:</i> _____ _____	___	___	___
7. Is bicycle access encouraged? <i>Comments:</i> _____ _____	___	___	___
8. Are there sidewalks for pedestrian access? <i>Comments:</i> _____ _____	___	___	___
9. Is the site conveniently accessible to private vehicle transportation? <i>Comments:</i> _____ _____	___	___	___
10. Does the entrance to the library provide adequate space and ease of accessibility to accommodate all arriving individuals and groups at all times? <i>Comments:</i> _____ _____	___	___	___

D. Size

1. Does the size of the site provide adequate space for current needs? <i>Comments:</i> _____ _____	___	___	___
2. Will the site provide room for future expansion and/or remodeling? <i>Comments:</i> _____ _____	___	___	___
3. Does the site include enough space for appropriate green space and landscaping? <i>Comments:</i> _____ _____	___	___	___
4. Is the site large enough to accommodate on-site parking? <i>Comments:</i> _____ _____	___	___	___

■ Library Site Selection ■

	YES	NO	N/A
5. Does the property contain possible easements? <i>Comments:</i> _____	___	___	___
6. Does the property accommodate adequate setbacks to meet zoning and aesthetic considerations? <i>Comments:</i> _____	___	___	___
7. Is the property configuration adequate for successful completion of the building project? <i>Comments:</i> _____	___	___	___
8. Is there enough space on the property and/or adjacent to it for staging during construction? <i>Comments:</i> _____	___	___	___

E. Environmental Issues

1. Has an environmental impact report been made for the proposed site? <i>Comments:</i> _____	___	___	___
2. Is the site oriented so that it is possible to take advantage of solar energy? <i>Comments:</i> _____	___	___	___
3. Are complications likely to arise from the nature of the ground beneath the building? <i>Comments:</i> _____	___	___	___
4. Does the site have adequate drainage? <i>Comments:</i> _____	___	___	___
5. Is the site above the level of a 100-year flood plain? <i>Comments:</i> _____	___	___	___

■ Library Site Selection ■

	YES	NO	N/A
6. Has a subsurface probe been done to examine soil conditions, utilities, and other factors? <i>Comments:</i> _____ _____	___	___	___
7. Has the site been improved; that is, are curbs, gutters, water, sewers, and electricity available? <i>Comments:</i> _____ _____	___	___	___
8. Are there any natural or artificial barriers? <i>Comments:</i> _____ _____	___	___	___
9. Are there any hidden problems of geology, topography, archaeology, buried objects, or toxic waste? <i>Comments:</i> _____ _____	___	___	___
10. Do neighboring facilities pose possible environmental/nuisance problems? <i>Comments:</i> _____ _____	___	___	___
11. Has the condition of the soil been tested to determine the stability of the site? <i>Comments:</i> _____ _____	___	___	___
12. Are there advantages to the slope of the land? <i>Comments:</i> _____ _____	___	___	___
13. Are there disadvantages to the slope of the land? <i>Comments:</i> _____ _____	___	___	___

3



General Exterior Considerations

	YES	NO	N/A
A. Landscaping			
1. Has the landscape design been considered early in the planning and design stage?	___	___	___
Comments: _____			
2. Has a landscape architect been retained as one of the architect's subconsultants?	___	___	___
Comments: _____			
3. Does the landscape design enhance the overall design of the building?	___	___	___
Comments: _____			
4. Does the landscaping complement and enhance the site and adjoining neighborhood?	___	___	___
Comments: _____			
5. Is the landscaping visually satisfying and inviting?	___	___	___
Comments: _____			

■ General Exterior Considerations ■

	YES	NO	N/A
6. Is the landscaping design in harmony with the climatic zone of the library site? <i>Comments:</i> _____	___	___	___
7. Do the plants selected provide pleasing colors and textures throughout all seasons of the year? <i>Comments:</i> _____	___	___	___
8. Is the landscaping designed from both an interior and exterior perspective? <i>Comments:</i> _____	___	___	___
9. Is there an adequate amount of good soil? <i>Comments:</i> _____	___	___	___
10. Is there adequate drainage? <i>Comments:</i> _____	___	___	___
11. Are the plants selected appropriate to the amount of sun and/or shade they will receive? <i>Comments:</i> _____	___	___	___
12. Do trees and shrubs enhance the building's energy and water conservation efforts? <i>Comments:</i> _____	___	___	___
13. Are the plants and shrubs selected not subject to damaging attacks by insects or disease? <i>Comments:</i> _____	___	___	___
14. Can the landscaping be easily and inexpensively maintained? <i>Comments:</i> _____	___	___	___
15. Is there an automatic irrigation system in place? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
16. Is the parking area landscaped in conformance with local codes and regulations? <i>Comments:</i> _____ _____	___	___	___
17. Is a local garden club or community organization willing to provide volunteer gardening as a public service? <i>Comments:</i> _____ _____	___	___	___

B. Parking

1. Are there sufficient parking spaces for staff as well as customers during all service hours? <i>Comments:</i> _____ _____	___	___	___
2. Does the site provide adequate parking spaces to meet institutional and local parking codes? <i>Comments:</i> _____ _____	___	___	___
3. Do handicapped parking spaces meet or exceed ADA regulations in both number and specifications? <i>Comments:</i> _____ _____	___	___	___
4. Is parking convenient to the library's entrances? <i>Comments:</i> _____ _____	___	___	___
5. Is the parking area well lighted at night? <i>Comments:</i> _____ _____	___	___	___
6. Is there adequate parking for large cars and trucks? <i>Comments:</i> _____ _____	___	___	___
7. If there is a parking garage, is it close to the library's public entrance? <i>Comments:</i> _____ _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
8. Is the parking garage well identified from the street? <i>Comments:</i> _____	___	___	___
9. Is the parking garage secure and well lighted at all times? <i>Comments:</i> _____	___	___	___
10. Can cars easily get in and out of parking lots and/or structures? <i>Comments:</i> _____	___	___	___
11. If the library has an employee recognition program, is there a designated parking space for "employee of the month" very near the staff or receiving entrance? <i>Comments:</i> _____	___	___	___
12. If there is a bookmobile, is parking convenient for staff to move materials on and off the vehicle? <i>Comments:</i> _____	___	___	___
13. If there is a community room, is there adequate parking for the number of extra cars that will need to be parked? <i>Comments:</i> _____	___	___	___
14. In northern climates, is there adequate room for snow-plow access as well as snow stacking space? <i>Comments:</i> _____	___	___	___
15. Does the institution subsidize parking if free parking is not available? <i>Comments:</i> _____	___	___	___
16. If the library parking is metered, does the library provide convenient coin-changing machines? <i>Comments:</i> _____	___	___	___
17. If the library does not provide parking, is public parking available nearby? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
C. Building Exterior			
1. Is the building aesthetically pleasing during the day and night? <i>Comments:</i> _____	___	___	___
2. Is the fenestration arranged to take maximum advantage of natural light and the best views, while allowing use of floor and wall space inside the building? <i>Comments:</i> _____	___	___	___
3. Will sunlight, glare, and excessive ultraviolet rays be controlled architecturally? <i>Comments:</i> _____	___	___	___
4. Are all exterior architectural features and surfaces constructed of easily maintained materials? <i>Comments:</i> _____	___	___	___
5. Do walls have a hard texture that is not easily scratched? <i>Comments:</i> _____	___	___	___
6. Do walls have a graffiti-repellent coating? <i>Comments:</i> _____	___	___	___
7. Do all exterior access walks and surfaces meet ADA requirements? <i>Comments:</i> _____	___	___	___
8. Are all walkways and ramps leading into the building well lighted? <i>Comments:</i> _____	___	___	___
9. In northern areas, do sidewalk lamps give off heat to help melt snow and ice? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
10. Are walkway surfaces stable and firm? <i>Comments:</i> _____ _____	___	___	___
11. Are walkway surfaces slip-resistant? <i>Comments:</i> _____ _____	___	___	___
12. Are stair steps uniform in height and width? <i>Comments:</i> _____ _____	___	___	___
13. Is there a separate staff entrance? <i>Comments:</i> _____ _____	___	___	___
14. Are public telephones available outside? <i>Comments:</i> _____ _____	___	___	___
15. Is there provision for storage of lawn mowers, snow- blowers, and other outside equipment? <i>Comments:</i> _____ _____	___	___	___
16. Is there provision outside for vandal-proof faucets and electrical outlets? <i>Comments:</i> _____ _____	___	___	___

D. Roof

1. In northern areas, is the roof peaked? <i>Comments:</i> _____ _____	___	___	___
2. Are drainage systems on the roof adequate to carry off water from heavy downpours or melted snow? <i>Comments:</i> _____ _____	___	___	___
3. Are the roof and eaves area well insulated to allow for maximum energy efficiency? <i>Comments:</i> _____ _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
4. Is the building's roof easily maintained? <i>Comments:</i> _____	___	___	___
5. Are entrances and walkways protected from avalanches of water, snow, or ice accumulated on the roof? <i>Comments:</i> _____	___	___	___
6. Do downspouts carry the water away from the building and sidewalks into storm drains? <i>Comments:</i> _____	___	___	___

E. Bicycle Racks

1. Are bicycle racks clearly visible from the street and/or interior? <i>Comments:</i> _____	___	___	___
2. Are bicycle racks convenient to the building entrances? <i>Comments:</i> _____	___	___	___
3. Are bicycle racks equipped with locks? <i>Comments:</i> _____	___	___	___
4. Are the bicycle racks in a well-lighted area? <i>Comments:</i> _____	___	___	___

F. Flagpole

1. Is there a flagpole outside the building? <i>Comments:</i> _____	___	___	___
2. Is it a ground-set, wall-mounted, or roof-mounted pole? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
3. Is there a self-storing flagpole shaft? <i>Comments:</i> _____	___	___	___
4. Can the flag be raised, lowered, and drawn into the pole either manually or electrically? <i>Comments:</i> _____	___	___	___
5. Is it safe from vandalism? <i>Comments:</i> _____	___	___	___
6. If the flag is to be flown at night, is it adequately lighted? <i>Comments:</i> _____	___	___	___

G. Exterior Signage

1. Is signage incorporated into the preliminary design of the site, parking, and building? <i>Comments:</i> _____	___	___	___
2. Does signage comply with ADAAG (ADA Accessibility Guidelines for Buildings and Facilities)? <i>Comments:</i> _____	___	___	___
3. Is the standard international symbol for libraries displayed? <i>Comments:</i> _____	___	___	___
4. Is there a large, exterior, well-lit sign identifying the library? <i>Comments:</i> _____	___	___	___
5. Is the exterior sign clearly visible from passing cars during the day and night? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
6. Does the sign have space for advertising of library events, holiday hours, etc? <i>Comments:</i> _____	___	___	___
7. Are the library's hours of service prominently displayed on a large, well-lit sign at the entrance along with an OPEN/CLOSED sign? <i>Comments:</i> _____	___	___	___
8. Do the colors of the letters contrast with the color of the sign and complement the outside of the building? <i>Comments:</i> _____	___	___	___
9. Are signs attached to the wall adjacent to the latch side of the door? <i>Comments:</i> _____	___	___	___
10. Would a map, directory, or graphic be more appropriate than a sign? <i>Comments:</i> _____	___	___	___
11. Do pictorial signs have verbal descriptions placed below the picture? <i>Comments:</i> _____	___	___	___
12. Are the letters in sans serif or simple serif? <i>Comments:</i> _____	___	___	___
13. Do signs have a nonglare finish? <i>Comments:</i> _____	___	___	___
14. When selecting sign size, have background and distance been considered? <i>Comments:</i> _____	___	___	___
15. Is sign size 1 inch for every 50 feet of visibility and a minimum of 3 inches? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
16. Has negative phrasing been avoided in signage? <i>Comments:</i> _____	___	___	___
17. Are the signs durable and can they be easily and cost-effectively replaced? <i>Comments:</i> _____	___	___	___
18. Are signs read horizontally and not vertically? <i>Comments:</i> _____	___	___	___
19. If there is an arrow to indicate direction, is it separate from the lettered sign so that it can be changed if necessary? <i>Comments:</i> _____	___	___	___

H. Delivery

1. Is there a sheltered entrance or loading dock for deliveries from all types of vehicles? <i>Comments:</i> _____	___	___	___
2. If there is no loading dock, is parking for delivery vehicles located close to the exit nearest the delivery or workroom? <i>Comments:</i> _____	___	___	___
3. Is the delivery area a separate room? <i>Comments:</i> _____	___	___	___
4. Are there two separate counters/tables in the delivery area so that delivery staff can distinguish between outgoing and incoming packages? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
5. Do the counters/tables have enough length and breadth to provide sufficient space for peak loading times? <i>Comments:</i> _____	___	___	___
6. Are the counters/tables a comfortable height so as to avoid physical injury from lifting? <i>Comments:</i> _____	___	___	___
7. Is the delivery area clearly marked and easily accessible from the street? <i>Comments:</i> _____	___	___	___
8. Is there a buzzer and/or internal telephone at or near the delivery entrance? <i>Comments:</i> _____	___	___	___
9. Does the loading dock have a device that will accommodate trucks with beds of different heights? (Docks with a height of 48 inches will accommodate most delivery trucks, but not vans for which a lower height is preferred.) <i>Comments:</i> _____	___	___	___
10. Does the loading dock have a minimum overhead clearance of 14 feet? <i>Comments:</i> _____	___	___	___
11. Is the loading dock located away from the primary work and public areas so that noise and fumes do not disturb staff or users? <i>Comments:</i> _____	___	___	___
12. Are building exhaust fumes addressed in the design? <i>Comments:</i> _____	___	___	___
13. Can delivery trucks be easily unloaded? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
14. Is there generous space for easy truck turnaround? <i>Comments:</i> _____	___	___	___
15. Is there provision for the temporary storage and pickup of trash? <i>Comments:</i> _____	___	___	___
16. Is the trash area secure from "dumpster divers"? <i>Comments:</i> _____	___	___	___

I. Book Returns

1. Is there an after-hours book return? <i>Comments:</i> _____	___	___	___
2. Does the book return meet ADA requirements? <i>Comments:</i> _____	___	___	___
3. Is the book-return area well lighted and secure? <i>Comments:</i> _____	___	___	___
4. Is the book return sheltered from the weather and small creatures? <i>Comments:</i> _____	___	___	___
5. Is the book return part of the building and accessible from the inside rather than separate from the building? <i>Comments:</i> _____	___	___	___
6. Is the book return fire-retardant? <i>Comments:</i> _____	___	___	___
7. Does the book-return area have a smoke detector? <i>Comments:</i> _____	___	___	___

■ General Exterior Considerations ■

	YES	NO	N/A
8. Is the book return visible to patrons in automobiles? <i>Comments:</i> _____ _____	___	___	___
9. Is the book return accessible from an automobile? <i>Comments:</i> _____ _____	___	___	___
10. Is the book return designed so that it will not damage books as it is used? <i>Comments:</i> _____ _____	___	___	___
11. Does the door on the book return lock when the cart is full to prevent cart overflowing? <i>Comments:</i> _____ _____	___	___	___
12. Is there a separate return for audiovisual materials? <i>Comments:</i> _____ _____	___	___	___
13. Is there a locking device on outside book returns? <i>Comments:</i> _____ _____	___	___	___
14. Do outside book returns accommodate both walk-up and drive-up access through two deposit openings? <i>Comments:</i> _____ _____	___	___	___

4



Interior Organization of Library Buildings

	YES	NO	N/A
A. Entrance			
1. For security purposes, is there only one public entrance/exit? <i>Comments:</i> _____	___	___	___
2. Is the staff entrance secured from unauthorized use and well lighted? <i>Comments:</i> _____	___	___	___
3. Is the building's entrance easily identifiable to pedestrians as well as people in cars? <i>Comments:</i> _____	___	___	___
4. Is the route from the public transportation stop to the entrance easily accessible? <i>Comments:</i> _____	___	___	___
5. Are all building entrances sheltered from the weather and well lighted? <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Is a floor covering or system provided near the entrance that allows for removal of debris from users' shoes as they walk into a building? <i>Comments:</i> _____	___	___	___
7. Is there a floor drain provided for exterior rain and snow removal at the entrance to the building? <i>Comments:</i> _____	___	___	___
8. Are there trash and cigarette receptacles near each of the entrances? <i>Comments:</i> _____	___	___	___
9. Are the outside telephones well lighted at night and easily visible? <i>Comments:</i> _____	___	___	___
10. Is there outside seating available? <i>Comments:</i> _____	___	___	___
11. If the library is at an intersection, is there a main entrance at or near a corner that will serve both streets? <i>Comments:</i> _____	___	___	___
12. Is there a double-door vestibule to prevent drafts and heat and/or air conditioning losses? <i>Comments:</i> _____	___	___	___
13. Is the hardware for the entrance doors durable and sturdy enough to withstand heavy use? <i>Comments:</i> _____	___	___	___
14. Are entrance doors easy to open and close? <i>Comments:</i> _____	___	___	___
15. Has safety glass been used in the entrance area? <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
16. Are all public-service elements of the building easily located from the entrance? <i>Comments:</i> _____	___	___	___
17. Is there a book security system? <i>Comments:</i> _____	___	___	___
18. Can the book security system be installed without surface mounted wiring or carpet runners? <i>Comments:</i> _____	___	___	___
19. If a metal studding system is used in framing the building, are wood studs used adjacent to the area where the book security system is installed to prevent interference? <i>Comments:</i> _____	___	___	___
20. Are the various areas within the interior identified by signs, lighting, color, and furnishings? Do the areas listed below stand out when one enters the building:			
a) Circulation?	___	___	___
b) Reference/information?	___	___	___
c) Catalog?	___	___	___
d) Books/audiovisual?	___	___	___
e) Children/adults/young adults?	___	___	___
<i>Comments:</i> _____			
21. Are furniture and equipment used to promote, merchandise, and display some parts of the book and media collections of the library? <i>Comments:</i> _____	___	___	___
22. Is there space near the entrance for:			
a) Public bulletin boards?	___	___	___
b) Display cases?	___	___	___
c) Pamphlet racks?	___	___	___
d) Announcements of library events?	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
e) Community announcements bulletin boards?	___	___	___
f) Public telephones?	___	___	___
g) Vending machines?	___	___	___
h) Book donation drop?	___	___	___
i) Lobby seating?	___	___	___
<i>Comments:</i> _____			
23. Does there appear to be good traffic flow throughout the interior?	___	___	___
<i>Comments:</i> _____			

B. Circulation Desk Facilities

1. Is the circulation area located near the library's entrance?	___	___	___
<i>Comments:</i> _____			
2. Is the circulation area clearly visible and identifiable from the library's entrance?	___	___	___
<i>Comments:</i> _____			
3. Is there enough space between the circulation and security equipment to prevent one system from interfering with the electrical and physical operation of the other?	___	___	___
<i>Comments:</i> _____			
4. Are the following functions easily identified and located by library users:			
a) Checkout?	___	___	___
b) Self or express checkout (if available)?	___	___	___
c) Returns?	___	___	___
d) Library cards?	___	___	___
e) Information/inquiry?	___	___	___
f) Reserve/holds?	___	___	___

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	YES	NO	N/A
g) Interlibrary loan?	___	___	___
h) Other?	___	___	___
<i>Comments:</i> _____			
5. Are queuing provisions made for a smooth traffic flow for entering and leaving the building without obstacles created by checkout lines during peak periods?	___	___	___
<i>Comments:</i> _____			
6. Will checkout lines be long enough to require stanchions and roping?	___	___	___
<i>Comments:</i> _____			
7. Does the circulation desk accommodate:			
a) Computer checkout terminals?	___	___	___
b) Self-checkout terminals?	___	___	___
c) Terminal screens that are visible to customers?	___	___	___
d) Telephones?	___	___	___
e) Answering machines?	___	___	___
f) Cash registers and/or cash drawers?	___	___	___
g) Lost and found items?	___	___	___
<i>Comments:</i> _____			
8. Are there sufficient sorting shelves and trucks for holding returned materials?	___	___	___
<i>Comments:</i> _____			
9. Are the shelves and trucks easily accessible and clearly arranged?	___	___	___
<i>Comments:</i> _____			
10. Can the shelves accommodate all sizes of returned materials?	___	___	___
<i>Comments:</i> _____			

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	YES	NO	N/A
11. Is there an interior book drop and can it be easily cleared? <i>Comments:</i> _____	___	___	___
12. Is there adequate work space for staff? <i>Comments:</i> _____	___	___	___
13. Is there toe space and knee space incorporated into the counter for staff comfort and convenience? <i>Comments:</i> _____	___	___	___
14. Is the circulation desk the appropriate height for adults, children, and disabled customers? <i>Comments:</i> _____	___	___	___
15. Is the desk designed for a logical work flow based on the circulation system employed by the library? <i>Comments:</i> _____	___	___	___
16. Is there adequate space for book trucks to move about and through the circulation area? <i>Comments:</i> _____	___	___	___
17. Are sorting shelves and trucks easily accessible from the return portions of the desk? <i>Comments:</i> _____	___	___	___
18. Is the top of the desk covered with a material that does not get damaged when heavy materials and equipment are dragged across or dropped upon it? <i>Comments:</i> _____	___	___	___
19. Can the desk surface be cleaned easily on a daily basis? <i>Comments:</i> _____	___	___	___
20. Is the flooring material adjacent to the circulation counter of a type that will minimize noise of book trucks? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
21. Is there shock-absorbent flooring next to the staff side of the circulation desk? <i>Comments:</i> _____	___	___	___
22. Is the floor adjacent to the circulation counter easily maintained and safe during wet weather? <i>Comments:</i> _____	___	___	___
23. Are circulation staff offices located near the circulation area? <i>Comments:</i> _____	___	___	___
24. Is the circulation desk accessible to both children and disabled users? <i>Comments:</i> _____	___	___	___
25. Are the height and width of the circulation desk appropriate for the various work functions taking place? <i>Comments:</i> _____	___	___	___
26. Is the circulation desk modular in design so that modules may be interchanged as need arises? <i>Comments:</i> _____	___	___	___
27. Is the desk designed to handle the necessary equipment with hidden, yet accessible, wiring and cable? <i>Comments:</i> _____	___	___	___
28. Are the electrical wiring and cabling out of public view? <i>Comments:</i> _____	___	___	___
29. Are the electrical wiring and cabling easily accessible by staff? <i>Comments:</i> _____	___	___	___
30. Is the circulation desk designed to accommodate changing the location and size of electrical equipment in the future?	___	___	___

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	YES	NO	N/A
<i>Comments:</i> _____ _____			
31. Are keyboards ergonomically designed? <i>Comments:</i> _____ _____	___	___	___
32. Is the monitor screen visible to the customers? <i>Comments:</i> _____ _____	___	___	___
33. Are there back panels on the computers to screen them from the public? <i>Comments:</i> _____ _____	___	___	___
34. If there is a materials security system, is there space for the sensitizing and desensitizing equipment? <i>Comments:</i> _____ _____	___	___	___
35. Is there room to expand the desk as circulation of materials increases? <i>Comments:</i> _____ _____	___	___	___

C. Reference Facilities

1. Is the reference desk clearly identified and conveniently located? <i>Comments:</i> _____ _____	___	___	___
2. Is the reference desk the appropriate height for adults, children, and disabled patrons? <i>Comments:</i> _____ _____	___	___	___
3. Is the reference area arranged in such a manner that librarians are visibly approachable? <i>Comments:</i> _____ _____	___	___	___

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	YES	NO	N/A
4. Is the reference desk located where staff can identify by sight those customers having difficulty finding reference materials? <i>Comments:</i> _____	___	___	___
5. Is there seating for customer/staff consultation? <i>Comments:</i> _____	___	___	___
6. Can reference librarians easily get out from behind the desk to help customers? <i>Comments:</i> _____	___	___	___
7. Are reference collections, including ready reference materials, conveniently located and identified? <i>Comments:</i> _____	___	___	___
8. Are photocopiers close to the reference materials? <i>Comments:</i> _____	___	___	___
9. Are materials and equipment requiring staff assistance grouped close to the reference service desk? <i>Comments:</i> _____	___	___	___
10. Is there a terminal on the reference desk that can perform circulation functions as well as database searching functions? <i>Comments:</i> _____	___	___	___
11. Is the public access catalog accessible from all parts of the reference collection? <i>Comments:</i> _____	___	___	___
12. Are catalog terminals well distributed in the reference area? <i>Comments:</i> _____	___	___	___
13. Does the reference staff have adequate work space at their public service desk?	___	___	___

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	YES	NO	N/A
<i>Comments:</i> _____			

14. Does the reference desk have a cordless phone in order to do more efficient interviews with telephone service customers while performing shelf checks?	___	___	___
<i>Comments:</i> _____			

15. Does the telephone system have a multiline capacity?	___	___	___
<i>Comments:</i> _____			

16. Are adequate space, appropriate lighting, and acoustics allowed for the following equipment and its use:			
a) Computer terminals?	___	___	___
b) CD-ROM units?	___	___	___
c) Online-networking stations?	___	___	___
d) Audiovisual equipment?	___	___	___
e) Photocopiers?	___	___	___
f) Microform equipment?	___	___	___
g) Other?	___	___	___
<i>Comments:</i> _____			

17. Is adequate space allowed for customer use of reference materials?	___	___	___
<i>Comments:</i> _____			

18. Does the reference area provide separate or acoustically isolated spaces for the following services:			
a) Interlibrary loan?	___	___	___
b) Database searches?	___	___	___
c) General information?	___	___	___
d) Customer interviews?	___	___	___
e) Telephone reference service?	___	___	___
f) Photocopiers?	___	___	___
<i>Comments:</i> _____			

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	YES	NO	N/A
19. If the following materials are included in the reference collection, is adequate space allowed for their use, including the equipment they require:			
a) Computer databases?	_____	_____	_____
b) Newspapers?	_____	_____	_____
c) Periodicals?	_____	_____	_____
d) Indexes and abstracts?	_____	_____	_____
e) Annual reports?	_____	_____	_____
f) Bibliographies?	_____	_____	_____
g) Unabridged dictionaries?	_____	_____	_____
h) Microforms?	_____	_____	_____
i) Rare books?	_____	_____	_____
j) Government publications?	_____	_____	_____
k) Vertical files?	_____	_____	_____
l) Ready reference?	_____	_____	_____
m) Reserves?	_____	_____	_____
n) College catalogs and career information?	_____	_____	_____
o) City directories?	_____	_____	_____
p) Archives?	_____	_____	_____
q) Telephone directories?	_____	_____	_____
r) Genealogy resources?	_____	_____	_____
s) Maps and atlases?	_____	_____	_____
t) General reference materials?	_____	_____	_____
u) Newspaper clippings?	_____	_____	_____
v) Audiovisual materials?	_____	_____	_____
w) Tax forms?	_____	_____	_____
x) General information flyers?	_____	_____	_____
y) Miscellaneous library and public information?	_____	_____	_____
z) Other?	_____	_____	_____
Comments: _____			

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	YES	NO	N/A
20. Are there storage provisions for these materials? <i>Comments:</i> _____	___	___	___
21. Are reference staff offices located near the reference area? <i>Comments:</i> _____	___	___	___
22. If areas of limited or closed access exist, is adequate space allocated for: a) Staffing? b) Expansion? c) Security? <i>Comments:</i> _____	___	___	___
23. Does the reference staff have adequate work space at their public service desks? <i>Comments:</i> _____	___	___	___
24. Can the public service areas be expanded for additional equipment? <i>Comments:</i> _____	___	___	___

D. Children's Facilities

1. Is the physical and psychological environment pleasant and inviting to children? If you were a child, would this area appeal to you? <i>Comments:</i> _____	___	___	___
2. Is the children's area arranged in such a manner that adults are not reluctant to use it? <i>Comments:</i> _____	___	___	___
3. If there is a children's staff office, is it of adequate size? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
4. Is there a separate children's card catalog or an online public access terminal? <i>Comments:</i> _____	_____	_____	_____
5. Are shelving and furniture scaled for children? <i>Comments:</i> _____	_____	_____	_____
6. Are there small alcoves, surrounded by low shelves, controllable by the staff but accessible to children, where the children may pick out a book or game to settle individually or in small groups to enjoy it? <i>Comments:</i> _____	_____	_____	_____
7. Are the drinking fountains scaled for children? <i>Comments:</i> _____	_____	_____	_____
8. Are there rest rooms scaled for children in the children's area? <i>Comments:</i> _____	_____	_____	_____
9. Do one or more of the children's rest rooms include a diaper-changing table? <i>Comments:</i> _____	_____	_____	_____
10. If rest-room facilities are not located in the children's area, are they located adjacent to or near the children's area? <i>Comments:</i> _____	_____	_____	_____
11. Are there some imaginative pieces of furniture for visual surprise? <i>Comments:</i> _____	_____	_____	_____
12. Are cheerful colors, interesting geometric shapes, and graphic sketches used in the children's area? <i>Comments:</i> _____	_____	_____	_____
13. Have sharp corners and edges been eliminated from furniture and equipment?	_____	_____	_____

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	YES	NO	N/A
<i>Comments:</i> _____ _____			
14. Are the tabletops, chairs, and floors easily cleaned?	___	___	___
<i>Comments:</i> _____ _____			
15. Is there comfortable adult seating for use while adults are sharing books with children?	___	___	___
<i>Comments:</i> _____ _____			
16. Does the staff have visual control of the area?	___	___	___
<i>Comments:</i> _____ _____			
17. Is realia conveniently and attractively housed?	___	___	___
<i>Comments:</i> _____ _____			
18. Is there sufficient space for use and secure storage (locked if needed) of audiovisual materials and equipment?	___	___	___
<i>Comments:</i> _____ _____			
19. Is there sufficient space for crafts activities and storage of crafts materials?	___	___	___
<i>Comments:</i> _____ _____			
20. Is the floor a single height to allow for flexibility in programming and accessibility, as well as to avoid injuries?	___	___	___
<i>Comments:</i> _____ _____			
21. Is there a separate programming area adjacent to, but out of, the traffic flow?	___	___	___
<i>Comments:</i> _____ _____			
22. Is the programming area designed to be multipurpose when not used for special functions, i.e., quiet study, computer resource center, etc.?	___	___	___
<i>Comments:</i> _____ _____			

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	YES	NO	N/A
23. Is the programming area designed to handle the full age range of children who use the library? <i>Comments:</i> _____	___	___	___
24. Has allowance been made for storage of special equipment used in programming, such as a puppet stage? <i>Comments:</i> _____	___	___	___
25. Is the children's area acoustically designed to avoid interfering with other library functions? <i>Comments:</i> _____	___	___	___
26. Do interior finishes and materials enhance the acoustics? <i>Comments:</i> _____	___	___	___
27. Are play areas designed to avoid interfering with other library functions? <i>Comments:</i> _____	___	___	___
28. Has allowance been provided for specific displays and materials geared to children? <i>Comments:</i> _____	___	___	___
29. If children's and adult circulation counters are separated, is there lower counter space set aside for children, visibly marked by large graphics? <i>Comments:</i> _____	___	___	___
30. Has sufficient space been allowed for easy access by children if materials are checked out or returned at the children's desk? <i>Comments:</i> _____	___	___	___

	YES	NO	N/A
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E. Young Adult Facilities

1. Did a teen advisory panel work with the design team in developing the young adult space? ___ ___ ___
Comments: _____

2. Is the location of the young adult area easily determined when one enters the library? ___ ___ ___
Comments: _____

3. Is the young adult section separate from other areas in the library? ___ ___ ___
Comments: _____

4. Is the space closer to the adult section than to the children’s section? ___ ___ ___
Comments: _____

5. Does the space encourage young adult use by allowing them to “control it” as they control personal space in their homes? ___ ___ ___
Comments: _____

6. Is the space slightly secluded, giving the appearance of privacy, while still allowing some supervision? ___ ___ ___
Comments: _____

7. Does the space include glassed in and acoustically separate seminar rooms that allow group study? ___ ___ ___
Comments: _____

8. Does the space include a glassed in and acoustically separate area with a large screen television and audio equipment? ___ ___ ___
Comments: _____

9. Do the materials housed in the young adult area appeal to the intended audience? Materials such as paperbacks in multiple copies arranged as in bookstores, uncluttered

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	YES	NO	N/A
shelves, and collections grouped by genre such as science fiction, romances, and mysteries? <i>Comments:</i> _____	___	___	___
10. Are the shelving and fixtures used to store young adult materials similar to those found in music, video, and bookstores? <i>Comments:</i> _____	___	___	___
11. Does the space include computers for word processing and spreadsheets, access to the Internet, and games? <i>Comments:</i> _____	___	___	___
12. Is there secure and adequate space to store teen gear such as skateboards and backpacks? <i>Comments:</i> _____	___	___	___
13. Does the space allow a variety of comfortable seating options including traditional seating, chairs designed to tilt back without tipping, couches, and floor seating? <i>Comments:</i> _____	___	___	___
14. Is there space allocated to reflect young adult pride and activities including bulletin boards listing teen accomplishments and activities? <i>Comments:</i> _____	___	___	___

F. Multimedia Facilities

1. Does the facility provide an opportunity to market multimedia materials and services to users? <i>Comments:</i> _____	___	___	___
2. Does the media room have a separate, independent heating/cooling system that can be regulated to control the temperature and humidity? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
3. Is there special humidifying/dehumidifying equipment to maintain a 60 percent relative humidity? <i>Comments:</i> _____	___	___	___
4. Do air conditioning units have electrostatic filters? <i>Comments:</i> _____	___	___	___
5. Are supply and return air vents located high on the walls or in the ceiling with air velocities low enough to prevent problems with paper, hair, or clothing? <i>Comments:</i> _____	___	___	___
6. Can windows be opened to provide ventilation in case the HVAC system breaks down? <i>Comments:</i> _____	___	___	___
7. Is there sufficient acoustical treatment to prevent external noise sources from interfering with listening to media? <i>Comments:</i> _____	___	___	___
8. Has the following equipment been considered for placement in multimedia areas:			
a) Audiovisual carrels with built-in playback equipment?	___	___	___
b) Secured and locked storage cabinets for equipment such as videotape recorders, cassette players, overhead movie and slide projectors, etc.?	___	___	___
c) Computer workstations and printers?	___	___	___
d) CD-ROM terminals and printers?	___	___	___
e) OPAC workstations and printers?	___	___	___
f) Microform reader/printers?	___	___	___
g) Podiums?	___	___	___
h) Public address systems?	___	___	___
i) Tables?	___	___	___
j) Chairs?	___	___	___

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	YES	NO	N/A
k) Lounge furniture?	___	___	___
l) Shelving for books and media?	___	___	___
m) Televisions?	___	___	___
n) Videotape recorders?	___	___	___
o) Projection television?	___	___	___
p) Moving picture projectors?	___	___	___
q) Screen (wall or rear view)?	___	___	___
r) Compact disc players?	___	___	___
s) Audiocassette players?	___	___	___
t) DVD players?	___	___	___
Comments: _____			
9. Does the facility employ an in-the-floor grid system to accommodate and easily change connections for electrical service, television, and communications distribution throughout the multimedia area?	___	___	___
Comments: _____			

G. Special Collections/Rare Books/Archives

1. Do the building program and/or institutional guidelines spell out the security necessary in the room?	___	___	___
Comments: _____			
2. Is there a desk strategically located to allow an attendant a clear view of the readers?	___	___	___
Comments: _____			
3. Is the reading room arranged to assure staff observance of those who are exiting?	___	___	___
Comments: _____			

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	YES	NO	N/A
4. Are reading tables arranged in open positions, allowing maximum supervision from staff areas? <i>Comments:</i> _____	___	___	___
5. Are the reading tables generously sized individual tables with task lighting, power for typewriters and/or laptop computers, and table lecterns for holding large books? <i>Comments:</i> _____	___	___	___
6. Are a few larger tables provided for use of large folios? <i>Comments:</i> _____	___	___	___
7. Are the rare books housed in locked cases with grilled doors? <i>Comments:</i> _____	___	___	___
8. Are the rare books shelved in specially designed (padded) bookstacks that are securely braced with earthquake safety devices that prevent books from falling off shelves? <i>Comments:</i> _____	___	___	___
9. Are manuscripts and archives housed in acid-free boxes? <i>Comments:</i> _____	___	___	___
10. Are microfilm reading machines and other equipment provided to "read" all of the types of media and materials located in the room? <i>Comments:</i> _____	___	___	___
11. Are reading and exhibit areas separated? <i>Comments:</i> _____	___	___	___
12. Can an even temperature of 70 degrees F and humidity of about 50 percent be maintained to prolong the life of the books and materials? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
13. Is there an electrostatic filter for the removal of dust and dirt? <i>Comments:</i> _____	___	___	___
14. In addition, is there a backup mechanical filter should the electrostatic filter break down? <i>Comments:</i> _____	___	___	___
15. Is the location of the air intake high enough on the exterior wall or roof to avoid chemical and exhaust pollution, especially in urban areas? <i>Comments:</i> _____	___	___	___
16. Is care taken to control the levels of damaging (especially ultraviolet) light? <i>Comments:</i> _____	___	___	___
17. Is the area monitored for insects, rodents, and other biological pests which may attack the collection? (Mechanical and/or chemical control techniques can be used.) <i>Comments:</i> _____	___	___	___
18. Is the area monitored and protected to provide security with:			
a) A vault or strong room?	___	___	___
b) Special restricted keying and access?	___	___	___
c) Intrusion alarms?	___	___	___
d) Door contacts and other forms of perimeter protection?	___	___	___
e) Monitoring controls and alarms to indicate changes from desired temperature and/or humidity?	___	___	___
f) Smoke and fire alarms?	___	___	___
g) Water alarms?	___	___	___
h) Special alarms in display cases?	___	___	___
i) Panic alarms for staff?	___	___	___
j) Security video cameras to monitor the collection and reading areas?	___	___	___

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	YES	NO	N/A
<i>Comments:</i> _____ _____			
19. Has the library instituted a policy as to how to respond to alarms and where their signals should be seen or heard?	___	___	___
<i>Comments:</i> _____ _____			
20. Is there adequate work space provided for conservation work?	___	___	___
<i>Comments:</i> _____ _____			
21. Is a disaster preparedness plan in effect?	___	___	___
<i>Comments:</i> _____ _____			
22. Are disaster supplies stored mainly off-site but with a small cache on-site?	___	___	___
<i>Comments:</i> _____ _____			

H. Literacy Center

1. Does the library provide a literacy or reading center service?	___	___	___
<i>Comments:</i> _____ _____			
2. Is the literacy center a separate room or area in the library? (If so, the following questions should be asked.)	___	___	___
<i>Comments:</i> _____ _____			
3. Are there office space and equipment for the literacy program manager?	___	___	___
<i>Comments:</i> _____ _____			
4. Is space provided for a public bulletin display board and brochure rack?	___	___	___
<i>Comments:</i> _____ _____			

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	YES	NO	N/A
5. Is there space for a literacy book collection? <i>Comments:</i> _____	___	___	___
6. Are there two-position tutoring study carrels for learner and tutor interaction? <i>Comments:</i> _____	___	___	___
7. Is there space for computer learning stations? (Each station should have seating for two [learner and tutor], a computer with appropriate software, and storage for software and supplies.) <i>Comments:</i> _____	___	___	___
8. Is the lab acoustically controlled so that noise will not impact learners using the lab or other areas of the learning center? <i>Comments:</i> _____	___	___	___
9. Is there a small conference room that might serve as a functional office as well as a place for informal discussion? <i>Comments:</i> _____	___	___	___
10. Are there workstations or work areas for staff? <i>Comments:</i> _____	___	___	___
11. Are there workstations or work areas for volunteers? <i>Comments:</i> _____	___	___	___

I. Meeting and Seminar Rooms

1. Is the meeting-room entry close to the main entrance? <i>Comments:</i> _____	___	___	___
2. Is there an assembly area adequate in size for handling the arrival and departure of large groups that may be attending meetings? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
3. Can the meeting-room area be closed off from the remainder of the library? <i>Comments:</i> _____	___	___	___
4. When the meeting room is closed off from the rest of the library, do users have access to public rest rooms? <i>Comments:</i> _____	___	___	___
5. Are floor coverings easy to clean and replace? <i>Comments:</i> _____	___	___	___
6. Will a portable or built-in stage be required? <i>Comments:</i> _____	___	___	___
7. Will a lectern or podium be required? <i>Comments:</i> _____	___	___	___
8. Is there a public telephone that may be used when the library is closed? <i>Comments:</i> _____	___	___	___
9. Is there a drinking fountain that may be used when the library is closed? <i>Comments:</i> _____	___	___	___
10. If the meeting room is large, is it equipped with folding doors that can be used as dividers to split the room into two or more parts? <i>Comments:</i> _____	___	___	___
11. If folding partitions are used, can users get to and from each meeting room without disturbing those in adjacent rooms? <i>Comments:</i> _____	___	___	___
12. Are there provisions for hanging coats? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
13. Does the room provide flexibility to accommodate a variety of programming activities, from children's story hours to film showings to art exhibitions? <i>Comments:</i> _____	___	___	___
14. Are there special lighting fixtures and dimmer switches located in the ceiling above the speaker to provide glare-free and appropriate lighting? <i>Comments:</i> _____	___	___	___
15. Is the lighting controllable in intensity, allowing full darkening of the room for visual presentations? <i>Comments:</i> _____	___	___	___
16. Are window coverings provided to darken the room and block out light for visual presentations? <i>Comments:</i> _____	___	___	___
17. Is there a kitchen for the preparation of food and for serving light refreshments? <i>Comments:</i> _____	___	___	___
18. Are there provisions for lockable pass-through from the kitchen to the meeting room for food and beverage service? <i>Comments:</i> _____	___	___	___
19. Is the kitchen equipped with a sink, garbage disposal, microwave oven, stove, refrigerator, ice maker, and cabinets for storage of dishes and equipment? <i>Comments:</i> _____	___	___	___
20. Is the room appropriately wired for phone, cable, teleconferencing, etc.? <i>Comments:</i> _____	___	___	___
21. Are there electrical and telecommunication outlets on all walls and at needed locations on the floor?	___	___	___

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	YES	NO	N/A
<i>Comments:</i> _____			

22. Are adequate space, data lines, and power provided for the following equipment:			
a) Overhead projectors?	___	___	___
b) Projection from laptop computers?	___	___	___
c) 35mm slide projectors?	___	___	___
d) Ceiling- or wall-mounted screens?	___	___	___
e) Large-screen or projection televisions?	___	___	___
f) Videocassette recorders?	___	___	___
g) Video DVD player?	___	___	___
h) Teleconferencing equipment?	___	___	___
i) Audio sound system using radio, audiocassettes, and compact discs?	___	___	___
j) Public-address system?	___	___	___
k) Wireless microphones?	___	___	___
l) Podium with links to the various sound systems?	___	___	___
m) Personal computers?	___	___	___
n) Satellite-dish equipment?	___	___	___
<i>Comments:</i> _____			

23. Is there lockable storage for equipment?	___	___	___
<i>Comments:</i> _____			

24. Are there blackboards and/or white marker boards?	___	___	___
<i>Comments:</i> _____			

25. Are there art rails for exhibitions?	___	___	___
<i>Comments:</i> _____			

26. Are the meeting-room chairs stackable?	___	___	___
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
27. Are caddies available to move and store the chairs? <i>Comments:</i> _____ _____	___	___	___
28. Are the tables folding? <i>Comments:</i> _____ _____	___	___	___
29. Does the folding mechanism of the tables operate easily? <i>Comments:</i> _____ _____	___	___	___
30. Do the tables have: a) Fixed-height bases? b) Adjustable-height bases? <i>Comments:</i> _____ _____	___	___	___
31. Are caddies available to store and move the tables? <i>Comments:</i> _____ _____	___	___	___
32. Are the chairs and tables light enough to be moved and maneuvered by library staff? <i>Comments:</i> _____ _____	___	___	___
33. Are there lockable storage areas near meeting rooms for audiovisual equipment and/or furniture such as lecterns or stackable chairs? <i>Comments:</i> _____ _____	___	___	___
34. Have provisions been made to prevent noisy programs from interfering with library operations? <i>Comments:</i> _____ _____	___	___	___

J. Convenience Facilities

1. Are rest rooms located close to the lobby or building entrance? <i>Comments:</i> _____ _____	___	___	___
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■ Interior Organization of Library Buildings ■

	YES	NO	N/A
2. Does every floor have rest rooms for both men and women? <i>Comments:</i> _____	___	___	___
3. Are rest rooms easily identified? <i>Comments:</i> _____	___	___	___
4. Are there special rest rooms for children, located in or near the children's area? <i>Comments:</i> _____	___	___	___
5. Do all rest rooms contain an area for changing children's diapers? <i>Comments:</i> _____	___	___	___
6. Does every floor have a drinking fountain? <i>Comments:</i> _____	___	___	___
7. Are there drinking fountains for children? <i>Comments:</i> _____	___	___	___
8. Are public telephones available? <i>Comments:</i> _____	___	___	___
9. Are telephones strategically located to encourage convenient use while preventing disturbance to other customers? <i>Comments:</i> _____	___	___	___
10. Are telephone directories provided? <i>Comments:</i> _____	___	___	___
11. Is space allocated for public access to:			
a) Photocopiers?	___	___	___
b) Telefacsimile (fax) machines?	___	___	___
c) Personal computers?	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
d) Computer printers?	___	___	___
e) Audiovisual equipment?	___	___	___
f) Other?	___	___	___
<i>Comments:</i> _____			

12. Are signs available identifying these machines?	___	___	___
<i>Comments:</i> _____			

13. Are coin-changing machines located near these machines?	___	___	___
<i>Comments:</i> _____			

14. Are provisions made for noise abatement in noisy areas of the library?	___	___	___
<i>Comments:</i> _____			

15. Are provisions made for trash and recycling?	___	___	___
<i>Comments:</i> _____			

16. Is there a refreshment area available for the public?	___	___	___
<i>Comments:</i> _____			

17. Are vending machines available for public use?	___	___	___
<i>Comments:</i> _____			

18. Is the refreshment area located away from public service areas?	___	___	___
<i>Comments:</i> _____			

19. Is the refreshment area easily viewed and supervised by staff?	___	___	___
<i>Comments:</i> _____			

20. Are trash receptacles available?	___	___	___
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
21. Are clocks strategically located and visible in every major public area? <i>Comments:</i> _____	___	___	___
22. Are the clocks easily accessible for resetting the time? <i>Comments:</i> _____	___	___	___
23. If smoking is permitted, are smoking areas clearly identified? <i>Comments:</i> _____	___	___	___
24. Is there a separate elevator for staff? <i>Comments:</i> _____	___	___	___
25. Is there a separate elevator for freight? <i>Comments:</i> _____	___	___	___

K. Library Store

If a library store is provided,

1. Is the store in a prominent location to attract the attention of customers as they walk by? <i>Comments:</i> _____	___	___	___
2. Are there adequate signage, window displays, and other visual cues to draw potential customers? <i>Comments:</i> _____	___	___	___
3. Are the circulation paths simple and logical? (Customers should be able to concentrate on the merchandise and not be worried about bumping into things.) <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
4. Is the cash/wrapping counter designed and located for maximum efficiency, accessibility, and optimal equipment placement? <i>Comments:</i> _____	___	___	___
5. Is there a cash register? <i>Comments:</i> _____	___	___	___
6. Is there an office/storage room located in the store? <i>Comments:</i> _____	___	___	___
7. Is the design of the display fixtures flexible to permit new products to be added periodically? <i>Comments:</i> _____	___	___	___
8. Will some products require special displays or display techniques? <i>Comments:</i> _____	___	___	___
9. Is a specific lighting source (incandescent, fluorescent, or halogen) preferred? <i>Comments:</i> _____	___	___	___
10. Are there security systems in place to protect staff, merchandise, and cash? <i>Comments:</i> _____	___	___	___
11. Are there special requirements for cooling or heating any areas of the store? <i>Comments:</i> _____	___	___	___
12. Are telephones required? <i>Comments:</i> _____	___	___	___
13. Are there enough electrical outlets? <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
14. Will the store have a sound system? <i>Comments:</i> _____ _____	___	___	___
15. Are there preferred materials for the walls? <i>Comments:</i> _____ _____	___	___	___
16. Are there preferred materials for the floors? <i>Comments:</i> _____ _____	___	___	___
17. Are there preferred materials for the ceiling? <i>Comments:</i> _____ _____	___	___	___

L. Displays

1. Are the display furnishings and shelving appropriate for merchandising the library's products and services? <i>Comments:</i> _____ _____	___	___	___
2. Can library materials be arranged in an attractive, appealing way to promote library products? <i>Comments:</i> _____ _____	___	___	___
3. Does the display shelving have built-in signs, boards, and lights to draw the attention of the library user? <i>Comments:</i> _____ _____	___	___	___
4. Are the racks for displaying audiovisual materials stable when filled? <i>Comments:</i> _____ _____	___	___	___
5. Are there bulletin boards for community notices and activities? <i>Comments:</i> _____ _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Are there secure and locked exhibit cases, both free-standing and built-in? <i>Comments:</i> _____	___	___	___
7. Do the cases have lighting to highlight the exhibits? <i>Comments:</i> _____	___	___	___
8. Do the cases have surfaces that make posting easy? <i>Comments:</i> _____	___	___	___
9. Are the cases ventilated to avoid overheating and damaging the exhibits? <i>Comments:</i> _____	___	___	___
10. Are display cases located in high traffic areas to make these areas more visually interesting? <i>Comments:</i> _____	___	___	___
11. Is there space for the distribution of community information, tax forms, flyers, and other handouts? <i>Comments:</i> _____	___	___	___
12. Is there a clear modular system of racks and displays for distribution of community notices and giveaway items to prevent clutter? <i>Comments:</i> _____	___	___	___
13. Are the racks and displays for distributing materials flexible enough to handle a variety of sizes and shapes of literature in a neat, attractive manner? <i>Comments:</i> _____	___	___	___
14. Are the racks displayed in highly visible locations in order to attract customers and merchandise materials? <i>Comments:</i> _____	___	___	___

	YES	NO	N/A
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M. Interior Signage

1. Do signs meet ADA requirements (see section 5)? ___
Comments: _____

2. Has the sign system been integrated into the building design and furniture selection process (architecture, color, etc.)? ___
Comments: _____

3. Is there consistency in signage throughout the building? (Signs that serve the same function throughout the building should have the same shape, size, layout, type size, and placement.) ___
Comments: _____

4. Are the signs of good design? (Typeface, size, spacing of letters, contrast, use of symbols, and color should all be considered.) ___
Comments: _____

5. Are the sizes of signs proportional to distance from users and are signs sequentially positioned to facilitate self-service? ___
Comments: _____

6. Are the signs well lighted, easy to read, and positioned for a clear view? ___
Comments: _____

7. Do signs use terminology consistently? (Only one term should be applied to any one area, service, etc.) ___
Comments: _____

8. Is the text of the sign clearly and accurately written in order to communicate the intended message effectively and positively? ___
Comments: _____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
9. Is the signage system flexible enough that, as conditions change, signs can be changed or moved easily? <i>Comments:</i> _____ _____	___	___	___
10. Is redundancy avoided? (Too many signs, all providing the same message, can be as bad as no sign at all.) <i>Comments:</i> _____ _____	___	___	___
11. Are signs positioned and designed to avoid injuries (sharp corners, height, etc.)? <i>Comments:</i> _____ _____	___	___	___
12. Are signs reasonably vandal proof? <i>Comments:</i> _____ _____	___	___	___
13. Is the exterior monument sign(s) identifying the library positioned so that it is easy to read when approaching the library? (A sign perpendicular to the road is easier to read than a sign parallel to the road.) <i>Comments:</i> _____ _____	___	___	___
14. Is there a directory identifying major library services and their locations? <i>Comments:</i> _____ _____	___	___	___
15. Are directional signs available leading patrons to different departments and placed at logical decision points? <i>Comments:</i> _____ _____	___	___	___
16. Are there signs on doors and at the entrances to departments to identify the function or service within that room or area? <i>Comments:</i> _____ _____	___	___	___
17. Are there signs to highlight temporary collections and services or to announce events taking place in the library? <i>Comments:</i> _____ _____	___	___	___

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	YES	NO	N/A
18. Are there signs that can be easily changed on the end panels of stacks to identify which books are shelved in that range? <i>Comments:</i> _____	___	___	___
19. Are there signs to provide critical information about regulations, warnings, procedures, instructions, and hours? <i>Comments:</i> _____	___	___	___
20. Are instructional signs available for catalog use? <i>Comments:</i> _____	___	___	___

N. Workroom/Offices

1. Are there individual workstations for all staff? <i>Comments:</i> _____	___	___	___
2. Are there adequate workstations for library volunteers? <i>Comments:</i> _____	___	___	___
3. Are workstations free from distractions? <i>Comments:</i> _____	___	___	___
4. When required for team activities, are some workstations designed to foster communication among staff? <i>Comments:</i> _____	___	___	___
5. Are there lockers and/or coat closets where personal items can be stored and secured for staff and volunteers? <i>Comments:</i> _____	___	___	___
6. Is there adequate at-hand storage space? <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
7. Is there a sick-bay area or a place where ill staff members may rest? <i>Comments:</i> _____	_____	_____	_____
8. Is there adequate space for equipment such as personal computers, terminals, word processors, television/VCR units with stands? <i>Comments:</i> _____	_____	_____	_____
9. Is there adequate space for a variety of types of library storage? <i>Comments:</i> _____	_____	_____	_____
10. Is there a locking storage unit or area to secure valuable equipment such as CD players, slide projectors, cameras, etc.? <i>Comments:</i> _____	_____	_____	_____
11. Is there a locking storage unit to secure media and other expensive items during processing and prior to delivery to the public shelves? <i>Comments:</i> _____	_____	_____	_____
12. Is there adequate space for technical services operations? <i>Comments:</i> _____	_____	_____	_____
13. Are adequate work counters present to handle all tasks assigned to the workroom? <i>Comments:</i> _____	_____	_____	_____
14. Are there adequate sorting shelves for the storage of returned library items? <i>Comments:</i> _____	_____	_____	_____
15. Is there a smart terminal connected to library databases with a printer in the workroom to check in library items and look up the records for donated items? <i>Comments:</i> _____	_____	_____	_____

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	YES	NO	N/A
16. Is there a typewriter in addition to the computer terminal? <i>Comments:</i> _____	___	___	___
17. Are there telephones? <i>Comments:</i> _____	___	___	___
18. Are there enough electrical outlets for all required equipment? <i>Comments:</i> _____	___	___	___
19. Are there enough data lines? <i>Comments:</i> _____	___	___	___
20. Is there adequate space for book trucks at workstations and for their storage when not in use? <i>Comments:</i> _____	___	___	___
21. Is the work-flow pattern effective and conducive to staff productivity? <i>Comments:</i> _____	___	___	___
22. Are environmental conditions such as lighting, HVAC, and acoustics adequate and comfortable? <i>Comments:</i> _____	___	___	___
23. Is the manager's office separate, in an enclosed room, to ensure privacy? <i>Comments:</i> _____	___	___	___
24. Is there a personal computer in the manager's office for typing evaluations and other confidential types of materials? <i>Comments:</i> _____	___	___	___
25. Does the public have convenient access to the manager's office? <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
26. Does the manager have convenient access to the work-room from his or her office? <i>Comments:</i> _____	___	___	___
27. Are there provisions for U.S. mail and newspaper delivery when the library is closed? <i>Comments:</i> _____	___	___	___

O. Staff Lounge

1. Are there lockers and/or coat closets where personal items can be stored and secured for staff and volunteers? <i>Comments:</i> _____	___	___	___
2. Is there a kitchen for the preparation of food and for serving light refreshments? <i>Comments:</i> _____	___	___	___
3. Is the kitchen equipped with a sink, garbage disposal, microwave oven, stove, refrigerator, ice maker, and cabinets for storage of dishes and equipment? <i>Comments:</i> _____	___	___	___
4. Is there provision for a ventilating system to eliminate strong food odors? <i>Comments:</i> _____	___	___	___
5. Are there vending machines for food and soft drinks? <i>Comments:</i> _____	___	___	___
6. Are there tables and chairs? <i>Comments:</i> _____	___	___	___
7. Is there a cot/sofa that can be used by the staff or customers in case of an emergency? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
8. Is there a window to look out on a quiet, pleasant scene? <i>Comments:</i> _____	___	___	___
9. Does the staff have separate rest rooms from the public? <i>Comments:</i> _____	___	___	___
10. Is the staff lounge acoustically treated to eliminate the transfer of sound to and from adjacent public and staff areas? <i>Comments:</i> _____	___	___	___

P. Friends of the Library

1. Does the library have a Friends of the Library group? <i>Comments:</i> _____	___	___	___
2. Do the Friends of the Library accept donations such as books (used/new) and other items (puzzles, magazines, audiovisual)? <i>Comments:</i> _____	___	___	___
3. Do the Friends of the Library have their own counter or work table to sort donated items? <i>Comments:</i> _____	___	___	___
4. Do the Friends of the Library have equipment such as carts and dollies available to handle large donations of books and media? <i>Comments:</i> _____	___	___	___
5. Do the Friends of the Library have convenient storage for the above equipment and cardboard boxes for packing the donated items? <i>Comments:</i> _____	___	___	___

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Are the donations placed on shelves on the premises so the staff can view and select whatever they want to add to their collection, send to the branch book exchange, or sell? <i>Comments:</i> _____	_____	_____	_____
7. Is there storage space either on or off the premises for the donated items? <i>Comments:</i> _____	_____	_____	_____
8. Do the Friends of the Library operate a retail store? <i>Comments:</i> _____	_____	_____	_____
9. Do the Friends have an:			
a) Annual book sale?	_____	_____	_____
b) Ongoing daily book sale?	_____	_____	_____
<i>Comments:</i> _____			
10. If the Friends have an ongoing daily sale, do they sell their items from:			
a) A store?	_____	_____	_____
b) Some shelves in the library?	_____	_____	_____
c) A book cart?	_____	_____	_____
d) An area adjacent to their room?	_____	_____	_____
<i>Comments:</i> _____			
11. Is the book sale area clearly marked by signs? <i>Comments:</i> _____	_____	_____	_____
12. Is the cash from the Friends' sales kept in a separate place so as not to get confused with the daily cash from fines, etc.? <i>Comments:</i> _____	_____	_____	_____
13. Is there space in a prominent area allotted to the Friends for their newsletter and membership applications?	_____	_____	_____

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
<i>Comments:</i> _____			
14. Do the Friends have a mail slot to receive their membership applications, dues, donations, etc.?	___	___	___
<i>Comments:</i> _____			
15. Do the Friends have a bulletin board for messages?	___	___	___
<i>Comments:</i> _____			
16. Do the Friends have some space in the staff lounge to hang their coats and lockers or some other safe place to store their valuables?	___	___	___
<i>Comments:</i> _____			

Q. Interior Storage

1. Has storage been considered in planning the library?	___	___	___
<i>Comments:</i> _____			
2. Is there a room to store pieces of furniture, equipment, displays, and other miscellaneous items?	___	___	___
<i>Comments:</i> _____			
3. Is there storage space for less frequently used library materials such as old newspapers, periodicals, and donated books awaiting review for possible addition to the collections?	___	___	___
<i>Comments:</i> _____			
4. Is there adequate storage for office and library supplies?	___	___	___
<i>Comments:</i> _____			
5. Is there another building on library property where infrequently used materials can be stored to make room for rapidly growing collections?	___	___	___
<i>Comments:</i> _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
6. Is off-site storage available? <i>Comments:</i> _____	___	___	___
7. Is there a policy in place to keep the storage area from becoming the library's "attic"? <i>Comments:</i> _____	___	___	___

R. Remote Storage Facilities

1. Has an off-site storage facility been considered as a place to house secondary or little used materials? <i>Comments:</i> _____	___	___	___
2. Is the facility a cold-storage warehouse that maximizes the use of space through high-density shelving? <i>Comments:</i> _____	___	___	___
3. Does the facility have high ceilings to allow for tall, adjustable, open rack shelving? <i>Comments:</i> _____	___	___	___
4. Has a policy decision been made to store materials by size or by subject classifications? <i>Comments:</i> _____	___	___	___
5. Is there space for processing in the facility? <i>Comments:</i> _____	___	___	___
6. Is there space for reading by customers who may visit the remote storage building? <i>Comments:</i> _____	___	___	___
7. Is there a high security area for special collections? <i>Comments:</i> _____	___	___	___

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	YES	NO	N/A
8. Is the location of stored materials linked through barcodes or inventory control numbers to the library's catalog? <i>Comments:</i> _____	___	___	___
9. If stored materials are not linked to the library's catalog, is there an inventory control system used at the storage facility to easily locate and retrieve materials? <i>Comments:</i> _____	___	___	___
10. Are materials stored in an environment of approximately 55 to 65 degrees F and 40 to 55 percent relative humidity? <i>Comments:</i> _____	___	___	___
11. Are constant environmental conditions maintained throughout the year? <i>Comments:</i> _____	___	___	___
12. Is low lighting (sodium vapor or fluorescent light fixtures with UV shields) used in order to reduce the damage that light does to books? <i>Comments:</i> _____	___	___	___
13. Is the amount of time that lights are left on kept to a minimum? <i>Comments:</i> _____	___	___	___
14. Has a delivery system been established for quick access to the stored collections for library customers? <i>Comments:</i> _____	___	___	___
15. Has an electronic document system been stabled to enhance on-site access of remote collections? <i>Comments:</i> _____	___	___	___

5



Compliance with ADA Accessibility Guidelines

In addition to the guidelines listed below, please check state and local codes and regulations, as well as the Americans with Disabilities Act of 1990 (ADA).

	YES	NO	N/A
A. Parking, Curb Cuts, and Ramps			
1. Are there safe and accessible parking spaces located on the shortest accessible route of travel to an accessible entrance?	___	___	___
Comments: _____			
2. Do accessible parking spaces have a designated sign showing the symbol of accessibility?	___	___	___
Comments: _____			
3. Are the accessible parking spaces at least 8 feet wide and 20 feet long?	___	___	___
Comments: _____			
4. Is 1 in every 8 accessible parking spaces, but not less than 1 overall, served by an access aisle 96 inches in width with signage which indicates "Van Accessible" under the accessibility symbol?	___	___	___
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
5. Are access aisles between van parking spaces 5 feet in width, striped, and part of an accessible route? (Two accessible parking spaces can share a common access aisle.)	___	___	___
<i>Comments:</i> _____			
6. Does the van-accessible parking space clear vertically to at least 9 feet 6 inches high?	___	___	___
<i>Comments:</i> _____			
7. If the library has a passenger-loading zone, does the zone have an access aisle 5 feet wide and 20 feet long, adjacent and parallel to vehicle pull-up space?	___	___	___
<i>Comments:</i> _____			
8. Are there any curbs between the access aisle and the vehicle pull-up space? If so, are there cuts or curb ramps?	___	___	___
<i>Comments:</i> _____			
9. Are the accessible parking lot spaces and aisles level so that wheelchairs will not roll if left unattended while transferring persons to their vehicle?	___	___	___
<i>Comments:</i> _____			
10. If the pavement is not level, is the slope no more than 2 percent in all directions?	___	___	___
<i>Comments:</i> _____			
11. Does the facility observe the following requirements for parking spaces?	___	___	___
No. of Spaces	Minimum Accessible Spaces		
1 to 100	1 for each 1–25 spaces		
101 to 200	4 + 1 for each 1–50 spaces		
201 to 500	6 + 1 for each 1–100 spaces		
501 to 1,000	2 percent of total spaces		
1,001 and over	20 + 1 for each 1–100 over 1,000		
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
12. Are there curb cuts or curb ramps at all curbs and walks on accessible routes to accessible entrances? <i>Comments:</i> _____	___	___	___
13. Do the curb cuts or curb ramps provide drainage so that water will not be trapped after a storm? <i>Comments:</i> _____	___	___	___
14. Do curb cuts or curb ramps have a slope of 1:12 or less and flared sides with a slope of 1:10? <i>Comments:</i> _____	___	___	___
15. If there are curb ramps, are they built so they do not extend into vehicle traffic lanes? <i>Comments:</i> _____	___	___	___
16. Are curb cuts or ramps 36 inches wide excluding the flared sides? <i>Comments:</i> _____	___	___	___
17. Is the slope of all exterior walkways 1:12 or less? <i>Comments:</i> _____	___	___	___
18. Do the ramps:			
a) Have a minimum clear width of 36 inches?	___	___	___
b) Have level landings at the top and bottom, at least as wide as the ramp?	___	___	___
c) Have landings at least 60 inches in length? <i>Comments:</i> _____	___	___	___
19. If the ramp changes direction, is the landing at least 60 inches by 60 inches? <i>Comments:</i> _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
20. If the slope of the ramp is			
a) Between 1:12 and 1:16, does the ramp have a level landing 60 inches in length at 30-foot intervals?	___	___	___
b) Between 1:16 and 1:20, does the ramp have level landings 60 inches in length at 40-foot intervals?	___	___	___
Comments: _____			
21. Is the cross slope of all ramps and walks 1:50 or less?	___	___	___
Comments: _____			
22. If the ramp			
a) Has a rise (i.e., a height of 6 inches or more), does the ramp have handrails on both sides?	___	___	___
b) Is 6 feet or more in length, does the ramp have handrails on both sides?	___	___	___
Comments: _____			
23. Are stairs at least 36 inches in width?	___	___	___
Comments: _____			
24. Are all the steps on any given flight of stairs uniform in height and depth?	___	___	___
Comments: _____			
25. Are stair depths no less than 11 inches?	___	___	___
Comments: _____			
26. Are the nosings (the usually rounded edge of a stair tread that extends over the riser) rounded or curved?	___	___	___
Comments: _____			
27. Do the nosings project no more than 1.5 inches past the riser of the step?	___	___	___
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
28. Do stairways have handrails on both sides? <i>Comments:</i> _____ _____	___	___	___
29. Is the diameter or width of the gripping surface of the handrail 1.25 inches to 1.5 inches? <i>Comments:</i> _____ _____	___	___	___
30. If the handrail is located adjacent to a wall, is the space between the handrail and wall at least 1.5 inches? <i>Comments:</i> _____ _____	___	___	___
31. If the ramp or stairs has a change of direction, is the inside handrail continuous? <i>Comments:</i> _____ _____	___	___	___
32. Does the handrail extend at least 12 inches beyond the top for stairs, and 12 inches beyond the top and bottom for ramps? <i>Comments:</i> _____ _____	___	___	___
33. Are the extended sections parallel to the surface of the landing for ramps and floor for the top step of stairs? <i>Comments:</i> _____ _____	___	___	___
34. Does the handrail extend the depth of one tread plus 12 inches past the bottom step for stairs? <i>Comments:</i> _____ _____	___	___	___
35. Does the handrail extension for stairs slope with the bottom step for the distance of one tread depth and is the 12-inch extension parallel to the floor? <i>Comments:</i> _____ _____	___	___	___
36. Is the top of the handrail-gripping surface between 34 inches and 38 inches above the ramps or steps?	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
Comments: _____			
37. Are the ends of handrails for ramps and stairs rounded or returning smoothly to the floor or landing?	___	___	___
Comments: _____			
38. If there is an outside book return, is it accessible to the disabled?	___	___	___
Comments: _____			

B. Entrances

1. Are all building entrances accessible to the disabled?	___	___	___
Comments: _____			
2. Are there automatic doors or easy-open doors at the entrance provided for wheelchair access?	___	___	___
Comments: _____			
3. Do all accessible entrance doors display a sign or sticker with the symbol for accessibility?	___	___	___
Comments: _____			
4. If some entrances are not accessible, are signs displayed directing people to accessible entrances?	___	___	___
Comments: _____			
5. Do work areas have an accessible approach, entrance, and exit for persons with disability?	___	___	___
Comments: _____			
6. Does the accessible entrance door open with a single effort?	___	___	___
Comments: _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. If turnstiles are used in the entrance, is an alternative entrance provided? <i>Comments:</i> _____	___	___	___
8. Do library security gates have a clear minimum opening of 32 inches? <i>Comments:</i> _____	___	___	___
9. Do all accessible entrance doors have a clear opening of at least 32 inches? <i>Comments:</i> _____	___	___	___
10. If double-leaf doors are used, and if only one door is opened, is there a clear space of at least 32 inches? <i>Comments:</i> _____	___	___	___
11. If the accessible entrance door pulls to open is there a level approach 60 inches in depth from the door? <i>Comments:</i> _____	___	___	___
12. If the accessible entrance door pushes in to open is there a level approach 48 inches in depth? <i>Comments:</i> _____	___	___	___
13. If there are two doors in a series and the doors open in the same direction (e.g., both push), are there 48 inches of clear floor space from the first opened door to the door frame of the second door? <i>Comments:</i> _____	___	___	___
14. If there are two doors in a series and the doors open in opposite directions (one pulling, the second pushing), are there 48 inches of clear space between the doors when they are closed? <i>Comments:</i> _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
15. Are thresholds of doorways half an inch or less? <i>Comments:</i> _____	___	___	___
16. Is the door-opening hardware centered at least 48 inches from the floor? <i>Comments:</i> _____	___	___	___

C. Accessible Routes within the Building

1. Is there at least one accessible route connecting accessible buildings, facilities, elements, and spaces? <i>Comments:</i> _____	___	___	___
2. Are there protruding objects (e.g., telephones, drinking fountains, and/or furniture) along these travel routes? <i>Comments:</i> _____	___	___	___
3. If there are any protruding objects with their lead edges at or below 27 inches, do they leave a clear minimum path of 36 inches? <i>Comments:</i> _____	___	___	___
4. Do these travel routes have a clear minimum width of at least 36 inches? <i>Comments:</i> _____	___	___	___
5. If the accessible route is less than 5 feet in width, are there passing spaces of 5 feet at intervals of not more than 200 feet? <i>Comments:</i> _____	___	___	___
6. Does the facility have a clear space of 64 inches to allow two-way passing wheelchair traffic? <i>Comments:</i> _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. Are there at least 5-foot-by-5-foot passing spaces at 200-foot intervals along these routes? <i>Comments:</i> _____ _____	___	___	___
8. Is there headroom clearance of at least 80 inches above the floor along these routes? <i>Comments:</i> _____ _____	___	___	___
9. Are there T-shaped clearances 5 feet by 5 feet to maneuver wheelchairs? <i>Comments:</i> _____ _____	___	___	___

D. Interior Doors

1. Is the opening hardware centered at 48 inches above the floor? <i>Comments:</i> _____ _____	___	___	___
2. Are there easy-to-grip door handles using push-type, lever-operated, or U-type handles? <i>Comments:</i> _____ _____	___	___	___
3. Do doors open easily? <i>Comments:</i> _____ _____	___	___	___
4. Can doors be pulled or pushed open using a maximum force of 5 pounds? <i>Comments:</i> _____ _____	___	___	___
5. Do accessible doors allow delay closing action of at least 3 seconds to move from an open position to 70 degrees? <i>Comments:</i> _____ _____	___	___	___
6. Do doors open at a 90-degree angle? <i>Comments:</i> _____ _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. Do doors open clear at least 32 inches from the face of the door to the opposite door stop? <i>Comments:</i> _____	___	___	___
8. Do doorways have at least a 32-inch clear opening? <i>Comments:</i> _____	___	___	___
9. Are thresholds raised less than .5 inch from the floor? <i>Comments:</i> _____	___	___	___
10. Are thresholds for any sliding doors not more than .75 inch from the floor? <i>Comments:</i> _____	___	___	___
11. Is the operating hardware of fully opened sliding doors exposed and useable from both sides of the door? <i>Comments:</i> _____	___	___	___

E. Surfaces

1. Are slip-resistant floors used throughout the building? <i>Comments:</i> _____	___	___	___
2. Are floor surfaces stable and firm? <i>Comments:</i> _____	___	___	___
3. Are carpets securely attached to the floor? <i>Comments:</i> _____	___	___	___
4. Are floor surfaces level?	___	___	___
a) If floor-level changes are more than .25 inch and less than .5 inch, is the floor beveled with a slope of 1:2?	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
b) If the change of level is greater than .5 inch (in which case it must be considered a ramp), does it comply with ramp regulations?	___	___	___
<i>Comments:</i> _____			
5. Are floor designators placed at the correct level for persons in wheelchairs?	___	___	___
<i>Comments:</i> _____			
6. Is there clear and distinct contrast between the floor and walls to assist the visually impaired?	___	___	___
<i>Comments:</i> _____			
7. Can a visually disabled individual who is using a cane detect objects protruding from the wall or floor?	___	___	___
<i>Comments:</i> _____			
8. Are objects, appliances, and furniture placed 27 inches off the floor or ground to help cane users?	___	___	___
<i>Comments:</i> _____			

F. Lifts and Elevators

1. If the building has more than one floor, does the wheelchair user have access to an elevator?	___	___	___
<i>Comments:</i> _____			
2. Is the elevator on an accessible route?	___	___	___
<i>Comments:</i> _____			
3. Do the elevators open level with the floor?	___	___	___
<i>Comments:</i> _____			
4. Call buttons:			
a) Are they centered 42 inches above the floor?	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
b) Do they have a visual signal when a call is registered and answered?	___	___	___
c) Is the button at least .75 an inch at its smallest dimension?	___	___	___
<i>Comments:</i> _____			
5. Hall lanterns:			
a) Are they mounted 72 inches to the centerline above the floor?	___	___	___
b) Do they have a visual and audible signal?	___	___	___
c) Are visual elements at least 2.5 inches at their smallest dimension?	___	___	___
<i>Comments:</i> _____			
6. Floor designators:			
a) Are they located on both doorjambs 60 inches on centerline above the floor?			
b) Do they contain raised numbers 2 inches high, with Braille for all floors?	___	___	___
<i>Comments:</i> _____			
7. Doors:			
a) Do they have 36 inches of clear space?	___	___	___
b) Do they open and close automatically?	___	___	___
c) Do they remain open at least 3 seconds?	___	___	___
d) If obstructed, do they remain open for at least 20 seconds before closing?	___	___	___
<i>Comments:</i> _____			
8. Elevator cars:			
a) Do they have an automatic self-leveling feature?	___	___	___
b) Do they provide clear floor space 54 inches by 68 inches to allow wheelchair users to maneuver?	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
c) Do they have an audible/visual car position indicator?	___	___	___
<i>Comments:</i> _____			

9. Control panels:			
a) Are buttons at least .75 inch in smallest dimensions?	___	___	___
b) Are buttons designated by Braille, along with raised alphabet and numbers?	___	___	___
c) Do buttons provide visual indicators?	___	___	___
d) Are buttons no higher than 54 inches?	___	___	___
e) Are emergency controls grouped at the bottom with centerlines no less than 35 inches?	___	___	___
<i>Comments:</i> _____			

G. Drinking Fountains

1. If there is more than one drinking fountain per floor, are 50 percent accessible to individuals in wheelchairs?	___	___	___
<i>Comments:</i> _____			

2. Are drinking fountains at lower heights (27 to 36 inches) available for wheelchair users and convenient for heights of all users?	___	___	___
<i>Comments:</i> _____			

3. Are the spouts on all drinking fountains no higher than 36 inches measured from the floor to the spout?	___	___	___
<i>Comments:</i> _____			

4. Are the spouts at the front of the unit within 3 inches of the front edge?	___	___	___
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
5. Does the water flow at least 4 inches high above the spout so a cup or glass can be placed under the water flow? <i>Comments:</i> _____ _____	___	___	___
6. Are the controls located on the front, or if side mounted, within 7 inches of the front edge? <i>Comments:</i> _____ _____	___	___	___
7. Are the controls operable with one hand, and do they operate without an uncomfortable grasping, pinching, or twisting of the wrist? <i>Comments:</i> _____ _____	___	___	___
8. If the accessible water fountain is wall or post mounted and has knee space, is the space at least 27 inches high, 30 inches wide, and 17 to 19 inches deep? <i>Comments:</i> _____ _____	___	___	___
9. Is there clear floor space of at least 30 inches wide and 48 inches long in front of the accessible water fountain? <i>Comments:</i> _____ _____	___	___	___

H. Rest Rooms—General

1. Are rest rooms located on an accessible route? <i>Comments:</i> _____ _____	___	___	___
2. Are there signs indicating the nearest toilet available for persons with disability? <i>Comments:</i> _____ _____	___	___	___
3. Is the rest room marked with Braille signage? <i>Comments:</i> _____ _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
4. Is there at least one bathroom accessible for persons with disability? <i>Comments:</i> _____	___	___	___
5. Is the door into the rest room easily opened by the disabled? <i>Comments:</i> _____	___	___	___
6. Are sink pipes either insulated or enclosed to protect against contact? <i>Comments:</i> _____	___	___	___
7. Are sinks no more than 34 inches above the floor? <i>Comments:</i> _____	___	___	___
8. Is there a knee space under the sink 29 inches to the floor and 8 inches deep (from the front rim of the sink)? <i>Comments:</i> _____	___	___	___
9. Are faucets operable with one hand? <i>Comments:</i> _____	___	___	___
10. Can faucets be operated with no more than 5 lbf (pound-force)? <i>Comments:</i> _____	___	___	___
11. Are faucets positioned to avoid dripping on floors? <i>Comments:</i> _____	___	___	___
12. Are faucets positioned so as not to interfere with traffic or cause injury? <i>Comments:</i> _____	___	___	___
13. Are mirrors mounted with the bottom edge no more than 40 inches above the floor?	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
Comments: _____ _____			
14. Are other fixtures in the rest room (soap dispensers, towels, auto-dryers, sanitary-napkin dispensers, waste-paper receptacles, etc.) located so the controls or dispensers are at a maximum of 48 inches from the floor? _____	_____	_____	_____
Comments: _____ _____			
15. Are coat and purse hooks at a height of approximately 48 inches to make them convenient to wheelchair users? _____	_____	_____	_____
Comments: _____ _____			

I. Rest Rooms with Stalls

1. Is there a minimum clearance of 36 inches between all fixtures to an accessible stall? _____	_____	_____	_____
Comments: _____ _____			
2. Are there 60 inches of clear floor space in the rest room for a wheelchair to make a 180-degree turn? _____	_____	_____	_____
Comments: _____ _____			
3. Is at least one stall accessible to a wheelchair, and does it display the international symbol of accessibility? _____	_____	_____	_____
Comments: _____ _____			
4. Does the immediate area allow 48 inches of clear space to approach the stall door? _____	_____	_____	_____
Comments: _____ _____			
5. Does the door of this stall open out? _____	_____	_____	_____
Comments: _____ _____			
6. Are stall doors at least 32 inches wide? _____	_____	_____	_____
Comments: _____ _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
7. Are stalls at least 60 inches wide? <i>Comments:</i> _____ _____	___	___	___
8. Are stalls at least 56 inches in length for a wall-mounted toilet, and 59 inches in length for a floor-mounted toilet? <i>Comments:</i> _____ _____	___	___	___
9. Are grab bars placed appropriately and where required? <i>Comments:</i> _____ _____	___	___	___
10. Are grab bars capable of resisting a force of 250 lbf? <i>Comments:</i> _____ _____	___	___	___
11. Are grab bars stable in their fittings? <i>Comments:</i> _____ _____	___	___	___
12. Are grab bars between 1.25 and 1.5 inches in diameter? <i>Comments:</i> _____ _____	___	___	___
13. Are grab bars free of sharp, abrasive, or protruding elements? <i>Comments:</i> _____ _____	___	___	___
14. Is there at least 1.5 inches of space between grab bars and the wall? <i>Comments:</i> _____ _____	___	___	___
15. Is the toilet-paper holder located within easy reach from the toilet and at least 19 inches from the floor, with continuous paper flow? <i>Comments:</i> _____ _____	___	___	___
16. Is the toilet seat 17 to 19 inches measured from the top of the toilet seat to the floor? <i>Comments:</i> _____ _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
17. Are flush controls either automatic or hand operated? <i>Comments:</i> _____ _____	___	___	___
18. Are flush valves no more than 44 inches above the floor? <i>Comments:</i> _____ _____	___	___	___
19. Are flush valves located on the wide side of the toilet? <i>Comments:</i> _____ _____	___	___	___
20. Are flush valves operable with one hand? <i>Comments:</i> _____ _____	___	___	___
21. Is toe clearance in the stalls at least 9 inches? <i>Comments:</i> _____ _____	___	___	___
22. Is the rim of the accessible urinal no more than 17 inches above the floor? <i>Comments:</i> _____ _____	___	___	___
23. Is there a clear space of at least 30 inches by 48 inches in front of the urinals? <i>Comments:</i> _____ _____	___	___	___

J. Rest Rooms—Single Rooms

1. Is there a clear floor space of at least 48 inches by 56 inches? <i>Comments:</i> _____ _____	___	___	___
2. Is the height of the toilet 17 inches to 19 inches measured from the top of the toilet seat to the floor? <i>Comments:</i> _____ _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
3. Are grab bars between 1.25 and 1.5 inches in diameter, with a space of 1.5 inches between the wall and grab bars? <i>Comments:</i> _____ _____	___	___	___
4. Is there a grab bar behind the toilet at least 36 inches in length and 33 to 36 inches from the floor? <i>Comments:</i> _____ _____	___	___	___
5. Is there a grab bar on the wall closest to the toilet, 40 inches in length, 33 to 36 inches from the floor, and 12 inches from the back wall? <i>Comments:</i> _____ _____	___	___	___
6. Are flush valves no more than 44 inches above the floor? <i>Comments:</i> _____ _____	___	___	___
7. Are flush valves located on the wide side of the toilet? <i>Comments:</i> _____ _____	___	___	___
8. Are flush valves operable with one hand? <i>Comments:</i> _____ _____	___	___	___
9. Is the toilet-paper holder located within easy reach from the toilet and at least 19 inches from the floor with continuous paper flow? <i>Comments:</i> _____ _____	___	___	___

K. Rest Rooms—Unisex

1. Does the rest room comply with the checklist for single-room rest rooms? <i>Comments:</i> _____ _____	___	___	___
2. Is the accessible unisex rest room located on a wheelchair-accessible route and in the same area as			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
other rest rooms which are not accessible to wheel-chairs? <i>Comments:</i> _____ _____	___	___	___
3. Is there signage indicating this is a unisex, wheelchair-accessible rest room? <i>Comments:</i> _____ _____	___	___	___
4. Does the unisex rest room have a privacy latch? <i>Comments:</i> _____ _____	___	___	___

L. Alarms

1. Are there audible and visual alarm systems? <i>Comments:</i> _____ _____	___	___	___
2. If there is an emergency warning system (fire alarms), are visual signal appliances provided in rest rooms and other general usage areas (e.g., meeting rooms, hallways, lobbies, and other areas) for common use? <i>Comments:</i> _____ _____	___	___	___
3. Do the visual signal appliances provide a minimum of 75 candlelight? <i>Comments:</i> _____ _____	___	___	___
4. Is the visual signal a xenon strobe-type lamp or equivalent? <i>Comments:</i> _____ _____	___	___	___
5. Are the visual alarms clear and nominal white? <i>Comments:</i> _____ _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
6. Are these visual signals flashing at a minimum of 3 Hz with a .2 second duration? <i>Comments:</i> _____ _____	___	___	___
7. Are these visual signals placed within 50 feet (horizontal plane) of any location within the room? <i>Comments:</i> _____ _____	___	___	___
8. Are these visual signals within 80 inches above the highest floor level or 6 inches below the ceiling, whichever is lower? <i>Comments:</i> _____ _____	___	___	___
9. Does the facility have at least one alarm station and one audible system? <i>Comments:</i> _____ _____	___	___	___
10. Does the facility have an audible alarm which sounds at 15 dBa (decibels above reference noise, adjusted) louder than existing sound levels in the facility? <i>Comments:</i> _____ _____	___	___	___
11. Do audible alarms have a duration of 60 seconds? <i>Comments:</i> _____ _____	___	___	___
12. Do audible alarms produce a sound of 15 dBa? <i>Comments:</i> _____ _____	___	___	___

M. Signage

1. Is large, clearly printed signage provided to identify all areas and functions in the library for the deaf and visually impaired? <i>Comments:</i> _____ _____	___	___	___
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■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
2. Do all signs designating permanent rooms and spaces in the building comply with the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)? <i>Comments:</i> _____ _____	___	___	___
3. Does directional and informational signage about functional spaces in the building comply with ADAAG? <i>Comments:</i> _____ _____	___	___	___
4. Do all accessible elements (i.e., entrance doors, rest rooms, water fountains, and parking spaces) display the international symbol of accessibility? <i>Comments:</i> _____ _____	___	___	___
5. Are the signs placed perpendicular to the route of travel? <i>Comments:</i> _____ _____	___	___	___
6. Can permanent signs be approached without encountering a protruding object or standing within the area of a swing door? <i>Comments:</i> _____ _____	___	___	___
7. If signs are placed overhead (minimum 80 inches above the floor), are the letters and numbers at least 3 inches in height? <i>Comments:</i> _____ _____	___	___	___
8. Are permanent signs for rooms and spaces installed on the wall adjacent to the latch side of the door and mounted at 60 inches above the floor to the center-line of the sign? <i>Comments:</i> _____ _____	___	___	___
9. Do all signs that are required to comply with ADAAG have a width-to-height ratio between 3:5 and 1:1 for letters and numbers? <i>Comments:</i> _____ _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
10. Do the individual letters and numbers of the signs required to comply with ADAAG have a stroke width-to-height ratio between 1:5 and 1:10? <i>Comments:</i> _____	___	___	___
11. Are Braille markings used throughout the library to enable the blind user to locate access? <i>Comments:</i> _____	___	___	___
12. Are the letters and numbers of permanent signs:			
a) At least .625 inch but no more than 2 inches in height?	___	___	___
b) Raised 3 percent per inch?	___	___	___
c) Accompanied by Grade 2 Braille? <i>Comments:</i> _____	___	___	___
13. If pictograms are used for permanent signs, is the visual equivalent placed directly below the pictogram? <i>Comments:</i> _____	___	___	___
14. Are the characters and backgrounds of permanent signs constructed with a matte, nonglare, eggshell colored, or some other nonglare finish? <i>Comments:</i> _____	___	___	___

N. Controls and Operating Mechanisms

1. Is there clear floor space to approach controls: forward approach, 30 inches wide and 48 inches deep; parallel approach, 48 inches wide and 30 inches deep? <i>Comments:</i> _____	___	___	___
2. Is the maximum height of light switches and dispensers 48 inches from the floor? <i>Comments:</i> _____	___	___	___

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
3. Are wall-mounted electrical and communication system receptacles placed no less than 15 inches above the floor?	___	___	___
<i>Comments:</i> _____			

O. Telephones

1. Are public telephones placed at accessible heights (44 inches) for wheelchair users?	___	___	___
<i>Comments:</i> _____			

2. Are public telephones identified by the international symbol of accessibility?	___	___	___
<i>Comments:</i> _____			

3. Are accessible pay telephones located on an accessible route with minimum clear floor space of 30 inches?	___	___	___
<i>Comments:</i> _____			

4. Is the highest operable part of the accessible pay telephone 48 inches above the floor for front approach or 54 inches above the floor for a parallel approach?	___	___	___
<i>Comments:</i> _____			

5. Is there a public telephone capable of providing increased volume for the hearing impaired?	___	___	___
<i>Comments:</i> _____			

6. Are the telephones hearing-aid compatible?	___	___	___
<i>Comments:</i> _____			

7. Are the telephones touch-tone?	___	___	___
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
8. Is the telephone cord from the telephone to the hand set at least 29 inches long? <i>Comments:</i> _____	___	___	___
9. Is a public pay text telephone (TDD; telecommunications device for the deaf) available? <i>Comments:</i> _____	___	___	___
10. If an acoustic coupler is used, is the telephone cord long enough to connect the text telephone and the telephone receiver? <i>Comments:</i> _____	___	___	___
11. Is signage displaying the international TDD symbol on the text telephone? <i>Comments:</i> _____	___	___	___
12. Are telephone books available within reach of wheelchair users? <i>Comments:</i> _____	___	___	___

P. Card Catalogs and Magazine Displays

1. Do catalogs/terminals and magazine displays have a clear minimum aisle space of 36 inches? <i>Comments:</i> _____	___	___	___
2. Are catalogs/terminals at a 27.5-inch clear minimum height for wheelchair use? <i>Comments:</i> _____	___	___	___
3. Is the maximum height of catalogs/terminals and magazine displays 48 inches? <i>Comments:</i> _____	___	___	___

	YES	NO	N/A
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Q. Book Stacks

1. Is the space between stacks at least 36 to 42 inches wide to allow for passage of a wheelchair? ___ ___ ___

Comments: _____

2. Do stacks have a clear space of 36 inches to 48 inches at the ends so a wheelchair can turn corners around the stacks? (The clear minimum required is 36 inches, but ADA guidelines recommend 42 to 48 inches end and cross aisle widths.) ___ ___ ___

Comments: _____

R. Reading, Study, Bibliographic, and Service Areas

1. Is at least 5 percent, or a minimum of 1 of each element, of fixed seating, tables, or study carrels accessible? ___ ___ ___

Comments: _____

2. Is there a clear passage of 36 inches continuous and 32 inches at a point between tables, chairs, or stacks? ___ ___ ___

Comments: _____

3. Are there areas of clear space of 60 inches in breadth where 180-degree turns may be made? ___ ___ ___

Comments: _____

4. Is the knee clearance at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? ___ ___ ___

Comments: _____

5. Are the tops of accessible tables at least 34 inches above the floor? ___ ___ ___

Comments: _____

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
6. If the primary service counters exceed 36 inches in height, is an auxiliary counter provided with a height 28 to 34 inches from the floor? <i>Comments:</i> _____	___	___	___
7. Are Braille maps available for the blind? <i>Comments:</i> _____	___	___	___
8. Are Braille brochures available? <i>Comments:</i> _____	___	___	___

S. Meeting Rooms

1. Does wheelchair seating have a clear view of the stage or front area? <i>Comments:</i> _____	___	___	___												
2. Is companion seating available in the wheelchair area? <i>Comments:</i> _____	___	___	___												
3. Does the meeting room have the correct number of wheelchair locations for seating?	___	___	___												
<table border="0"> <thead> <tr> <th align="left">Seating Capacity</th> <th align="left">Required No. of Wheelchair Seats</th> </tr> </thead> <tbody> <tr> <td>4 to 25</td> <td>1</td> </tr> <tr> <td>26 to 50</td> <td>2</td> </tr> <tr> <td>51 to 300</td> <td>4</td> </tr> <tr> <td>301 to 500</td> <td>6</td> </tr> <tr> <td>Over 500</td> <td>6 + 1 additional space for each seating capacity increase over 100</td> </tr> </tbody> </table>	Seating Capacity	Required No. of Wheelchair Seats	4 to 25	1	26 to 50	2	51 to 300	4	301 to 500	6	Over 500	6 + 1 additional space for each seating capacity increase over 100			
Seating Capacity	Required No. of Wheelchair Seats														
4 to 25	1														
26 to 50	2														
51 to 300	4														
301 to 500	6														
Over 500	6 + 1 additional space for each seating capacity increase over 100														
<i>Comments:</i> _____															
4. Does the wheelchair seating adjoin an accessible route which may also serve as a means of egress in case of emergency?	___	___	___												

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
<i>Comments:</i> _____			
5. If the meeting room has flexible seating, are the tables used for wheelchairs accessible with knee space of 27 inches high, 20 inches wide, and 19 inches deep, with the tabletops 28 to 34 inches above the floor?	___	___	___
<i>Comments:</i> _____			
6. Does the meeting room provide an assistive listening system to augment standard public address and audio systems?	___	___	___
<i>Comments:</i> _____			
7. If the meeting room has fixed seating, is the assistive listening system located within a 50-foot viewing distance of the stage or front area?	___	___	___
<i>Comments:</i> _____			
8. Does the signage include the international symbol of access for the hearing impaired to notify patrons of the availability of a listening system?	___	___	___
<i>Comments:</i> _____			

T. Building Facilities

1. Is there a designated Rescue Assistance Area in the facility?	___	___	___
<i>Comments:</i> _____			
2. Are there designated emergency routes in the facility?	___	___	___
<i>Comments:</i> _____			
3. Are these routes easily identified?	___	___	___
<i>Comments:</i> _____			

■ Compliance with ADA Accessibility Guidelines ■

	YES	NO	N/A
4. Are there signs to guide users in case of emergency? <i>Comments:</i> _____	___	___	___
5. Are the signs illuminated? <i>Comments:</i> _____	___	___	___
6. Do these signs point the way to the Rescue Assistance Area? <i>Comments:</i> _____	___	___	___
7. Is the Rescue Assistance Area enclosed, smoke-proof, and vented to the outside? <i>Comments:</i> _____	___	___	___
8. Is the Rescue Assistance Area separated from the building interior by at least 1 fire-resistant door? <i>Comments:</i> _____	___	___	___
9. Does the Rescue Assistance Area provide at least 2 accessible 30-by-48-inch wheelchair spaces which do not encroach on the width of any required exit route? <i>Comments:</i> _____	___	___	___
10. Is there a two-way communication system between the primary entrance and the Rescue Assistance Area? <i>Comments:</i> _____	___	___	___

6



Telecommunications, Electrical, and Miscellaneous Equipment

	YES	NO	N/A
A. General Considerations			
1. Is electronic and/or electric equipment in use in the following areas:			
a) Circulation desk?	___	___	___
b) Reference areas?	___	___	___
c) Public areas?	___	___	___
d) Technical areas?	___	___	___
e) Administrative areas?	___	___	___
f) Workrooms?	___	___	___
g) Study rooms?	___	___	___
h) Computer labs?	___	___	___
Comments:	_____		

2. Are workstations staggered to enhance noise control and privacy?	___	___	___
Comments:	_____		

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
3. Has equipment been selected with quiet operation in mind?	___	___	___
<i>Comments:</i> _____			

B. Telecommunications Entrances and Closets

1. Is the building entrance facility (the point at which outside cabling interfaces with the interior building backbone cabling) a locked, dedicated, and enclosed room with a plywood termination field provided on two walls? (The plywood should be 3/4 inch, with dimensions of 8 feet high x 39 inches wide.)	___	___	___
<i>Comments:</i> _____			

2. Is there an equipment room (essentially a large telecommunications closet) that houses the main distribution frame, PBXs, secondary voltage protection, etc.? The equipment room is often appended to the entrance facilities or a computer room to allow shared air conditioning, security, fire control, lighting, and limited access.	___	___	___
<i>Comments:</i> _____			

3. Is the room at least 150 square feet of floor space? The rule of thumb is to provide 0.75 square feet of equipment room floor space for every 100 square feet of user workstation area.	___	___	___
<i>Comments:</i> _____			

4. Is the room located away from sources of electromagnetic interference (transformers, motors, induction heaters, theft detection systems, etc.) until interference is less than 3V/m (volt per meter-unit of electrical strength) across the frequency spectrum?	___	___	___
<i>Comments:</i> _____			

5. Is the room in an area that is not subject to floods?	___	___	___
--	-----	-----	-----

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
<i>Comments:</i> _____			

6. Are all surfaces treated to reduce dust, and walls and ceilings painted white or pastel to improve visibility?	___	___	___
<i>Comments:</i> _____			

7. Are there single or double (36 inches x 80 inches) lockable doors in order to limit access to the room?	___	___	___
<i>Comments:</i> _____			

8. Has piping, ductwork, mechanical equipment, power cabling, and unrelated storage been kept out of the equipment room?	___	___	___
<i>Comments:</i> _____			

9. Is the room maintained 24/hrs./day, 365 days/year, at a temperature of 64 degrees to 75 degrees F, 30 percent to 55 percent humidity, with positive pressure?	___	___	___
<i>Comments:</i> _____			

10. Is there a minimum of two dedicated 15A, 100 VAC duplex outlets on separate circuits?	___	___	___
<i>Comments:</i> _____			

11. Are there convenience duplex outlets placed at 6-foot intervals around the perimeter of the room?	___	___	___
<i>Comments:</i> _____			

12. Has an emergency power system been considered?	___	___	___
<i>Comments:</i> _____			

13. If the equipment room is more than 300 feet to a service point, have additional telecommunications closets been included? (Recommended size, 10 feet x 11 feet for each 10,000-square-foot area served.)	___	___	___
<i>Comments:</i> _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
14. Is there a twenty-four-hour security system installed? <i>Comments:</i> _____	___	___	___
15. Is there a separate fire suppression system? <i>Comments:</i> _____	___	___	___

C. Horizontal Pathways

Horizontal pathways extend between the telecommunications closet and the work area. A variety of generic pathway options is available. Have the following horizontal pathways been considered? (Options are dependent on the design of the building.)

1. Cable bundles running from the telecom closet along j-hooks suspended above a plenum ceiling, fanning out once a work zone is reached, dropping through interior walls or support columns or raceways, and terminating at an information outlet (I/O)?
Comments: _____
2. Under-floor duct? (Single or dual-level rectangular ducts embedded in greater than 2.5-inch thick concrete flooring.)
Comments: _____
3. Flush duct? (Single-level rectangular duct embedded flush in greater than 1-inch thick concrete flooring.)
Comments: _____
4. Multi-channel raceway? (Cellular raceway ducts capable of routing telecom and power cabling separately in greater than 3-inch thick reinforced concrete.)
Comments: _____
5. Cellular floor? (Preformed hollows, or steel lined cellar, are provided in concrete, with header ducts

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
from the telecom closet arranged at right angles to the cells.) <i>Comments:</i> _____	___	___	___
6. Trench duct? (A wide, solid tray, sometimes divided into compartments and fitted with a flat top with gaskets along its entire length, is embedded flush with the concrete finish.) <i>Comments:</i> _____	___	___	___
7. Access floor? (Modular floor panels supported by pedestals, are used in computer rooms and equipment rooms.) <i>Comments:</i> _____	___	___	___
8. Conduit? (Is only used when outlet locations are permanent, device density low, and flexibility for future changes is not required.) <i>Comments:</i> _____	___	___	___
9. Perimeter pathways? (This option includes surface, recessed, molding, and multi-channel raceways.) <i>Comments:</i> _____	___	___	___

D. Cabling and Outlets

1. Is a star topology structured cabling system used?
In a star topology, each work-area telecommunications outlet is connected to a cross-connect in a telecommunications closet. All cables from a floor or area in the building therefore run back to one central point for administration. Each telecommunication closet must be star wired back to the equipment room for the building.
Comments: _____

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
2. Is the structured cabling system compatible with the type of media to be used? <i>Comments:</i> _____	_____	_____	_____
3. Based on the media to be transmitted, what cable alternatives have been selected: a) Unshielded twisted pair (UTP)—4-pair, 24-gauge, 100 ohm copper cable? (Unshielded twisted pair cables closely resemble telephone cables but are enhanced for data communications to allow higher frequency transmissions. Category 5 cables and connection hardware are the minimum usually required. They are rated up to 100 MHz and are designed to handle any current copper-based application for voice, video, or data.) b) Shielded twisted pair (STP-A)—2-pair, 22-gauge, 150 ohm copper cable? (Shielded twisted pair systems provide high performance as a result of shielding. If used, Category 5 is required.) c) Single-mode and multi-mode optical fiber cables? (The highest performing structured cabling systems use fiber optics, and will be the choice of most libraries in the long run.) <i>Comments:</i> _____	_____	_____	_____
4. Does each workstation have a minimum of two information outlet ports? <i>Comments:</i> _____	_____	_____	_____
5. Is every seat in the library considered as a workstation and equipped with telecommunications outlets? (One outlet port is required for voice and the other for data.) <i>Comments:</i> _____	_____	_____	_____
6. Has a wireless system been considered? <i>Comments:</i> _____	_____	_____	_____

	YES	NO	N/A
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E. Electrical Power

1. Is there sufficient power distribution throughout the entire facility? ___
Comments: _____

2. Is it “clean power,” with high quality, and reliable? ___
Comments: _____

3. Is there a backup power system in place? ___
Comments: _____

4. Does the system provide for future needs? ___
Comments: _____

5. Is all wiring easily accessible (raised floors, flat wire, grids under carpet, conduits above dropped ceilings or in columns)? ___
Comments: _____

6. Is surge protection available where needed? ___
Comments: _____

7. Is voltage regulated at the building feed? ___
Comments: _____

8. Is voltage regulated at each floor box? ___
Comments: _____

9. Are dedicated lines available for equipment that requires them (terminals, photocopiers, etc.)? ___
Comments: _____

10. Are cords and cables protected and out of sight? ___
Comments: _____

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
11. Does each staff workstation have three to five duplex outlets? <i>Comments:</i> _____	___	___	___
12. Are there outlets at frequent intervals throughout the building? <i>Comments:</i> _____	___	___	___
13. Do outlets have electrical and data/telephone capabilities? <i>Comments:</i> _____	___	___	___
14. Are there specialized wiring arrangements (e.g., wall-mounted power strips or ceiling outlets) for areas such as teleconference, automated demonstration, and computing rooms? <i>Comments:</i> _____	___	___	___
15. Are floor outlets flush with the surface? <i>Comments:</i> _____	___	___	___
16. Are public workstations/carrels provided with power and data ports? <i>Comments:</i> _____	___	___	___
17. Is there a user fee for using the library's power? <i>Comments:</i> _____	___	___	___

F. Workstation Equipment

1. Are there online public access catalogs (OPAC stations)? <i>Comments:</i> _____	___	___	___
2. Are there Internet terminals? <i>Comments:</i> _____	___	___	___

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
3. Are there CD-ROM terminals? <i>Comments:</i> _____	___	___	___
4. Do all terminals provide:			
a) Hidden wiring?	___	___	___
b) All necessary connection outlets?	___	___	___
c) Adequate work space?	___	___	___
d) Space for printers and paper?	___	___	___
e) Back panels to hide connections and wires from customers?	___	___	___
<i>Comments:</i> _____			
5. Are there printers for all terminals that need them? <i>Comments:</i> _____	___	___	___
6. Are impact printers acoustically controlled? <i>Comments:</i> _____	___	___	___
7. Do public areas have quiet printers (thermal, laser, or ink-jet)? <i>Comments:</i> _____	___	___	___
8. Are microcomputers available to the public for word processing, spreadsheets, and other applications? <i>Comments:</i> _____	___	___	___
9. Is the appropriate software installed to support the above applications? <i>Comments:</i> _____	___	___	___
10. Is there high speed Internet access? <i>Comments:</i> _____	___	___	___

	YES	NO	N/A
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G. Telephone System

1. Is there a central telephone system?	___	___	___
<i>Comments:</i> _____			

2. Does it provide for:			
a) Automated attendant?	___	___	___
b) Voice mail?	___	___	___
c) Call forwarding?	___	___	___
d) Teleconferencing (audio or audio/video)?	___	___	___
e) Automatic redial?	___	___	___
f) Remote access?	___	___	___
g) Direct inward dialing?	___	___	___
h) Toll restriction?	___	___	___
i) Trunk call queuing?	___	___	___
j) Paging?	___	___	___
k) WATS line?	___	___	___
l) Data transmission?	___	___	___
m) LAN connection?	___	___	___
n) Maintenance contract?	___	___	___
o) Future expansion capabilities?	___	___	___
<i>Comments:</i> _____			

3. Is a switchboard operator required?	___	___	___
<i>Comments:</i> _____			

4. If so, is there adequate space for operators to do other work when not answering the phone?	___	___	___
<i>Comments:</i> _____			

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
5. Are alternative long-distance vendors used? <i>Comments:</i> _____	___	___	___
6. Are telephones hard-wired? <i>Comments:</i> _____	___	___	___
7. Are incoming lines sufficient in number and quality? <i>Comments:</i> _____	___	___	___
8. Are there dedicated spare lines for modem access? <i>Comments:</i> _____	___	___	___
9. Are public telephones located to allow for convenient use while preventing disturbance to other customers? <i>Comments:</i> _____	___	___	___
10. Are the public telephones set up for outgoing calls only? <i>Comments:</i> _____	___	___	___
11. Are telephone directories provided? <i>Comments:</i> _____	___	___	___
12. Are coin-changing machines available near the telephones? <i>Comments:</i> _____	___	___	___
13. Are there cordless telephones for staff use? <i>Comments:</i> _____	___	___	___
14. Is the library involved in a network with branches and/or other libraries via telecommunications and data transfer? <i>Comments:</i> _____	___	___	___

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
H. Miscellaneous Electrical Equipment			
1. Are standard television sets in use? <i>Comments:</i> _____ _____	___	___	___
2. Are the television sets staff controlled? <i>Comments:</i> _____ _____	___	___	___
3. Are television sets with decoders for digital data available? <i>Comments:</i> _____ _____	___	___	___
4. Is there provision for large-screen television viewing in meeting or conference rooms? <i>Comments:</i> _____ _____	___	___	___
5. Is there access to cable TV? <i>Comments:</i> _____ _____	___	___	___
6. Is there a satellite uplink? <i>Comments:</i> _____ _____	___	___	___
7. Is there a satellite downlink? <i>Comments:</i> _____ _____	___	___	___
8. Is packet radio in use and is provision adequate? <i>Comments:</i> _____ _____	___	___	___
9. Are video recorder/players available for public use? <i>Comments:</i> _____ _____	___	___	___
10. Are there teleconferencing and distance learning facilities? <i>Comments:</i> _____ _____	___	___	___

■ Telecommunications, Electrical, and Miscellaneous Equipment ■

	YES	NO	N/A
11. Is microwave transmission/reception used? <i>Comments:</i> _____ _____	___	___	___
12. Is there a public-address system? <i>Comments:</i> _____ _____	___	___	___

7



Interior Design and Finishes

	YES	NO	N/A
A. Service Desks			
1. Whom does the service desk serve? Adults, children, students? <i>Comments:</i> _____	___	___	___
2. What type of service desks are required:			
a) Control or security desk?	___	___	___
b) Directional or information desk?	___	___	___
c) Circulation or charge desk?	___	___	___
d) Call or delivery desk?	___	___	___
e) Reference desk?	___	___	___
f) Reference consultation center?	___	___	___
<i>Comments:</i> _____			
3. Is the design of the desk area flexible, allowing possible future relocation, new technology, or even elimination of the desk? <i>Comments:</i> _____	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A
4. What kind of way finding system and signs lead people to the service desks? <i>Comments:</i> _____	___	___	___
5. Is the desk located in a visible location so that it is obvious to people who need the services provided at the desk? <i>Comments:</i> _____	___	___	___
6. Is the desk sized to accommodate all staff working at the desk, as well as their storage requirements? <i>Comments:</i> _____	___	___	___
7. Is the desk and surrounding work space designed to be ergonomically correct for staff and customers? <i>Comments:</i> _____	___	___	___
8. Have customer self-service features been factored into the desk, such as self-check, electronic registration, etc.? <i>Comments:</i> _____	___	___	___
9. Can conversations at the desk be conducted with a sense of privacy? <i>Comments:</i> _____	___	___	___
10. How has noise from the service desk from conversations, equipment, phones, etc., been addressed so that nearby spaces are not disrupted? <i>Comments:</i> _____	___	___	___
11. Have openness and accessibility been maintained while protecting staff from potential aggressive users? <i>Comments:</i> _____	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A
12. Are grommets, wire channels, and equipment shielding provided to present a clean appearance? <i>Comments:</i> _____	___	___	___
13. Have sufficient electrical outlets, data and telephone ports been provided? <i>Comments:</i> _____	___	___	___
14. Is the desk protected from drafts or other changing environmental conditions? <i>Comments:</i> _____	___	___	___
15. Are the desk finishes and materials highly durable? <i>Comments:</i> _____	___	___	___
16. Can the desk surfaces and edges be easily cleaned? <i>Comments:</i> _____	___	___	___

B. Seating

1. Is there variety in the types of seating? <i>Comments:</i> _____	___	___	___
2. Is lounge seating modular or heavy enough to discourage casual rearrangement by customers, unless the library desires rearrangement? <i>Comments:</i> _____	___	___	___
3. Is adequate and appropriate seating provided for varying tasks and areas:	___	___	___
a) Staff work areas?	___	___	___
b) Public seating at tables and carrels?	___	___	___
c) Lounge areas?	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A
d) Reference areas?	___	___	___
e) Meeting rooms?	___	___	___
Comments: _____			
4. Is seating appropriate for different ages?	___	___	___
Comments: _____			
5. Are people (especially senior citizens) able to get in and out of chairs easily?	___	___	___
Comments: _____			
6. Is seating comfortable for those areas where the library wants users to relax and read for an extended period?	___	___	___
Comments: _____			
7. Is seating comfortable but conducive to quick turnover for those areas where you want users to leave after their work task is completed? (The two types of seating can be exemplified by the seating available in a fast-food restaurant versus that found in a fine restaurant.)	___	___	___
Comments: _____			
8. Are chairs ergonomically correct?	___	___	___
Comments: _____			
9. Is seating attractive and inviting?	___	___	___
Comments: _____			
10. Is furniture free of projections that could snag clothing?	___	___	___
Comments: _____			
11. Is furniture relatively free from sharp corners?	___	___	___
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
12. Does seating take personal space into consideration to avoid psychological feelings of crowding? <i>Comments:</i> _____	___	___	___
13. If the chair has arms, will the arms fit comfortably under work surfaces? <i>Comments:</i> _____	___	___	___
14. Are footstools or ottomans provided? <i>Comments:</i> _____	___	___	___
15. Is furniture designed for easy repair or replacement of parts? <i>Comments:</i> _____	___	___	___
16. Is furniture constructed for user safety? <i>Comments:</i> _____	___	___	___
17. Has the furniture been used successfully in similar library or other public situations for several years? <i>Comments:</i> _____	___	___	___
18. Are performance data available to attest to the durability of the chair? <i>Comments:</i> _____	___	___	___
19. Has seating been stress tested? <i>Comments:</i> _____	___	___	___
20. Do chairs with casters move easily on carpet? <i>Comments:</i> _____	___	___	___
21. Is lounge seating modular or heavy enough not to tip over? <i>Comments:</i> _____	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A
22. Are fabrics sturdy and soil resistant? <i>Comments:</i> _____	___	___	___
23. Do the chair design and the kind of upholstery or finish used allow for easy cleaning? <i>Comments:</i> _____	___	___	___
24. Can the chair be easily reupholstered or refinished? <i>Comments:</i> _____	___	___	___
25. Is the fabric porous enough to “breathe” and able to absorb and evaporate moisture easily? <i>Comments:</i> _____	___	___	___
26. Do lounge chairs with upholstered arms have arm covers to preserve appearance? <i>Comments:</i> _____	___	___	___
27. Are chairs designed so that the area under the chair can be easily reached by a vacuum cleaner? <i>Comments:</i> _____	___	___	___
28. Does the supplier warranty the design and construction of the seats? <i>Comments:</i> _____	___	___	___

C. Tables

1. Are the tables appropriate for the task intended? <i>Comments:</i> _____	___	___	___
2. Are the tables durable and strong? <i>Comments:</i> _____	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A
3. Is the work surface material appropriate for the use anticipated? <i>Comments:</i> _____	___	___	___
4. Can the work surface be easily maintained? <i>Comments:</i> _____	___	___	___
5. Can the work surface be easily refinished? <i>Comments:</i> _____	___	___	___
6. Does the table have any needed accessories, such as task lighting, electrical outlets, etc.? <i>Comments:</i> _____	___	___	___
7. Is there a mixture of circular tables (for socializing) and rectangular tables (better for work and concentration) on the floor? <i>Comments:</i> _____	___	___	___
8. Are there enough carrels for individual studying? <i>Comments:</i> _____	___	___	___
9. Does the supplier warranty the design and construction of the table? <i>Comments:</i> _____	___	___	___
10. What is the length of the warranty? <i>Comments:</i> _____	___	___	___

D. Lighting

1. Is the intensity of the general lighting sufficient for reading? <i>Comments:</i> _____	___	___	___
---	-----	-----	-----

■ Interior Design and Finishes ■

	YES	NO	N/A
2. Is the “task lighting” adequate for carrels, work stations, separate desks, lounge furniture, and shelving areas? <i>Comments:</i> _____ _____	_____	_____	_____
3. In addition to general and task lighting, do certain areas of the library have special lighting? For example, do wall display areas have track lighting? <i>Comments:</i> _____ _____	_____	_____	_____
4. Is lighting adequate at the lower shelf areas in book stacks? (Lighting levels drop dramatically from the top to the bottom of book stacks.) <i>Comments:</i> _____ _____	_____	_____	_____
5. Are light switches conveniently located? <i>Comments:</i> _____ _____	_____	_____	_____
6. Can library staff control the switching of lights from a central control point or points? <i>Comments:</i> _____ _____	_____	_____	_____
7. Is the lighting control system designed so that customers can’t switch lights on and off in those areas where public control is not desirable? <i>Comments:</i> _____ _____	_____	_____	_____

E. Windows

1. Has the library considered the trade-off between the positive aspects of windows (natural light, fresh air, and pleasant vistas) vs. the negative factors (the possible waste of energy, the loss of outside walls as book-stack areas, and the impact of uncontrolled sunlight on materials and readers)? <i>Comments:</i> _____ _____	_____	_____	_____
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■ Interior Design and Finishes ■

	YES	NO	N/A
2. Are some of the windows placed close to the ceiling to allow a higher intensity of light? <i>Comments:</i> _____ _____	___	___	___
3. Are some of the windows placed at eye level, especially in reading areas and in areas occupied by the staff for positive psychological effect? <i>Comments:</i> _____ _____	___	___	___
4. Can windows be shaded on demand to prevent light from interfering with reading and other activities? <i>Comments:</i> _____ _____	___	___	___
5. Are books stored away from direct sunlight to protect the bindings from fading and to prevent paper deterioration? <i>Comments:</i> _____ _____	___	___	___
6. If the regional climate suggests it, are windows double-glazed to allow for enhanced energy efficiency? <i>Comments:</i> _____ _____	___	___	___
7. If the regional climate allows it, are windows operable to allow for natural cooling and ventilation? <i>Comments:</i> _____ _____	___	___	___
8. Are a limited number of windows operable to allow for maintenance and emergency situations? <i>Comments:</i> _____ _____	___	___	___
9. If windows can be opened, are they securable by the staff from the inside? <i>Comments:</i> _____ _____	___	___	___

	YES	NO	N/A
F. Flooring			
1. Has the trade-off between types of floor coverings been considered by examining the:			
a) Original construction costs?	___	___	___
b) Total useful life of the floor covering?	___	___	___
c) Appropriateness of the floor covering for the area to be covered?	___	___	___
d) Ease of maintenance?	___	___	___
e) Cost of maintenance?	___	___	___
f) Ease of replacement?	___	___	___
g) Cost of replacement?	___	___	___
Comments: _____			
2. Are special floor-covering materials or systems used at the entry and places of heavy traffic to prevent dirt, mud, slush, and water from being tracked onto the carpet?	___	___	___
Comments: _____			
3. Have carpet tiles or squares been considered for easy access to under-floor power systems as well as ease of replacement when damaged or soiled?	___	___	___
Comments: _____			
4. Is the carpet of first-class quality to ensure durability?	___	___	___
Comments: _____			
5. Does the carpet color conceal soiling and resist fading?	___	___	___
Comments: _____			
6. Does flooring minimize noise and enhance building acoustics?	___	___	___
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
7. Can book trucks be moved easily across the flooring? <i>Comments:</i> _____	___	___	___
8. Is ceramic tile or a similar material used on the rest-room floors for its sanitary appearance and ease of maintenance? <i>Comments:</i> _____	___	___	___
9. If pavement tiles (stone, marble, or granite) are used in entryways and lobbies, are provisions made for safety since these become very slippery when wet? <i>Comments:</i> _____	___	___	___
10. Has concrete flooring, if left uncovered, been treated with a filler and then painted to prevent dust from becoming troublesome? <i>Comments:</i> _____	___	___	___
11. If wood floors are used, does the library's operating budget allow for the care needed to keep them in good condition? <i>Comments:</i> _____	___	___	___

G. Walls

1. Have "wet" interior walls been avoided as much as possible? (Wet walls are those that cannot be removed without demolishing them.) <i>Comments:</i> _____	___	___	___
2. Are the wall coverings and surfaces appropriate for the room's function? <i>Comments:</i> _____	___	___	___
3. Will the care and selection of wall coverings result in years of added wear and minimum upkeep? <i>Comments:</i> _____	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A
<i>Comments:</i> _____ _____			
4. Are areas subject to soiling covered with a washable paint with a glossy finish?	___	___	___
<i>Comments:</i> _____ _____			
5. Is matte or dull finish used where reflectivity is a concern?	___	___	___
<i>Comments:</i> _____ _____			
6. To add interest, are there special wall treatments such as stenciling, textured materials such as a woven fabric, or wood paneling?	___	___	___
<i>Comments:</i> _____ _____			
7. Have other materials such as brick and stone been used for wall coverings?	___	___	___
<i>Comments:</i> _____ _____			
8. Is ceramic tile used for the walls in the rest rooms for ease of maintenance?	___	___	___
<i>Comments:</i> _____ _____			
9. If ceramic tile has been used to create decorative wall murals, has care been taken to minimize the acoustical impact of the hard surface?	___	___	___
<i>Comments:</i> _____ _____			
10. Have vinyl wall coverings been considered for areas of heavy use, including hallways and staircases?	___	___	___
<i>Comments:</i> _____ _____			
11. Have vinyl wall coverings with special sound-absorbing properties been considered for offices, workrooms, and conference rooms?	___	___	___
<i>Comments:</i> _____ _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
12. Do the walls have tackboard surfaces so that they may be used for occasional displays?	___	___	___
<i>Comments:</i> _____			

H. Color

1. Have colors that may quickly become outdated been avoided?	___	___	___
<i>Comments:</i> _____			

2. Has particular attention been given to the psychological effects of color on both users and staff?	___	___	___
<i>Comments:</i> _____			

3. Has color been considered with respect to the function of the area?	___	___	___
<i>Comments:</i> _____			

4. Has color been used to avoid an institutional (drab) aspect with respect to walls, book stacks, floors, and furniture?	___	___	___
<i>Comments:</i> _____			

5. Do book stacks on different floors or areas utilize different colors for easy identification?	___	___	___
<i>Comments:</i> _____			

6. Have standard paint colors (not mixed) been supplied by the manufacturer for easy, cost-effective maintenance and touch-ups?	___	___	___
<i>Comments:</i> _____			

7. Will the upholstery colors selected disguise heavy and sometimes abusive use?	___	___	___
<i>Comments:</i> _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
8. Has the relationship of wall, furniture, and floor colors to the lighting of the various areas been considered? _____	_____	_____	_____
<i>Comments:</i> _____			

I. Equipment List

Is the following equipment planned for use in the library? If so, is there adequate space, wiring, furniture, and staff available to support it?

	YES	NO	N/A
1. Catalog terminals? _____	_____	_____	_____
<i>Comments:</i> _____			

2. Microcomputers? _____	_____	_____	_____
<i>Comments:</i> _____			

3. Computer printers? _____	_____	_____	_____
<i>Comments:</i> _____			

4. Modems? _____	_____	_____	_____
<i>Comments:</i> _____			

5. CD-ROM (drives, towers, jukeboxes)? _____	_____	_____	_____
<i>Comments:</i> _____			

	YES	NO	N/A

6. LAN system? _____	_____	_____	_____
<i>Comments:</i> _____			

7. Staff telephones with hold and transfer capabilities? _____	_____	_____	_____
<i>Comments:</i> _____			

8. Public telephones? _____	_____	_____	_____
<i>Comments:</i> _____			

9. Cordless telephones? _____	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
10. Mobile two-way communication system? _____	_____	_____	_____
<i>Comments:</i> _____			

11. Answering machines or voice mail? _____	_____	_____	_____
<i>Comments:</i> _____			

12. Staff paging beepers? _____	_____	_____	_____
<i>Comments:</i> _____			

13. Public address system? _____	_____	_____	_____
<i>Comments:</i> _____			

14. Telefacsimile (fax) machines? _____	_____	_____	_____
<i>Comments:</i> _____			

15. Voice-synthesis reading machines? _____	_____	_____	_____
<i>Comments:</i> _____			

16. Public text telephones (TDDs)? _____	_____	_____	_____
<i>Comments:</i> _____			

	YES	NO	N/A
17. Electric typewriters? _____	_____	_____	_____
<i>Comments:</i> _____			

18. Large-print typewriters? _____	_____	_____	_____
<i>Comments:</i> _____			

19. Word processors? _____	_____	_____	_____
<i>Comments:</i> _____			

20. Audio recorders/players? _____	_____	_____	_____
<i>Comments:</i> _____			

21. Video recorders/players? _____	_____	_____	_____
<i>Comments:</i> _____			

22. Tape duplicators? _____	_____	_____	_____
<i>Comments:</i> _____			

23. Video disc players? _____	_____	_____	_____
<i>Comments:</i> _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
24. Compact disc players? _____			
Comments: _____			

25. Record players? _____			
Comments: _____			

26. Headphones? _____			
Comments: _____			

27. Film projectors and screens? _____			
Comments: _____			

28. Video projectors? _____			
Comments: _____			

29. Slide projectors? _____			
Comments: _____			

30. Light table (for slides and/or tracing maps)? _____			
Comments: _____			

31. Overhead projectors? _____			
Comments: _____			

	YES	NO	N/A

32. Microform readers? _____			
Comments: _____			

33. Microform readers/printers? _____			
Comments: _____			

34. Photocopiers? _____			
Comments: _____			

35. Card-operated photocopiers? _____			
Comments: _____			

36. Clocks strategically located and visible in all public places, as well as easily accessible or centrally controlled? _____			
Comments: _____			

37. Time clocks? _____			
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
38. Fire hoses? <i>Comments:</i> _____ _____ _____	___	___	___
39. Fire extinguishers? <i>Comments:</i> _____ _____ _____	___	___	___
40. Emergency lights? <i>Comments:</i> _____ _____ _____	___	___	___
41. Emergency power (generators)? <i>Comments:</i> _____ _____ _____	___	___	___
42. Closed-circuit TV systems? <i>Comments:</i> _____ _____ _____	___	___	___
43. Security mirrors? <i>Comments:</i> _____ _____ _____	___	___	___
44. Emergency call system direct to police or security company? <i>Comments:</i> _____ _____ _____	___	___	___

	YES	NO	N/A
45. Emergency call buttons located at service desks and work-rooms? <i>Comments:</i> _____ _____ _____	___	___	___
46. Book trucks: a) Are they top quality with solid joints and pivoting wheels? b) Do they roll smoothly and quietly on all floor surfaces? c) Are they equipped with shelf height, depth, and slant to accommodate materials of various sizes? d) Are there sufficient quantities of trucks in various sizes and configurations? <i>Comments:</i> _____ _____ _____	___	___	___
47. Chalkboards/white boards? <i>Comments:</i> _____ _____ _____	___	___	___
48. Bulletin boards? <i>Comments:</i> _____ _____	___	___	___

■ Interior Design and Finishes ■

	YES	NO	N/A

49. Easels?	___	___	___
Comments: _____			

50. Lecterns?	___	___	___
Comments: _____			

51. Display racks?	___	___	___
Comments: _____			

52. Globes?	___	___	___
Comments: _____			

53. Bookends in appropriate sizes and shapes?	___	___	___
Comments: _____			

54. Pencil sharpeners?	___	___	___
Comments: _____			

55. Pencil dispensers?	___	___	___
Comments: _____			

	YES	NO	N/A
56. Filing cabinets?	___	___	___
Comments: _____			

57. Electric staplers?	___	___	___
Comments: _____			

58. Hole punches?	___	___	___
Comments: _____			

59. Paper cutters?	___	___	___
Comments: _____			

60. Board cutter?	___	___	___
Comments: _____			

61. Gang punch?	___	___	___
Comments: _____			

62. Wire stitcher?	___	___	___
Comments: _____			

63. Label-pasting machine?	___	___	___
Comments: _____			

■ Interior Design and Finishes ■

	YES	NO	N/A
64. Standing press? <i>Comments:</i> _____ _____ _____	___	___	___
65. Map edger? <i>Comments:</i> _____ _____ _____	___	___	___
66. Laminating machine? <i>Comments:</i> _____ _____ _____	___	___	___
67. Sign and label makers? <i>Comments:</i> _____ _____ _____	___	___	___
68. Vacuum cleaners? <i>Comments:</i> _____ _____ _____	___	___	___
69. Cleaning supply carts? <i>Comments:</i> _____ _____ _____	___	___	___
70. Mops, buckets, brooms, and dust-pans? <i>Comments:</i> _____ _____ _____	___	___	___

	YES	NO	N/A
71. Trash compactor? <i>Comments:</i> _____ _____ _____	___	___	___
72. Wastebaskets? <i>Comments:</i> _____ _____ _____	___	___	___
73. Recycling containers? <i>Comments:</i> _____ _____ _____	___	___	___
74. Ladders, short and tall? <i>Comments:</i> _____ _____ _____	___	___	___
75. Step stools? <i>Comments:</i> _____ _____ _____	___	___	___
76. Moving equipment (dollies, carts)? <i>Comments:</i> _____ _____ _____	___	___	___

8



Book Stacks and Shelving

Library Technology Reports, "Test Reports on 15 Models of Bracket-Type Steel Library Bookstacks" (Volume 34, Number 6, November-December 1998), and *Library Technology Reports*, "Movable Compact Shelving Systems: Selection and Specifications" (Volume 35, Number 5, September-October 1999) are excellent sources for detailed shelving information.

YES	NO	N/A
-----	----	-----

A. Conventional Stationary Stacks and Shelving

1. Has sufficient shelving been planned to meet the current and future needs of the library? (Consider size of the current collection, growth of the collection for at least 20 years, and the percentage of the collection that will be out on loan. A rule of thumb for roughly calculating shelving requirements is to assume 150 volumes per 3-foot single-faced section, 7 shelves high.)

Comments: _____

2. Is the shelving selection based on the standard titled ANSI/NISO Z239.73 1994, Single-Tier Steel Bracket Library Shelving?

Comments: _____

■ Book Stacks and Shelving ■

	YES	NO	N/A
3. Are book stacks arranged sequentially in parallel ranges so that users can easily locate materials? <i>Comments:</i> _____	___	___	___
4. If book stacks are not arranged sequentially in parallel ranges, are variations clearly indicated? <i>Comments:</i> _____	___	___	___
5. Are there labels on both ends of ranges? <i>Comments:</i> _____	___	___	___
6. Is display shelving included to merchandise the collection? For example, are there: a) Display units with sloping shelves? b) Point-of-purchase displays as seen in bookstores and department stores? c) Spinners or towers? d) Slat-wall end panels or wall units? <i>Comments:</i> _____	___ ___ ___ ___	___ ___ ___ ___	___ ___ ___ ___
7. Are all stacks and shelves clearly labeled as to content on both end panels and shelf lips? <i>Comments:</i> _____	___	___	___
8. Are there attempts to break the monotony of shelving by creative arrangement of seating or height and/or type of shelving? <i>Comments:</i> _____	___	___	___
9. Are there no more than eight 36-inch sections without a break? <i>Comments:</i> _____	___	___	___
10. Have length of shelving and width of aisles been determined on the basis of traffic patterns and user accessibility? (See section 5.)	___	___	___

■ Book Stacks and Shelving ■

	YES	NO	N/A
<i>Comments:</i> _____			

11. Are the shelving height and depth adequate for uses?	___	___	___
<i>Comments:</i> _____			

12. Do double-faced sections of bracket shelving have bases 20 or 40 inches deep?	___	___	___
<i>Comments:</i> _____			

13. Is freestanding shelving, ranging from 78 inches or higher, anchored to the floor, or braced with top tie struts?	___	___	___
<i>Comments:</i> _____			

14. Are the shelving units:			
a) Sturdy and well built?	___	___	___
b) Able to bear prescribed loads without sagging, bending, leaning, swaying, or collapsing?	___	___	___
c) Equipped with a finish that will endure normal use and cleaning for at least 30 years without signs of wear?	___	___	___
d) Smoothly finished with no burrs or sharp edges?	___	___	___
e) Standardized in design and color?	___	___	___
f) Designed to have interchangeable parts?	___	___	___
g) Equipped with adjustable shelves?	___	___	___
h) Equipped with shelves that are relatively easy to move when they are unloaded?	___	___	___
i) Equipped with shelves that are relatively easy to move when they are loaded?	___	___	___
j) Braced and/or anchored to comply with local regulations?	___	___	___
k) Equipped with end panels?	___	___	___
l) Equipped with canopies?	___	___	___
<i>Comments:</i> _____			

■ Book Stacks and Shelving ■

	YES	NO	N/A
15. Are there special features such as:			
a) Pull-out shelves?	___	___	___
b) Built-in lighting?	___	___	___
c) Electrical access?	___	___	___
d) Shelf dividers?	___	___	___
e) Movable book supports of adequate size?	___	___	___
f) Range-label holders?	___	___	___
g) Shelf-label holders?	___	___	___
h) Current periodical shelves?	___	___	___
i) Wide-lip newspaper shelves?	___	___	___
j) Atlas and dictionary stands?	___	___	___
Comments: _____			
16. Are there accessories to display and house:			
a) Audiocassettes?	___	___	___
b) Videocassettes?	___	___	___
c) Compact discs?	___	___	___
d) Picture books?	___	___	___
e) Paperback books?	___	___	___
f) Oversized and miniature materials?	___	___	___
g) Archival materials?	___	___	___
h) Films, filmstrips, slides, microforms?	___	___	___
i) Realia?	___	___	___
j) Other odd-shaped items?	___	___	___
Comments: _____			
17. Does periodical shelving have a maximum reach height of 48 inches?	___	___	___
Comments: _____			

■ Book Stacks and Shelving ■

	YES	NO	N/A
18. Does periodical shelving have sloping shelves that tilt and allow for storage on a flat shelf beneath? <i>Comments:</i> _____	___	___	___
19. Is the edge or lip on newspaper shelves wide enough to hold a large Sunday edition? (Use the <i>Sunday New York Times</i> after Thanksgiving as a test.) <i>Comments:</i> _____	___	___	___
20. Is there a need for enclosed shelving with lockable doors? <i>Comments:</i> _____	___	___	___
21. Are there shelf/table units for reference and index materials? <i>Comments:</i> _____	___	___	___
22. Have nonpublic work and storage areas been provided with appropriate shelving? <i>Comments:</i> _____	___	___	___

B. Movable-Aisle Compact Shelving

1. Is the building capable of holding the substantial weight of a compact installation? (Generally, floor load capacity for compact shelving is 300 pounds live load per square foot.) <i>Comments:</i> _____	___	___	___
2. Does the cost of the space saved justify the cost of the system? <i>Comments:</i> _____	___	___	___
3. Are all ADA and safety codes met? <i>Comments:</i> _____	___	___	___

■ Book Stacks and Shelving ■

	YES	NO	N/A
4. If the rails cannot be recessed, will there be some kind of deck for the system? <i>Comments:</i> _____	___	___	___
5. Are the shelving units moved manually or are they motorized? <i>Comments:</i> _____	___	___	___
6. If an electrical system is used, does it have a manual override? <i>Comments:</i> _____	___	___	___
7. Is there a "fail-safe system" that stops the movement of the units if an obstacle is encountered? <i>Comments:</i> _____	___	___	___
8. Have the specialized cleaning and maintenance needs of compact shelving been considered? <i>Comments:</i> _____	___	___	___
9. Will the vendor install the system? <i>Comments:</i> _____	___	___	___
10. Will the vendor maintain the system? <i>Comments:</i> _____	___	___	___
11. Will movable stacks be accessible to the public with or without staff assistance? <i>Comments:</i> _____	___	___	___
12. Can the system be expanded? <i>Comments:</i> _____	___	___	___
13. Can the system be moved? <i>Comments:</i> _____	___	___	___

	YES	NO	N/A
C. Automatic Retrieval Systems			
1. Is a mechanized book-retrieval system needed?	___	___	___
<i>Comments:</i> _____			

2. Have the following been considered before deciding upon a mechanized book-retrieval system:			
a) Size of the collection?	___	___	___
b) Space available for the collection?	___	___	___
c) Growth of the collection?	___	___	___
d) Contingency plans if the system fails?	___	___	___
e) Cost of staffing?	___	___	___
f) Cost of installation and maintenance?	___	___	___
g) Load-bearing capabilities of the building?	___	___	___
<i>Comments:</i> _____			

9



Building Systems

	YES	NO	N/A
A. HVAC (Heating, Ventilation, and Air Conditioning) System			
1. Is the HVAC system:			
a) Simple to operate?	___	___	___
b) Easy to maintain?	___	___	___
c) Efficient to run?	___	___	___
Comments:	_____		
2. Does the system, including ductwork, make efficient use of space?	___	___	___
Comments:	_____		
3. Can temperature and humidity be zone-controlled room by room, either centrally or from lockable thermostats?	___	___	___
Comments:	_____		
4. Is the building properly insulated to help maintain temperature efficiently?	___	___	___
Comments:	_____		

■ Building Systems ■

	YES	NO	N/A
5. If the building has large windows or skylights, is there provision for maintaining temperature through window coverings or special glazing? <i>Comments:</i> _____	_____	_____	_____
6. Is there adequate ventilation using: a) A mechanical air-exchange system? b) Natural ventilation? <i>Comments:</i> _____	_____	_____	_____
7. Is there provision for ventilation if the climate control fails? <i>Comments:</i> _____	_____	_____	_____
8. Do the windows open? <i>Comments:</i> _____	_____	_____	_____
9. Can environmental pollution be filtered out of the air? <i>Comments:</i> _____	_____	_____	_____
10. Can humidity be controlled within a 5 percent variance? <i>Comments:</i> _____	_____	_____	_____
11. Are temperature/humidity conditions appropriate for: a) Rare materials? b) Special collections? c) Archives? d) Computer stations, computer labs, and telecommunication rooms? e) Public areas? f) Staff work areas? g) Closed stacks? <i>Comments:</i> _____	_____	_____	_____

■ Building Systems ■

	YES	NO	N/A
12. Are there emergency backup generators that can be used if the electricity goes off and the air conditioning shuts down?	___	___	___
Comments: _____			

B. Lighting

1. Is lighting energy- and cost-efficient?	___	___	___
Comments: _____			

2. Can all interior lights be turned on/off from one location?	___	___	___
Comments: _____			

3. Can staff operate a light control at staff entrances, allowing adequate illumination before arriving at the main control point for interior lighting?	___	___	___
Comments: _____			

4. Is the building's night lighting adequate to allow observation of the library's interior through outside windows?	___	___	___
Comments: _____			

5. Is lighting in all areas adequate and glare free?	___	___	___
Comments: _____			

6. Are rheostat (dimmer) controls available at individual workstations to permit local adjustment to user need?	___	___	___
Comments: _____			

7. Are the following lighting levels maintained (generally based on the 1993 <i>Lighting Handbook of the Illuminating Engineering Society of North America</i>):			
a) Reading areas: 30 to 40 foot-candles (300–400 lux) average, measured horizontally at desktop, and augmented with task lighting carrels and at tables where appropriate?	___	___	___

■ Building Systems ■

	YES	NO	N/A
b) Stacks: 6 foot-candles (60 lux) minimum measured vertically at a height of 12 inches, and 30 foot candles (300 lux) maximum measured vertically at any height to achieve approximately 5:1 maximum-to-minimum ratio across the entire stack face?	___	___	___
c) Small conference or group study rooms: 30 to 40 foot-candles (300–400 lux) average, measured horizontally at desktop?	___	___	___
d) Staff areas: 50 foot-candles (500 lux) average on desks or work tables measured horizontally at desktop?	___	___	___
e) Large meeting or community rooms: 40 foot-candles (400 lux) average with all lights on, and with separately controlled lighting for the podium or front of the room?	___	___	___
f) Parking lot: 0.6 foot-candles (6 lux) minimum, measured horizontally on pavement, to achieve a 4:1 average-to-minimum ratio, and with no spill light on adjacent properties?	___	___	___
<i>Comments:</i> _____			

8. Are light switches located where they can be easily and logically accessed, not behind door swings or large pieces of equipment?	___	___	___
<i>Comments:</i> _____			

9. Are ambient and task lights on timers or motion detectors in closed stacks, offices, and/or public areas?	___	___	___
<i>Comments:</i> _____			

10. Can ambient lighting be dimmed or brightened according to need?	___	___	___
<i>Comments:</i> _____			

11. Is lighting zoned so various areas can be dimmed or brightened independently?	___	___	___
<i>Comments:</i> _____			

■ Building Systems ■

	YES	NO	N/A
12. Is flexible, timed programming available for each lighting zone? <i>Comments:</i> _____	___	___	___
13. Are light zones identified by switch labels? <i>Comments:</i> _____	___	___	___
14. Can daylight be used as a source of lighting? <i>Comments:</i> _____	___	___	___
15. If daylight is used, can it be controlled by window coverings, tinted glass, or other special glazing? <i>Comments:</i> _____	___	___	___
16. When natural lighting is used, is it designed to eliminate glare and "hot spots" of intense light and/or heat? <i>Comments:</i> _____	___	___	___
17. Are seasonal light changes taken into account? <i>Comments:</i> _____	___	___	___
18. Will ultraviolet light be filtered from fluorescent and natural light sources? <i>Comments:</i> _____	___	___	___
19. Are computer monitors and other video screens shielded from direct sunlight or glare? <i>Comments:</i> _____	___	___	___
20. Can lighting be easily moved if furniture, shelving, or equipment is moved? <i>Comments:</i> _____	___	___	___
21. Is the lighting system easily replaced and maintained? <i>Comments:</i> _____	___	___	___
22. Are exterior lighting fixtures of vandal-resistant construction?	___	___	___

■ Building Systems ■

	YES	NO	N/A
<i>Comments:</i> _____			
23. Do exterior lighting fixtures have durable finishes to protect them from weather?	___	___	___
<i>Comments:</i> _____			
24. Has the number of different lamp types been minimized to simplify maintenance and lamp stocking?	___	___	___
<i>Comments:</i> _____			
25. Are replacement lamps:			
a) Easily accessible?	___	___	___
b) Reasonably priced?	___	___	___
<i>Comments:</i> _____			

C. Noise

1. Are circulation, information, and reference service points located and designed so noise will not disrupt other areas?	___	___	___
<i>Comments:</i> _____			
2. Have rest rooms, conference rooms, lounges, photocopiers, and public telephones been located where the noise will be the least distracting?	___	___	___
<i>Comments:</i> _____			
3. Are traffic patterns throughout the building designed to keep noise and confusion away from readers?	___	___	___
<i>Comments:</i> _____			
4. Are there acoustically controlled quiet areas and are they accessible from widely distributed entrance points?	___	___	___
<i>Comments:</i> _____			

■ Building Systems ■

	YES	NO	N/A
5. Are soundproof rooms available? <i>Comments:</i> _____	___	___	___
6. Is there acoustical separation between public and staff areas? <i>Comments:</i> _____	___	___	___
7. Are mechanical systems (elevators, heating, and air conditioning equipment) located away from quiet areas and/or acoustically shielded? <i>Comments:</i> _____	___	___	___
8. Are there areas where furniture is arranged so as to discourage conversation? <i>Comments:</i> _____	___	___	___
9. Has equipment in public areas (computer printers, photocopiers, etc.) been chosen for quiet operation? <i>Comments:</i> _____	___	___	___
10. Is there background sound, such as the ventilating system or other "white noise" sources, to mask minor distracting sounds? <i>Comments:</i> _____	___	___	___
11. Have the following elements been chosen to contribute to noise reduction:			
a) Carpeting?	___	___	___
b) Floor surfaces that do not generate and/or transfer noise?	___	___	___
c) Wall coverings?	___	___	___
d) Window coverings?	___	___	___
e) Ceiling surfaces?	___	___	___
f) Furniture?	___	___	___
g) Shelving?	___	___	___

■ Building Systems ■

	YES	NO	N/A
h) Equipment?	___	___	___
Comments: _____			

D. Plumbing and Rest Rooms

1. Do all plumbing and rest-room facilities meet the ADA guidelines described earlier?	___	___	___
Comments: _____			

2. Are rest rooms constructed according to local building codes?	___	___	___
Comments: _____			

3. Are rest rooms and drinking fountains located near stairs, elevators, and other permanent installations?	___	___	___
Comments: _____			

4. Are rest rooms built above the level of the sewer system?	___	___	___
Comments: _____			

5. Does the number of sinks, toilets, and urinals meet local codes?	___	___	___
Comments: _____			

6. Does the design of the rest rooms accommodate one-third more toilets for women than men?	___	___	___
Comments: _____			

7. Are the toilets wall-hung to facilitate cleaning?	___	___	___
Comments: _____			

8. Are the toilets low-flow to conserve water?	___	___	___
Comments: _____			

■ Building Systems ■

	YES	NO	N/A
9. Have the best quality fixtures and accessories been selected? <i>Comments:</i> _____	_____	_____	_____
10. Does each rest room have a floor drain? <i>Comments:</i> _____	_____	_____	_____
11. Are the rest rooms:			
a) Well ventilated (including fans)?	_____	_____	_____
b) Well lighted?	_____	_____	_____
c) Soundproof?	_____	_____	_____
d) Vandal proof, especially the wall and stall surfaces? <i>Comments:</i> _____	_____	_____	_____
12. Are there provisions for:			
a) Toilet paper?	_____	_____	_____
b) Soap?	_____	_____	_____
c) Trash receptacles?	_____	_____	_____
d) Towel dispenser or hand dryers?	_____	_____	_____
e) Sanitary napkin dispensers?	_____	_____	_____
f) Other? <i>Comments:</i> _____	_____	_____	_____
13. Are dispensers mounted to accommodate a change of vendors without damaging wall surfaces? <i>Comments:</i> _____	_____	_____	_____
14. Are there shelves for holding books and papers? <i>Comments:</i> _____	_____	_____	_____
15. Is there lockable storage for supplies?	_____	_____	_____

■ Building Systems ■

	YES	NO	N/A
<p><i>Comments:</i> _____</p> <p>_____</p>			
<p>16. Are diaper-changing facilities available in all rest rooms?</p> <p style="text-align: right;">_____</p>	_____	_____	_____
<p><i>Comments:</i> _____</p> <p>_____</p>			

E. Elevators and Escalators

<p>1. Are elevators/escalators located away from quiet areas?</p> <p style="text-align: right;">_____</p>	_____	_____	_____
<p><i>Comments:</i> _____</p> <p>_____</p>			
<p>2. Are there separate elevators for the public, staff, and/or freight?</p> <p style="text-align: right;">_____</p>	_____	_____	_____
<p><i>Comments:</i> _____</p> <p>_____</p>			
<p>3. Do elevators/escalators meet ADA codes?</p> <p style="text-align: right;">_____</p>	_____	_____	_____
<p><i>Comments:</i> _____</p> <p>_____</p>			
<p>4. Do elevators/escalators meet all local codes?</p> <p style="text-align: right;">_____</p>	_____	_____	_____
<p><i>Comments:</i> _____</p> <p>_____</p>			
<p>5. Will the elevator/escalator system be designed so that routine maintenance will have minimal impact on library operations?</p> <p style="text-align: right;">_____</p>	_____	_____	_____
<p><i>Comments:</i> _____</p> <p>_____</p>			

10



Safety and Security

	YES	NO	N/A
A. General			
1. Have all local codes regarding the safety of the occupants, building, and contents been met?	___	___	___
Comments: _____			
2. Do the security measures provide a benefit of increased customer and staff safety without projecting a negative "police state" image?	___	___	___
Comments: _____			
3. Do all alarm systems meet local codes when furnishings and decorations are in place?	___	___	___
Comments: _____			
4. If the building is located in an earthquake zone, are all seismic protection measures in place?	___	___	___
Comments: _____			

■ Safety and Security ■

	YES	NO	N/A
B. External Security			
1. Does the building require fencing to control access to the property? <i>Comments:</i> _____	___	___	___
2. Is there sufficient, tamper-proof security lighting? <i>Comments:</i> _____	___	___	___
3. Can access to roofs, upper windows, and ledges be gained by climbing trees, fences, the building structure, etc.? <i>Comments:</i> _____	___	___	___
4. Does the landscaping contribute to security by providing barriers to illegal entry? <i>Comments:</i> _____	___	___	___
5. Is landscaping designed to allow full visibility of facility and grounds? <i>Comments:</i> _____	___	___	___
6. Are all vulnerable access points (doors, windows, air vents, etc.) protected against illegal entry with:			
a) High-security locks and hinges?	___	___	___
b) Security glazing?	___	___	___
c) Barriers (fences, grilles)?	___	___	___
d) Alarm systems?	___	___	___
e) Lighting systems?	___	___	___
<i>Comments:</i> _____			
7. Does the intrusion alarm:			
a) Transmit to the police or security company?	___	___	___
b) Immediately notify library personnel?	___	___	___

■ Safety and Security ■

	YES	NO	N/A
c) Have automatic reset?	___	___	___
d) Have manual override?	___	___	___
<i>Comments:</i> _____			
8. Are exterior book drops theft and tamper proof?	___	___	___
<i>Comments:</i> _____			

C. Internal Security

1. Is there a materials theft-detection system?	___	___	___
<i>Comments:</i> _____			
2. Does the alarm transmit to the circulation desk?	___	___	___
<i>Comments:</i> _____			
3. Are windows and emergency exits wired to prevent illegal use?	___	___	___
<i>Comments:</i> _____			
4. Is there an emergency lighting system?	___	___	___
<i>Comments:</i> _____			
5. Are all emergency exits clearly marked with lighted signs?	___	___	___
<i>Comments:</i> _____			
6. Are exhibits, rare-book collections, and other valuable materials provided with secure rooms and/or cases?	___	___	___
<i>Comments:</i> _____			
7. Is valuable equipment attached to fixtures with security hardware?	___	___	___
<i>Comments:</i> _____			

■ Safety and Security ■

	YES	NO	N/A
8. Can patrons gain undetected access to nonpublic areas? <i>Comments:</i> _____	___	___	___
9. Are there secluded areas that require convex mirrors or closed-circuit TV? <i>Comments:</i> _____	___	___	___
10. Are there areas where patrons can be undetected at closing? <i>Comments:</i> _____	___	___	___
11. Is there an after-hours motion-detector system in place? <i>Comments:</i> _____	___	___	___
12. If the building has a security staff, is their desk/office in a prominent location in order to act as a deterrent? <i>Comments:</i> _____	___	___	___

D. Fire Safety

1. Is the building protected by a fire-detection system, including smoke detectors? <i>Comments:</i> _____	___	___	___
2. Are smoke detectors adequately distributed? <i>Comments:</i> _____	___	___	___
3. Does the alarm transmit to a fire station or central alarm station? <i>Comments:</i> _____	___	___	___
4. Are fire hoses and extinguishers adequately distributed and highly portable? <i>Comments:</i> _____	___	___	___

■ Safety and Security ■

	YES	NO	N/A
5. Is there a fire hydrant nearby? <i>Comments:</i> _____	_____	_____	_____
6. Is there a sprinkler system? <i>Comments:</i> _____	_____	_____	_____
7. Is shelving equipped with top panels to protect contents from water damage? <i>Comments:</i> _____	_____	_____	_____
8. Are there areas that require a special fire suppression system:			
a) Multiple-level, open stacks?	_____	_____	_____
b) Rare-book collections?	_____	_____	_____
c) Computer room?	_____	_____	_____
<i>Comments:</i> _____			

11



Maintenance of Library Building and Property

	YES	NO	N/A
A. Graffiti			
1. If graffiti occurs, is there a program in place to remove it as soon as possible? <i>Comments:</i> _____	___	___	___
2. Does the landscaping create a barrier to help protect against vandalism? <i>Comments:</i> _____	___	___	___
3. Are clinging vines used to cover walls to discourage graffiti? <i>Comments:</i> _____	___	___	___
4. Are planter boxes used to protect walls? <i>Comments:</i> _____	___	___	___
5. Will landscaping develop a dense mass against a wall so there is no room for graffiti? <i>Comments:</i> _____	___	___	___

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
6. Is the building protected with a special coating or type of paint that allows for easy graffiti removal? <i>Comments:</i> _____ _____	___	___	___
7. Does the concrete used have a dark color or pigmentation to discourage graffiti? <i>Comments:</i> _____ _____	___	___	___
8. Is there security lighting to discourage graffiti? <i>Comments:</i> _____ _____	___	___	___
9. Are the fixtures high enough on walls to protect them from vandalism? <i>Comments:</i> _____ _____	___	___	___
10. Are signs high enough off the ground to protect them from vandalism? <i>Comments:</i> _____ _____	___	___	___
11. Is masonry or stone being used to protect areas that are particularly vulnerable to graffiti? <i>Comments:</i> _____ _____	___	___	___
12. Is the entrance secure from theft, vandalism, and graffiti? <i>Comments:</i> _____ _____	___	___	___
13. Is the building well lit, with light directed toward vulnerable areas and walkways? <i>Comments:</i> _____ _____ _____	___	___	___

B. Building Materials

1. Are exterior walls constructed of a durable and easily maintained material? <i>Comments:</i> _____ _____	___	___	___
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■ Maintenance of Library Building and Property ■

	YES	NO	N/A
2. Are windows built to help protect against direct sunlight and glare? <i>Comments:</i> _____	___	___	___
3. Can locally abundant building materials be used in the construction? <i>Comments:</i> _____	___	___	___
4. Are the materials used energy efficient? <i>Comments:</i> _____	___	___	___
5. Is the building constructed of fire-resistant materials? <i>Comments:</i> _____	___	___	___
6. Are the materials used of good quality? <i>Comments:</i> _____	___	___	___
7. Have natural colors and finishes been used and colors that would quickly become outdated been avoided? <i>Comments:</i> _____	___	___	___
8. Do the colors and finishes complement the character of the surrounding community? <i>Comments:</i> _____	___	___	___

C. Custodial Facilities

1. Is there adequate locking storage space allocated for janitorial supplies, tools, maintenance equipment, etc., on each floor? <i>Comments:</i> _____	___	___	___
2. Is a sink or running water available in the custodial room and is the floor sloped with a floor drain? <i>Comments:</i> _____	___	___	___

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
3. Is the custodial room located as centrally as possible? <i>Comments:</i> _____	___	___	___
4. Is there a custodial clothes closet or locker? Does the door have a louver or vent? <i>Comments:</i> _____	___	___	___
5. Is there a mop, broom, and brush rack? <i>Comments:</i> _____	___	___	___
6. Is there a desk or worktable and tool storage area for minor repairs? <i>Comments:</i> _____	___	___	___
7. Is the door wide enough for ease of moving equipment in and out of the space? <i>Comments:</i> _____	___	___	___
8. Is the wall area around the sink of a durable material to prevent water damage? <i>Comments:</i> _____	___	___	___

D. Groundskeeper Facilities

1. Is there provision for secure storage of lawnmowers, snowblowers, and other equipment? <i>Comments:</i> _____	___	___	___
2. Is there provision for adequate outside faucets and electrical outlets? <i>Comments:</i> _____	___	___	___
3. Are faucets and electrical outlets vandal proof? <i>Comments:</i> _____	___	___	___

■ Maintenance of Library Building and Property ■

	YES	NO	N/A
E. Trash Enclosures			
1. Is there adequate exterior space allocated for the storing of trash?	___	___	___
Comments: _____			
2. Is the trash area easily accessible from the building and from the street for pickup?	___	___	___
Comments: _____			
3. Is there adequate space allowed for garbage truck maneuvering and/or turnaround?	___	___	___
Comments: _____			
4. Is the garbage bin hidden/camouflaged from public view with shrubs or a decorative wall?	___	___	___
Comments: _____			
5. Is the area secure from scavenging?	___	___	___
Comments: _____			

12



Building Occupancy and Post-Occupancy Evaluation

	YES	NO	N/A
A. Moving			
1. Will the library employ a library-moving specialist, or will the library move with internal resources?	___	___	___
Comments: _____			
2. Can the move to the new space be scheduled during the time when demand for library services is at its lowest level of activity?	___	___	___
Comments: _____			
3. Will the library need to be closed in order to move to the new space?	___	___	___
Comments: _____			
4. If the library needs to close, how long can it remain open before it needs to be closed to move into the new space?	___	___	___
Comments: _____			
5. How much of the existing collection, stacks, furniture, and equipment will be moved to the new building?	___	___	___
Comments: _____			

■ Building Occupancy and Post-Occupancy Evaluation ■

	YES	NO	N/A
6. Has the amount to be moved been calculated and measured so that it will fit into the new space? <i>Comments:</i> _____	___	___	___
7. Will the items being moved be cleaned before the move? <i>Comments:</i> _____	___	___	___
8. Have timetables and schedules been made to plan all stages of the move? <i>Comments:</i> _____	___	___	___

B. Getting Ready for Occupancy

1. Will there be any organizational changes in the new building, and if so, have they been explained to staff? <i>Comments:</i> _____	___	___	___
2. Has the library's budget been adjusted to accommodate the new building (additional staff, utilities, etc.)? <i>Comments:</i> _____	___	___	___
3. Has all the furniture and equipment been ordered so that it will arrive when it is needed? <i>Comments:</i> _____	___	___	___
4. Will the library be required to change rules and regulations as a result of the new building? <i>Comments:</i> _____	___	___	___
5. Have VIP and staff tours been scheduled throughout the building process to get people involved and energized? <i>Comments:</i> _____	___	___	___

■ Building Occupancy and Post-Occupancy Evaluation ■

	YES	NO	N/A
6. Has a keying and access system been decided? <i>Comments:</i> _____	___	___	___
7. Has a room numbering system been decided? <i>Comments:</i> _____	___	___	___
8. Has the anticipated increased use of the facility been planned for? <i>Comments:</i> _____	___	___	___

C. Post-Occupancy Evaluation

1. Was the building completed on time? <i>Comments:</i> _____	___	___	___
2. Was the building completed within budget? <i>Comments:</i> _____	___	___	___
3. Were substantial change orders required? <i>Comments:</i> _____	___	___	___
4. Did the building meet the program? <i>Comments:</i> _____	___	___	___
5. Does the staff like the building, and if not, what can be changed to solve the problem? <i>Comments:</i> _____	___	___	___
6. Can the library maintain the building? <i>Comments:</i> _____	___	___	___
7. Did the architect provide all the services specified in his contract? <i>Comments:</i> _____	___	___	___

■ Building Occupancy and Post-Occupancy Evaluation ■

	YES	NO	N/A
8. Was the architect responsive to the needs of the client? <i>Comments:</i> _____ _____	___	___	___
9. Did the architect adequately represent the client in negotiations with all of the publics? <i>Comments:</i> _____ _____	___	___	___
10. Did the contractor adhere to his schedule? <i>Comments:</i> _____ _____	___	___	___
11. Did the contractor maintain a clean and safe job site? <i>Comments:</i> _____ _____	___	___	___
12. Did the contractor identify problems in the drawings and/or specifications during the project? <i>Comments:</i> _____ _____	___	___	___
13. During the shakedown period (usually the one year warranty period after the building is accepted by the owner), were errors and/or omissions in the new building brought to the attention of the architect and contractor? <i>Comments:</i> _____ _____	___	___	___
14. Were all errors and/or omissions resolved to the owner's satisfaction during the shakedown period? <i>Comments:</i> _____ _____	___	___	___

13



Groundbreaking and Dedication Ceremonies

	YES	NO	N/A
A. Planning			
1. Has planning begun at least three months before the scheduled event?	___	___	___
Comments: _____			
2. Have the key participants been informed of and agreed to the date and time of the event?	___	___	___
Comments: _____			
3. Are the date and time convenient to all of the people who may be interested in the event?	___	___	___
Comments: _____			
4. Are there any other events taking place in the community that may conflict with the event?	___	___	___
Comments: _____			
5. Have invitations to the event been sent out in a timely manner? (Allow at least one month before the event.)	___	___	___
Comments: _____			

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
6. Has it been determined who will have a speaking part at the event? <i>Comments:</i> _____	___	___	___
7. Has one person been designated to act as the coordinator for the event? <i>Comments:</i> _____	___	___	___
8. Are devoted, talented people assigned to handle the various jobs required to make the event successful? <i>Comments:</i> _____	___	___	___
9. Do all of the people working on the event know their roles and responsibilities? <i>Comments:</i> _____	___	___	___
10. Has publicity been prepared and scheduled? <i>Comments:</i> _____	___	___	___
11. Have press releases been sent to the local media? <i>Comments:</i> _____	___	___	___
12. Have the media been contacted and urged to cover the event? <i>Comments:</i> _____	___	___	___
13. Has a media contact person been identified and listed in all publicity with their address and telephone number? <i>Comments:</i> _____	___	___	___
14. Is there someone responsible for making an audio and video history of the event? <i>Comments:</i> _____	___	___	___
15. Will the event be short, interesting, and focused? <i>Comments:</i> _____	___	___	___

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
B. Event Checklist			
1. Have street closures, parking, and traffic control been coordinated with the local law authorities?	___	___	___
<i>Comments:</i> _____			
2. Will the site be inspected and cleaned up before the event?	___	___	___
<i>Comments:</i> _____			
3. Will there be adequate signage indicating where attendees are to go?	___	___	___
<i>Comments:</i> _____			
4. For groundbreakings, will there be “ceremonial shovels” available?	___	___	___
<i>Comments:</i> _____			
5. For dedications, will there be “ceremonial scissors” available?	___	___	___
<i>Comments:</i> _____			
6. Has a source been found to provide:			
a) Tables?	___	___	___
b) Chairs?	___	___	___
c) Podium?	___	___	___
d) Barricades?	___	___	___
e) Public-address system?	___	___	___
f) Stage?	___	___	___
g) Flags?	___	___	___
h) Refreshments?	___	___	___
i) Tablecloths, napkins, plates, silverware, and cups?	___	___	___
j) Trash cans/bags?	___	___	___
k) Plants or decorations?	___	___	___
l) Bathrooms and toilet supplies?	___	___	___
<i>Comments:</i> _____			

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
7. Have all of the dignitaries been invited?	___	___	___
a) University or college administration?	___	___	___
b) Mayor?	___	___	___
c) City council?	___	___	___
d) Architect?	___	___	___
e) Contractor?	___	___	___
f) Project manager?	___	___	___
g) Friends of the Library?	___	___	___
h) Community groups?	___	___	___
i) Library VIPs?	___	___	___
Comments: _____			

8. Will name tags be available?	___	___	___
Comments: _____			

9. Will a guest book be available allowing event attendees to sign in?	___	___	___
Comments: _____			

10. Have invitations been:			
a) Designed?	___	___	___
b) Printed?	___	___	___
c) Checked and checked again for accuracy?	___	___	___
d) Mailed at least one month before the event?	___	___	___
e) Copies saved for the library's archives?	___	___	___
Comments: _____			

11. Has the program been:			
a) Designed?	___	___	___
b) Printed?	___	___	___

■ Groundbreaking and Dedication Ceremonies ■

	YES	NO	N/A
c) Checked and checked again for accuracy?	___	___	___
d) Copies saved for the library's archives?	___	___	___
Comments: _____			
12. Will there be a master of ceremonies responsible for moderating the event?	___	___	___
Comments: _____			
13. Will speakers:			
a) Know and adhere to their time limit?	___	___	___
b) Provide the master of ceremonies with biographical information for introductions?	___	___	___
c) Provide copies of their remarks for the library's archives?	___	___	___
d) Know when to arrive and where to sit?	___	___	___
e) Know the proper attire to wear?	___	___	___
Comments: _____			
14. Has music been arranged for the event?	___	___	___
Comments: _____			
15. Will there be a color guard for a national anthem/ color ceremony?	___	___	___
Comments: _____			
16. If bad weather has the potential to affect the event, is there an alternative plan available?	___	___	___
Comments: _____			
17. Will thank-you letters be sent to:			
a) Donors?	___	___	___
b) Volunteers?	___	___	___
c) Friends?	___	___	___
d) Staff?	___	___	___
Comments: _____			

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