

**Space Summary of Estimated Space Needs 2016-17 Construction Grant Application
with seating by type***

Library Name: Reuben Hoar Library Littleton, MA
Date: 1/18/2017

If you use a different spreadsheet, either embed it here or note the Appendix where it can be found
Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

Assigned** Area Name	Estimated Size (sq ft)	Collection			Computers				Reader Seats*			Program Seats
		Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/Carrel Seats	Total Reader Seats	
Circulation/Service Desk	450	-	-	-	-	2	-	2	-	-		
Circ , Staff Workroom & Offices	689	-	-	-	-	5	-	-	-	-		
Book Drop	60	-	-	-	-	-	-	-	-	-		
Adult & Teen												
Browsing/New & AV	1355	660	8310	-	2	-	-	-	12	-	12	
Current Periodical Subscriptions	272	-	-	150	-	-	-	-	4	4	8	
Reference	630	432	-	-	1	-	-	-	-	8	8	
Reading Room	362	-	-	-	-	-	-	-	4	8	12	
Computer Lab/Tech Commons	450	-	-	-	10	-	-	-	-	-	0	
Adult Nonfiction & Seats	1560	25032	-	-	-	-	1	-	-	-	0	
Adult Fiction & Seats	1560	25032	-	-	-	-	2	-	-	-	0	
Local History	405	1008	-	-	-	-	-	-	-	8	8	
Teen Room	1060	3840	-	-	5	1	-	-	8	12	20	
Children's Services												
Seating, collection & other public areas	3320	21060	1440	-	6	2	1	1	8	24	32	
Program Room	420	-	-	-	-	-	-	-	-	24	24	
Community Meeting Space												
Café*	133	-	-	-	-	-	-	-	-	6	6	
Meeting /Multipurpose Room(s)*	1320	-	-	-	-	-	-	-	-	-	-	125
Meeting Room Kitchenette	140	-	-	-	-	-	-	-	-	-	-	
Meeting Room Storage	204	-	-	-	-	-	-	-	-	-	-	
Conference Room*	270	-	-	-	-	-	-	-	-	-	-	8
Quiet/Group Study(s)*	480	-	-	-	-	-	-	-	-	16	16	
Lower Lobby Meeting	300	-	-	-	-	-	-	-	-	18	18	
Admin & Other Areas												
Director's Office	208	-	-	-	-	-	-	-	-	-	-	
Children's Office	205	-	-	-	-	1	-	-	-	-	-	
Custodial Off/Workrm	72	-	-	-	-	-	-	-	-	-	-	
Server/Network Room	80	-	-	-	-	-	-	-	-	-	-	
Staff Break Room	270	-	-	-	-	-	-	-	-	-	-	
Friends/Book Sale	165	TBD	-	-	-	-	-	-	-	-	0	4

notes
27 LF of shelving under counter

12 seats are ottomans

OPAC is a flatscreen catalog
OPAC is a flatscreen catalog

4 table seats & 2 side chairs

4 table seats
231 LF of shelving

Secure Storage												0
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats
Total Assigned (net) SF	16440	77064	9750	150	24	11	4	3	36	128	164	137
Unassigned Area @33%	5491											
Total Estimated Gross SF	21931											
Total Gross SF - per plans	22,880											
Building Efficiency Rating per Schematic Design:	72%											

***Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved Does not include quiet study rooms or areas that have open access
Notes about seating:	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup Please count each chair only once Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

**** Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.**

***** Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair**