



mecanoo
martin luther king jr. memorial library
program
washington DC



martin luther king jr. memorial library program

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TU Delft Library , Netherlands, mecanoo architecten

1. vision

1.1 history and background

The District of Columbia Public Library was created by an act of Congress in 1896 as an official entity to furnish books and other printed matter and information service convenient to the homes and offices of all residents of the District. The establishment of a library entity (the "Library") was largely due to the long and arduous efforts of Theodore W. Noyes, editor of The Evening Star. Mr. Noyes served as president of the Board of Library Trustees for 50 years.

From 1898 until 1903, the first public library in the District of Columbia was located in a house at 1326 New York Ave, NW. In 1899, philanthropist and Modern Library supporter Andrew Carnegie donated funds to build a central library at Mount Vernon Square. In 1903, the new library was dedicated in a ceremony attended by President Theodore Roosevelt.

In the 1960s, the Library embarked on creating a new central library at the corner of 9th and G streets, NW. The new central library was designed by Ludwig Mies van der Rohe, one of the most influential modern architects of the Twentieth Century and is the only building designed by him in Washington, D.C. The building is a significant example of mid-century modernist architecture in Washington, D.C. Construction began in 1969, the year of his death, and the building opened to the public in 1972 as the Martin Luther King Jr. Memorial Library (MLK Library). Architect John (Jack) Bowman, who worked for Mies, served as the project manager and oversaw much of the construction and construction-related decisions. MLK Library is the only public library designed by Mies to have been constructed. The building continues to serve as the DC Public Library's central library today.

Beginning in 2007, the Library embarked on a Neighborhood Library Capital Improvement Program and has invested more than \$180 million to transform the District's neighborhood libraries. The Library has completed or has in process 17 renovations or major new construction projects, many of which have earned LEED Gold certification and national recognition, including two RIBA International Awards, along with numerous local and national design awards. The Library expects to carry on that same design excellence when it comes to the renovation of the Martin Luther King Jr. Memorial Library.

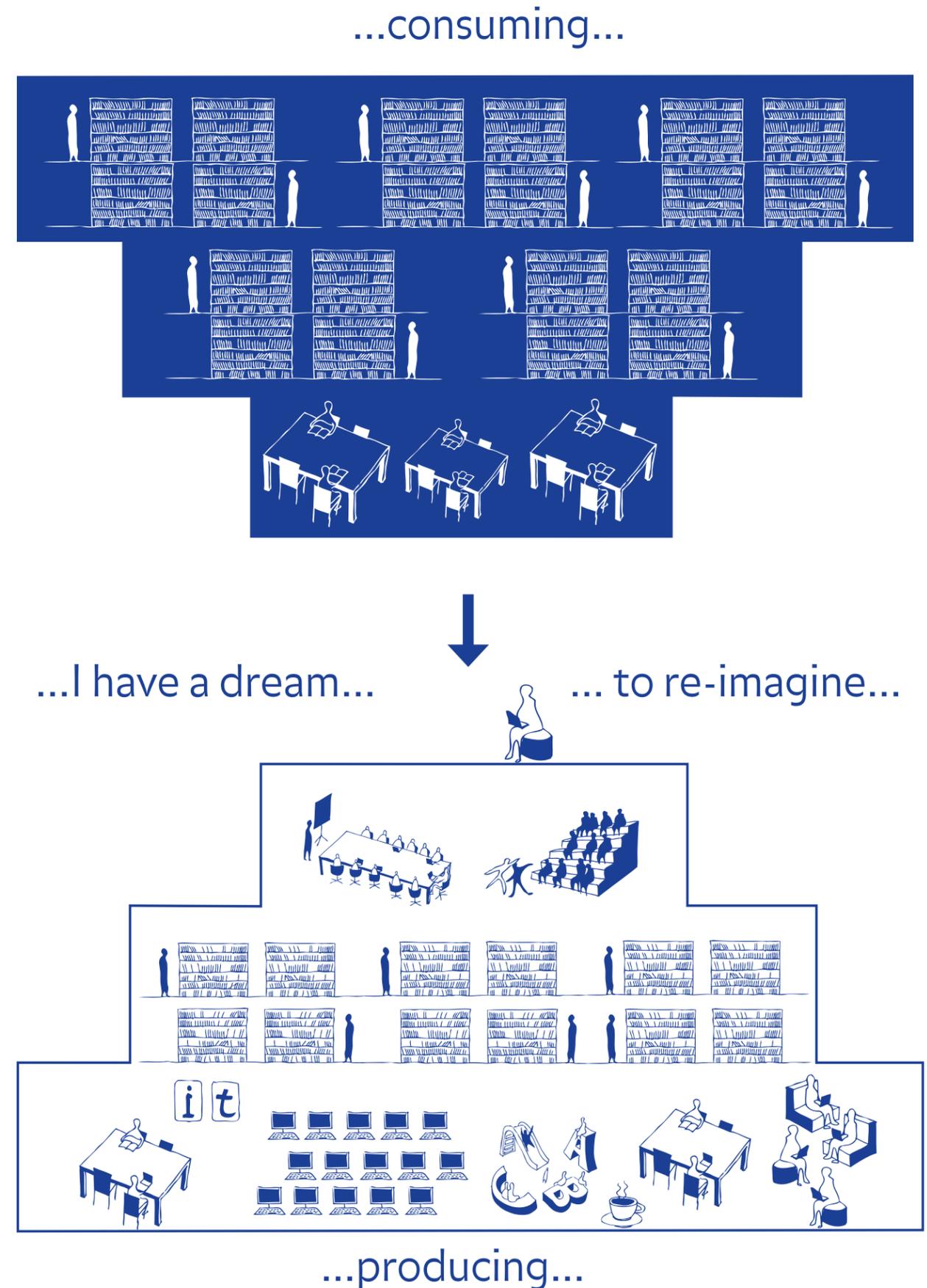
1.2 vision

The world has changed radically since the planning for the MLK Library in the 1960s. As digital technology has become more pervasive and affordable, the ways in which libraries operate and provide services have changed, at times radically and rapidly. Library buildings have also changed but perhaps in more subtle and less obvious ways.

Now more than ever, people using the public library are seeking assistance in navigating the complex networks of information available to them and in converting that information to knowledge for their personal needs (education, lifelong learning, enjoyment, jobs, business development, and so on). The focus has moved from the library as a confined place to one with fluid boundaries that is layered by diverse needs and influenced by an interactive global community. Guiding principles for library programs must focus on building a flexible learning environment with the goal of producing successful learners skilled in multiple literacies.

The library has moved along a continuum from a book-centered institution to a technology-centered institution to a community institution to a creative institution, always keeping the best of tradition as it adapts and innovates. A seamless transition will occur between passive and active use of library services. The borders between consuming and creating content are disappearing with spaces in the building dedicated to both. The plan for the District of Columbia library of the future will require challenging the preconceptions about what a library is and should be.

The modernized Martin Luther King Jr. Memorial Library will be a place for residents to explore, connect, create and engage.



2. MLK Library program initiatives

The Martin Luther King Jr. Memorial Library will provide boundless learning opportunities for residents of all ages and at all levels along the education continuum. Based on extensive community outreach in all eight wards (with input from more than 4,000 residents) and on best practices established in modernized libraries all over the world, some of the services to which D.C. residents can look forward include:

[a reading room and library](#)

An inspiring, cheerful, and natural-light filled space for books, readers, and researchers will be a haven and sanctuary for quiet and solitary learning.

[a digital computer center for high speed Internet access, job search, and online learning](#)

The Commons will provide access to computers equipped with productivity software and a variety of databases that provide online learning and certification.

[classrooms and training facilities](#)

Library staff and partners will provide instruction to better prepare District residents for school, and digital and career readiness.

[innovation and creativity commons](#)

Access to and training on an impressive suite of tools will address the growing need for spaces to incubate the next generation of scientists, technologists, and entrepreneurs. Studio space and creativity software will empower D.C.'s burgeoning creative community with the means to innovate and collaborate.

[co-working and collaboration spaces](#)

Flexible spaces for students, entrepreneurs, and affinity groups to meet, work, and learn together. Equipped with video conference technologies and other necessities, these spaces will host start-ups and other Library partners.

[hands on learning for children and young adults](#)

Stimulating activities and environments will facilitate early childhood literacy, support for students, homework help, out-of-school learning, and college and career readiness for teens and young adults. The focus of the Library's work with youth is to make learning exciting and to stress informal programs that complement the work of DC Public Library and other partners.

[large gathering spaces for performances, readings, and civic engagement](#)

The Library will be a destination for cultural events, discussions, musical performances, and readings.

[washington d.c. history center](#)

An archive, special collection, and exhibition space focusing on Dr. King's legacy in D.C. and the local history of the city. The center will support the D.C. history requirements that are a part of D.C.'s public schools.

[flexible spaces for use by city agencies and like-missioned non-profits](#)

The building will provide flexible program space for agencies such as Department of Employment Services to offer job placement services, the Office of Returning Citizens for re-entry programs, and DC Health Link to help residents understand and apply for health benefits.

[auxiliary spaces that will offer additional services to the library's visitors and jobs for residents](#)

A Café, event space with catering kitchen, a welcome center, and other possibilities for a mix of uses within the building that can help activate downtown D.C. and can underscore its importance as a space to provide city and Library events to residents and visitors.



library of birmingham, UK, mecanoo architecten

2.1 summary program existing vs new

This Program Tabulation Summary compares sizes of program area or department in terms of existing area, and proposed area. Net square footages are tabulated for the existing areas, for comparison to the NET proposed square footages for program spaces.

SPACE	EXISTING BLDG	PROPOSED
	Area Net SF	Area Net SF
Public Spaces		
1 Public Entrance and Vestibule	1,976 SF	1,783 SF
2 Great Hall	11,049 SF	12,349 SF
3 Informal Performance Space	0 SF	2,439 SF
4 Café/ Coffee Bar	0 SF	5,832 SF
5 Popular Library	11,775 SF	5,875 SF
6 DC Welcome Center	0 SF	2,415 SF
7 Digital and Creative Commons	11,760 SF	10,816 SF
8 Fabrication Factory	0 SF	5,847 SF
9 Studio Labs	0 SF	9,019 SF
10 Federation / Friends of the Library	161 SF	477 SF
11 Community Alliances (program rooms, college info center, tax forms)	1,068 SF	2,413 SF
12 Children's Area	8,491 SF	17,631 SF
13 Teen Area	2,834 SF	5,153 SF
14 Adult Literacy	3,931 SF	7,756 SF
15 Computer Learning	2,087 SF	0 SF
16 Center for Accessibility	11,696 SF	7,392 SF
17 Collaboration, Co-working, Study spaces	0 SF	2,507 SF
18 Adult Collection (Fiction/Non-Fiction) and Reading Room	35,849 SF	32,167 SF
19 Exhibition Area	900 SF	7,758 SF
20 Auditorium	0 SF	12,895 SF
21 Special Collections	26,415 SF	31,160 SF
22 Conference Center (old public meeting rooms)	8,948 SF	5,306 SF
23 Event Space	0 SF	4,616 SF
24 Roof Terrace	0 SF	30,002 SF
TOTAL	138,940 SF	223,608 SF
Non Public Spaces		
50 Executive Offices	4,545 SF	1,172 SF
51 Library System Operations	908 SF	223 SF
52 Legal Service	1,298 SF	912 SF
53 Intergovernmental Affairs	195 SF	163 SF
54 Public Library Services	3,337 SF	1,054 SF
55 Events Manager	0 SF	275 SF
56 Programs & Partnership	3,337 SF	1,969 SF
57 Circulation Services	1,800 SF	1,393 SF
58 Capital Projects and Facilities Management	3,184 SF	1,517 SF
59 Agency Finance Office	2,424 SF	1,138 SF
60 Marketing and Communications	6,341 SF	2,122 SF
61 Human Resources	3,323 SF	1,354 SF
62 Procurement and Contracting	1,038 SF	504 SF
63 Library Foundation	706 SF	468 SF
64 Public Safety	3,225 SF	3,076 SF
65 Information Technology	7,499 SF	3,736 SF
66 Central Supplies	944 SF	***** SF
67 Shipping and Receiving	2,923 SF	877 SF
68 Facilities Storage	11,646 SF	4,298 SF
69 Carpentry and Equipment Space	5,496 SF	3,808 SF
70 Collection Services	14,913 SF	694 SF
82 Staff Meeting Rooms	3,991 SF	5,014 SF
83 Staff Lounge	1,247 SF	981 SF
84 Staff Pantry	0 SF	1,342 SF
85 Staff Touch Down	0 SF	126 SF
86 Reception	0 SF	2,120 SF
87 Copy Corners	0 SF	241 SF
88 Staff/BOH Storage	0 SF	4,328 SF
89 Staff Changing Rooms/Restrooms	0 SF	1,749 SF
92 Loading/Unloading	0 SF	1,153 SF
TOTAL	84,320 SF	47,807 SF

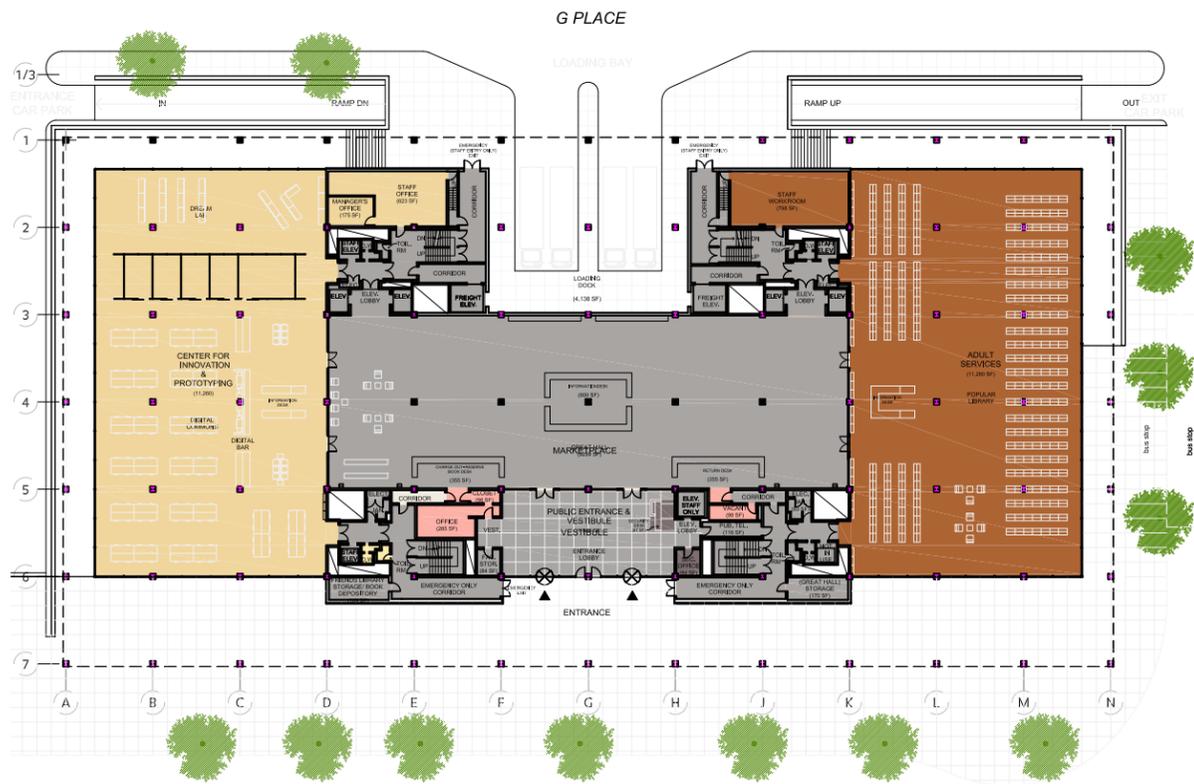
* integrated in furniture elements

** to be confirmed by DCPL

*** shared between Adult Literacy and Center for Accessibility

**** included in special collections

***** included in facilities storage



Level 1

- DIGITAL COMMONS
- CIRCULATION & CORE
- BUILDING SERVICE AREAS
- ADULT SERVICES / INFORMATION SERVICES
- CIRCULATION
- FACILITIES / JANITORIAL
- PUBLIC SAFETY
- GREAT HALL



Level 3

- SPECIAL COLLECTION
- BUILDING SERVICE AREAS
- COLLEGE INFORMATION
- CENTER FOR INNOVATION AND PROTOTYPING
- FACILITIES / JANITORIAL
- PUBLIC SAFETY
- CIRCULATION & CORE
- ADAPTIVE SERVICES
- CHILDREN'S HUB
- STAFF LOUNGE



Level 4

- PROCUREMENT
- ACQUISITION / COLLECTION & DEVELOPMENT
- PUBLIC SERVICES
- PLANNING AND FACILITIES
- HUMAN RESOURCES
- IT (INFORMATION TECHNOLOGY)
- BUILDING SERVICE AREAS
- STAFF MEETING ROOMS
- EXECUTIVE OFFICES
- BUDGET & FINANCE
- MARKETING & COMMUNICATION
- CIRCULATION & CORE
- LIBRARY FOUNDATION

Level 2

- ADULT SERVICES / NON-FICTION
- CHILDREN'S HUB
- TEENS AREA
- ADAPTIVE SERVICES
- BUILDING SERVICE AREAS
- STAFF MEETING ROOM
- CIRCULATION & CORE
- PUBLIC MEETING ROOMS
- PUBLIC SAFETY

3.1 existing library public spaces

I PUBLIC SERVICE SPACES			
Departments	NSF	Level	Domain
1. PUBLIC ENTRANCE / VESTIBULE 1,976			
Entrance Lobby	1,900	1	P
Security Desk	included	1	NP
Security Office	76	1	NP
2. GREAT HALL 11,241			
Information Desk	600	1	NP
Check Out Reserved Books Desk	355	1	NP
Closet - Check Out Reserved Books Desk	56	1	NP
Office - Check Out Reserved Books Desk	285	1	NP
Return Desk	355	1	NP
Vacant - Return Desk	99	1	NP
Great Hall	9,299	1	NP
3. POPULAR LIBRARY 11,775			
Popular Library	11,000	1	P
Staff Workroom	775	1	NP
4. ADULT SERVICES 44,277			
Adult Services East Wing (non-fiction)	16,335	2	P
Staff Workroom	1,830	2	NP
Storage	128	2	NP
Adult Services West Wing (non-fiction)	16,335	2	P
Program Meeting Room	911	2	P
Public Meeting Room	310	2	P
Stacks Storage - Back Issue of Periodicals	8,000	3	NP
Vacant Office	214	3	NP
Vacant Office	214	3	NP
5. DIGITAL COMMONS 11,760			
Digital Commons	11,000	1	P
Staff Office	600	1	NP
Manager's Office	160	1	NP
6. CHILDREN'S AREA 7,580			
Children's area	4,427	2	P
Juvenile Fiction	915	2	P
Children's Restroom	147	2	P
Children's Restroom	147	2	P
Early Literacy / Play area (ages birth to 5)	430	2	P
Quiet Study Room (ages 6-12)	459	2	P
Children's Program Room	890	2	P
Storage	67	2	NP
Office	98	2	NP

Departments	NSF	Level	Domain
7. TEEN AREA 2,834			
Teen Area	1,818	2	P
Study Room	138	2	P
Pantry (Vending Machine/Copy Machine/Lockers)	138	2	P
Recording Studio	102	2	P
Vestibule	47	2	P
Vestibule	47	2	P
Digital Commons	444	2	P
Office	100	2	P
8. SPECIAL COLLECTIONS (WASHINGTONIANA & BLACK STUDIES) 23,949			
Special Collections Storage	300	A	NP
Special Collections Storage	395	A	NP
Washingtoniana	4,235	3	P
Program Room	565	3	P
Stacks Storage	2,620	3	NP
Photographs & DC / Comunity Archives / Research Room	8,800	3	P
Black Studies	3,580	3	P
Black Studies Office	430	3	NP
Manager's Office	120	3	NP
Staff Office	209	3	NP
Staff Office	395	3	NP
Staff Office	320	3	NP
Staff Office	550	3	NP
Restroom	40	3	NP
Restroom	40	3	NP
Children's illustration	1,350	3	NP
9. ADULT LITERACY 4,153			
Office	1,515	3	NP
Office	307	3	NP
Adult Literacy	600	3	P
Closet	102	3	P
Tutoring	575	3	P
Training & Testing	560	3	P
Closet	60	3	P
Closet	147	3	P
Computer Lab Coordinator Office	220	3	NP
Closet	67	3	NP

3.1 existing library public spaces

Departments	NSF	Level	Domain
11,696			
10. CENTER FOR ACCESSIBILITY (ADAPTIVE SERVICES)			
Center for Accessibility	1,800	2	P
Learning LAB	570	2	P
Manager's Office	101	2	NP
Office	320	2	NP
Work LAB/ Recording Studio	600	2	NP
Adaptive Services Equipment	1,000	3	NP
Adaptive Services Stacks/Storage	7,305	3	NP
11. PUBLIC MEETING ROOMS 9,447			
Meeting Room	3,600	A	P
Kitchen (Not Used)	301	A	P
Meeting Room	800	A	P
Meeting Room	1,472	A	P
Exhibition + Meeting Room	2,378	A	P
Storage	297	A	P
Room	50	A	P
Room	50	A	P
Gallery	900	A	P
12. COLLEGE INFORMATION CENTER 1,068			
Information College Center	708	3	P
Office Staff Only	360	3	NP
13. PUBLIC SERVICES/PROGRAMS & PARTNERSHIPS 2,020			
Training LAB	1,760	3	P
Training LAB Coordinator Office	200	3	NP
Training LAB Coordinator Closet	60	3	NP
TOTAL PUBLIC SERVICE	143,776		

3.2 existing library non-public spaces

II NON-PUBLIC SERVICES			
Departments	NSF	Level	Domain
14. EXECUTIVE OFFICES 4,545			
Reception	1,883	4	P
Supply Closet	67	4	NP
Supply Closet	113	4	NP
Supply Closet	147	4	NP
Executive Officer	256	4	NP
Board Room	915	4	NP
Staff Meeting Room	860	4	NP
Executive Office	304	4	NP
15. LIBRARY SYSTEM OPERATIONS 908			
Director of Business Office	611	4	NP
Business Operation Specialist	297	4	NP
16. LEGAL 1,298			
Office of General Counsel	300	4	NP
Office of General Counsel Extension	300	4	NP
Office	105	4	NP
Legal Storage	198	4	NP
Staff Meeting Room	395	4	NP
17. INTERGOVERNMENTAL AFFAIRS 195			
Intergovernmental Affairs	195	4	NP
18. PUBLIC SERVICES / 19. PROGRAMS & PARTNERSHIPS 6,674			
Director of Public Services	860	4	NP
Programs and Partnerships	412	4	NP
Room	592	4	NP
Room	220	4	NP
Room	220	4	NP
Room	292	4	NP
Room	446	4	NP
Room	146	4	NP
Storage	494	4	NP
Conference Room	143	4	NP
Conference Room Vestibule	55	4	NP
Work Room	197	4	NP
Work Room	197	4	NP
Work Room Storage	600	4	NP
Conference Room	460	4	NP
Neighborhood library services	460	4	NP
Offices	220	4	NP
Offices	220	4	NP
Offices	220	4	NP
Offices	220	4	NP

Departments	NSF	Level	Domain
19. CIRCULATION SERVICES 1,800			
Circulation	1,800	A	NP
20. PLANNING AND FACILITIES 3,184			
Director of Capital Projects	353	4	NP
Planning Facilities Office	428	4	NP
File Room	427	4	NP
Office	158	4	NP
Office	158	4	NP
Office	158	4	NP
Office	158	4	NP
Office	158	4	NP
Building Services Manager	395	4	NP
Risk Manager	296	4	NP
Administrative Assistants	331	4	NP
Meeting Space	164	4	NP
21. BUDGET AND FINANCE 2,424			
Budget Finance Office	1,207	4	NP
Budget & Finance	205	4	NP
Files (storage)	198	4	NP
Assistant	407	4	NP
Budget Officer & Assistant	407	4	NP
22. MARKETING AND COMMUNICATIONS 6,341			
Reception	608	4	P
Vacant Office	307	4	NP
Director of Communications	307	4	NP
Staff Meeting Room	573	4	NP
Office	191	4	NP
Office	191	4	NP
Graphic Space	796	4	NP
Office	133	4	NP
Office	134	4	NP
Office	173	4	NP
Office	127	4	NP
Duplicating/Copying/Printing Room	1,668	4	NP
Storage	275	4	NP
AV Storage	590	A	NP
AV Storage	268	A	NP

3.2 existing library non-public spaces

Departments	NSF	Level	Domain
23. HUMAN RESOURCES	3,323		
Office	208	4	NP
Hall Space	649	4	NP
Office	315	4	NP
Office	297	4	NP
Office	158	4	NP
Office	158	4	NP
Office	158	4	NP
Office	158	4	NP
Office	158	4	NP
Conference Room	581	4	NP
File Room	451	4	NP
Closet	32	4	NP
24. PROCUREMENT OFFICE	1,038		
Office	622	4	NP
File Room (storage)	208	4	NP
Office	208	4	NP
25. ACQUISITION / COLLECTION & DEVELOPMENT	14,913		
Collection Maintenance	2,440	4	NP
Technical Services	1,155	4	NP
Office	191	4	NP
Office	191	4	NP
Office	191	4	NP
Professional Collection & Conference Space	605	4	NP
Director's Office	352	4	NP
Office	170	4	NP
Office	171	4	NP
Technical Services	2,065	4	NP
Receiving	1,045	4	NP
Book Storage for Collective Services	3,581	A	NP
Collection Services Book Storage	2,352	A	NP
Storage	404	A	NP
26. LIBRARY FOUNDATION	706		
Director of Library Foundation	382	4	NP
Office	191	4	NP
Office	133	4	NP
27. CENTRAL SUPPLIES	944		
Storage Office Supplies	750	A	NP
Office Supplies Central Storage	194	A	NP
28. SHIPPING AND RECEIVING	2,923		
Shipping & Receiving	933	A	NP
Shipping & Receiving	1,990	A	NP

Departments	NSF	Level	Domain
29. FACILITIES / STORAGE	11,646		
Facilities Storage	2,134	A	NP
Facilities Cleaning Supplies	673	A	NP
Facilities Storage	395	A	NP
Facilities Storage	594	A	NP
Bulk Storage	3,715	A	NP
Facilities Storage	800	A	NP
Jan. Closet	150	A	NP
Jan. Closet	150	A	NP
Office	158	A	NP
Office	158	A	NP
Phone Booth	113	A	NP
Jan. Closet	98	A	NP
Jan. Closet	98	A	NP
Custodial Lounge	1,005	A	NP
Janitorial Space/Men's Locker Room	378	A	NP
Women's Locker	158	A	NP
Kitchen	869	A	NP
30. CARPENTRY & EQUIPMENT SPACE	5,496		
MECHANICAL			
Mechanical	660	A	NP
CARPENTRY			
Cabinet Shop	1,654	A	NP
Carpentries Storage	895	A	NP
Carpenter's Shop	200	A	NP
ELECTRICAL SHOP			
Electrical Equipment	255	A	NP
Electric Shop	1,112	A	NP
PAINT SHOP			
Paint Shop	720	A	NP
31. STAFF MEETING ROOMS	3,991		
Staff Meeting Room	594	A	NP
Storage	297	A	NP
Staff Meeting Room	545	2	NP
Vest.	47	2	NP
Staff Meeting Room	1,580	4	NP
Staff Meeting Room	595	4	NP
Staff Conference Room	333	4	NP

3.2 existing library non-public spaces

Departments	NSF	Level	Domain
32. PUBLIC SAFETY	3,225		
Security	496	3	NP
Lockers	238	3	NP
Security Room	433	3	NP
Room	146	3	NP
Police Director's Office	225	3	NP
Restrooms Women	114	3	P
Changing Rooms Women	133	3	P
Restroom Women	32	3	P
Changing Rooms Men	133	3	P
Restroom Men	32	3	P
Staff Restrooms	147	3	NP
Restroom Women	30	3	NP
Closet	21	3	NP
Restroom Men	30	3	NP
Staff Office (Vacant)	395	3	NP
Security Control Room	310	2	NP
Public Meeting Room	310	2	NP
33. INFORMATION TECHNOLOGY (IT)	7,499		
Staging	1,050	A	NP
Computer Server Room	750	A	NP
IT Office	1,534	A	NP
IT Storage	1,500	A	NP
Storage	324	A	NP
IT Closet	88	A	NP
IT office	208	4	NP
IT office	208	4	NP
IT office	208	4	NP
IT	923	4	NP
IT Director	304	4	NP
Lower Server Room	402	B	NP
34. STAFF LOUNGE	1,247		
Staff Lounge	780	3	NP
Kitchenette	190	3	NP
Vacant Kitchen	277	4	NP
35. FRIENDS OF THE LIBRARY	161		
Space	161	1	NP
TOTAL NSF NON-PUBLIC AREA	84,481		
* Existing NSF uses a factor to allow for internal circulation within the departments.			

3.3 existing library services and circulation

Departments	NSF	Level	Domain
PARKING	44238		
Parking	42882	B	NP
Lobby	643	B	NP
Custodial Storage	325	B	NP
Facilities Equipment Storage	388	B	NP
MECHANICAL	45637		
Mechanical	28573	C	NP
Mechanical VOID	14034	B	NP
Mechanical VOID	3030	A	NP
BUILDING SERVICES LEVEL A	4323		
Kitchen	869	A	NP
Janitorial Space/Locker Room	1005	A	NP
Break Room	378	A	NP
Locker Room	158	A	NP
Restroom	26	A - NW Core	NP
Electrical Cupboard	17	A - NW Core	NP
Dumb Waiter	30	A - NW Core	NP
Restroom	26	A - NE Core	NP
Electrical Cupboard	17	A - NE Core	NP
Dumb Waiter	30	A - NE Core	NP
Restroom	26	A - SW Core	NP
Janitorial	59	A - SW Core	NP
Electrical Cupboard	27	A - SW Core	NP
Dumb Waiter	31	A - SW Core	NP
Restrooms Women Staff	237	A - SW Core	NP
Restrooms Men Staff	280	A - SW Core	NP
Public Restrooms Women	267	A - SW Core	P
Public Restrooms Men	280	A - SW Core	P
Restroom	30	A - SE Core	NP
Electrical Cupboard	27	A - SE Core	NP
Janitorial	59	A - SE Core	NP
Dumb Waiter	31	A - SE Core	NP
Telephone Room	113	A - SE Core	P
Public Restrooms Women	150	A - SE Core	P
Public Restrooms Men	150	A - SE Core	P

BUILDING SERVICES LEVEL B	2477		
Custodial Storage	320	B - NW Core	NP
Electrical	165	B - NW Core	NP
Dumb Waiter	51	B - NW Core	NP
Engineer Storage	320	B - NE Core	NP
Electrical	165	B - NE Core	NP
Dumb Waiter	14	B - NE Core	NP
Restrooms	38	B - NE Core	NP
Storage	190	B - NE Core	NP
Storage	302	B - SW Core	NP
Telephone Room	402	B - SW Core	P
Storage	81	B - SW Core	NP
Electrical	66	B - SW Core	NP
Storage	39	B - SW Core	NP
Machine Room	129	B - SE Core	NP
Storage	81	B - SE Core	NP
Electrical	66	B - SE Core	NP
Storage / Dumb Waiter	48	B - SE Core	NP
BUILDING SERVICES LEVEL 1	849		
Electrical Cupboard	14	1 - NW Core	NP
Dumb Waiter	14	1 - NW Core	NP
Janitorial	16	1 - NW Core	NP
Restrooms	21	1 - NW Core	NP
Electrical Cupboard	14	1 - NE Core	NP
Dumb Waiter	14	1 - NE Core	NP
Janitorial	16	1 - NE Core	NP
Restrooms	21	1 - NE Core	NP
Public Telephone	116	1 - SW Core	P
Electrical Cupboard	14	1 - SW Core	NP
Dumb Waiter	14	1 - SW Core	NP
Restrooms	21	1 - SW Core	NP
Janitorial	63	1 - SW Core	NP
Electrical Cupboard	14	1 - SE Core	NP
Dumb Waiter	14	1 - SE Core	NP
Restrooms	21	1 - SE Core	NP
Janitorial	16	1 - SE Core	NP
Janitorial	63	1 - SE Core	NP
FAC Storage	84	1	NP
Great Hall Storage	170	1	NP
Friends of the Library Book Depository	109	1	NP

3.3 existing library services and circulation

BUILDING SERVICES LEVEL 2	1131		
Electrical Cupboard	35	2 - NW Core	NP
Dumb Waiter	58	2 - NW Core	NP
Restrooms	97	2 - NW Core	NP
Telephone Room	54	2 - NW Core	P
Electrical Cupboard	35	2 - NE Core	NP
Dumb Waiter	58	2 - NE Core	NP
Restrooms	97	2 - NE Core	NP
Telephone Room	54	2 - NE Core	P
Electrical Cupboard	27	2 - SW Core	NP
Dumb Waiter	61	2 - SW Core	NP
Restrooms	98	2 - SW Core	NP
Janitorial	60	2 - SW Core	NP
Public Restrooms Men	309	2 - SW Core	P
Electrical Cupboard	27	2 - SE Core	NP
Dumb Waiter	61	2 - SE Core	NP
BUILDING SERVICES LEVEL 3	1717		
Electrical Cupboard	35	3 - NW Core	NP
Dumb Waiter	58	3 - NW Core	NP
Restrooms	97	3 - NW Core	NP
Telephone Room	54	3 - NW Core	P
Electrical Cupboard	35	3 - NE Core	NP
Dumb Waiter	58	3 - NE Core	NP
Restrooms	97	3 - NE Core	NP
Telephone Room	54	3 - NE Core	P
Electrical Cupboard	27	3 - SW Core	NP
Dumb Waiter	61	3 - SW Core	NP
Restrooms	98	3 - SW Core	NP
Janitorial	60	3 - SW Core	NP
Public Restrooms Men	309	3 - SW Core	P
Electrical Cupboard	27	3 - SE Core	NP
Dumb waiter	61	3 - SE Core	NP
Restrooms	98	3 - SE Core	NP
Janitorial	60	3 - SE Core	NP
Public Restrooms Women	428	3 - SE Core	P

BUILDING SERVICES LEVEL 4	2053		
HR Kitchen	91	4	NP
Kitchen	277	4	NP
Electrical Cupboard	35	4 - NW Core	NP
Dumb Waiter	58	4 - NW Core	NP
Restrooms	97	4 - NW Core	NP
Telephone Room	54	4 - NW Core	P
Electrical Cupboard	35	4 - NE Core	NP
Dumb Waiter	58	4 - NE Core	NP
Restrooms	97	4 - NE Core	NP
Telephone Room	54	4 - NE Core	P
Electrical Cupboard	27	4 - SW Core	NP
Dumb Waiter	61	4 - SW Core	NP
Restrooms	98	4 - SW Core	NP
Janitorial	60	4 - SW Core	NP
Staff Restrooms Men	274	4 - SW Core	NP
Electrical Cupboard	30	4 - SE Core	NP
Dumb Waiter	61	4 - SE Core	NP
Restrooms	98	4 - SE Core	NP
Janitorial	60	4 - SE Core	NP
Staff Restrooms Women	428	4 - SE Core	NP
TOTAL BUILDING SERVICES	102425		

CIRCULATION	61021		
Parking Circulation	3744	B	NP
Parking Ramp	2975	B	NP
Circulation	13850	A	NP
Circulation	3650	1	P/NP
Circulation	9666	2	P/NP
Circulation	8098	3	P/NP
Circulation	19038	4	P/NP
TOTAL CIRCULATION	61021		

4.0 program area descriptions and tabulations

This information is based on the general program information provided by DC Public Library, the non-public space program provided by DC Public Library, and a detailed walk through of each space with the design team and Library staff.

This section includes the detailed program tabulation that is divided in two sections: public spaces and non-public spaces. Both sections give the following information about each room and department:

- program spaces requested by DC Public Library with input from the community
- proposed net square feet for all program spaces
- requirements and observations about the space
- equipment requirements for the space

Office space sizes are based on selecting a workspace or office space type diagrammed in section 5.0. Meeting spaces for both public and staff are based on meeting space diagrams shown in this section.

4.1 public-spaces

4.1.1 entrance / vestibule

The building entrance will be a focal point of the library facility, well lit and welcoming. It should contribute to a secure environment and discourage loitering by being free of visual obstructions. Ease of access for people of all ages and abilities will be a priority.

The vestibule area is the initial entrance and is defined by two sets of automatic doors to optimize customer convenience, especially those with strollers, in wheelchairs, or utilizing mobility aids. The vestibule aids the energy efficiency and protects those within and near the Great Hall from inclement weather.

This inviting space will be free from clutter, literature racks, and other distracting visuals. For most customers, it is a place to pass through, not a place to linger for significant periods of time, but it will include benches or stools to offer customers a place to wait for transportation or a friend.

The entrance sequence will include a building directory and/or dedication plaque and some museum-like dedication to the legacy of Dr. Martin Luther King Jr.

ambiance

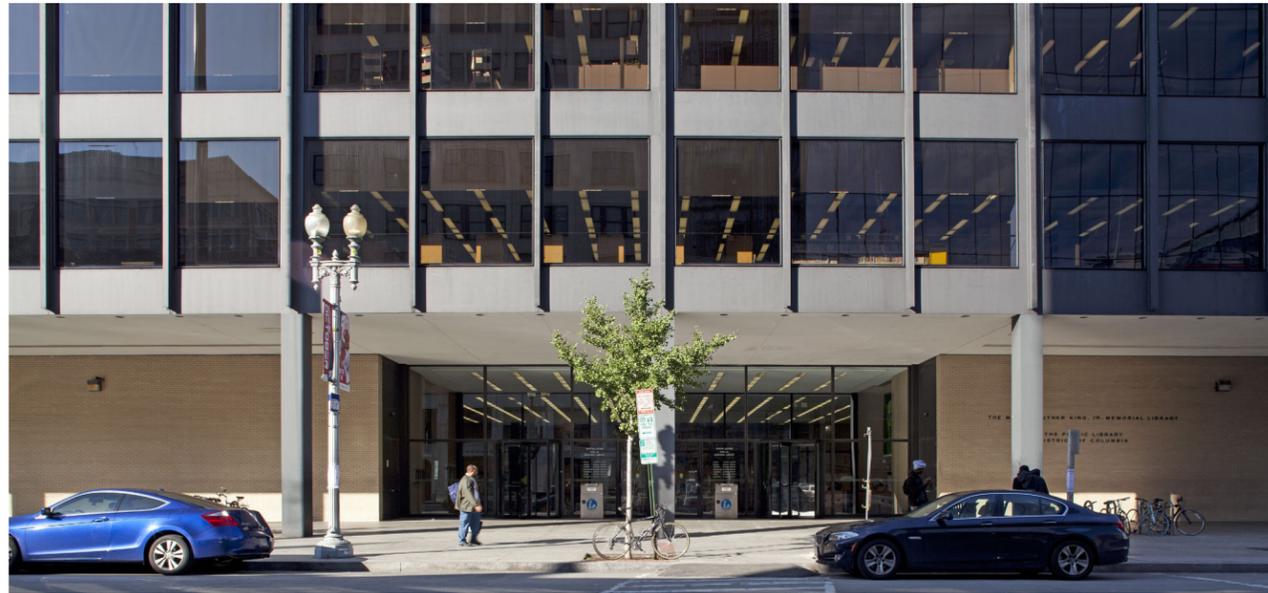
- Welcoming
- Well-lit
- Uncluttered

adjacencies

- Great Hall
- Popular Library / Café

physical spaces and features

- Security station
- Security gates for materials protection
- Waiting area with benches or stools



martin luther king jr. memorial library, main entrance

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
01. PUBLIC ENTRANCE / VESTIBULE		1,783	Great Hall and Café/Coffee Bar		1		
PUBLIC		1,763					
.01.01	VESTIBULE	1,620	-	-	-	-	-
.01.04	SEATING AREA	143	-	-	-	-	-
STAFF		20					
.01.02	SECURITY DESK 1	10	Located near entrance to observe entries and exits	-	1	For one officer; need small enclosed space for officer to store items used in the performance of job; store cones etc. Looping System for hearing impaired	2 monitors
.01.03	SECURITY DESK 2	10	-	-	-	-	-

4.1.2 the great hall

The Great Hall functions as the welcoming center of the MLK Library. The Great Hall will be one of the busiest areas in the library. Customers entering the space should be able to orient themselves and determine where to go with minimal or no assistance. Clear sight lines vertically to the two transparent cores that contain the public elevators and stairs and horizontally through to the exterior in all directions is important to help users navigate through the library.

For the most part, the Great Hall is an area that customers pass through to get to another destination, not an area where they spend a considerable amount of time. Most furniture will be movable to allow different spatial configurations and for the space to be used for public gatherings. Customers needing directions, general information or assistance borrowing or returning library materials will be helped by staff stationed at the Welcome service point or those roving in the Great Hall. The service point should be clearly visible to customers entering the space.

The service point will serve as the welcome desk and the place where some circulation activities take place. It will not be large or intimidating, but it will be designed to be clutter free with excellent wire management. The service point will not be the location where the majority of items are checked out. Space to store small quantities of essential supplies will be provided, but the majority of supplies should be kept in the staff workroom.

The flow of customers, staff, and material through the space must be efficient to avoid confusion, bottlenecks, and unnecessary steps for customers and staff.

One of the activities in the Great Hall will be customers checking out library materials they wish to borrow. The self-checkout machines will be very visible and will be the obvious place for customers to check out. Customers will have ample space to queue while they wait their turn. They will also have adequate space at each station to place personal items on the counter while they retrieve their library card and check out materials and to provide a degree of privacy.

Self pickup shelves will also be clearly visible allowing customers to easily locate their holds and proceed to the self-checkout machines. Aisles will be wide, allowing multiple customers to access their materials at the same time without bumping into one another.

Depending on the transition between the Public Entrance/Vestibule and the Great Hall, it is possible that customers will return library materials before entering this space. If that is not the case, then it must be very clear where materials are to be returned to minimize the materials being brought to the welcome desk.

The Great Hall will be adjacent to the Café/Coffee Bar and the Popular Library and will have seating for visitors using the food service, as well as popular books and magazines for customers to browse and to check out. Some exhibit area will also activate the space.

ambiance

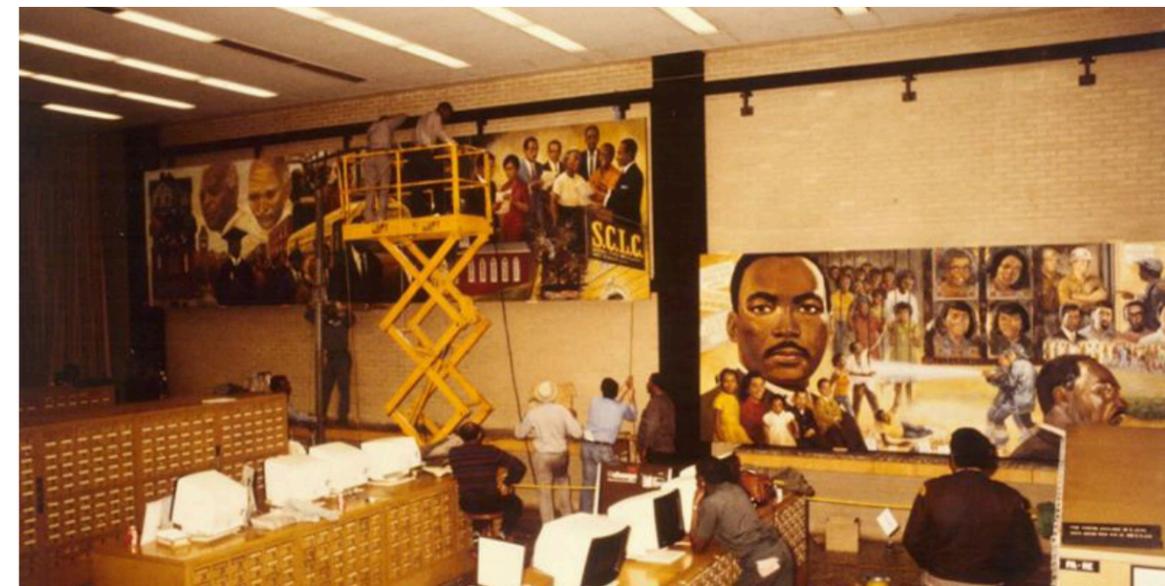
- Light-filled
- Welcoming
- Impressive – Wow factor
- Visible from street
- Dynamic
- Flexible
- Elegant
- Comfortable
- Accessible
- Open and uncluttered

adjacencies

- Public Entrance and Vestibule
- Elevators/major stairways
- Café/Coffee bar and Popular Library
- Digital Commons
- Convenient access to meeting rooms and auditorium

physical spaces and features

- Service point for 2 – 3 staff members
- Self-check terminals
- Reserve pick-up area
- Computer user signup
- Mobile shelving for temporary displays
- Mobile exhibit panels and cases for temporary displays
- Benches, stools, or other seating intended for short term use
- Café seating adjacent to café/coffee bar



martin luther king jr. memorial library - great hall

4.1.2 the great hall

02. GREAT HALL		12,349	Public Entrance/Vestibule Café/Coffee Bar Vertical connections Convenient entrance to meeting rooms and auditorium				Self-Check terminals, Check-out stations need to be spread throughout the building. Express computers MLK murals/paintings Security gates Big screens: information display of future events.
PUBLIC		10,680					
1.02.02	EXHIBITION AREA 1	1,874	-	-	-	-	Mobile exhibit panels and cases for temporary displays
1.02.03	GREAT HALL	6,752	-	-	-	-	-
1.02.04	EXHIBITION AREA 2	1,874	-	-	-	-	Mobile exhibit panels and cases for temporary displays
1.02.05	SELF-SERVICE DESK	180	-	-	-	Listed Interior	2 computers , 2 self-check out stations, pamphlets display cases
STAFF		1,669					
1.02.01	RESERVED ITEMS DESK	180	-	-	-	Listed Interior	-
1.02.03	INFORMATION DESK	175	-	-	-	Listed Interior. Consider desk space for staff to attend the Public with separate PC. Looping System for hearing impaired	3 computers, pamphlets display cases, storage
1.33.01	GREAT HALL STORAGE	996	-	-	-	For furniture and equipment	Stage, including steps; Chairs (400); Tables (30)
1.33.02	GREAT HALL STORAGE	318	-	-	-	For furniture and equipment	Stage, including steps; Chairs (400); Tables (30)
03. INFORMAL PERFORMANCE SPACE		2,439	Public Entrance/Vestibule				Self-Check terminals, Check-out stations need to be spread throughout the building.
PUBLIC		1,794					
1.03.01	INFORMAL PERFORMANCE SPACE	1,794	-	-	-	-	-
STAFF		645					
A.88.05	INFORMAL PERFORMANCE SPACE STORAGE	645	-	-	-	-	-

4.1.3 cafe / coffee bar and popular library

The café/coffee bar is the retail venue for food and beverage service at the Library. Ideally, the café/coffee bar will be open even if the library is closed to the public. It will be a place where customers and staff can go to have a light snack (sandwiches/salads/pastries), a beverage or other refreshments any hour the library is open to the public.

The café/coffee bar will be operated by an outside vendor chosen in accordance with the Library’s contracting and procurement regulations.

The vendor operating the café/coffee bar may also be providing catering for events occurring elsewhere in the library. Adequate space to prepare for these events is essential as is easy access to elevators for transporting food and beverages to the desired location as well as transporting remaining items and trash back to the café/coffee bar area for storage or disposal.

The Popular Library will be adjacent to the café allowing customers to browse and/or check out popular books and magazines. Customers can read a short article or catch up on today’s news with their coffee. Books that fly off the shelves – such as travel guides and cookbooks – may be here. There will be timely and seasonal collections, such as gardening books in Spring and holiday books in December.

ambiance

- Comfortable and casual
- Open
- Welcoming
- Clean and Inviting

adjacencies

- Direct access to the Library’s entrance
- Possible access directly from the street
- Adjacent to the Great Hall

physical spaces and features

- Service counter
- Food and beverage display units
- Tables and chairs for Café customers
- Food and beverage preparation area
- Warming ovens
- Storage for food, supplies
- Dishwasher/sinks
- Trash cans/bins
- Appropriate plumbing/electrical for café vendor

04. CAFE		5,832	Direct access to library’s entrance Great Hall Restrooms			Activate exterior space Able to be locked off from the other library sections Café will be operated by external party Signage & Wayfinding on the exterior of the building Activate exterior space	
PUBLIC		4,962					
1.04.04	CAFE SEATING AREA	2,692	-	-	-	-	-
1.04.05	OUTDOOR PATIO	2,213	-	-	-	-	-
1.32.01	CAFE FAMILY RESTROOM	57	-	-	-	-	-
STAFF		870					
1.04.03	SERVICE COUNTER	219	-	-	-	-	requirements to be confirmed
1.04.01	KITCHEN STORAGE	135	-	-	-	separate area from the food preparation and storage	-
1.04.02	KITCHEN	107	-	-	-	For food and supplies	requirements to be confirmed
A.88.07	STORAGE - CAFE	409	-	-	-	LA	-
05. POPULAR LIBRARY		5,875					
PUBLIC		5,875					
1.05.01	POPULAR LIBRARY	5,797	-	-	-	Preference for shelving allowing for clear sightlines.	2 catalogue search computers, copy/printer machine, check out stations
1.05.02	INFO-HELP DESK	78	-	-	-	-	-
06. WELCOME CENTER		2,415					
1.06.01	DC WELCOME CENTER	2,415	-	-	-	-	requirements to be confirmed

4.1.4 adult collection (fiction/non-fiction) and reading room

The adult collection will be an inviting, welcoming and inspiring space that appeals to discovery. It provides space for fiction and non-fiction for adults, access to outlets, printers and scanners; space for reading, study, browsing and relaxation.

There will be varied reading/studying places supported by a variety of furniture types: open reading and browsing areas, informal meeting areas, lounge clusters with comfortable seating, individual and group quiet areas, private study and tutoring rooms.

Seating and Display Shelving systems will be inverted: seating areas will be located adjacent to the façade for natural light and external views; display shelving will be brought to the middle of the room. There will be an area of classical/traditional library space with a lot of open book shelving and places to read, study, and research. Furniture and equipment will be designed to enable individuals to find and use library resources in privacy and comfort, with minimal distractions, in hushed reading/viewing rooms.

Collection displays, bookstore type shelving in areas, print/copy centers, download stations, and seating in both lounge and study configurations will offer varied spaces.

Clear signage is essential throughout the building, but it is especially important in this large space that will be used for a wide variety of purposes.



reading area, adult collection
library of birmingham, UK, mecanoo

ambiance

- Inviting
- Distinct from other areas of the building
- Light and relaxing
- Encourage a sense of discovery
- Display areas that reflect creativity and excitement

adjacencies

- Away from both children and teen areas.
- Easily accessible
- Study and tutoring rooms (2-4 persons)

physical spaces and features

- Collections
 - o Fiction
 - o Non-fiction
 - o International languages
 - o Reference collection
- Variety of small groups spaces (10-15 persons)
- Quiet space for reading and refuge
- Comfortable seating
- Printing and Copy Centers
- Download Stations
- Display for items created by artists

18. ADULT COLLECTION (FICTION/NON-FICTION) + READING ROOM		32,167	Physically separated from other areas of the library		18		
PUBLIC		29,744					
3.18.02	ADULT SERVICES EAST	16,041	-	-	-	Preference for shelving allowing clear sightlines.	copy/printer/scanner machine, check out stations
3.18.05	ADULT SERVICES WEST	13,703	-	-	-	Integrate space to lock up laptops/tablets in desk; integrate space to put books after browsing; one monitor that can be a dual monitor so staff can share their monitor with the public; integrate self check-out	Laptops and 1 monitor/desk; 2 catalog search computers; information display; display shelves for new arrivals
STAFF		2,423					
3.18.01	INFO-HELP DESK EAST	140	-	-	-	Integrate space to lock up laptops/tablets in desk; integrate space to put books after browsing; one monitor that can be a dual monitor so staff can share their monitor with the public; integrate self check-out	Laptops and 1 monitor/desk; 2 catalog search computers; information display; display shelves for new arrivals
3.18.03	INFO DESK EAST	78	-	-	-	-	-
3.18.04	INFO-HELP DESK WEST	140	-	-	-	Preference for shelving allowing clear sightlines.	copy/printer/scanner machine, check out stations
3.18.06	STAFF WORKROOM	1,562	-	W1	16	coat rack area, 26 lockers, printer area, storage, carts to place books browsed through	Computers, copy/scan equipment, push pin boards/notice boards, mail boxes, lockers, coat hangers.
3.18.07	STAFF MEETING ROOM	176	-	-	-	-	-
3.18.08	MANAGER OFFICE	164	-	O1	1	-	-
3.18.09	MANAGER OFFICE	163	-	O1	1	-	-

4.1.5 adult literacy

The adult literacy area will be a welcoming and inspiring space for adults to learn with a tutor or by themselves. The Adult Literacy Resource Center serves adults who need academic skills and training for employment or a promotion. The Center helps adults interested in transforming their lives by earning a high school diploma or increasing their skills to secure a living wage job.

ambiance

- Inviting
- Provides visual privacy

adjacencies

- Teen space
- Community alliances and non-profit partners

physical spaces and features

- Service Desk
- Resource materials: books and videos
- Tutoring Lab with private study and tutoring rooms, self and collaborative learning rooms, training room

14. ADULT LITERACY		7,756			12	This room needs visual privacy.	
PUBLIC		6,575					
2.14.02	A.L. BROWSING AND SEATING AREA	5,169	-	-	-	4 people table - collaborative and individual work	-
2.14.03 / 2.16.03	TRAINING ROOM	657	-	-	-	Teachers, program managers, meeting room for staff, capacity 20 people + 1 teacher	Smart board, white board, data, power plugs
2.14.04.01	ADULT LEARNING LAB	33	-	-	-	2 people	-
2.14.04.02	ADULT LEARNING LAB	33	-	-	-	2 people	-
2.14.04.03	ADULT LEARNING LAB	33	-	-	-	2 people	-
2.14.04.04	ADULT LEARNING LAB	33	-	-	-	2 people	-
2.14.04.05	ADULT LEARNING LAB	33	-	-	-	2 people	-
2.14.04.06	ADULT LEARNING LAB	27	-	-	-	1 person	-
2.14.04.07	ADULT LEARNING LAB	27	-	-	-	1 person	-
2.14.05.01	STUDY ROOM	80	-	-	-	4 people	-
2.14.05.02	STUDY ROOM	78	-	-	-	4 people	-
2.14.06	TUTORING LAB 1	186	-	-	-	10 seats	-
2.14.07	SELF-LEARNING LAB	186	-	-	-	Classroom style: 1 tutor + 9 students	10 PC's
STAFF		1,181					
2.14.01 / 2.16.01	INFO-HELP DESK	140	-	-	-	Consider desk space for staff to attend the Public with separate PC. Looping System for hearing impaired	1 computer, wall clock, pamphlets display, information boards, display shelves for new arrivals
2.14.08	STAFF WORKROOM	717	-	W1	10	Swing space for 2 people; consider more working spaces because staff number will increase. Each staff desk needs a reasonable amount of storage	Computers, copy/scan equipment, push pin boards/notice boards, mail boxes, lockers, coat hangers.
2.14.09	MANAGERS OFFICE	111	-	O1	2	-	-
2.14.10	EXTRA OFFICE	111	-	-	-	-	-
2.14.11	STORAGE ROOM	102	-	-	-	Compact shelving for book reference collections; staff accessible only	File Cabinets

4.1.6 digital and creative commons

This commons will include meeting pods, exhibit space, and space for an artist-in-residence. The pods and open areas will showcase local entrepreneurs and the creative economy. In addition, there will be public access computers and space for individual and collaborative projects. The space will allow for adjustability.

This space will house a variety of activities that will vary over time. It will be an open space with high clear volume and adaptable lighting and HVAC systems. Finishes should allow for a variety of functions, heavy use, durability and ease of maintenance.

There will be passive spaces offering similar services as the ones already provided by the Digital Commons: Research and Express computers, printing and scanning, and basic computer help. Location of the digital commons will be accessible from within the Great Hall.

ambiance

- Open, flexible
- Informal, casual
- Collaborative

adjacencies

- Easily located from main entrance

physical spaces and features

- Arrival area
- Service point
- Research and Express Computers
- Computer work stations – single
- Computer work stations – collaborative
- Meeting/study rooms that offer a range of configurations
- Collaborative work spaces

07. DIGITAL AND CREATIVE COMMONS		10,816			5	Open space, extremely flexible/expandable/subdivided	
PUBLIC		10,001					
1.07.01	DIGITAL COMMONS	2,791	-	-	-	-	-
1.07.03	EXPRESS STATIONS	718	-	-	-	-	16 computers
1.07.04	DIGITAL COMMONS COMPUTER AREA	2,002	-	-	-	-	60 computers
1.07.05	PROGRAM ROOM	482	-	-	-	-	-
1.07.09	PROGRAM SPACE	951	-	-	-	-	-
1.07.10	PROGRAM SPACE	665	-	-	-	-	-
1.07.11	PROGRAM SPACE	1,118	-	-	-	-	-
1.07.12	PROGRAM SPACE	1,274	-	-	-	-	-
STAFF		815					
1.07.02	INFO-HELP DESK	140	-	-	-	Looping system for hearing impaired.	Printer/copy machine; 2 sign up computers
1.07.06	MEETING ROOM	113	-	-	-		
1.07.07	STAFF WORKPLACES	294	-	W1	4	To reflect the public area: flexible for variety of activities including digital media production for patrons and maintenance, double doors for large equipment.	Computers
1.07.08	MANAGER OFFICE	122	-	O1	1		-
1.07.13	DIGITAL COMMONS STORAGE	146	-	-	-		-

4.1.7 fabrication factory

The Fabrication Factory will allow the Library to address community, social and technological issues, and the changing needs of users in the future.

This space will be open, extremely flexible and expandable. Ideally, the fabrication factory may be open even if the rest of the library is closed to the public. It may accommodate more traditional activity or more experiential and experimental activities. For instance, the factory will accommodate rapid prototyping, or additive manufacturing. More and more libraries understand that a space like this is critical and are in the process of creating facilities such as these that will allow them to remain relevant in the future.

This factory will include hacker spaces, co-working spaces, and spaces to assemble creative works. This space will house a variety of activities for creativity in computing and technology. The Fabrication Factory will reflect the tendency of the library of the future: collaborative working spaces where the public can share and produce knowledge with the help of the latest library software and equipment.

Location of the Fabrication Factory will be accessible from within the library, close to public spaces. The space will be configured to be flexible in its relationship to adjacent spaces with ease of reconfiguration of enclosing walls and doors to be easily sub-dividable as well.

ambiance

- Open, flexible, experimental, hi-tech
- Informal, casual
- Collaborative

adjacencies

- Easily located for public access

physical spaces and features

- Arrival area
- Service point
- Book printing machine
- Sewing machines
- Wood working shop
- Metal working shop
- Classrooms and workshop spaces to experiment with the latest technologies in rapid prototyping
- Workshop rooms with power tools and other specialized equipment
- Equipment storage
- Office space for Innovation and Prototyping staff
- Computer work stations – collaborative
- Work assembly tables
- Digital bar
- Gadget bar
- Book printing machine
- Digitization equipment and furnishings
- Technology lab



almof institute, netherlands, mecanoo architecten

08. FABRICATION FACTORY		5,847					
PUBLIC		4,591					
A.08.01	ASSEMBLY TABLES & DESIGN STATION	1,639	-	-	-	8 tables x 8 people	8 computers
A.08.03	PROTOTYPES ON DISPLAY	257	-	-	-	-	-
A.08.04	BREAK-OUT / PANTRY AREA	277	-	-	-	-	-
A.08.06	LOCKERS	282	-	-	-	-	-
A.08.07	WOOD	761	-	-	-	-	-
A.08.08	METAL	528	-	-	-	-	-
A.08.09	CNC	319	-	-	-	-	-
A.08.10	3D PRINTING	179	-	-	-	-	-
A.08.11	TEXTILE WORKSHOP	187	-	-	-	4 workstations	-
A.08.12	LASER CUTTERS	162	-	-	-	-	-
STAFF		1,256					
A.08.02	INFO DESK REGISTRATION	485	-	-	-	-	-
A.08.05	STORAGE	771	-	-	-	-	-

4.1.8 studio labs

This space will offer image and sound equipment, sound-proof rooms, and accommodate school groups, dance and yoga classes. Local bands can book a practice room, then cut and remix a demo. Active areas will incorporate collaborative working spaces where the public can share and produce knowledge with the help of the latest library software and equipment for digital video and sound.

The space will be configured to be flexible in its relationship to adjacent spaces with ease of reconfiguration by enclosing walls and doors and will be easily sub-dividable as well.

The lab will offer films screenings and conversations with filmmakers to enhance collaboration and dialogue.



interactive wall,
het hof van nederland museum, NL, mecanoo



program space,
rotterdamse schouwburg, NL

ambiance

- Open, flexible
- Informal, casual
- Collaborative

adjacencies

- Easily located from main entrance

physical spaces and features

- Classrooms and workshop spaces to experiment with the latest image and sound production software
- Recording Studio: image and sound
- Bookable meeting/study rooms that offer a range of configurations
- Collaborative work spaces
- Music Practice Rooms
- Activity/Program Rooms for dance, yoga, etc.

09. STUDIO LABS		9,019					
PUBLIC		7,891					
A.09.02	RECORDING STUDIO 1	178	Image Production	-	-	Visibility to the inside of the room, big enough to fit a band, can be used by other departments when not in use	Specific requirements and equipment for sound recording and production to be confirmed
A.09.03	CONTROL ROOM 1	62	-	-	-	-	-
A.09.04	RECORDING STUDIO 2	244	Image Production	-	-	Visibility to the inside of the room, big enough to fit a band, can be used by other departments when not in use	Specific requirements and equipment for sound recording and production to be confirmed
A.09.05	CONTROL ROOM 2	64	-	-	-	-	-
A.09.06	IMAGE PRODUCTION	198	-	-	-	Visibility to the inside of the room, green background, video/sound production, can be used by other departments when not in use	-
A.09.07	CREATIVE LAB ACTIVE COMPUTER USERS	4,019	-	-	-	Collaborative work, sound and video production, content creation using library resources.	12 computers
A.09.08	MEETING ROOM	108	-	-	-	-	-
A.09.09	PROGRAM ROOM	823	-	-	-	-	-
A.09.10	PROGRAM ROOM	837	-	-	-	-	-
A.09.11	EDITING	148	-	-	-	-	-
A.09.11	CREATIVE LAB WAITING AREA	495	-	-	-	-	-
A.09.15	SOUND LOCK	31	-	-	-	-	-
A.09.16	SOUND LOCK	29	-	-	-	-	-
A.09.17	BREAK OUT AREA	655	-	-	-	-	-
STAFF		1,128					
A.09.01	HELP-INFO DESK	78	-	-	-	-	-
A.09.01.01	STAFF POINT CHECK-IN STORAGE	109	-	-	-	-	-
A.09.01.02	STORAGE	101	-	-	-	-	-
A.09.07	STORAGE FOR CREATIVE LAB EQUIPMENT	442	-	-	-	-	-
A.09.09.01	STORAGE PROGRAM ROOM	252	-	-	-	-	-
A.09.12	STORAGE PROGRAM ROOM	99	-	-	-	-	-
A.09.13	STORAGE	23	-	-	-	-	-
A.09.14	STORAGE	24	-	-	-	-	-

4.1.9 community alliances and co-working spaces

Community alliance meeting spaces and co-working spaces will be distributed in the central area bordered by the building cores on the 2nd and 3rd floors. These spaces will accommodate alliances with various community organizations offering workforce development, health initiatives, a passport center and learning labs.

A computer training room will be offered in this area for classes.



business center
TU Delft library, NL, Mecanoo



meeting booths
rabobank headquarters, NL, Mecanoo

ambiance

- Open, flexible
- Collaborative
- Variety of meeting room types (for groups of 2-4 or 6-8)

adjacencies

- Easily located from public cores

physical spaces and features

- Arrival area
- Service point
- Meeting Rooms

11. COMMUNITY ALLIANCES		2,413					
PUBLIC		1,864					
2.11.02	TOUCH DOWN SEATING	64	-	-	-	-	-
2.11.03	TOUCH DOWN SEATING	64	-	-	-	-	-
2.11.06	MEETING ROOM	107	-	-	-	-	-
2.11.07	VIDEO VISITATION ROOM	110	-	-	-	-	-
2.11.08	PASSPORT CENTER WAITING AREA	181	-	-	-	-	-
2.11.10	OPEN MEETING ROOM	207	-	-	-	-	-
2.11.11	MEETING / CONSULTATION ROOM	76	-	-	-	-	-
2.11.12	MEETING / CONSULTATION ROOM	76	-	-	-	-	-
2.11.13	MEETING / CONSULTATION ROOM	74	-	-	-	-	-
2.11.14	MEETING / CONSULTATION ROOM	74	-	-	-	-	-
2.11.15	MEETING / CONSULTATION ROOM	74	-	-	-	-	-
2.11.16	MEETING ROOM	144	-	-	-	-	-
2.11.17	MEETING / CONSULTATION ROOM	57	-	-	-	-	-
2.11.18	MEETING / CONSULTATION ROOM	57	-	-	-	-	-
2.11.19	MEETING / CONSULTATION ROOM	57	-	-	-	-	-
2.11.20	MEETING / CONSULTATION ROOM	75	-	-	-	-	-
2.11.22	WAITING AREA COMMUNITY ALLIANCES	367	-	-	-	-	-
STAFF		549					
2.11.01	PASSPORT/ TAX FILL/ COLLEGE INFO CENTER DESK	133	-	-	-	-	-
2.11.05	PASSPORT OFFICE	107	-	-	-	-	-
2.11.09	STORAGE/ PRINTER	24	-	-	-	-	-
2.11.21	SUPPLY/ FURNITURE STORAGE	285	-	-	-	-	-

4.1.9 community alliances and co-working spaces

17. COLLABORATION, CO-WORKING AND STUDY SPACES		2,507				-	-
PUBLIC		2,069					
3.17.01	MEETING ROOM	144	-	-	-	-	-
3.17.03	MEETING ROOM	69	-	-	-	-	-
3.17.04	STUDY BOOTH	56	-	-	-	-	-
3.17.05	STUDY BOOTH	61	-	-	-	-	-
3.17.06	STUDY BOOTH	56	-	-	-	-	-
3.17.07	MEETING ROOM	72	-	-	-	-	-
3.17.08	OPEN MEETING ROOM	215	-	-	-	-	-
3.17.09	MEETING ROOM	75	-	-	-	-	-
3.17.10	MEETING ROOM	71	-	-	-	-	-
3.17.11	MEETING ROOM	76	-	-	-	-	-
3.17.12	MEETING ROOM	72	-	-	-	-	-
3.17.13	MEETING ROOM	85	-	-	-	-	-
3.17.14	MEETING ROOM	111	-	-	-	-	-
3.17.16	STUDY ROOM	101	-	-	-	-	-
3.17.17	MEETING ROOM	59	-	-	-	-	-
3.17.18	STUDY BOOTH	59	-	-	-	-	-
3.17.19	STUDY BOOTH	59	-	-	-	-	-
3.17.20	STORAGE	218	-	-	-	-	-
3.17.21	STUDY BOOTH	59	-	-	-	-	-
3.17.22	MEETING ROOM	129	-	-	-	-	-
3.17.23	OFFICE	111	-	-	-	-	-
3.17.24	OFFICE	111	-	-	-	-	-
STAFF		438					
3.17.02	STORAGE	292	-	-	-	-	-
3.17.15	INFORMATION DESK	146	-	-	-	-	-

4.1.10 children's library

The Children's Library provides space for collections, technology and other educational and recreation resources, programs and technology for children from infancy through age twelve to create high quality learning opportunities. Distinct ambiances and areas will appeal to children of all ages – colorful, playful, enticing, and comfortable, encouraging them to stay without wanting to leave.

Parents, caregivers, child care providers, and teachers are also welcome in this library space as they are important mentors for their child's development. It will be a place for enjoyment, for learning, for study and for group participation as well as use by individual children. Collaborative learning spaces will enable children to learn with each other. A theme that resonates with the children of the District should tie the spaces listed below together.

Books are important and ample space will be devoted to an irresistible collection of children's books at the forefront. Low shelving will enable staff to see and supervise the entire area. Furniture and fixtures will be appropriately sized for their intended users and fun furniture elements in the space will incorporate soft and colorful hues that resonate with the age group.

The service point will be strategically placed to both welcome visitors and provide sight lines throughout the area. It should be especially inviting for the youngest of customers with appropriate height surfaces, free from visual obstructions. This will be the primary location from which staff will provide assistance to customers in the children's library.

early childhood literacy space (discovery center)

This vibrant and stimulating area will be devoted to serving young children (birth to age 5). A key component of the area will be a space designed for children to interact with developmentally appropriate toys and books.

Comfortable seating for caregivers to enjoy will enable them to participate in their child's play and reading. A mix of interactive floor and wall toys and manipulatives will be accommodated.

Fixtures and furnishings should be used to provide definition to the space to encourage interactive play in the specific area. The collection should be displayed in low bins encouraging children to help themselves. Early literacy computers that can be used by children and their parents will be provided.

school age children space (ages 6-12)

The priority for this space is supporting young people's reading and learning interests and success in school. As the area transitions from serving the very young, the focus transitions from play to study and discovery.

This area has appropriately sized tables and chairs to accommodate groups of two and four children. Age appropriate fiction and non-fiction collections on low shelving populate the space. The collection must be logically arranged so children can easily find materials without the assistance of their parents or library staff.

Attractive retail-like display fixtures will offer ample space to display new, seasonal and popular materials. Quiet space for homework/study, supporting young people's reading and learning interests and success in school will be provided. Computer workstations that allow collaborative work will also be provided.

Some comfortable seating will encourage youth to settle in with a good book. This is also a space for fun. A gaming corner with flat screen TV will be provided as well as storage for gaming equipment and accessories.

story time / craft space

An inspiring space where children can explore their creative side, this program space will accommodate a variety of activities and group sizes. It will be possible for the space to be available for use by parents and children when it is not being used for library programs.

Of course story times are a priority but the space will be very flexible. Since the room will be used for programs for older children as well as infants and toddlers, it is essential that décor be appropriate for children of all ages. The ideal space is wide open and includes a place to display books and toys.

It should stimulate the imagination but not distract from programming. There will be perimeter bench seating for parents/caregivers and possibly an option for them to observe programming from outside the room.

The room will be equipped to offer multimedia programming. Because the room may be used for art projects and snack preparation, it will include a counter with a sink. An adjacent, large lockable storage room with built in shelves and cupboards is essential as well as adequate space to store chairs, tables, and supplies.

exhibit / display area

An exhibit area will display items created by children and/or temporary exhibits from museums or other organizations. The space must be flexible and not look empty when nothing is on display.

The children's restrooms will be child-friendly, easily accessible for children and caregivers, and will be equipped with changing tables. The restrooms will be lockable and clearly visible from the staff service point. There will also be a lactation room in the Children's Library.



children's area
library of birmingham , UK, mecanoo

4.1.10 children's library

ambiance

- A physically separate space from the rest of the library
- Distinct ambiance that appeals to children of all ages – colorful, playful, enticing, comfortable.
- Zoned for service to various age groups: early childhood (birth to age 5), elementary school aged children, tweens.
- Quiet space for homework/study
- Comfortable place for families to read and interact
- Easy-to-clean surfaces and flooring, furniture
- Size/age appropriate furniture and equipment
- Early literacy manipulatives, resources and technology in one distinct area

adjacencies

- Easy access to space and rooms for programs
- Parents and children should not need to walk through adult services areas to get to the Children's Library
- Separate from main adult services area and teen area
- Easy access to meeting rooms for programs

physical spaces and features

- Service point with sightlines to entire space and highly visible to users
- Self-checkout stations
- Lactation Room
- Children's restrooms

early childhood literacy space (discovery center)

- Collections (print and media)
- Computers
- Seating
- Family Reading area
- Play area with manipulatives
- Stroller parking

school age children space

- Collections (print and media)
- Computers
- Seating
- Gaming area
- Story/Craft program space
- Exhibit/Display area

4.1.10 children's library

12. CHILDREN'S HUB		17,631			9	Floor finishes appropriate for relevant activities: NO CARPET Open space where furniture establishes the boundaries; no screens in this area; light control system; colored lighting to create atmosphere. Low shelving for space overview	Technology with educational purposes Magnetic/ Pin point boards to hang information about programing Charging Tables
PUBLIC		16,515					
2.12.02	CHILDREN'S READING AND BROWSING AREA	4,848	-	-	-	-	
2.12.03	EXHIBITION/DISPLAY AREA	105	-	-	-	-	-
2.12.04	TROLLEY PARKING	88	-	-	-	Each stroller for 6 children = 15 SF	-
2.12.05	EARLY LITERACY	975	-	-	-	Appropriate seating for caregivers. Toys display for different age groups	-
2.12.06	HOMEWORK AREA	1,282	-	-	-	-	-
2.12.07	COMPUTER AREA	316	-	-	-	-	2 computers for early literacy; 9 computers for 5-12 years old
2.12.08	FICTION	2,487	-	-	-	-	-
2.12.09	PICTURE BOOKS	2,012	-	-	-	-	-
2.12.10	STORY TELLING	959	-	-	-	Capacity for 100 people; flexible and adaptable to other uses; appropriate seating for parents and caretakers; control and safety are a concern; ADA compliance; more creative and inspiring room. furniture: comfortable seating for childrens and caretakers, toy boxes, book boxes.	-
2.12.11	NON-FICTION	1,453	-	-	-	-	-
2.12.12	BIOGRAPHIES	653	-	-	-	-	-
2.12.13	PROGRAM ROOM	836	-	-	-	Sink and cupboards	Multimedia equipment: projector, projection wall
2.12.14	FAMILY RESTROOM	56	-	-	-	Clear visibility	-
2.12.15	FAMILY RESTROOM	86	-	-	-	Clear visibility	-
2.12.16	LACTATION ROOM	175	-	-	-	Clear visibility	-
2.31.01	SLIDE CHILDRENS HUB	184	-	-	-	-	-
STAFF		1,116					
2.12.01	INFO-HELP DESK	78	-	-	-	-	-
2.12.17	STAFF WORKROOM	890	-	W1	8	Adjacent to children's library; shared with Teen Staff	-
2.12.18	MANAGER OFFICE	148	-	O1	1	-	-

4.1.11 teen area

The Teen area includes the collections and services targeted to meet the educational and recreational needs of young adults ages 12-19. It is a student-centered learning area, that empowers teens and makes them active participants in the learning process. It is based on solving open-ended problems or creating some sort of a “product” which could be anything from a report, a poster or a video.

The space will be distinct and easy to access from the main entrance. It will be very clearly visible through the use of space, transition space, scale, furnishings, and color, relying to the least extent possible on signage. Areas for collaborative learning and collaborative work spaces will be essential. Transparency and clear visibility between the different activities will encourage teens to be inspired by each other.

The homework center at MLK Library is a place for teens to work together and get assistance on school related activities and tasks. Furnishings in this area include lounge seating, table seating and booth style seating in a flexible space that will allow for easy configuration of the furnishings to accommodate various activities and groups.

Since many of the teens will have their own electronic devices (phones, tablets, laptops etc.), it is essential that the teen area have power outlets everywhere the teens might be sitting or interacting with one another. Public computers will be accessible as well.

The Teen area is characterized by varied reading/studying places supported by a variety of furniture types: open reading and browsing areas, informal meeting areas, lounge clusters with comfortable seating, individual and group quiet areas, private study and tutoring rooms.

The Teen space will be a distinct area, but teens should feel welcome to work and lounge in many other parts of the library such as the creation lab and the fabrication factory.

ambiance

- Colorful and inviting to teens
- Flexible
- Very contemporary
- Comfortable
- Combination of quiet spaces and spaces where noise level may be high

adjacencies

- Elevators or main staircase
- Access to Center for Innovation and Prototyping and Creation Lab
- Distinctly separate from Children’s Library
- Adult Literacy

physical spaces and features

- Arrival area
- Service point with good sight lines
- Teen print collection
- Teen magazine collection
- Teen media collection
- Informal/lounge seating
- Tables/chairs geared to teens
- Gaming area
- Computer work stations – individual
- Computer work stations – collaborative
- Meeting rooms in a range of sizes
- Reading/studying spaces supported by a variety of furniture types
- Exhibition space
- Equipment storage
- Staff offices



study rooms
R3 building in fontys rachelsmolen campus, NL, mecanoo



teen area
sterren college, NL, mecanoo

4.1.11 teen area

13 TEEN AREA		5,153	Separated from children's library No visual connection with children's library			Flexible space to allow variety of activities Transparency and visibility between the different activities: "to see and be seen" Mostly based on Self Service Inspiring and distinguishing design Furniture to support collaborative working Teens should not feel supervised	Screens to advertise their programs 2 computers for catalog consultation
PUBLIC		5,075					
2.13.02	TEEN AREA SEATING AND BROWSING AREA	2,859	-	-	-	Low shelving to allow for overview. Teen project display, information, new arrivals	-
2.13.03	LOUNGE AREA	427	-	-	-	-	
2.13.04	POD ZONE	369	-	-	-	-	
2.13.05	COMPUTER AREA	762	-	-	-	-	20 computers
2.13.06.01	TEEN STUDY ROOM	97	-	-	-	4 people	-
2.13.06.02	TEEN STUDY ROOM	71	-	-	-	2 people	-
2.13.06.03	TEEN STUDY ROOM	71	-	-	-	2 people	-
2.13.06.04	TEEN STUDY ROOM	71	-	-	-	2 people	-
2.13.06.05	TEEN STUDY ROOM	72	-	-	-	2 people	-
2.13.06.06	TEEN STUDY ROOM	71	-	-	-	2 people	-
2.13.06.07	TEEN STUDY ROOM	71	-	-	-	2 people	-
2.13.06.08	TEEN STUDY ROOM	71	-	-	-	2 people	Copy/printing machine, storage
2.13.07	CART STORAGE	63	-	-	-	Equipment, suplies and furniture	-
STAFF		78					
2.13.01	INFO-HELP DESK	78	-	-	-	Good sightlines, looping system for hearing impaired, 2 computers, storage, printer	-

4.1.12 special collections

One of the most important library resources is the archived material related to the history of the Nation's Capital and African American culture, the Washingtoniana and Black Studies collections. Special Collections provides a destination that encourages the public to move upwards in the building and get in contact with all other library services.

The defined space for the Library's major special collections: Washingtoniana and Black Studies will be used by researchers, students and those interested in D.C. history that need to access the Library's unique collections in both print and digital formats. Study tables and chairs will have sufficient space to spread out larger items like maps, newspapers, and atlases. The collections in this area are non-circulating.

A service point will be instantly visible to people entering the room. Not imposing, it will allow adequate space for a staff member to perform some tasks when not serving customers. It should serve as a visual deterrent to discourage customers from going into secure areas unless they are escorted by a staff member.

Display areas and vitrines for exhibiting items from the collection will allow users to experience the library's treasures. Periodically, the library may host exhibits from private collections, other libraries, and museums. It is essential that the display areas be secure and visible from the service desk.

This space requires specific environmental controls on temperature and humidity as well as a more secured environment than the general areas of the library. Small lockers for library users' belongings will be included just off the entry to the space.

A staff workroom, digital lab, secure stacks and space for preservation activities will have a back-of-house access to the public reading room.

ambiance

- Reflect the Black Studies collection and the history of Washington, D.C. in a more formal and traditional way than other parts of the Library
- High quality finishes
- Quiet, contemplative, intellectual
- Potential to include more permanent art from collection in reading room

adjacencies

- Away from Children's Library, Teen area, and Fabrication Factory

physical spaces and features

- Service point
- Reader seats and tables
- Comfortable lounge seating
- Technology for exploring digital collections and creating products using the library's resources
- Exhibition space in the lobby of this floor, as visible as possible
- Collections
 - Books
 - Bound periodicals
 - File cabinets
 - Map cases
 - Photographs
 - Microfilm
 - E-resources
- Allow for growth of collections in paper and photographs
- Security
- Digitalization lab for staff
- Preservation space for staff
- Compact shelving
- Spaces to conduct genealogical research
- Docent spaces
- Exhibit shelves and rooms
- Pre-function spaces
- Storage spaces



research space,
library of Birmingham, UK, mecanoo



exhibition area,
het hof van nederland museum, NL, mecanoo

4.1.12 special collections

21. SPECIAL COLLECTIONS		31,160	Adult Services Away from Children's Area, Teen Area, Center for Innovation and Prototyping		20		Computer, wall clock, display of information and new arrivals; digital boards to advertise programs
PUBLIC		15,002					
4.21.12	OPEN BOOK COLLECTION AREA	3,820	-	-	-		Tables, chairs, printer/copy machine, 2 catalog consultation PC
4.21.13	MAP AREA	917	-	-	-	Large tables for maps and other large items; map cabinets. Together with Public Secure Materials	Computer research data base, catalog consultation, video/DVD player; lockers
4.21.15	JEWEL BOX	2,573	-	-	-		-
4.21.16	AUDIO/ VISUAL/ MICROFICHE	1,972	-	-	-		18 microfilm readers, microfilm scanner
4.21.17	SUPERVISED RESEARCH AREA	2,715	shared with exhibition area	-	-	Needs to have clear sightlines from public desk. 16 seats in large tables	-
4.21.18	SPECIAL COLLECTIONS MEETING POINT	1,824	shared with exhibition area	-	-		-
4.21.19	INFO-HELP DESK	79	-	-	-	Looping System for hearing impaired; clear sightlines, special to the controlled secure area	-
4.21.20	CONTROLLED STUDY AREA	803	-	-	-		-
4.21.21	INFO-HELP DESK	78	-	-	-		Computer research data base, catalog consultation, lockers
4.21.22	INFO-HELP DESK 2	78	-	-	-		
4.19.03	GROUP BOOTH	56	-	-	-	4 people	-
4.19.04	GROUP BOOTH	16	-	-	-	2 people	-
4.19.05	GROUP BOOTH	55	-	-	-	2 people	-
4.19.06	GROUP BOOTH	16	-	-	-	4 people	-
STAFF		16,158					
4.21.01	MANAGER OFFICE	175	-	O1	1		-
4.21.02	MANAGER OFFICE	175	-	O1	1		-
4.21.03	STAFF WORKROOM	5,406	-	W1	20	Staff can work all together. Adjacent to Special Collections Reading Room and Appointment Area.	Computers, Copy/Scan Equipment, large tables for maps and other large items, push pin boards/notice boards, mail boxes, lockers
4.21.04	PROCESSING ROOM	329	-	-	-		-
4.21.05	PROCESSING ROOM	182	-	-	-		-
4.21.06	PROCESSING ROOM	167	-	-	-		-
4.21.07	"DR. KING" PROJECT ROOM	478	-	-	-		-
4.21.08	EXHIBIT PREPARATION ROOM	362	-	-	-		-
4.21.09	DIGITIZATION	173	-	-	-		-
4.21.10	VAULT	184	-	-	-	Climate controlled archive	-
4.21.11	CLIMATE CONTROL ARCHIVE	5,530	-	-	-	Archives can be located in another area of the building and with appropriate temperature and humidity control. All items to be stored in Compact Shelving.	-
4.21.12	CLOSED STACKS AREA	2,385	-	-	-		-
A.88.08	SPECIAL COLLECTIONS STORAGE	612	-	-	-		-

4.1.13 center for accessibility (formerly adaptive services)

The primary audience for the Center for Accessibility are customers with visual, auditory, and mobility disabilities. Wide aisles will ensure that customers can easily navigate the area. Compliance with ADA is essential throughout the library, but in this area, more than mere compliance is essential. The space will be suited for specialized equipment to access information or create content, for users to attend programs or access the Internet, or to consult library staff for information and reference purposes.

The Center will be conveniently located near elevators and restrooms. Specialized technology is a key component of service delivery to this target audience. Some workstations will provide space for two people to work together.

The Center offers classes and programs on a regular basis. Classrooms located near the Center will be easily accessible by Center visitors. A small meeting room that is looped will enhance participation by clients with audible disabilities. Staff of these departments will have their office spaces in this area.

Furniture will be adaptable for special needs: height adjustable tables and chairs will be provided. Signage will be adapted to customer needs in large letters and in Braille.

The space will accommodate learning/exploring/reading/browsing services and resources adapted to learning challenges: Braille books, periodicals and newspapers for adults and children; audio books, magnifying scanner, magnifying stations, adapted video-phone booth, and gaming stations for adaptive technology.

ambiance

- Inviting and welcoming
- Open, not crowded or cluttered
- Lighting that can accommodate the special needs of the clientele
- Way-finding and other signage in large letters and Braille

adjacencies

- Close to elevators for ease of access for individuals with visual or mobility issues
- Close to accessible restrooms
- Close to a small meeting room that is looped to enhance participation by clients with auditory disabilities

physical spaces and features

- Collection
- One service desk with space for consultation between user and library staff
- Public access computers
- Specialized equipment for users with visual, auditory, and mobility disabilities
- Small recording booth that is used by volunteers to record books for distribution
- Secure storage for collection and equipment
- Workspace to process incoming and outgoing collections and equipment
- Training room
- Meeting room that is "looped" for hearing impaired customers
- Team rooms, and project rooms with transparent walls
- Adaptable furniture

16. CENTER FOR ACCESSIBILITY		7,392	Egress stairs and elevators. Main concern is evacuation in case of emergency		10	ADA compliance Handicap use the other facilities and services available in the library, they are not constrained in one space; Space won't grow but it will be decentralized Independent working hours
PUBLIC		6,507				
2.16.02	CFA BROWSING AND SEATING AREA	5,875	-	-	-	-
2.16.04.01	INDIVIDUAL BOOTH	23	-	-	-	-
2.16.04.02	INDIVIDUAL BOOTH	23	-	-	-	-
2.16.04.03	INDIVIDUAL BOOTH	23	-	-	-	-
2.16.04.04	INDIVIDUAL BOOTH	23	-	-	-	-
2.16.05.01	MEETING ROOM/ LEARNING LAB	240	-	-	-	10 seats
2.16.05.02	MEETING ROOM / LEARNING LAB	131	-	-	-	6 seats
2.16.05.03	MEETING ROOM / LEARNING LAB	82	-	-	-	4 seats
2.16.06.01	GROUP BOOTH	44	-	-	-	4 seats
2.16.06.02	GROUP BOOTH	43	-	-	-	4 seats
STAFF		885				
2.16.07	MANAGER OFFICE	162	-	O1	1	Preparation of materials to be sent/received to registered customers
2.16.08	STAFF WORKROOM	603	-	W1	8	-
2.16.09	RECORDING BOOTH	55	-	-	-	-
2.16.10	TAPE TECHNICIAN	65	-	O1	1	-

4.1.14 computer learning (included with adult literacy and center for accessibility)

The computer learning center will offer free computer classes that provide hands-on training for adults, to be complemented by flexible computer learning spaces throughout the building. The aim is to foster confident computer users in the library, at work, at home or when looking for a job.

ambiance

- Inviting
- Distinct from other areas of the building
- Light and relaxing

adjacencies

- Close to public cores

physical spaces and features

- Computer Lab to accommodate 30 people



computer space in TU Delft library, Netherlands, mecanoo architecten

4.1.15 meeting and conference center

The anticipated event spaces are for library patrons to attend programs, meetings, and civic or cultural events presented by the Library and by outside groups or organizations. A variety of meeting and event spaces will be located throughout the library and will be available to outside organizations.

These spaces range in size from small meeting rooms that will accommodate four people to a fixed-seat auditorium that accommodates 300 persons. Amenities such as green rooms, changing rooms, and restrooms will be close by for event planners and presenters to use. Larger meeting rooms will be located in the same area so they can take advantage of amenities such as pre-function space, restrooms, small kitchens, and storage areas for tables, chairs, and other equipment.

The auditorium will be the venue for lectures, presentations, concerts, and much more thanks to its state of the art technology and superb acoustics and will be the highlight of the new library. This raked fixed-seat auditorium seating a minimum of 300 people will be one of the highlights of the new MLK library.

conference center

Meeting rooms of various sizes seating 50 – 100 people will be located adjacent to one another to facilitate conferences, library events, and meetings for outside groups that require multiple break out rooms.

pre-function space and exhibit space

Space is needed outside the auditorium and the meeting complex for people to gather before events, register for meetings, and enjoy refreshments. Ideally one pre-function space would serve the Auditorium and the Conference Center.

storage

Space is required to store tables, chairs, equipment, and supplies. Some of this storage can be associated with specific meeting rooms or the auditorium. Alternatively, a majority of these items could be stored in one location with convenient access to the Conference Center and/or the Auditorium.

catering kitchen

A kitchen should support the Conference Center and the Auditorium. These will primarily be used to serve and store beverages and food prepared at other locations.

restrooms

The size and location of restrooms must take into account that there will be peak demand periods for the facilities during intermissions, breaks, and meal times.

meeting rooms

There will be some meeting rooms throughout the library. Some of these will accommodate 2 – 4 people while others will accommodate up to 40 people. These should be designed and located in a manner that permits easy monitoring by library staff. Meeting or events requiring larger spaces will be held in the conference center.

ambiance

- Inspiring
- Creative
- Exciting
- Comfortable
- Clean and well-maintained
- Tech-friendly
- Acoustically appropriate

adjacencies

- Accessible from the Foyer/Entrance for use both when the Library is open to the public and after hours
- Near elevator/escalators/staircases
- Easy access to the catering kitchen to facilitate delivery of food/beverages

physical spaces and features

- Auditorium/theater (fixed seating and raked floor) with green room, restrooms and dressing room
- Pre-function room for gathering prior to programs and for queuing
- Various size meeting rooms for groups located throughout the library
- Catering kitchen for use by Library and outside caterers
- Storage for piano, seating, tables, podia, etc.



gallery space, library of Birmingham, UK



exterior performance space, library of Birmingham, UK



studio-theater, library of Birmingham, UK, mecanoo architecten

4.1.15 meeting and conference center

19. EXHIBITION AREA		7,758			0		
PUBLIC		7,758					
4.19.01	EXHIBITION SPACE EAST	3,879	-	-	-	Exhibition Area would have intervention of Exhibition Designers. Space needs to be bigger than what they currently have. Allow for interactive/media exhibitions. Room enough to hold programs - multiple use space. There will be 2 permanent exhibitions: "Dr. King in Washington" and "Washington History"; and a rotating exhibition area. Display cabinets must be able to secure the items exhibited; acoustic rated	-
4.19.02	EXHIBITION SPACE WEST	3,879	-	-	-		-
20. AUDITORIUM		12,895					
PUBLIC		9,945					
4.20.01	AUDITORIUM L4	2,405	-	-	-	300 people - venue for lectures, presentations, concerts, good accoustics	-
5.20.02	AUDITORIUM L5	1,940	-	-	-		-
5.30.02	CIRCULATION / EVENT SPACE EAST	2,818	-	-	-	Gathering space prior to programs, ideally shared by the auditorium and meeting complex. Beverages and food will also be served in this space.	tables and chairs
5.30.03	CIRCULATION / EVENT SPACE WEST	2,782	-	-	-		
STAFF		2,950					
5.20.01	CLOAKROOM / BAR	185	-	-	-		-
5.20.03	CLOAKROOM/BAR	200	-	-	-		-
4.20.02	CORRIDOR BACKSTAGE	340	-	-	-		-
4.20.03	SOUNDLOCK BACKSTAGE	56	-	-	-		-
4.20.04	REHEARSAL ROOM BACKSTAGE	161	-	-	-	Piano, furniture	-
4.20.05	GREEN ROOM BACKSTAGE	228	-	-	-		-
4.20.06	SHOWER AND RR ADA BACKSTAGE	84	-	-	-		-
4.20.07	DRESSING ROOM BACKSTAGE ADA	62	-	-	-		-
4.20.08	SHOWER AND RR BACKSTAGE	47	-	-	-		-
4.20.09	DRESSING ROOM	81	-	-	-		-
4.20.10	STORAGE BACKSTAGE	301	-	-	-		-
4.20.11	ARTISTS ENTRANCE BACKSTAGE	69	-	-	-		-
5.82.03	CLOAKROOM STORAGE	83 SF	-	-	-		-
5.82.05	CLOAKROOM STORAGE	117 SF	-	-	-		-
A.88.06	AUDITORIUM STORAGE	1,136	-	-	-		-
22. CONFERENCE CENTER		5,306	accessible from the foyer entrance near elevator/ escalators/staircase			Used by staff and external organizations Independent opening hours	
PUBLIC		5,306					
4.22.01	MEETING ROOM	1,013	-	-	-	maximum capacity approx. 50 people	-
4.22.02	MEETING ROOM	604	-	-	-	maximum capacity approx. 40 people	-
4.22.03	MEETING ROOM	604	-	-	-	maximum capacity approx. 40 people	-
4.22.04	MEETING ROOM	604	-	-	-	maximum capacity approx. 40 people	-
4.22.05	MEETING ROOM	604	-	-	-	maximum capacity approx. 40 people	-
4.22.06	MEETING ROOM	1,013	-	-	-	maximum capacity approx. 50 people	-
4.22.07	MEETING ROOM	864	-	-	-	maximum capacity approx. 70 people	-
23. EVENTS SPACE		4,616					
PUBLIC		3,190					
5.23.02	FLEXIBLE EVENT SPACE	3,190	-	-	-		-
BACK OF HOUSE		1,426					
5.23.01	CATERING KITCHEN	585	-	-	-		-
A.88.09	EVENT STORAGE	841	-	-	-		-
24. ROOF TERRACE		30,002					
PUBLIC		17,130					
5.24.01	ROOF TERRACE	17,130	-	-	-		-
NON-PUBLIC		12,872					
5.24.02	NON-ACCESSIBLE ROOF TERRACE	12,872	-	-	-		-

4.2 non-public spaces - level A

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
57. CIRCULATION SERVICES		1,393			10		
A.57.01	CIRCULATION SERVICES MANAGERS	241	–	O1 SHARED	2	–	–
A.57.02	STAFF WORKROOM FOR LIBRARY TECHNICIANS	1,152	–	W1	8	–	–
60. MARKETING AND COMMUNICATIONS		1,240	Graphics & Duplicating AV Department		4		
A.60.08	AV TECHNICIAN	69	level A	W1	1	–	–
A.60.09	TECHNICIAN CHECK OUT	52	level A	W1	1	–	–
A.60.10	RECEPTION / SERVICE DESK FOR AV CHECK-OUT	220	level A	W1	1	–	–
A.60.11	VIDEO EDITING	193	level A	W1	1	–	–
A.60.12	STORAGE FOR AV EQUIPMENT	353	level A	–	–	–	–
A.60.13	AV EQUIPMENT REPAIR & ASSEMBLY	353	level A	–	–	–	–
64. PUBLIC SAFETY		3,076			9	11 working at MLK; all have weapons storage @ MLK	
A.64.01	CHIEF PUBLIC SAFETY OFFICE	141	Officer's Workroom	O1	1	–	Digital Monitoring - 5 large monitors for security viewing
A.64.02	LIEUTENANT OFFICE	138	Officer's Workroom	O1	1	Enclosed Space	Digital Monitoring - 5 large monitors for security viewing
A.64.03	SERGEANTS' OFFICES	242	Officer's Workroom	W1	4	shared workspace; all at MLK	–
A.64.04	OPERATIONS MANAGER	159	Officer's Workroom	O1	1	–	–
A.64.05	INTERVIEW ROOM	139	–	–	–	Used to interview crime victims; can be used if sergeant needs a space to work	–
A.64.06	CAPTAIN	158	–	O1	1	Enclosed Space	Digital Monitoring - 5 large monitors for security viewing
A.64.07	MANAGEMENT ANALYST	62	–	W1	1	Enclosed Space - handles confidential information	–
A.64.09	DETAINMENT ROOM	99	Away from public entrance and public view; Close to back exit of building; must be monitored by staff.	–	–	For holding detainees until DC Police arrive, Counter for 2 officers w/ PC's Detainment areas- 2 or 1 person each located close to garage exit; need workspace for completing paperwork	–
A.64.10	COMMAND CENTER	147	Near Officer's Workroom & Meeting Room	–	–	For monitoring activity at MLK Library & in all of the branches All incoming Public Service Calls come in here; distributed as needed	6 monitors, seating for 2 officers
A.64.11.01	OFFICER'S LOCKER ROOM - MALE	130	Officer's Workroom & Meeting Room	–	–	Men's & Women's w/ locker room: 10 lockers in ea. 30 men; 10 women	–
A.64.11.02	OFFICER'S LOCKER ROOM- FEMALE	142	Officer's Workroom & Meeting Room	–	–	Men's & Women's w/ locker room: 10 lockers in ea. 30 men; 10 women	–
A.64.12	WEAPONS SECURE STORAGE	160	Officer's Workroom & Meeting Room	–	–	All officer's including ones working at branches, lockers & fireproof	–
A.64.13	AMMUNITION SECURE STORAGE	195	Officer's Workroom & Meeting Room	–	–	Locked cage/room w/ shelves & fireproof; also used as logistics room-uniforms, cones	–
A.64.15	SEGWAY STORAGE	102	Officer's Workroom & Meeting Room	–	–	2 vehicles	–
A.64.16	OFFICER'S WORKROOM/ MEETING ROOM	469	Public Safety Chief	–	–	For paperwork, roll call (up to 12 people), meetings & training Workspace for 2 (timesheets, email, etc), 22 officer's: 6 at MLK; 16 at branches	2 PC's, all have lockers at MLK
A.64.17	BADGE	62	–	W1	–	–	–
A.64.19	UNISEX RESTROOM	57	–	–	–	–	–
A.64.20	LOGISTICS	474	–	–	–	–	–

4.2 non-public spaces - level A

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
65. INFORMATION TECHNOLOGY (IT)		3,573	Director & Deputy Director Executive Offices Procurement Budget Office Systems Librarian & IT Specialists Loading Dock/Shipping & Receiving		17		
A.65.02	IT DEPUTY DIRECTOR	159	-	O1	1	-	-
A.65.03	SYSTEMS LIBRARIAN	78	-	W1	1	-	-
A.65.04	IT SPECIALISTS OFFICES	1218	-	W1	15	6' min. work counter/person	-
A.65.05	SERVER ROOM FOR DCPL SYSTEM	490	-	-	-	-	-
A.65.06	STAGING ROOM	811	-	-	-	Room needs double doors	-
A.65.07	STORAGE - ELECTRONIC EQUIPMENT	817	-	-	-	Needs organized layout & deep shelving; room w/double doors	-
67. SHIPPING & RECEIVING		877	Loading Dock Freight Elevator Elevators MLK Library Circulation System Supplies			1 or 2 Proposed Positions	
A.67.01	WORKROOM / MAILROOM COMBINATION	877	-	-	-	Counter for mail sorting (mail sorter above)- 8' long Counter for packages- 8' long Counter- PC- Mail Equipment/work, Counter- 3 PC's- for staff business	-
68. FACILITIES STORAGE		4,298	Staff Workroom Locker & Lounge Supervisor Office Loading Dock Freight Elevator Elevators Shipping & Receiving Trades		29		
A.68.01	SUPERVISORS	168	-	W1	3	Three desk/workstations. Space can be shared as they are all on different shifts	-
A.68.02	WORKROOM / CUSTODIAN WORKER	582	-	-	26	-	-
A.68.03	LOCKER ROOM MALE	379	Lounge	-	-	Locker room, it can shared by all facilities staff	-
A.68.04	LOCKER ROOM FEMALE	410	Lounge	-	-	Locker room, it can shared by all facilities staff	-
A.68.05	MEETING SPACE	789	-	-	-	Multi-Purpose-40 people & chair/table storage, shared space for Custodians & Trades: For Daily Custodian Stand-Up (roll call when reporting for duty) for Training Center used as: Regular meetings, Training on new equipment, new cleaning products/methods	-
A.68.06	STORAGE - CENTRAL EQUIPMENT	540	Central Supplies-Cleaning	-	-	-	-
A.68.08.01	CUSTODIAL STORAGE	427	-	-	-	-	Slop Sink, shelving for supplies, space for clean cart, vacuum, broom, mop & pail, caution 'wet floor' equipment, etc. safety equipment (eye wash station)
A.68.08.02	CUSTODIAL STORAGE	450	-	-	-	-	-
A.68.09	OFFICE SUPPLIES CENTRAL STORAGE	470	-	-	-	-	-
A.68.10	JANITORIAL LA	27	-	-	-	-	-
A.68.11	JANITORIAL LA	28	-	-	-	-	-
A.68.12	JANITORIAL LA	28	-	-	-	-	-

4.2 non-public spaces - level A

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
69. CARPENTRY & EQUIPMENT SPACE		3,808	Capital Projects & Risk Management Mechanical Systems Loading Dock Locker Room Training Center		6		
A.69.01	SUPPORT SERVICES MANAGER / CHIEF ENGINEER	130	-	O1	1	Located with staff in 20	-
A.69.02	CONTROL ROOM / WORKROOM / SHOP	514	-	Enclosed space due to noisy environment; work surface for 4-5 engineers	4	4 workstation PCs, 4 monitors for controls at branches, large screen, utility sink	6 x 3 x3 Refrigerant Locker; 6 x 3 x 3 cylinder locker
A.69.03	PLUMBER	324	-	W1	1	can be housed with engineering staff--need storage	-
A.69.04	CARPENTER SHOP WORKROOM	868	Paint Shop	-	-	Counter for 2 PC Workstation; eye wash station, work counter for projects	-
A.69.05	CARPENTER SHOP STORAGE	392	-	-	-	Tools & Equipment	-
A.69.07	ELEC. SHOP STG	134	-	-	-	Light bulbs, electrical equipment, tools	-
A.69.08	PAINT SHOP WORKROOM	777	carpentry shop	-	-	1 PC Workstation, work counter for preparation-mixing paints, Utility Sink	Haz-mat storage cabinetry
A.69.09	PAINT SHOP STORAGE	131	-	-	-	Cabinets for paint (to meet HAZMAT standards), cabinets/tools, painting mixing machine	-
A.69.10	ELEC. SHOP WORKROOM	538	-	W1	1	1 PC Workstation, Counter for work preparation, power available for voltage testing-low, medium, 240/277	-
70. COLLECTION SERVICES		694			5		
A.70.01	COLLECTION SERVICES MANAGER	110	-	O1	1	-	-
A.70.02	ACCESS SERVICES MANAGER	111	-	O1	1	-	-
A.70.03	COLLECTION SERVICES OFFICES	473	-	W1	3	-	-
82. STAFF MEETING ROOMS		1,207					
A.82.01	MEETING ROOM	1,047	-	-	-	-	-
A.82.02	MEETING ROOM	160	-	-	-	-	-
84. STAFF PANTRIES		843					
A.84.01	PANTRY	272	-	-	-	-	-
A.84.02	PANTRY	281	-	-	-	-	-
A.84.03	PANTRY	144	-	-	-	-	-
A.84.04	PANTRY	146	-	-	-	-	-
88. STAFF STORAGE		2,835					
A.88.01	STORAGE	82	-	-	-	-	-
A.88.02	STORAGE	73	-	-	-	-	-
A.88.03	GENERAL STORAGE	1,686	-	-	-	-	-
A.88.04	GENERAL STORAGE	994	-	-	-	-	-
A.88.10	FILE ROOM	192	-	-	-	-	-
A.88.11	FILE ROOM	160	-	-	-	-	-
A.88.12	FILE ROOM	204	-	-	-	-	-
89. STAFF CHANGING ROOMS		1,189					
A.89.01.01	STAFF LOCKER ROOM FEMALE	528	-	-	-	-	-
A.89.01.02	STAFF LOCKER ROOM MALE	519	-	-	-	-	-
A.89.03	STAFF LACTATION ROOM	142	-	-	-	-	-

4.2 non-public spaces - level 1 and 2

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
LEVEL 1							
92. LOADING/UNLOADING		1,153					
1.92.01	LOADING STORAGE	143					
1.92.02	TRASH ROOM	557					
1.92.03	LOADING BAY	453					
LEVEL 2							
58. CAPITAL PROJECTS & FACILITIES MANAGEMENT		1,517	Procurement Budget & Finance Executive Offices, Legal		14	File Room- for arch. drwgs for all DCPL libraries Storage- Office Supplies Stock of items for branches	Copy Machine Shredder
2.58.01	BUILDING OPERATIONS MANAGER	174	-	O1	1	-	-
2.58.02	BUILDING SERVICES MANAGER	164	-	O1	1	enclosed office	-
2.58.03	DIRECTOR CAPITAL PROJECTS & FACILITIES MANAGEMENT	163	-	O1	1	-	-
2.58.04	DIRECTOR FACILITIES MANAGEMENT	163	-	O1	1	-	-
2.58.05	CAPITAL PROJECTS & FACILITIES MANAGEMENT OFFICES	853	-	W1	10	need transaction counter	-
61. HUMAN RESOURCES		1,354	Elevator to allow staff to visit with a degree of privacy to meet about personnel issues General Counsel's Office Meeting/Interview Rooms Executive Director's Office		15		
2.61.01	HUMAN RESOURCES OFFICES	853	-	W1	12	-	-
2.61.02	EMPLOYEE RELATIONS SPECIALIST	163	-	O1	1	-	-
2.61.03	DEPUTY DIRECTOR	164	-	O1	1	-	-
2.61.04	DIRECTOR	174	-	O1	1	-	-
82. STAFF MEETING ROOMS		964					
2.82.01	MEETING ROOM	61	-	-	-	-	-
2.82.02	MEETING ROOM	370	-	-	-	-	-
2.82.03	MEETING ROOM	370	-	-	-	-	-
2.82.05	MEETING ROOM	163	-	-	-	-	-
84. STAFF PANTRY		60					
2.84.01	PANTRY	60	-	-	-	-	-
86. RECEPTION		733					
2.86.01	RECEPTIONIST AND WAITING ROOM	733	-	-	-	-	-
87. COPY CORNERS		116					
2.87.01	COPY CORNER	60	-	-	-	-	-
2.87.02	COPY CORNER	56	-	-	-	-	-
88. STORAGE		131					
2.88.01	STORAGE	131	-	-	-	-	-
89. STAFF RESTROOMS		118					
2.89.01	UNISEX RESTROOM	59	-	-	-	-	-
2.89.02	UNISEX RESTROOM	59	-	-	-	-	-

4.2 non-public spaces - level 3

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
50. OFFICE OF THE EXECUTIVE DIRECTOR		1,172	Reception for Executive Offices Director of Public Services Director of Business Operations General Counsel's Office Intergovernmental Affairs Office		5		
3.50.01	EXECUTIVE DIRECTOR	471	-	O3	1	-	-
3.50.02	EXECUTIVE ASSISTANT	158	-	W1	1		
3.50.03	EXECUTIVE OFFICER	160	-	O2	1	-	-
3.50.04	DIRECTOR OF STRATEGIC PLANNING	223	-	O1	1	-	-
3.50.05	CHIEF OF STAFF	160	-	O2	1	-	-
51. LIBRARY BUSINESS SERVICES		223	Executive Office Suite		1		
3.51.01	DIRECTOR OF BUSINESS OPERATIONS	223	located with executive office	O1	1	-	-
53. INTERGOVERNMENTAL AFFAIRS		163	Office of the Executive Director		1		
3.53.04	INTERGOVERNMENTAL AFFAIRS SPECIALIST	163	-	O1	1	-	Monitor with access to cable TV
54. PUBLIC LIBRARY SERVICES		1,054	Executive Office Suite		6	Access to office supply closet Access to supply storage for the branches Space for sorting materials for mailings to the branches	
3.54.01	DIRECTOR OF PUBLIC SERVICES	224		O1	1	-	-
3.54.02	ADMINISTRATIVE LIBRARIANS	340		W1	2	-	-
3.54.03	ASSISTANT DIRECTOR OF PUBLIC SERVICES	164		O1	1	-	-
3.54.04	ASSISTANT DIRECTOR OF PUBLIC SERVICES	163		O1	1	-	-
3.54.05	ASSISTANT DIRECTOR OF PUBLIC SERVICES	163		O1	1	-	-
60. MARKETING AND COMMUNICATIONS		882	Graphics & Duplicating AV Department		7		
3.60.01	DIRECTOR	215		O1	1	-	-
3.60.02	DEPUTY DIRECTOR	164		O2	1	-	-
3.60.03	MEDIA RELATIONS MANAGER	163		O2	1	-	-
3.60.04	MARKETING AND COMMUNICATIONS OFFICES	340		W1	4	-	-
63. LIBRARY FOUNDATION		468	Executive Offices Elevator		4	Storage- Office Supplies	
3.63.01	EXECUTIVE DIRECTOR	160	-	O2	1	-	-
3.63.02	GRANTS MANAGER	160	-	O2	1	-	-
3.63.03	DEVELOPMENT ASSOCIATE	148		W1	2	-	-
82. STAFF MEETING ROOMS		1,989					
3.82.01	BOARD ROOM	1,274	-	-	-	-	-
3.82.02	MEETING ROOM	733	-	-	-	-	-
3.82.03	MEETING ROOM	83	-	-	-	-	-
3.82.04	MEETING ROOM	164	-	-	-	-	-
3.82.05	MEETING ROOM	333	-	-	-	-	-
3.82.06	MEETING ROOM	333	-	-	-	-	-
3.82.07	MEETING ROOM	343	-	-	-	-	-

4.2 non-public spaces - level 3

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
84. STAFF PANTRY		379					
3.84.01	PANTRY	258	-	-	-	-	-
3.84.02	PANTRY	60	-	-	-	-	-
3.84.03	PANTRY	61	-	-	-	-	-
85. STAFF TOUCH DOWN		94					
3.85.4	TOUCH DOWN SEATING	47	-	-	-	-	-
3.85.5	TOUCH DOWN SEATING	47	-	-	-	-	-
86. STAFF RECEPTION AND WAITING AREA		1,387					
3.86.01	WAITING AREA AND OFFICES	669	-	-	-	-	-
3.86.02	WAITING AREA AND OFFICES	718	-	-	-	-	-
87. COPY CORNER		69					
3.87.01	COPY CORNER	56	-	-	-	-	-
3.87.02	COPY CORNER	13	-	-	-	-	-
88. STAFF STORAGE		1,001					
3.88.01	BOARDROOM STORAGE	28	-	-	-	-	-
3.88.02	BOARDROOM STORAGE	6	-	-	-	-	-
3.88.03	BOARDROOM STORAGE	6	-	-	-	-	-
3.88.04	STORAGE / STAFF WORKROOM	364	-	-	-	-	-
3.88.05	STORAGE / STAFF WORKROOM	363	-	-	-	-	-
3.88.06	STORAGE	62	-	-	-	-	-
3.88.07	STORAGE	61	-	-	-	-	-
A.88.08	STORAGE	111	-	-	-	-	-
89. STAFF RESTROOMS		221					
3.89.03	UNISEX RESTROOM	58	-	-	-	-	-
3.89.04	UNISEX RESTROOMS	58	-	-	-	-	-
3.89.08	UNISEX ADA RESTROOM	66	-	-	-	-	-
3.89.09	UNISEX RESTROOM	39	-	-	-	-	-

4.2 non-public spaces - level 4

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
52. LEGAL SERVICE		912	Elevator for discrete entrance by clients Human Resources Library Business Operations Procurement Budget & Finance		7		
4.52.01	ADMINISTRATIVE PARALEGAL AND LEGAL INTERN	193	-	O1	2	shared enclosed office. Small office is required by law. Work table needed.	-
4.52.02	LEGAL SERVICE OFFICE	144	-	W1	2	-	-
4.52.03	GENERAL COUNSEL	163	-	O1	1	-	Copy Machine
4.52.04	ATTORNEY ADVISOR	164	-	O1	1	-	Shredder
4.52.05	SENIOR BUSINESS OPERATION SPECIALIST FROM LIBRARY BUSINESS SERVICES	163	-	O1	1	-	-
4.52.06	RECEPTIONIST / LOBBY	85	-	W1	-	-	-
59. AGENCY FINANCE OFFICE		1,138	Office of the Executive Director Library Business Operations Procurement Capital Projects & Facilities Mgmt		9	Time Clock Station- near entrance on table	Copy Machine Shredder
4.59.01	AGENCY FINANCIAL OFFICER	163	-	O1	1	2 file cabinets & 10 shelves for budget notebooks	-
4.59.02	RECEPTIONIST / LOBBY	85	-	W1	1	Desk space for internal customers to deliver invoices, lounge seating for three	-
4.59.03	BUDGET DIRECTOR	164	-	O1	1	Small shredder	-
4.59.04	ACCOUNT MANAGER AND ACCOUNTS PAYABLE / RECEIVABLE MANAGER	163	-	O1	2	Small shredder	-
4.59.05	AGENCY FINANCE OFFICE	341	-	W1	4		-
4.59.06	MONEY ROOM	222	-	-	-	Secure- requires both badge & key access; cameras monitor activity. In-wall safe to drop money from office into the money room. Freestanding safe- large (approx. 30"x30"x42"H) Bill Counter, Coin Counter, Workstations w/ 1 computer & printer, Workstation for 2 add'l people (2 req'd to count), - Key box for 300 keys (money bags for the branches) plus others, Supply cabinet for supplies unique to this room	-
62. PROCUREMENT & CONTRACTING		504	Capital Projects & Facilities Mgmt Budget & Finance Legal		5		
4.62.01	CHIEF PROCUREMENT	163	-	O1	1	-	shredder, copy machine
4.62.02	OFFICE PROCUREMENT AND CONTRACTING	341	-	W1	4	-	-
65. INFORMATION TECHNOLOGY (IT)		163					
4.65.01	IT DIRECTOR	163	-	O1	1	-	-
82. STAFF MEETING ROOMS		536					
4.82.01	MEETING ROOM	238	-	-	-	-	-
4.82.02	MEETING ROOM	237	-	-	-	-	-
4.82.03	MEETING	61	-	-	-	-	-
84. STAFF PANTRY		60					
4.84.01	PANTRY	60	-	-	-	-	-
85. TOUCH DOWN		32					
4.85.01	TOUCHDOWN	32	-	-	-	-	-
87. COPY CORNER		56					
4.87.01	COPY CORNER	56	-	-	-	-	-

4.2 non-public spaces - level 4

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
88. STAFF STORAGE		361					
4.88.01	STORAGE	131	-	-	-	-	-
4.88.02	FILE ROOM	86	-	-	-	-	-
4.88.03	FILE ROOM	75	-	-	-	-	-
4.88.04	FILE ROOM	69	-	-	-	-	-
89. STAFF RESTROOMS		117					
4.89.01	UNISEX RESTROOM	59	-	-	-	-	-
4.89.02	UNISEX RESTROOM	58	-	-	-	-	-

4.2 non-public spaces - level 5

Room Number	Program	NSF	Adjacencies	Typology	Staff Number	Requirements / Observations	Equipment
55. EVENTS MANAGER		275					
5.55.01	EVENTS MANAGER	174	-	O1	1	-	-
5.55.02	EVENTS MANAGER OFFICES	101	-	W1	2	-	-
56. PROGRAMS & PARTNERSHIPS		1,969	Public Services Administration		15		
5.56.01	ASSISTANT DIRECTOR	139	-	O1	1	-	-
5.56.02	PROGRAM AND PARTNERSHIPS OFFICES	1688	-	W1	13	-	-
5.56.03	ASSISTANT DIRECTOR	142	-	O1	1	-	-
82. STAFF MEETING ROOMS		318					
5.82.01	ADDITIONAL MEETING ROOM FOR FUTURE GROWTH	136	-	-	-	-	-
5.82.02	SHARED MEETING ROOM	182	-	-	-	-	-
83. STAFF LOUNGE		981	Staff Offices				
5.83.01	STAFF LOUNGE	981	-	-	-	-	-
83. STAFF STORAGE		402					
5.88.01	STORAGE	253	-	-	-	-	-
5.88.02	STORAGE	54	-	-	-	-	-
5.88.03	STORAGE	95	-	-	-	-	-
89. STAFF RESTROOMS		104					
5.89.01	UNISEX ADA RESTROOM	66	-	-	-	-	-
5.89.02	UNISEX RESTROOM	38	-	-	-	-	-

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