Facilities 101: The Secret Life of Your Library Building

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Learning Objectives

• At the end of this session, participants will be able to:
  • identify the five most common safety hazards in a library.
  • describe the phases of a building project.
  • list at least three pitfalls to avoid when renovating an existing library or building a new one.
Prince George’s County, MD

- Maryland suburb of Washington, DC
- Population of 937,000
- 19 branches
- Branches range in size from 1,255 sq. ft. to 58,500 sq. ft.
In the past 8 years:

• Renovated 10 facilities
• Constructed 2 new branches
• 4 more branches are in the design or construction phase
Common Library Safety Hazards

- Tripping hazards
- Storage
- Electrical
- Emergency exits
- Fire
Guess the hazard!
Storage and Ceiling Clearance

- 18 inches of clearance in sprinklered areas
- 24 inches of clearance in non-sprinklered areas
Emergencies
“I never learned that in library school...”
Emergency Kit

- First Aid Kit
- Waterproof Tarp
- Rubber Gloves
- Caution Tape
- Hand Sanitizer
- Basic Tools (hammer, screwdrivers, pliers, tape measure, various nails, screws & fasteners)
Emergency HAZ-MAT Suit
Construction
Phases of a Building Project

- Long Range Plan
- Needs Assessment
- Building Program
- Conceptual Design
- Schematic Design
- Design Development
- Construction Documents
Top Ten Sins of Library Design
Top Ten Sins of Library Design

- Architectural Design
- Restrooms
- HVAC (Heating, Ventilation & Air Conditioning)
- Lighting
- Site/Location
- Roof
- Multi-Story Building
- WOW Factors
- Furniture
- Exterior Flagpoles
Architectural Design

• If it looks beautiful, but doesn’t work correctly then it’s worthless!
• After the dedication ceremony, the architect is gone and you’re stuck with the building – so speak up!
Restrooms
Restrooms

- Doors in sight line of staff
- Drains in the floor
- Hard ceilings
- Should not open to carpet
- NO to low-flow toilets
- NO to automatic flushing toilets
- NO to waterless urinals
HVAC (Heating, Ventilation & Air Conditioning)

- It’s always too COLD or too HOT…especially in the meeting room!
- Too noisy
- High air flow
Lighting

- Never enough light
- 40 foot candles at stacks and reading areas
- 45-50 foot candles at the service desks
- LED – 3500K
- Minimum number/variety of light bulb types
- Fixtures should be easily accessible for changing the bulbs
Site/Location

• Low maintenance landscaping using native species
• Proper drainage
• Not immediately adjacent to a school
• Adequate parking: 100 parking spaces = an acre
Roof

- Roof seams
- Flat roofs
- Skylights
Multi-Story Building

- Single story building is the ideal
- Better for staffing, security, energy-efficiency & cost
- Multi-stories mean multiple restrooms
- Elevators
The WOW Factor

- Be precise
- Prepare for long term costs
Furniture

- Vinyl vs. cloth upholstery
- It will have to take a lot of abuse
  - don’t buy residential quality
- Reupholster/refinish good quality furniture
- NO to trendy
  - unless it’s cheap and you’re willing to throw it away when its time has passed
Exterior Flagpoles

- Flag must be raised and lowered each day unless lit at night.
- Flag must be lowered to half-mast during periods of mourning.
- Flags must be replaced when tattered and then respectfully destroyed.
- Flags must be displayed in proper order.
The Dreaded “A” Word

CAUTION
ASBESTOS HAZARD
DO NOT DISTURB
WITHOUT PROPER TRAINING AND EQUIPMENT
Asbestos

- Construction after 1983: probably not
- Construction after 1989: definitely not
- Insulation, ceiling tiles, floor tiles
- Friable vs. Non-friable
- 9x9 tiles
- Removal & disposal: regulated
Signage
WARNING: SIGNS!
EMPLOYEES DO NOT PROP OR HOLD DOOR OPEN IT EFFECTS ALARM SYSTEM
ATTN: ALL CUSTOMERS

YOU MUST HAVE ON:
- SHIRT (NOT AN UNDERSHIRT)
- SHOES
AND PANTS (NO SAGGING PANTS TO WHERE YOUR UNDERWEAR IS SEEN).

THANKS,
MANAGEMENT
CAUTIOUS
DOOR MAY NOT OPEN
DO NOT CHANGE DIALS! Bios only.
EMPLOYEES
ONLY
BEYOND THIS
POINT
Notice

Please do not sleep on the steps. The police will move you.
This is not a trash can.
PGCMLS Workforce Development Program

Join Us for a 4 week in the month of May program
grounded to build your Job Seeking skills

Every Tuesday Evening 6-8pm

Register Here at the Information Desk
- Study rooms **cannot** be reserved in advance
- Study rooms are available on a first come, first-served basis
- Please check in at the information desk before using the study room
- Study rooms are guaranteed for a (2) hour period, once per day. For individuals AND groups.
- Study rooms may remain in use until the room is requested by another customer
Questions?