Contents

Preface xi

1. Building Planning and Architecture
   A. Indicators of Dissatisfaction with Existing Facilities 1
   B. Institutional Planning Team 2
   C. Determining Space Needs 3
   D. Joint Use Considerations 6
   E. Selecting a Library Building Consultant 8
   F. Choosing an Architect 9
   G. Choosing a Contractor 12
   H. Architectural Design 14

2. Building Construction Alternatives
   A. New Construction Considerations 17
   B. Building Addition Considerations 18
   C. Rehabilitation/Renovation of Existing Buildings to Library Use Considerations 19
   D. Preserving Existing Library Buildings Considerations 20
   E. Virtual Library Considerations 20
   F. Alternatives to New Library Construction 21

www.alastore.ala.org
3. Library Site Selection

A. General Conditions 25
B. Community Planning Issues 27
C. Location 29
D. Accessibility 30
E. Size 32
F. Environmental Issues 33

4. Sustainable Design

A. LEED Certification 35
B. Sustainable Sites 36
C. Water Efficiency 40
D. Energy and Atmosphere 41
E. Materials 42
F. Indoor Environmental Air Quality 44
G. Lighting and Day Lighting 45
H. Roofs 46
I. Heating, Ventilating, and Air Conditioning (HVAC) 47

5. General Exterior Considerations

A. Landscaping 49
B. Parking 51
C. Building Exterior 53
D. Roof 54
E. Bicycle Racks 55
F. Flagpole 55
G. Exterior Signage 56
H. Loading Docks and Delivery 58
I. Outdoor Trash Enclosures 61
J. Outdoor Book and Media Returns 61

6. Interior Organization of Library Buildings

A. Entrance 63
B. Circulation Desk Facilities 66
C. Reference Facilities 69
D. Information Commons 73
E. Multimedia Facilities 75
F. Media Production and Presentation Labs 76
G. Special Collections/Rare Books/Archives 77
H. Reserve Book Room 79
I. Faculty/Graduate Carrels and Study Rooms 80
J. Group, Quiet, and Silent Study Spaces 81
K. Literacy Center 82
L. Young Adult Facilities 83
M. Children’s Facilities 85
N. Meeting and Seminar Rooms 88
O. Convenience Facilities 91
P. Displays 94
Q. Public Art 96
R. Interior Signage 98
S. Workroom/Offices 100
T. Staff Lounge 102
U. Friends of the Library 103
V. Library Store 105
W. Interior Storage 107

7. Compliance with ADA Accessibility Guidelines

A. Guidelines 109
B. Transportation, Parking Lots, Parking Signage, and Accessible Routes 110
C. Ground and Floor Surfaces 111
D. Curb Cuts 112
E. Ramps 114
F. Stairs 115
G. Lifts and Elevators 115
H. Doors 118
I. Entrances 119
J. Accessible Routes within the Building 120
K. Drinking Fountains 121
L. Toilet Rooms 122
M. Toilet Stalls 123
N. Toilets 124
O. Urinals 125
P. Lavatories 125
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q. Handrails and Grab Bars</td>
<td>127</td>
</tr>
<tr>
<td>R. Controls and Operating Mechanisms</td>
<td>128</td>
</tr>
<tr>
<td>S. Alarms</td>
<td>129</td>
</tr>
<tr>
<td>T. Signage</td>
<td>130</td>
</tr>
<tr>
<td>U. Telephones</td>
<td>132</td>
</tr>
<tr>
<td>V. Fixed or Built-in Seating and Tables</td>
<td>133</td>
</tr>
<tr>
<td>W. Assembly Areas</td>
<td>134</td>
</tr>
<tr>
<td>X. Building Assistance Facilities</td>
<td>135</td>
</tr>
<tr>
<td>Y. Service Animals</td>
<td>136</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Telecommunications, Electrical, and</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Equipment</td>
<td></td>
</tr>
<tr>
<td>A. General Considerations</td>
<td>139</td>
</tr>
<tr>
<td>B. Entrance Facility</td>
<td>140</td>
</tr>
<tr>
<td>C. Equipment Room</td>
<td>142</td>
</tr>
<tr>
<td>D. Telecommunications Room</td>
<td>143</td>
</tr>
<tr>
<td>E. Horizontal Pathways</td>
<td>143</td>
</tr>
<tr>
<td>F. Cabling and Outlets</td>
<td>145</td>
</tr>
<tr>
<td>G. Wireless</td>
<td>146</td>
</tr>
<tr>
<td>H. Workstation Connections</td>
<td>148</td>
</tr>
<tr>
<td>I. Workstation Equipment</td>
<td>149</td>
</tr>
<tr>
<td>J. Telephone System</td>
<td>150</td>
</tr>
<tr>
<td>K. Miscellaneous Electrical Equipment</td>
<td>151</td>
</tr>
<tr>
<td>L. Electrical Power</td>
<td>152</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Interior Design and Finishes</td>
<td></td>
</tr>
<tr>
<td>A. Service Desks</td>
<td>155</td>
</tr>
<tr>
<td>B. Plus-Friendly Spaces</td>
<td>157</td>
</tr>
<tr>
<td>C. Seating</td>
<td>159</td>
</tr>
<tr>
<td>D. Tables</td>
<td>162</td>
</tr>
<tr>
<td>E. Lighting</td>
<td>163</td>
</tr>
<tr>
<td>F. Windows</td>
<td>165</td>
</tr>
<tr>
<td>G. Flooring</td>
<td>166</td>
</tr>
<tr>
<td>H. Walls</td>
<td>167</td>
</tr>
<tr>
<td>I. Color</td>
<td>169</td>
</tr>
<tr>
<td>J. Equipment List</td>
<td>169</td>
</tr>
<tr>
<td>K. Behavioral Aspects of Space</td>
<td>176</td>
</tr>
</tbody>
</table>
10. Entrepreneurial and Collaborative Spaces

A. Makerspaces 181
B. Co-working in the Library 186
C. Technology Lending Library 187
D. Musical Instrument Lending Library 188
E. Tool Lending Library 189
F. Seed Lending Library 191

11. Materials Handling and Storage: Book Stacks and Shelving

A. Conventional Stationary Stacks and Shelving 193
B. Movable-Aisle Compact Shelving 197
C. Automatic Storage and Retrieval Systems (ASRS) 199
D. Materials Handling Systems 199
E. Remote Storage 201

12. Building Systems

A. Acoustics 205
B. HVAC (Heating, Ventilation, and Air Conditioning) Systems 209
C. Electrical Systems 212
D. Lighting 214
E. Plumbing and Restrooms 217
F. Elevators and Escalators 219
G. Internet of Things to Monitor and Control Building Systems 220

13. Safety and Security

A. General 223
B. External Security 224
C. Internal Security 225
D. Fire Safety 226
E. Disaster Planning 227

14. Maintenance of Library Buildings and Property

A. Regular Routine Maintenance Considerations 231
B. Building Materials 232
C. Graffiti and Security 233
D. Building Systems Preventive Maintenance 234
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Building Cleaning</td>
<td>236</td>
</tr>
<tr>
<td>F. Custodial Facilities</td>
<td>239</td>
</tr>
<tr>
<td>G. Groundskeeper Facilities</td>
<td>240</td>
</tr>
<tr>
<td>H. Trash Enclosures</td>
<td>240</td>
</tr>
<tr>
<td>I. Betterments and Improvements</td>
<td>241</td>
</tr>
<tr>
<td>15. Building Occupancy and Post-Occupancy Evaluation</td>
<td></td>
</tr>
<tr>
<td>A. Building Acceptance</td>
<td>243</td>
</tr>
<tr>
<td>B. Certificate of Occupancy</td>
<td>244</td>
</tr>
<tr>
<td>C. Getting Ready for Occupancy</td>
<td>245</td>
</tr>
<tr>
<td>D. Moving</td>
<td>246</td>
</tr>
<tr>
<td>E. Post-Occupancy Evaluation</td>
<td>248</td>
</tr>
<tr>
<td>16. Groundbreaking and Dedication Ceremonies</td>
<td></td>
</tr>
<tr>
<td>A. Planning</td>
<td>251</td>
</tr>
<tr>
<td>B. Event Checklist</td>
<td>254</td>
</tr>
</tbody>
</table>

*Bibliography* 259
Preface

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

☐ To assist librarians, architects, administrators, and other members of a building design team in programming library spaces.

☐ To serve as a guide during the various stages of the design process in order to make sure that all needed spaces and functions are included in the library design.

☐ To enable the evaluation of existing library spaces as part of a library’s Needs Assessment Process.

☐ To provide data and support to the library in its presentations to governing authorities and stakeholder groups.

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

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

The first edition was adapted from a manuscript produced by doctoral students in the School of Library and Information Studies at Texas Woman’s University in Denton and was a collaborative product with the Library Building and Equipment sections of the Architecture for Public Libraries Committee.
All sections in the sixth edition have been reviewed, revised, and updated. In addition, some new chapters and sections are included:

☑ A new chapter on construction alternatives. Libraries often need to evaluate a brand-new building against an addition to an existing building, or a rehabilitation and/or renovation of an existing building. The chapter also examines preservation issues that may arise in older buildings and is an important issue in historically significant buildings. Other alternatives to new construction are considered, including virtual libraries and modular facilities.

☑ A new section dealing with community planning issues is included in the “Library Site Selection” chapter. These issues need to be considered in planning a library project in order to comply with campus and community rules and regulations.

☑ A new section in the “Interior Design and Finishes” chapter dealing with “Plus-Friendly Spaces.” This section was inspired by Lori Smith’s article in American Libraries about serving plus-sized patrons and staff. The plus-sized community presents a number of issues that library planners have to consider from labeling the weight that a stool is able to support to why wall hanging toilets (that allow easy floor cleaning) may be inappropriate for all rest rooms because a person’s weight might rip the toilets from the wall.

☑ A brand new chapter dealing with “Entrepreneurial and Collaborative Spaces.” This chapter represents some of the changes that have accelerated in libraries since the last edition. Included are makerspaces that seem to be thriving in academic, public, and school libraries as part of the “do it yourself” (DIY) movement. Another trend is “virtual business spaces” that are transforming the library into an office and meeting site for entrepreneurs and small businesspeople. The growth of lending non-traditional items has increased, including technology (video projectors, iPads, etc.), musical instruments, tools, and seeds. All of these activities change the traditional space allocations in libraries as well as the look and architectural atmosphere of the buildings.

☑ A new section under the “Building Systems” chapter that deals with the “Internet of Things.” Everything in the library has the capability to be connected, including security cameras, electronic peripherals such as projectors, sensors (RFID and badge readers), wearable devices (smart watches, headsets), controllers for lighting and HVAC systems, and physical security (locks and gates).

☑ In the “Maintenance of Library Buildings and Property” chapter are two new sections. One provides information about building preventive maintenance and the other deals with building cleaning.

☑ In the “Building Occupancy and Post-Occupancy Evaluation” chapter is a new section dealing with certificates of occupancy. Many libraries have been kept from opening because they failed to get a certificate of occupancy from the local building officials. This is usually the result of the library’s planning team (staff, architects, contractors) not interacting with local building officials throughout the project and the library being surprised at the end of construction.
In 2004 I took early retirement from the city of San Diego where I had served for twenty-four years as library director and assistant to the city manager. I was asked to teach full-time in the Management Department of the business school at San Diego State University, where I had taught part-time while I worked at the San Diego Public Library. I teach senior and MBA students in a variety of courses including organizational behavior, strategic management, performance management, corporate governance, and business ethics. Teaching is a great experience, and helps me as I continue to be involved in libraries through consulting, speaking, and writing.

I would like to dedicate this sixth edition to four librarians who most influenced me as a person and librarian:

☑ Irma Schlemmer, was the head librarian of the Mount Prospect (Illinois) Public Library who suggested librarianship as a career after I graduated from college and aided me in getting an H.W. Wilson Scholarship.

☑ Robert Rohlf, the best library-building consultant that I have worked with during my career.

☑ Clara S. Jones, who developed me as a library administrator when I worked for her at the Detroit Public Library during her two years as president of the American Library Association.

☑ Anna M. Tatar, a friend and dedicated colleague at the San Diego Public Library who made many changes happen at that library. Anna understands the power that libraries have to change society.

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

William W. Sannwald
3538 Paseo Salamoner
La Mesa, CA 91941
Sannwald@gmail.com
A. Indicators of Dissatisfaction with Existing Facilities

1. Has the mission of the library changed? ☐  ☐  ☐
   Comments: __________________________

2. Has the population served by the library increased or decreased?  ☐  ☐  ☐
   Comments: __________________________

3. Have the demographics of the population served by the library changed?  ☐  ☐  ☐
   Comments: __________________________

4. Has the library formed a partnership or alliance with another institution that requires a change in the physical building?  ☐  ☐  ☐
   Comments: __________________________

5. Are there problems with the physical condition of the building (outdated systems, inflexible floor plans, ADA problems, difficulty in installing technology)?  ☐  ☐  ☐
   Comments: __________________________

6. Does the existing building hinder the delivery of good service?  ☐  ☐  ☐
   Comments: __________________________
7. Is there enough space for the products and services the library offers?
   
   Comments: ____________________________

8. Has the mix of the products and services offered by the library changed?
   
   Comments: ____________________________

9. Does the physical building have the required infrastructure to accommodate current and future technology?
   
   Comments: ____________________________

10. In order to accommodate collection growth, have seats been exchanged for stacks?
    
    Comments: ____________________________

11. Is the atmosphere of the library pleasing for customers and staff?
    
    Comments: ____________________________

   **B. Institutional Planning Team**

1. Has an institutional library planning team been formed?
   
   Comments: ____________________________

2. Who are the members of the library planning team:
   a) A representative of the legal owner (university, school, city, etc.)?
   b) Library representatives?
   c) Users (faculty, students, citizens, etc.)?
   d) Other representatives with technical skills such as engineering, legal, financial, architectural, buildings, and so on?
   e) Others (Friends of the Library, library committee members, faculty, etc.)?
    
    Comments: ____________________________

3. Will the architect hold a charrette for all members of the library planning team?
   A charrette is essentially a design workshop where designers, residents, developers, city officials, university representatives, planners, and other interested parties come together to envision what the planners hope that a new library will accomplish. It is a short-term, intense design tool to flesh out the planning team’s vision for the future.
    
    Comments: ____________________________
4. What roles will members of the library planning play:
   a) Advising (gathering and disseminating information about the project)?
   b) Innovating (suggesting new ideas or new ways of tackling old problems)?
   c) Promoting (“selling” the project to interested stakeholders)?
   d) Developing (assessing and developing ideas for practical implementation)?
   e) Maintaining (ensuring that the infrastructure is in place so that the team can work with maximum efficiency)?
   f) Linking (coordinating all work roles to ensure maximum cooperation and interchange of ideas, expertise, and experience)?

Comments: ______________________________

5. Who will be the spokesperson and chief contact for the institution on the project?
   It is important that only one person speak for the institution during all the stages of the building process.

Comments: ______________________________

6. How will conflict be resolved on the project?

Comments: ______________________________

7. Who will make the final decision on design, space allocations, costs, and change orders?

Comments: ______________________________

C. Determining Space Needs

1. Has the library staff and administration met to decide the mission and long-term vision of the library? Space allocations and needs should be based on the vision and mission of the library.

Comments: ______________________________

2. What is the useful life of the new building? Most building changes should accommodate the library for a period of approximately twenty years.

Comments: ______________________________

3. If a building change is planned that is an interim solution, how will this impact future needs?

Comments: ______________________________

4. What existing programs will be discontinued in the new building?

Comments: ______________________________
5. What new programs will be added in the new building?  
   Comments: 

6. What will be the growth of staff over the next twenty years?  
   Comments: 

7. What changes will take place in the service population over the next twenty years?  
   Comments: 

8. What will be the growth of the collection over the next twenty years?  
   Comments: 

9. What technology will be required to support library programs over the next twenty years?  
   Comments: 

10. In estimating the size of the new building, have all of the following four factors been considered?  
    a) “Building up” library spaces based on the programs and activities that the library wants to undertake in the new building. The total of all spaces equals the ideal size of the new building or expansion.  
    b) What is the size of library buildings in similar institutions? It is valuable to have a database of ten similar libraries that may be consulted not only for facility size, but also for other measurable aspects of library space. If you can’t measure it, you can’t manage it.  
    c) What do library association, regional, state, and other guidelines and standards call for as far as space guidelines?  
    d) What can the library afford? This sometimes is the deciding factor.  
   Comments: 

11. Has a library building consultant been hired to help the library in planning?  
   Comments: 

12. Has a building program been prepared detailing space needs, adjacencies, and unique functions and features of the proposed building?  
   Comments: 

13. Has the library building consultant prepared the program or advised staff on preparing the program?  
   Comments: 

www.alastore.ala.org
### 14. What will be the growth of seating requirements over the next twenty years?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Comments:**

### 15. Have the Association of College and Research Libraries’ (ACRL’s) “Standards for Libraries in Higher Education” been consulted? ([www.ala.org/acrl/standards/standardslibraries](http://www.ala.org/acrl/standards/standardslibraries))

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Comments:**

### 16. While ACRL does not have any specific national quantitative standards, some questions for designers of library space are available:

- a) Does the library provide well-planned, secure, and sufficient space to meet the perceived needs of staff and users?
- b) Are building mechanical systems properly designed and maintained to control temperature and humidity at recommended levels?
- c) What are the perceptions of users regarding the provision of conducive study spaces, including a sufficient number of seats and varied types of seating?
- d) Is there enough space for current library collections and future growth of print resources?
- e) Does the staff have sufficient workspace, and is it configured to promote efficient operations for current and future needs?
- f) Does the library’s signage facilitate use and navigation of the facilities?
- g) Does the library provide ergonomic workstations for its users and staff?
- h) Are electrical and network wiring sufficient to meet the needs associated with electronic access?
- i) Does the library meet the requirements of the Americans with Disabilities Act (ADA)?
- j) Are facilities provided to distance learners considered in the context of the ACRL’s Guidelines for Distance Learning and Library Services ([www.ala.org/acrl/guides/distlrng.html](http://www.ala.org/acrl/guides/distlrng.html))?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Comments:**


<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Comments:**

### 18. Have Public Library Association planning documents been consulted?

- a) *Public Library Service Responses, 2007.* These 18 service responses are an update of the original 13 service responses that were published in the 1997 publication, *Planning for Results: A Public Library Transformation Process.*

\[www.alastore.ala.org\]
b) Has the 1962 “Interim Standards for Small Public Libraries” been consulted? (This standard has never been rescinded and is the only standard that recommends quantitative measures for public library size; 0.07 sq. ft./capita).

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Has Managing Facilities for Results: Optimizing Space for Services by Cheryl Bryan been consulted? This book dovetails with the basics outlined in The New Planning for Results: A Streamlined Approach to help public libraries plan physical spaces.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments:

19. Have the following sources for school library media centers been consulted?

a) The American Association of School Librarians has many excellent facilities planning suggestions on its website: www.ala.org/aasl/standards-guidelines

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

c) Rolf Erikson and Carolyn Markuson, Designing a School Library Media Center for the Future. This book will help school librarians anticipate needs and participate in the planning process with the architect, consultant(s), building committee, and administrators.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

d) Has Thomas L. Hart’s The School Library Media Facilities Planner been consulted? This book is full of suggestions for all stages of the facility planning process, whether new construction or remodeling. The book offers examples of exemplary facilities, success stories, and problems encountered. It includes appendixes for a glossary, model policies and planning documents, and a companion DVD that takes the reader on tours of several new or remodeled school libraries.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments:

20. Has the Library Leadership and Management Association’s (LLAMA’s) Building Blocks for Planning Functional Library Space (3rd ed.) been consulted? A great source for specifying spaces required for library furniture and equipment.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments:

D. Joint Use Considerations

1. Is there another organization and/or department on the campus or in the community that may offer synergy to the library by sharing facilities?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments:
2. Is there another library or other organization that may offer potential synergy for a joint use facility?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments: ________________________________________________

3. Do the missions of the libraries considering a joint facility have enough commonalities to enhance the chances of success?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments: ________________________________________________

4. Are there possible efficiency and cost savings by having a joint facility?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments: ________________________________________________

5. Can the quality and quantity of service be improved for both libraries through a joint facility?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

Comments: ________________________________________________

6. If a joint facility is agreed to, has a joint interagency agreement been negotiated?

Some of the factors to be considered in the agreement are:

a) **Governance.** A written agreement is strongly recommended, and the agreement should list the parties entering into the agreement. The agreement should provide a clear demarcation of responsibility.

b) **Funding.** It is important to determine and put into an agreement the financial responsibilities of each party. This includes both capital and operational costs.

c) **Ownership of assets.** The agreement should clarify the ownership of assets brought into the shared library (such as equipment, collection, etc.) and how ownership will be determined in the event of termination of the combined library agreement.

d) **Hours of operation.** The agreement should list the hours of operation of both libraries, and if either partner has restrictions on use.

e) **Staffing.** Because a combined library is two libraries sharing one facility, it is recommended that local staffing requirements for both types of libraries should be met. The two staffs may have different certification or licensing requirements.

f) **Volunteers.** Some libraries rely on youth and parent volunteers, and the other library may not use as many volunteers.

g) **Collections.** Care must be taken to develop collections that are responsive to the needs of both sets of users.

h) **Changes.** How will changes in any of the above policies be determined? The agreement must be flexible enough to allow modifications as conditions change.

i) **Termination of the agreement.** If for some reason a termination is desired in the future, the agreement should state the conditions related to termination of the agreement.

Comments: ________________________________________________
## Chapter 1

### E. Selecting a Library Building Consultant

1. Is there someone on the staff who has the necessary planning knowledge and experience of the functional needs and requirements of library buildings? If not, a library building consultant should be retained.
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

2. Has the consultant been retained at the very start of the building planning process so that he or she can take part in every step of the project?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

3. Is the consultant listed in the Library Consultants Directory? (www.libraryconsultants.org/submail.html)?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

4. Does the consultant have broad and diversified technical experience in planning new buildings, renovations, additions, and conversion of other buildings into library buildings?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

5. Does the consultant have the organizational and record-keeping skills needed to document and respond to key events and activities during the project?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

6. Does the consultant have the personal characteristics, experience, and skills necessary to assist a library in its unique planning and building needs?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

7. Does the consultant have the written and verbal communication skills required to interact with all stakeholders?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

8. Does the consultant have the political skills necessary to listen and respond to the concerns of all who may have a stake in the building project?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

9. Does the building consultant have the ability to explain a point of view and to persuade others of the importance of carrying out the consultant’s recommendations?
   - [ ] YES
   - [ ] NO
   - [ ] N/A
   
   Comments:

www.alastore.ala.org
10. Will the consultant provide advice on the selection of the architect and other members of the building's technical planning team?

Comments:  

11. Is the consultant's schedule flexible enough for him or her to be available for meetings with the library's planning committee when required?

Comments:  

12. Is the consultant available by telephone, surface mail, or electronic communication to answer questions and provide guidance when his or her physical presence is not required?

Comments:  

F. Choosing an Architect

1. Does the library staff play a major role in selection of the architect?

Comments:  

2. Has the group responsible for selection of the architect developed selection criteria?

Comments:  

3. Does the architectural selection process include:
   a) Announcement of the proposed project in an official publication used by the client organization or in the general press?
   b) Requests for proposals and/or information?
   c) Submittals by interested firms?
   d) Provision of standardized forms so that a uniform evaluation of firms may be used during the evaluation process?
   e) Evaluation based on the selection criteria developed by the group responsible for selection of the architect?
   f) Interviews with the "short list" of firms that the selection group has decided best meets the selection criteria?
   g) A tour of the site or facility organized prior to the final selection of the architectural design team? It may be appropriate for the tour to be arranged prior to the short-listing process, or it may be considered more appropriate to delay the tour until after a final list of architect finalists is determined.
   h) Ranking of the top firms to identify the best-qualified firms?
   i) Selection of the top-ranked firm based on the interview discussions and the selection criteria?
   j) Notification of unsuccessful firms, and a debriefing as to why they were not selected?

Comments:  

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

5. Is the architectural firm an individual, partnership, corporation, or joint venture? □ □ □
   Comments: ____________________________________________________________

6. Will the person who presents for the architectural team be involved in the project? □ □ □
   Comments: ____________________________________________________________

7. Who is the person who will be in charge of designing the project? □ □ □
   Comments: ____________________________________________________________

8. Who is the person who will supervise the project from design to completion? □ □ □
   Comments: ____________________________________________________________

9. Is the architect or architectural firm registered to practice in the state? □ □ □
   Comments: ____________________________________________________________

10. Is the architect of record registered to practice in the state? □ □ □
    Comments: ____________________________________________________________

11. Are all key personnel and sub-consultants involved in the project from the
    architect’s office identified? □ □ □
    Comments: ____________________________________________________________

12. Are the architect's support team members identified: the landscape architect, civil
    engineer, structural engineer, acoustic engineer, mechanical engineer, electrical
    engineer, ADA compliance officer, and any other key specialists involved in the project? □ □ □
    Comments: ____________________________________________________________

13. Does the architectural team have the required support equipment—computer-aided
    design (CAD), 3D modeling, renderings in house, and so on? □ □ □
    Comments: ____________________________________________________________
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Are all members of the architect’s support team part of the firm, or does the architect retain them as sub-consultants?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Do the architect’s workload and organization provide enough resources to devote time and energy to the project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Does the architect have experience in working with public agencies?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Does the architect have prior experience in designing libraries? In some cases, it may be advantageous to have an architect who has not worked on a library building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. If the architect has not worked with libraries, does the architect have a plan to become knowledgeable about library needs? This may require a library building consultant preferably retained by the client.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Is the architect an empathetic listener, willing to understand library needs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. How will the architect gather information about library operations, project site, and so forth?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. What is the architect’s design philosophy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Will the architect place library needs before design considerations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Does the architect’s workload allow the firm to devote adequate time to the project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
24. Does the architect have solid reference reports from past clients?

Comments: ________________________________________________________________

25. In projects completed by the architect:
   a) Did the projects come in at or under budget?
   b) Did the projects come in on time?
   c) What is the extent of change orders in number and dollars?
   d) If there have been change orders, has it been determined whose fault they
      were? (Not all change orders are the architect’s fault.)
   e) What litigation has occurred against the architect?
   f) What litigation has occurred against the architect’s former clients by
      the architect?

Comments: ________________________________________________________________

26. Does the architect have written and verbal communication skills required for
    interacting with all stakeholders?

Comments: ________________________________________________________________

27. Does the architect have the political skills necessary to listen and respond to the
    concerns of all external and internal building-project stakeholders?

Comments: ________________________________________________________________

28. Does the architect have the ability to explain the reasons for a point of view and to
    persuade others of the importance of carrying out his or her recommendations?

Comments: ________________________________________________________________

29. Does the architect’s proposed fee fit into the fee guidelines of the American Institute
    of Architects?

Comments: ________________________________________________________________

30. Is the architect’s proposed fee within the library’s budget?

Comments: ________________________________________________________________

G. Choosing a Contractor

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

Comments: ________________________________________________________________

www.alastore.ala.org
2. Is a call or invitation to bid advertised in an official publication used by the client organization or in the general press?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

3. For purposes of soliciting bids and awarding a contract, has the library declared who the “owner” is? (Usually the owner has legal and financial jurisdiction over the operations of the library.)
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

4. Does the bidding period extend for a period of four to six weeks so that potential bidders may prepare their bids?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

5. Are standardized bid forms provided so that a uniform evaluation of contractors may be used during the bid evaluation process?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

6. Are the architect and a library representative available to answer technical questions from potential bidders during the bid period?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

7. Has a time and place been specified for opening bids?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

8. During the bid opening, are all bids made public?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

9. After bids are received, are they “taken under advisement” by the owner so that the bids may be analyzed?
   - Yes | No | N/A
   |     |     |     
   Comments: __________________________

10. During the bid analysis period, and before the contract is awarded, is the lowest bidder checked for responsibility and:
    a) Is the bid submitted complete, accurate, and in compliance with the requirements, drawings, and specifications provided by the owner?
       - Yes | No | N/A
       |     |     |     
    b) Is the contractor a licensed and registered contractor for your state?
       - Yes | No | N/A
       |     |     |     
    c) Does the contractor have sufficient staff to execute the scope of the project?
       - Yes | No | N/A
       |     |     |     
    d) Has the contractor been in business long enough to establish a “track record”?
       - Yes | No | N/A
       |     |     |     
    e) What references does the contractor provide?
       - Yes | No | N/A
       |     |     |     

www.alastore.ala.org
<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>f) What is the contractor's record in successfully completing other projects?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Does the contractor usually complete projects in the period specified?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Has any litigation occurred against the contractor?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) What litigation has the contractor brought against previous clients and/or architects?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j) What is the reputation of the subcontractors that the contractor has specified?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k) Does the contractor have a change management process that is logical and easy to understand?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l) Does the contractor have the necessary insurance and bonds to protect the owner as called for in the legal and financial specifications?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m) Will the contractor obtain any necessary building or zoning permits?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n) Does the contractor have the appropriate licenses to do the job?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o) Does the contractor have a pleasant business manner and is the person comfortable to talk to?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

11. Is the bid awarded to the lowest responsible bidder? | | | |

**Comments:**

---

### H. Architectural Design

1. Does the library design proposed by the architect meet the building program requirements? | | | |

**Comments:**

---

2. Does the design have the character and power to make the library building a focus for its community or campus? | | | |

**Comments:**

---

3. Does the design take full advantage of all positive features of the site? | | | |

**Comments:**

---

4. Does the design compensate to the best degree possible for the negative aspects of the site? | | | |

**Comments:**

---

5. Is the architectural character distinctive in appearance, yet in harmony with its surroundings? | | | |

**Comments:**

---

www.alastore.ala.org
6. Does the design welcome users and encourage nonusers to enter and investigate the library?
   Comments: ________________________________

7. Does the design create a building that is unmistakably public in character and function, yet very comfortable and non-intimidating for the user?
   Comments: ________________________________

8. Is the interior design in harmony with the exterior of the library?
   Comments: ________________________________

9. Do interior finishes create a space that is inviting to users, yet able to stand up to the wear and tear of heavy public use?
   Comments: ________________________________

10. Does the design provide flexibility to take advantage of changes in library products and services, roles and activities, as well as technology?
    Comments: ________________________________

11. Does the design consider light, books, people, and the surrounding space as integral to each other?
    Comments: ________________________________

12. Does the design express symbolically the important values of knowledge and learning?
    Comments: ________________________________

13. Does the design merchandise the products and services of the library by incorporating design features used successfully in retail merchandising?
    Comments: ________________________________

14. Does the design solve the paradoxical needs within a library of spatial openness and seclusion by creating:
    a) The ability to orient oneself within the visible total enclosure yet feel anchored to a particular part of it?
    b) The possibility of easy supervision by staff without the sense of being left exposed in a large impersonal space?
    c) A gradation of different spaces within the library, ranging from open areas of public activity to alcoves of semiprivate activity?
    Comments: ________________________________
<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>d) Areas that have a sense of intimacy within the overall public setting?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>e) A wide variety of reading areas so that users have many choices to fit their mood or reading environment needs?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>f) A clear understanding upon entry to the library (and while moving within the library) of the general purpose of each library area?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>g) Clearly visible staff areas as a means for bringing information, services, and people together?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Does the library design plan encourage efficient traffic patterns from outside the structure into the building?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Does the library design plan encourage efficient traffic patterns within the building?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Does the library design provide for the maximum use of self-service by the library’s customers?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Does the design reflect the unique natural climate of the region where it is located?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Are windows treated or shaded to prevent the hot and damaging rays of the sun from penetrating the interiors?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Does the design provide flexibility in the placement of lighting fixtures, air ducts and registers, electrical power, and communication linkages to provide long-term adaptability?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Does the spacing of columns, shafts, and other architectural elements provide flexibility and the effective use of space?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Does the modular system employed meet the unique space needs of the library?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>