COURSE OVERVIEW
LIS779 Planning and Equipping Library Buildings

Instructor: Anders Dahlgren
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A note about contacting me:
Due to my erratic travel schedule, regular mail is the poorest means of reaching me. Telephone and e-mail are preferred instead.
If I'm traveling, the home office phone should be programmed to forward to the cell.
When e-mailing, include the word DOMINICAN in the subject line to reduce the chance that your message will be confused among the loads of spam that nevertheless filters through AOL's blocks.
Also be aware that travel schedules and itineraries make it difficult to check e-mail daily. If you are sending a time-critical e-mail, it never hurts to leave a voice mail alerting me that it's especially important to check my e-mail.

Course description: Introduction to basic principles involved in planning library quarters. Consideration of factors essential to wise choice of proper equipment and furnishings for libraries. This is accomplished through lectures and discussion, as well as a field trip to two recently-completed library buildings.

Course objectives: Through this course students will be able to

"demonstrate the fundamental connection between a library's service goals and space needs
"identify the roles and responsibilities of individuals and groups associated with improving and expanding library facilities
"describe basic procurement strategies for professional
design services, construction, and furnishings
"interpret and critique schematic plans
"evaluate the practical utility of library buildings
"describe how competing impulses (e.g., functionality versus aesthetics) are resolved in the design of library space
ASSIGNMENTS
LIS779 Planning and Equipping Library Buildings

There will be three assignments during the term, outlined below.

Assignment 1 Complete the space needs assessment / worksheet for your subject library (10-12pp). It is strongly suggested that you clear your library of choice with the instructor before completing the assignment.

"State the underlying rationale for the service and resource parameters chosen

"Indicate whether there are elements in the assessment methodology that don't apply to the subject library and why

"Indicate whether there are aspects of the library's service plan that are not suitably addressed by the assessment methodology and discuss how the assessment method might be adapted to accommodate those factors

Assignment 2 Apply the findings of the space needs determination to the library of your choosing (10-15pp).

"Compare the findings of the space needs assessment with the current conditions in the library

"Evaluate the adequacy of existing space; indicate specific cues you observed that may belie the current conditions in the building

"Discuss other current conditions that affect the utility and functionality of the building (keeping in mind the themes discussed during the initial class sessions)

"Comment on the aesthetic of the building and the degree to which the building has successfully traversed the fine line between function and form (again keeping in mind the themes discussed during the initial class sessions)

"Indicate the most likely strategy for addressing the space needs revealed by the needs assessment (new? addition? other?)

Assignment 3 For the third assignment, you will receive a copy of a building program statement developed for a specific library, along with three actual schematic plans that were developed in response to the programmatic needs expressed in the statement.
Prepare an evaluation (15-20pp) of three schematic designs offered in response to a building program statement.

"Summarize concisely the advantages and disadvantages of each schematic design with regard to program requirements.

"Identify which of the three schematic designs best meets the program requirements.

"Provide the rationale for your recommendation.

"Note any additional information that could have been provided in the program or the plans but was not that would have helped you make this assessment and recommendation.

GRADING

Assignment #1 represents 25% of the term's grade
Assignment #2 represents 30%
Assignment #3 represents 40%
Participation in class throughout the term represents the final 5%.

SUBJECT LIBRARY

The first two assignments focus on a subject library of the student's choosing. The subject library should be cleared with the instructor before undertaking these assignments to reduce the chance that the subject library will prove too large or too elaborate to be addressed within the context of these assignments. In very broad terms, as a possible subject public library facility grows past 25,000 square feet or a possible subject academic library facility grows past 40,000 or 50,000 square feet, it's more and more likely that it will present too expansive and complex a setting to be addressed by these assignments. Most school libraries or special libraries or branch libraries are of a smaller, more suitable scale. If a student presently works in a library, that might be a suitable choice, on the assumption that it is familiar. In any case, clear the subject library for the first two assignments.

DUE DATES

Due dates for the assignments will be specified and arranged during the first class session. Note that topics scheduled for the term's second session are crucial to the completion of the first assignment. Also note that the last class session will involve a discussion of the final assignment. The final assignment must be completed and submitted prior to that session in order to participate in these final discussions.
Students are encouraged to submit assignments electronically. This typically allows for faster review and return and feedback. Electronic submissions may be made in the following file formats: WordPerfect 2000 (or earlier version), or MS Word 2000 (or earlier version). Generally, double-spacing with 1" margins is preferred.
COURSE SCHEDULE
LIS779 Planning and Equipping Library Buildings

For the Fall, 2002 term, LIS 779 will be offered on six Fridays: September 13, October 4, October 25, November 8, November 22, and December 6. The class begins at 9:00 and extends until 5:00.

Topics and agendas for each week's sessions are as follows:

September 13
(morning session)

Course overview
   a. Where we're going (the syllabus)
      1. The introductions
      2. The readings
      3. The dreaded assignments
      4. The housekeeping details
   b. The cast of characters
      1. The library's governing authority
      2. The librarian
      3. The architect
      4. The consultant
   c. The coda: the library in a political setting
      1. Know how decisions get made
      2. Practical political savvy

September 13
(afternoon session)

The practical enterprise of designing a library
   a. The planning compass
   b. Keep It Sorta Simple (alt. var.: Keep It Simple, Stupid)
      1. Simple shapes are easier to build, easier to use
      2. Compact shapes are easier to use
   c. Consider the entrance
      1. Keep a single entry for patrons
      2. Access from the exterior
      3. Access into the interior
      4. The "central square" concept
   d. Locate staff where people can see them, find them
   e. Consider sight lines (for patron orientation, staff supervision)
   f. Consider traffic patterns and internal corridors
      1. Assignable vs. nonassignable space
      2. Design efficiency
   g. Keep things flexible
      1. Minimize fixed elements, structures & services
      2. Locate same with care
   h. Reduce floor levels (building out vs. building up)
i. Consider bay size (stack integration)

j. Reiterate shapes, standardize (modular construction)

k. Know floor loading requirements
   1. Dead loads
   2. Live loads (library bookstacks = 150# per square foot)

l. Consider technology
   1. Today's requirements (!!!)
   2. Tomorrow's requirements (???)

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October 4
(morning session)  
Space needs assessment

a. Litany of current needs & shortcomings / obsolescence report
   1. Access
   2. Safety
   3. Repairs
   4. Layout / inefficiencies
   5. Technology

b. Projected service goals = future space needs
   1. Design population
   2. Collection space
   3. Reader seating space
   4. Staff work space
   5. Meeting space
   6. Special use space
   7. Nonassignable space

c. Uses of the space needs assessment

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October 4
(afternoon session)  
The building program statement

a. Why prepare a program?

b. What is it, how is it used?

c. Who prepares the program and how?

The good, the less good, and the unattractive: a slide tour of selected facilities

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October 25
(morning session)  
The role of the architect (Guest lecturer: )

a. Selection of the architect

b. The contract

c. Schematic design / translating the program into a plan

d. Selling the project / working with governing authorities, referenda: the architect's role

e. Design development
f. Construction documents  
g. Bidding and contract award  
h. Construction observation / administration

October 25  
(afternoon session)  
Reading & interpreting building plans  
a. Schematic & conceptual plans  
b. Construction documents  

Facilities evaluation  
a. Post-occupancy evaluation  
   1. Reassemble the design / planning team  
   2. Review operations & alterations  
b. Application of the "design basics" strategies

November 8  
(morning session)  
Field trip to __________

November 8  
(afternoon session)  
Field trip to __________

November 22  
(morning session)  
Furnishing the library  
a. Coordinating furnishings / the role of the interior designer  
b. Selecting furnishings  
c. Acquiring furnishings / bidding  

Housing the collection  
a. Strategic issues in housing the collection  
   1. Closed access vs. open access  
   2. Single-box storage vs. double-box storage  
   3. Required accessibility vs. desired accessibility  
b. Stacks, mostly for the print collection  
   1. Metal vs. wood  
   2. Shelf height vs. capacity vs. floor area  
   3. Parallel lighting vs. perpendicular lighting  
c. Storage strategies for other portions of the collection  
   1. Consistency & interchangeability

November 22  
(afternoon session)  
Site selection  
a. Site selection criteria  
   1. Size  
   2. Availability  
   3. Accessibility  
   4. Visibility
5. Adjacent services
6. Existing conditions
7. Shape
8. Zoning
b. Site size considerations
   1. Floor plate
   2. On-site parking
   3. Easements & set-backs
   4. Future growth

Implications of technology on services / setting
a. How digital information sources and other changes in technology affect the services libraries provide
b. Power distribution
c. Lighting
d. Acoustics

December 6
(morning session)
Financing a library building project
a. Capital costs
   1. Construction costs vs. project costs
   2. Public financing & referenda
   3. Private financing & fundraising
b. Operating costs
   1. Staffing
   2. Operations
   3. Materials
   4. Other
c. Other factors

(afternoon session)
Closing topics
a. Accessibility and the ADA
b. Environmental concerns
c. ?????

The end of this class period will involve a discussion of the final assignment. The final assignment must be completed and handed in prior to this session in order to participate in this last class period.
READINGS
LIS779 Planning and Equipping Library Buildings

There is no assigned text for this class. Instead, the required readings listed below associated for each session's topics will be provided. Readings will be provided electronically as .pdf files, which require Adobe Acrobat Reader. Adobe Acrobat Reader is available for free download at: http://www.adobe.com/products/acrobat/readstep.html

In addition to the required readings, citations for optional readings are provided to further supplement the basic material for the class. For the most part, readings consist of articles and extracts. Generally, the readings are meant to supplement lectures and class discussion, to provide a view that might otherwise not be voiced. Typically, book length citations are to be scanned for general content, not read in detail.

September 13  
(required readings)


September 13  
(optional readings)


McCabe, Gerard B. Planning for a new generation of public


October 4 (required readings)


Space needs assessment calculations. (Handout)


"Refining the Space Needs Assessment." (Handout)
"Collection Density." (Handout)


October 4 (optional readings)


Building Blocks for Planning Functional Space. LAMA BES Facilities Committee, ed. Lanham, MD: Scarecrow Press, 2001

Leather, Deborah J. "How the focus group technique can strengthen the development of a building program." Library Administration and Management 4 (Spring, 1990): 92-95.


Smith, David. "Selecting a public library architect." In


November 8
(required readings)

Thomas, Christopher. "Canadian Colossus." Architecture 84 (October, 1995): 72-

November 8
(optional readings)

November 22
(required readings)


Solomon, Nancy B. "Wiring the Public Library."
November 22
(optional readings)


December 6
(required readings)


Holt, Raymond M. *The Wisconsin library building project*


December 6 (optional readings)


OTHER RESOURCES
LIS779 Planning and Equipping Library Buildings

Various web sites are listed here as additional resources. Some provide planning and resource material. Some follow specific library projects. Some are just fun.

http://www.ifla.org/VII/s20/slbe.htm
The International Federation of Library Association's Section on Library Buildings and Equipment is posting more and more of its business and publications electronically.

http://www.ala.org/lama/awards/librarybld/
Lists and describes (but sadly provides no images for) winning entries in the biennial Library Building Award program since the 1995 competition cycle. The Library Building Award is jointly sponsored by the American Institute of Architects and the American Library Association to honor excellence in library design.
Maintained by the American Library Association.

http://www.cslib.org/awardexcel.htm
Site for the Connecticut Award for Excellence in Public Library Architecture, which has as its objective To encourage excellence in the architectural design and functional planning of Connecticut public library buildings.
Maintained by the Connecticut State Library

http://www.cslib.org/libbuild.htm
The Connecticut State Library maintains a fairly extensive collection of web-based resources on planning library facilities.

http://winslo.state.oh.us/publib/survey.html
The State Library of Ohio maintains this site which compiles information to help answer queries regarding public library construction and architects.

The State Library of Queensland also maintains various facilities planning documents and guides on the web. According to the site, these pages have been created for librarians, council staff, architects and students - anybody interested in useful web-based resources on planning and building libraries in Australia. Included are links to library photographs of service areas such as OPACs, Circulation Desks and Youth Spaces. We hope the images will give you ideas for your own library. Plans for various small libraries in Queensland have also been incorporated. The designs were created in consultation with the relevant Councils and library staff.
The State Library of Queensland in Australia issues standards for Australian public libraries. This URL focuses on their rendition of standards for public library buildings.

A Guide for Public Library Buildings in New South Wales
This site features papers presented at the workshop held at the State Library of NSW on 16 October 2001 - includes Benchmarking spreadsheets for calculating the population-based and service-based benchmarks.

http://urbanafreelibrary.org/fredpla.htm
Notes and PowerPoint presentations on various aspects of library space planning for conference programs presented at PLA conferences in 1998 and 2000 by Fred Schlipf and John Moorman, frequent and mostly irreverent speakers on library buildings. Maintained by the Urbana (IL) Free Library.

http://www.lib.hel.fi/conf02/

http://www.libsci.sc.edu/histories/vts/vts11.html
A catalog of Carnegie libraries in South Carolina.

http://cterwilliger.com/resource/carnegie/
Likewise, but for the state of Michigan. An architectural firm, Terwilliger Associates, has produced this site.

http://www.spl.org/lfa/central/buildinganewcentral.html
Follows the progress of the expansion project for the new central library for Seattle Public Library.

http://dmaa.com
Homepage for David Milling & Associates, a Michigan architectural firm with considerable library design experience. Recent projects and case studies.

http://fgmarch.com
Homepage for Frye Gillan Molinaro Architects, a Chicago-based firm with considerable design experience. FGMA recently completed the remodeling of the Crown Library on the Dominican campus. Recent projects and case studies.

http://www.msrltd.com/libraries.html
Summaries of recent library projects completed by the architectural firm of Meyer
Scherer & Rockcastle, Ltd. of Minneapolis.

http://www.cultivate-int.org/issue5/buildings
Otherwise titled 'The Search for the most Fascinating Library Buildings in the World.' Produced and maintained by one Godfrey Oswald