



NEW CENTRAL LIBRARY FUNCTIONAL PROGRAM



Resource Planning Group Inc.



Resource Planning Group Inc.

205-1525 West 8th Ave.,
Vancouver, BC V6J 1T5
T 604-736-6426 F 604-736-4079
E info@rpg.ca

502-703 Evans Ave.,
Toronto, ON M9C 5E9
T 416-498-5205 F 604-736-4079
E info@rpg.ca

www.rpg.ca

The content of this document is the product of a collaborative effort of Resource Planning Group Inc., and Saskatoon Public Library and requires the formal approval of these parties prior to its use. The specifications herein do not absolve the parties providing subsequent design services from their own responsibility to provide fully functional and complete facilities and to satisfy applicable building code requirements.

This document is to be used solely by the Saskatoon Public Library for the development and use of the project facilities. It is not to be reproduced, or copied in any form, for use on projects other than that for which the document was prepared.

Table of Contents
1.0 INTRODUCTION AND SUMMARIES

Introduction	1-1
Background to the Project.....	1-1
Description of the Work Performed.....	1-1
Organization of the Document	1-1
Summaries	1-3
Overview of the Document.....	1-3
Patron Accommodation.....	1-4
Collection Resources	1-5
Occupancy Estimates	1-6
Space Summary	1-7

2.0 GENERAL PLANNING CRITERIA

Introduction	2-1
1. Strategic Vision for the New Central Library.....	2-3
2. Project Assumptions	2-7
3. Defining Features.....	2-9
4. Key Site Development Goals	2-11
5. Interior Systems	2-13
6. Operational Systems.....	2-19
7. Building Systems	2-23
8. Sustainability Features.....	2-29

3.0 COMPONENT PLANNING CRITERIA

Introduction	3-1
1. Exterior Spaces.....	3-3
2. Entrance.....	3-13
3. Atrium, Concourse and Programming Rooms	3-27
4. New & High Demand Collection.....	3-39
5. Children's Library	3-49
6. Community Services	3-63
7. Teens	3-75
8. Creation Spaces	3-85
9. Adult Collections	3-95
10. Culture & History.....	3-109
11. Employee Workspaces	3-121

	Page
12. Administration	3-133
13. Building Services + Back-of-House	3-141
APPENDICES	
Appendix A: Definition of Terms	A-1
Appendix B: Physical Plan	TBD

1.0: INTRODUCTION AND SUMMARIES

INTRODUCTION

BACKGROUND TO THE PROJECT

For the last several years, Saskatoon Public Library (SPL) has been working to develop a plan to replace or revitalize Frances Morrison Central Library. The most recent activities associated with this project are SPL's *Strategic Plan*, released in 2016; a community consultation process that took place in the spring of 2018 that is summarized in the *What we Heard* report; the New Central Library Business Case evaluated four development options, including status quo, renovation of the existing facility, a new standalone facility, and a new joint use facility. A new standalone facility of 149,000 building gross square feet was identified as the recommended option. In September 2019, the Business Case was presented to Saskatoon City Council to request borrowing of \$85 million. The preliminary project space list was based on Wisconsin Public Library Standards, community input, the application of the City of Saskatoon's Facility Accessibility Design Standards (FADS), and library best practices.

In November 2019, SPL received borrowing approval by City Council, with the project budget reduced from \$154 million to \$134 million, and that the size of the building therefore required adjustment. This was followed by a site selection process with KPMG, and supported from a technical standpoint by Kindrachuck Agrey Architecture (KAA) that identified 2nd Avenue North, between 24th Street East and 25th Street East as the preferred site. The purchase was approved by the Board in February 2020 with possession in April. Procurement is being approved July 2020.

RPG was retained to work with SPL to develop a detailed Functional Program in March 2020.

DESCRIPTION OF THE WORK PERFORMED

The development of this Functional Program was initiated in February 2020 with a tour of the Library, and a day long meeting with SPL leadership to understand the future service delivery concepts and to develop a draft component organization for the facility, to allow RPG to begin the drafting of functional components.

RPG submitted draft component planning criteria prior to conducting a series of four videoconference meetings with leadership on April 7th, 14th, 22nd and 30th, 2020. Based on the discussions in these meetings, RPG submitted a 2nd draft of the component planning criteria on May 14th and received an extensive review to the second and final series of videoconference meetings with employees on June 1st, June 8th, and June 15th. A final meeting was conducted on July 8th to reduce the overall Functional Program to better match the financial targets.

ORGANIZATION OF THE DOCUMENT

This report includes the following subsections:

1. This Introduction and Summaries section, which includes summaries of employee, customer accommodation and space requirements;

2. General Planning Criteria, which includes planning criteria related to the facility in general, including design objectives;
3. Component Planning Criteria, which includes criteria related to each of the 13 components that comprise the SPL; and

Appendices

Appendix A: Definition of Terms & Abbreviations; and

Appendix B: Physical Plan.

SUMMARIES

OVERVIEW OF THE DOCUMENT

The Functional Program is organized into a General Planning Criteria section, which includes information that relates to the building generally, and a Component Planning Criteria section.

The Component Planning Criteria section includes specific information and design criteria related to each of the 13 functional components that comprise the project.

The following briefly summarizes each of the functional components:

Functional components can be defined as a grouping of activities and assigned spaces that are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department since the term “department” refers to an administrative organizational unit and not a physical planning unit.

1. **Exterior Spaces:** this component accommodates exterior program spaces for the facility;
2. **Entrance:** This component accommodates the primary public weather protected Lobby accessing the building, along with the services and functions encountered as one moves in and out of the Library, such as the Retail Kiosk and a Café that is accessible from the exterior;
3. **Atrium, Concourse and Programming Rooms:** this component is the building’s major spatial and organizing feature; it provides a central vertical space that connects spaces on all floor levels;
4. **New & High Demand Collection:** this component features new and in demand materials, quick access computer stations, and casual seating;
5. **Children’s Library:** this component is a library within the Library, accommodates the collections, program spaces and collection support spaces for the Children’s Library, as well as program support spaces;
6. **Community Services:** this component includes the resources and support for patrons who are marginalized, including those with differing abilities, newcomers to Canada, and people facing poverty and homelessness;
7. **Teens:** this component accommodates an open Teen collection area and a more spatially contained Teen Program Area;
8. **Creation Spaces:** this is a technology-focused environment where patrons explore and create conventional and digitally-derived products, games, and access audiovisual materials;
9. **Adult Collections:** this component will be comprised of two separate areas, housed on two adjacent floors, the first housing the Adult Non-Fiction Collection; the second housing the Adult Fiction and Magazines Collections;
10. **Culture & History:** this component accommodates a reconciliation and Indigenous Learning Circle Space, specialized local history collections and support space, and an art gallery;
11. **Employee Workspaces:** this non-public component accommodates the administrative and non-public workspace of employees who work in patron service areas at the Central

Library as well as the Library system's operational departments in an environment that supports the integrated planning and delivery of services. It also includes employee amenities;

12. **Administration:** this component accommodates office and support space for the Library system CEO's Office, and Directors and other departments that are included as well as the main boardroom; and
13. **Building Services + Back-of-House:** this component accommodates Building Services spaces that are distributed throughout the building and that are not associated with specific components, the spaces required to ensure the practical operation of the building, including the movement of all collections, supplies, materials, furniture and equipment in and out of the building and the storage collection.

PATRON ACCOMMODATION

The following table identifies total maximum numbers of patrons accommodated in each component.

Component	Number of Stations/Seats
1. Exterior Spaces	-
2. Entrance	82
3. Atrium, Concourse and Programming Rooms	320
4. New & High Demand Collection	42
5. Children's Library	208
6. Community Services	97
7. Teens	92
8. Creation Spaces	98
9. Adult Collections	228
10. Culture & History	58
11. Employee Workspaces	-
12. Administration	-
13. Building Services + Back-of-House	-
Total	1,225

**COLLECTION
RESOURCES**

In order to provide residents of Saskatoon with access to a comprehensive collection, and meet the reduced project budget, a portion of some collections, comprised of lesser accessed items, have been placed within the Storage Collection.

The following table identifies total numbers of items by component, the number allocated to the Storage Collection, the number of items allocated to the component, and the number of items that are shelved at any one time. The difference between the items allocated to the component and the number of items that are shelved is equal to the circulation factor, i.e., the number of items that are borrowed at any one time. Finally, the percentage of shelved items is identified for each component.

Component	Total Number of Items	Storage Collection Allocation	Component Allocation	Number of Items Shelved	% of Shelved Items
1. Exterior Spaces	-	-	-	-	-
2. Entrance	-	-	-	-	-
3. Atrium, Concourse and Programming Rooms	-	-	-	-	-
4. New & High Demand Collection	5,982	-	5,982	1,689	0.8%
5. Children's Library	94,538	9,446	85,092	48,381	23.2%
6. Community Services	23,777	2,377	21,400	10,320	4.9%
7. Teens	17,379	1,736	15,643	9,552	4.6%
8. Creation Spaces	54,737	5,474	49,263	31,575	15.1%
9. Adult Collections	126,473	12,623	113,850	86,839	41.6%
10. Culture & History	20,462	-	20,462	20,430	9.8%
11. Employee Workspaces	-	-	-	-	-
12. Administration	-	-	-	-	-
13. Building Services + Back-of-House	2,982 ¹	2,982	-	-	-
Total	346,331	34,638	311,693	208,786	100%

Note:

- Accommodates 34,638 items, including approximately 10% of items from collections in components 5 through 9.

OCCUPANCY ESTIMATES

The following table identifies overall occupancy assumptions for the Library. It includes employees, patron stations and an allowance for patrons browsing the collection.

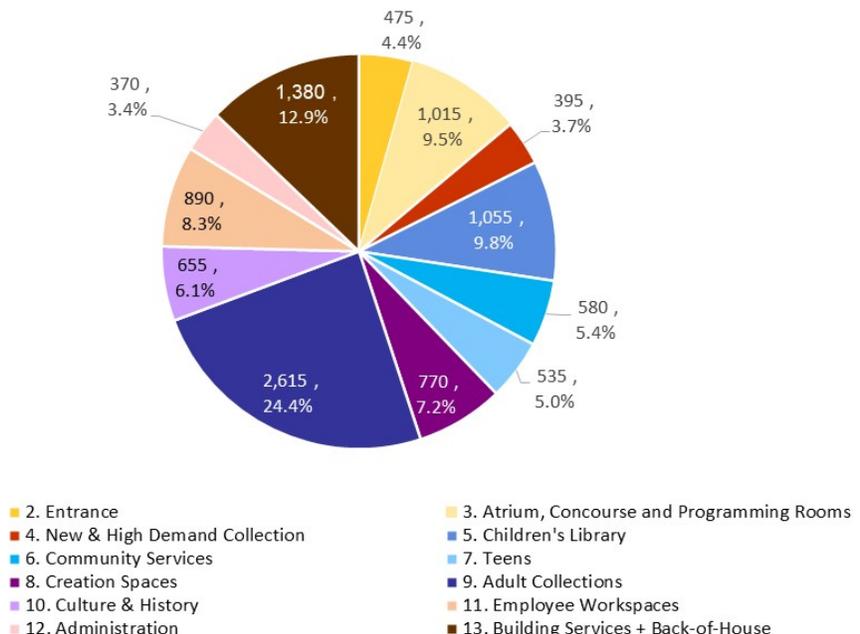
Component	Maximum Occupancy
1. Exterior Spaces	-
2. Entrance	152
3. Atrium, Concourse and Programming Rooms	429
4. New & High Demand Collection	65
5. Children's Library	245
6. Community Services	113
7. Teens	107
8. Creation Spaces	115
9. Adult Collections	316
10. Culture & History	90
11. Employee Workspaces	63
12. Administration	20
13. Building Services + Back-of-House	15
Total	1,730

SPACE SUMMARY

The following table summarizes total net area, and the estimated component grossing factor, and the component gross area from each component. (For definitions, see *Appendix A: Definition of Terms & Abbreviations*).

Component	Component Net Area		Grossing Factor	Component Gross Area		% of Total (CGSM)
	NSM	NSF		CGSM	CGSF	
1. Exterior Spaces	1,685	18,137	-	-	-	-
2. Entrance	351.7	3,786	1.35	475	5,113	4.4%
3. Atrium, Concourse and Programming Rooms	814.0	8,762	1.25	1,015	10,925	9.5%
4. New & High Demand Collection	292.7	3,151	1.35	395	4,252	3.7%
5. Children's Library	810.4	8,723	1.30	1,055	11,356	9.8%
6. Community Services	446.2	4,803	1.30	580	6,243	5.4%
7. Teens	411.9	4,434	1.30	535	5,759	5.0%
8. Creation Spaces	593.0	6,383	1.30	770	8,288	7.2%
9. Adult Collections	2,093.5	22,534	1.25	2,615	28,148	24.4%
10. Culture & History	504.9	5,435	1.30	655	7,050	6.1%
11. Employee Workspaces	636.9	6,856	1.40	890	9,580	8.3%
12. Administration	273.6	2,945	1.35	370	3,983	3.4%
13. Building Services + Back-of-House (incl. washrooms)	1,150.4	12,383	1.20	1,380	14,854	12.9%
Total Component Gross Area	8,379.2	90,193		10,735	115,551	100%
Building Grossing Area			1.18	1,932	20,799	
Total Building Gross Area				12,667	136,350	

The following chart indicates the relative size of each of the components based on component gross (CGSM) area.



**SECTION 2.0:
GENERAL PLANNING CRITERIA**

2.0 GENERAL PLANNING CRITERIA

INTRODUCTION

This section of the document describes General Planning Criteria that apply to all spaces and systems in the functional components. More detailed, component-specific design criteria are included in each Functional Component description.

General Planning Criteria should set the stage for the eventual development of design responses and technical specifications. They assume that any existing municipal, provincial, and/or national building codes and standards will take precedence over concepts described below.

General Planning Criteria are described in eight sections as follows:

1. Strategic Vision for the New Central Library;
2. Project Assumptions;
3. Defining Features;
4. Key Site Development Goals;
5. Interior Systems;
6. Operational Systems;
7. Building Systems; and
8. Sustainability Features.

Page purposely left blank for pagination

1. STRATEGIC VISION FOR THE NEW CENTRAL LIBRARY

The new Saskatoon Central Library is a flagship of Canadian public library reconciliation in action.

Woven into the fabric of this place, Saskatoon Public Library has been enriching the community by inspiring discovery, curiosity and creativity through the sharing of spaces, experiences and ideas for over 100 years. This place also carries deep history and traditions of First Nation storytelling to facilitate information exchange, since time immemorial, and the rich culture of the Métis adds vibrancy to the fabric. Located on Treaty 6 territory and the homeland of the Métis, Saskatoon Public Library pays respect to the Indigenous ancestors of this place known as Saskatoon.

This place also holds a dark past. When European explorers arrived, they made treaties with the First Nations people. The Treaties were agreements describing how working together would ensure mutual success and opportunity for all people. The settlers did not keep their Treaty promises. Instead, the Canadian government implemented policies to assert control over Indigenous people that involved cultural assimilation and genocide. Settlers benefited from these policies and structures to gain land, wealth and power. These benefits continue to be realized by non-Indigenous people today. The destructive impacts of the past manifest in systemic racism, resulting in the exclusion of First Nation & Métis people from the economy, disproportionate over-representation in the justice system, and lower health outcomes, among many other negative impacts.

This oppressive and colonial past does not have to define the future. As an organization that played an essential role in the settlement of the city, and as a critical memory institution, Saskatoon Public Library affirms our commitment to reconciliation and acknowledges our responsibility to respond to calls for action, justice and equality. As Treaty people, and as an organization rooted in colonialism, reconciliation means doing our part to create an interdependent and fair society. A society where First Nation & Métis culture, stories, language, and culture thrive and contribute to the fabric of life in Saskatoon, where safe spaces exist for mutual learning, communication across cultures, trust-building, partnerships, and shared social experiences. In this re-imagined society, everyone can enjoy a high quality of life.

Saskatoon Public Library commits being a leader in the realization of reconciliation. We will elevate First Nation & Métis voices, language, culture and history. We commit to connecting with First Nation & Métis communities in meaningful, respectful and inclusive ways, to immerse the organization in cultural understanding, and to integrate First Nation & Métis perspectives in library operations.

Public libraries serve as a critical component in enhancing the quality of life for all and helping to address the global goal of a better and more sustainable future at a community level. The new Central Library presents a significant opportunity to reduce inequity and introduce progressive and effective social change.

Our vision is to strengthen and contribute to the healing of intergenerational trauma in the community through a culturally appropriate Central Library project. The new Saskatoon Central Library will bring Indigenous and non-Indigenous communities together in a safe and welcoming place. The physical form of the building itself, as well as the interior and exterior spaces and art, will visually embody local First Nation & Métis identity (its traditions and culture) and express the aspirations of the Saskatoon community as a whole. Reconciliation will be evident in the integration of local First Nation & Métis perspectives into the programs, services, and collections available within the Library walls.

To achieve this vision of reconciliation, both Indigenous and non-Indigenous leadership, values, history, and ways of knowing will be incorporated into the library design & construction processes. Authentic engagement will be integral to the success of the project. The new Central Library will happen with, not for, the community as a whole, from start to finish - leaving a legacy of reconciliation behind.

To this end, we envision a new Central Library infused with the spirit of this community and be a source of inspiration and pride for those who call Saskatoon home.

TRANSLATING THE VISION TO A BUILT ENVIRONMENT

Design Objectives

1. Capture the regional identity of Saskatoon.
2. Create a unifying multi-faceted design tapestry that is inclusive and uplifting for the entire Saskatoon community and promotes community cohesion.
3. Reflect the First Nation & Métis traditions, culture, values, aspirations and reverence for the relationship with the natural world, and promote cultural awareness.
4. Evoke the natural topography of the Saskatchewan prairie and the South Saskatchewan River.
5. Blend traditional First Nation & Métis building forms with contemporary design.
6. Address traditional ceremony and protocol, oral storytelling and modes of teaching & learning.
7. The design process embodies community empowerment and authentic engagement.

Design Elements

Along with others not yet identified, the examples below are for consideration. These concepts can be combined, or referenced, prominently or indirectly, literally or figuratively to develop a consistent character throughout the building. These concepts should be explored and expanded on in collaboration with local First Nation & Métis communities during the design process.

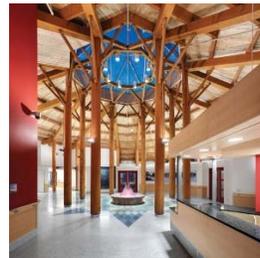
1. STRATEGIC VISION FOR THE NEW CENTRAL LIBRARY

1. A visible symbolic exterior gateway with processional approaches, traditional materials and geometries.
2. Building features oriented to the cardinal directions, tracking the sun through days and seasons.
3. Design responses that express reverence for seasonal weather conditions and the path of natural light.
4. The capture, penetration, modulation and focus of natural light.
5. The approximation of natural light in systems of artificial light: the penetration, modulation and focus of artificial light.
6. Overall conditions and features that convey an integral relationship with the natural environment and visual contact with the sky.
7. Symbolic and meaningful geometries in landscape and building design.
8. Landmark and symbolic exterior features, form, and urban presence.
9. Interior and exterior artwork and sculptures symbolic of Treaty 6.
10. Celebrate movement through the building with a progression of symbolic thresholds, entrances, pathways, and destinations.
11. Traditional space characterized by axial approach, proportions, geometries, spatial configuration, and indirect sources of light.
12. Maximized energy conservation through mechanical means, insulation, and designs that utilize natural heating, cooling, and air circulation systems.
13. Consideration of traditional concepts of seating and orientation.
14. Features such as highlighted pathways, stairs, and milestones.
15. A ground plane that echoes the natural world in wood and stone.
16. Interior decoration featuring a spectrum of natural colour palettes and symbolic geometries.
17. Natural and local materials including wood & stone and natural textiles.

Indicative Projects & Design Concepts

There are numerous examples of outstanding architecture that blend modern materials and traditional elements. Some of these Canadian projects include but are not limited to:

- Gordon Oakes Red Bear Student Centre, Saskatoon, SK;
- Wanuskewin Heritage Park, Saskatoon, SK;
- Aanischaaukamikw Cree Cultural Institute, Oujé-Bougoumou, QC;
- Gathering Circle, Thunder Bay, ON;
- O'Siyam Pavilion, Squamish, BC;
- Centre for Native Child and Family Services, Toronto, ON;
- Indigenous Circle, McMaster University, Hamilton, ON;
- Squamish Lil'Wat Cultural Centre, Squamish, BC;
- First Peoples House at University of Victoria, Victoria, BC;
- First Nations University, Regina, SK;
- Canadian Museum for Human Rights, Winnipeg, MB; and
- Seneca College's Indigenous Centre, Toronto, ON.



2. PROJECT ASSUMPTIONS

The following assumptions are not exhaustive; they are included to establish a working snapshot of the key functional and spatial parameters that guide the project:

Scale

- The project budget is approximately \$134 million, including escalation to 2026;
- The building gross area will be approximately 136,000 square feet;

Operations

- Design will enable practical operation for a minimum of 50 years;
- Design will allow for partial operation outside normal Library operating hours;
- Daily attendance can accommodate 2,500 as Saskatoon's population grows towards the projections of one million people;
- Six employee FTEs will be added;
- Custodial and building operators will continue to be contracted;
- Employee workspaces will be grouped to support flexibility and efficient operations;
- The collection size accommodated on shelving is approximately 209,000 equivalent volumes, with approximately 346,000 total equivalent volumes in the collection;¹
- Except in the storage collection areas where compact, high-density shelving will be required, the entire Library facility will be compliant with the City of Saskatoon's FADS;
- Collection shelving will comply with FADS and will be between 15 and 54" high, involving, three to four shelves;
- Ancillary services will include a Café, Retail Kiosk and Friends' Shop; and

Systems

- 14 non-public parking spaces will be provided on-site;
- Bike parking will be provided for patrons and employees;
- There will be directly adjacent sidewalks and multipurpose exterior spaces;
- There will be one public entrance;
- There will be a designated employee and security control entrance as well as an entrance associated with parking and loading dock;

¹ *Materials are in circulation.*

- The main floor will be at the elevation of the adjacent sidewalks;
- The building will feature three to four floor levels and possibly additional partial lower level;
- There will be an entrance to the Café from the street with interior window service into the Library patron service area;
- There will be centrally located public elevators, and no escalators;
- There will be centrally located open feature stair system;
- Centrally located water fountains, bottle filling and handwash stations;
- There will be a separate employee and material handling elevator, and a separate employee stair system;
- There will be two shipping and receiving bays; and
- The building will achieve a LEED® Gold certification.

3. DEFINING FEATURES

The following defining features are not exhaustive; they are included to establish a working snapshot of those key functional and spatial parameters that guide the project:

Core Experience

- Universal accessibility;
- Health and well-being;
- Safety and security;
- Empowerment through ease of use and self-serve concepts;
- Multi-generational and multi-cultural animation;
- Acknowledgment of the history, spirit, and natural environment of Saskatoon and that Saskatoon is a Winter City;
- Privacy, refuge and seclusion;
- Exploration and creation; and
- Enjoyment and recreation;

Community Presence

- A prominent identifiable destination with a simple, timeless architectural character;
- A community gathering space that balances traditional library experiences and innovative services;
- An upper-level symbolic destination that celebrates reconciliation, history, culture and art; and
- Acknowledgement of the spirit of the place conveyed through use of wood and stone, vegetation and access to natural light and climatic conditions;

User Friendliness

- Visible, accessible, welcoming employee and patron self-directed services;
- Employee, community and partner-led programs, and patron self-directed experiences;
- A comprehensive collection of print, digital, and other media, arranged for optimal visibility, access and discovery;
- Collection resources and building features arranged for optimal patron self-direction and orientation;
- A wide range of patron-provided and Library-provided technologies;
- Innovative and strategic signage systems designed for optimal patron self-direction and orientation;
- Cultural enrichment provided through indigenous public art; and

Interior Character

- The presence throughout of inspiring beauty, achieved through pleasing spaces, forms, and proportions;
- Acknowledgment and celebration of the natural environment throughout the building using natural light, materials such as wood and stone, and key features that delight and provide access to greenery and nature throughout the year;
- Navigation and orientation features that are consistently located throughout the building;
- Views of people and activities from above, below and across spaces;
- The presence of ample daylight, year-round, with penetration to the interior effected using perimeter glazing and daylight from above;
- Open interactive spaces and smaller scaled personal refuges; and
- A general emphasis on spatial openness and visual transparency with fully enclosed spaces being the exception.

4. KEY SITE DEVELOPMENT GOALS

Visibility

- The exterior of the Library facility should be prominently visible from adjacent streets, sidewalks and buildings.
- Signage identifying the Library should be prominently visible from the two major adjacent streets.
- The interior of the Library should be prominently visible from adjacent streets sidewalks and buildings.

Views

- Significant views of adjacent and nearby sidewalks, streets, outdoor green space and prominent local features should be provided from the interior of the Library facility.
- Significant views of adjacent and nearby natural features, including the sky should be provided from the Library interior.

Pedestrian and Vehicular Access

- Convenient pedestrian access should be provided from adjacent urban destinations, and pedestrian systems to the Library facility.
- A convenient and safe pedestrian drop-off should be provided that is close to the entrance to the Library facility.
- Public parking for private vehicles should be provided on streets adjacent to the Library facility site, as well as drop-off stalls for school and accessibility buses.
- Service and delivery vehicle, and private vehicle access and limited surface parking for employee vehicles should be provided on the actual site of the Library facility.
- On-site itself, there should be landscaped, (sound system) programmable multipurpose green space, accessible from sidewalks and interior space of the building.

Project Image

- Site development must include building setbacks that create a partially covered entrance plaza and exterior arrival and gathering place and an area for multi functional activities.
- The Library facility should have an image defined by simple massing and visual transparency.

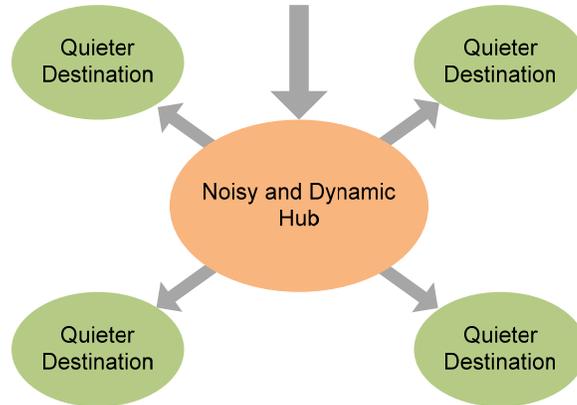
- The building image, building forms and design vocabulary, and exterior materials should reference and complement those of the region.
- The building image should make visible and imaginative use of Indigenous natural forms and materials.

5. INTERIOR SYSTEMS

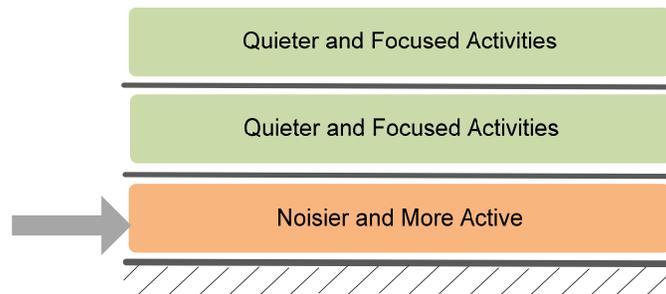
Key Features

- This will be a very highly used public building. Use will be daily, year-round and over several decades. Its diversity of users and its level of use will make ongoing demands on all fixtures, systems, and infrastructure.
- The level of wear and tear will be very high. The building and all its sub-systems should be designed to be simply elegant, practical, durable and easily maintained.
- The space should be characterized by simplicity, clarity, unpretentious forms and materials that form a neutral backdrop to the animation of Library patrons and activities.
- A prominent central spatial and architectural feature with references to local and regional social, historical, and environmental contexts.
- A multi-level interior, that includes an atrium space with balcony overlooks, will be the major spatial and unifying feature in the building:
 - it will provide a central vertical space that connects and focuses spaces and functions on all floor levels;
 - it will also accommodate a multipurpose ground floor program delivery destination that acts as a gathering point for community presentation and events; and
 - it will include an Indigenous Learning Circle reconciliation space on the top (*Culture & History*) floor that completes the sequence of spaces that form the symbolic heart of the building.
- Intuitive wayfinding, visual cues and connections will ensure that building users:
 - have a clear understanding of the overall layout of the building, including the sequence of arrival spaces, and locations of key services and features;
 - have a clear understanding of where stair and elevator/ systems are located; and
 - experience individual workspaces and private destinations.
- Numerous opportunities for viewing and people watching, as well as quiet individual refuge.
- Spatial simplicity and future reconfigurability achieved through a minimum of structural and fixed elements, access to natural light, and practically located services.
- Furnishings and interior design concepts should create an ambiance for human comfort and enjoyment.

- Highlighted collection feature areas and service destinations along a hub-and-spoke model, featuring a central arrival space with services, signage, and display features, etc., and specific related functions and spaces clustered around this central space.
- Lateral spatial zoning that generally transitions from active common spaces at the centre, to quieter, collection display and workspaces at the perimeter.



- Vertical, spatial zoning that generally transitions from active common spaces on lower floors, and quieter, reading, study and workspaces upper floors.



- Generally open and contiguous spaces with enclosed spaces the exception; all enclosed space must be acoustically damped.
- Ample natural light throughout.
- Exterior walls that feature large expanses of glazing, providing views into and out of building, to and from adjacent buildings, natural features, and public spaces.

Health and Safety Features

- There will be consultation space adjacent to the security service base on Level 1.

- On each level, adjacent to (water fountains and bottle filling stations) public handwash stations (separate from the washrooms) will be provided.
- The design, materials, finishing details, fixture installation features, and maintenance activities of finishes will be easy to clean and minimize the likelihood of injury due to accidents, falls, etc.
- Safety and security features will be integrated unobtrusively using discreet, intuitive layout and design features, (including interior glazing), rather than through obvious surveillance and/or physical barriers.
- Public areas will be visible from service points.
- The Library interior is an interior urban space. The design of the space must reflect the principles of Crime Prevention Through (Interior) Environmental Design (CPTED).
- Spatial dimensions and proportions, furnishing and fixture design should respond to the ergonomic and human factors realities of human physiology, including those of people with special needs, particularly the requirements to comfortably access, move, lift, adjust, and rearrange collection resources, equipment, furniture, doors, operable partitions, lighting, play equipment, presentation equipment, and storage units.
- All materials used must be non-toxic, and non-allergenic.
- All materials used must be considered for frequent cleanability and high use.

General Features

- Minimum 4.5 metre (14.8 ft.) ceilings in main public spaces, with feature multi-storey spaces with balcony overlooks.
- An open feature staircase system strategically placed so as to not obstruct sightlines and the functioning of general floor areas.
- In areas featuring grouped workstations, minimal internal corridors that incorporate intermittent views and natural light along their length.
- Orientation features and/or exterior views at the ends of corridors and aisles.
- Bookable rooms with modular construction and partial glazing.
- Program rooms with modular construction and partial glazing, including blinds.
- Mitigation of glare in patron and employee areas.

- Ceiling features that are suspended from an exposed structure and that define specific areas and functions below.
- Collection resources that are laid out to be optimally visible, self-explanatory, and visually interesting, including shelving not more than 165 cm, with many opportunities for face-out displays.
- Public washrooms located in the same location on each level of the building with entries that feature doors and vestibules, and infant change stations in all. There will be at least one universal washroom per floor.
- Infant change stations in all washrooms.

Functional Organization

- Individual workspaces that are typically located adjacent to perimeter windows; with interactive spaces at the centre, although all spaces should have ample daylight.
- A variety of spatial scales, including group and individually scaled spaces.
- Spaces that are designed to allow reconfiguration and expansion in the future with minimal disruption of services and operations.

Lighting

- An emphasis on natural light.
- Glazing that provides shade and glare control. Glass should have integral shading capacity and UV protection.
- There will be a wide variety of lighting conditions as well as the need to control lighting conditions in specific reading, study, and programming, meeting and bookable rooms.
- Light quality, lighting fixtures, and lighting controls must be developed as a significant design feature throughout.
- Full spectrum lighting should be provided to support use in winter conditions.
- Generally, lighting will be LED, indirect and glare-free.
- Local task lighting will be required to illuminate work surfaces, displays, and special features.
- Natural light from above will be important. See comments on roof design in *Building Systems + Back-of-House*.

Acoustic Quality

- Generally, acoustic dampening of noise from human activity and from any mechanical system is required throughout the building.
- Acoustic treatment in all multipurpose program and study spaces, offices, and meeting rooms.

Furnishings and Surfaces

- Simplicity of design and coordination of forms and colours.
- As much as possible, furnishings should be fully adjustable, moveable, and reconfigurable.
- Furnishings and surfaces should be commercially available with custom fabrication kept to a minimum. It should be selected for ease of maintenance, high durability, cleanability and conformance to infection control and general maintenance policies and procedures.
- Power and cabling access should be integrated with furnishing design and layout.

Fixtures and Equipment

- All collection areas should be compliant with Saskatoon's FADS.
- Collections will be stored on shelving units that are typically three feet wide and no more than 165 cm (66") high.
- Shelving units may be moveable (if under 132 cm high) or fixed to the floor structure, (if higher than 132 cm).

Signage and Display

- The building will include feature signage and information displays, wall/ceiling-mounted projection equipment and integrated whiteboards or screens.
- Presentation equipment should be securely fastened to walls or ceilings.
- Display features may be freestanding, suspended, and/or mounted on wall systems.
- Signage should be commercially available for ease of updating.
- Provide consistent signage display locations on each level and a display surface designed to avoid scattered signage and contain permanent and temporary signage in the one designated location.

Page purposely left blank for pagination

6. OPERATIONAL SYSTEMS

Partial Operations

- A direct means of access from the *Atrium, Concourse, and Programming Rooms* and from *New & High Demand Collection* to the *Entrance* must be provided to facilitate after-hours use.
- To allow extended hours of operation for the *Atrium, Concourse and Programming Rooms* component, retractable aluminum screens may be used to preclude access to the staircase system and upper levels.

Room Booking

- Programming Rooms will be used/booked by Library employees and/or the public for meetings, programs, and other events.

Service Points

- There will be at least one public service point on each floor level with additional service points for *Culture & History* and *Creation Spaces*, plus a registration/public administration desk near the Library *Entrance* on the main level.
- Service points should be highly flexible (not built-in) with the opportunity to change numbers and placement of service points as required.
- Nonetheless, service points should be sufficiently adaptable to allow the easy installation of sneeze barriers.

Movement Systems

- Movement paths must be carefully coordinated to lead to and coincide with key functional destinations, such as feature collection areas, service points and collection displays.
- Pathways to destinations should optimize direct movement by the shortest route.
- Planning should develop circulation paths with simple geometries and clear sightlines; for security purposes, there should be no dead ends or hidden corners.

People Moving Systems

- Many patrons will use mobility devices, such as walkers, automated wheelchairs, and strollers accommodating small children. People moving systems must accommodate this with all systems optimized for ease of movement, orientation, and safety.
- An open staircase that connects all levels of the Library. Its design should invite frequent use. It may include interim landing spaces with bench seating area for rest and general prospect.

- Public elevators (minimum two) will provide the second key means of vertical public movement. Glazed elevator cars must be avoided.

Materials Handling Systems

- Library patrons are the primary carriers of collection resources into and out of the building. Patrons typically carry collection resources and technical devices, as well as other personal effects. As such, all spaces and fixtures must be scaled to allow movement of patrons carrying these materials, and should support the need to set them down occasionally on horizontal surfaces.
- Exterior material drops near the *Entrance*, with consideration also given to drop-off for vehicles, must connect as directly as possible to the materials sorting area.
- There will be an automated materials handling system; it should involve minimal use of mechanical conveyors. Any necessary conveyor elements should be located inside the building, with minimal lateral distances, no level changes, and no abrupt changes in direction.
- Collections resources will be moved by employee from the sorting room via book trucks.
- Other supplies and equipment may occasionally be moved via small pallet trolleys.
- A service elevator will be the primary means of the vertical movement of materials and supplies handling. This elevator will supplement and serve as a back-up to the public elevators.

Security Systems

- To allow extended hours of operation for the *Atrium, Concourse and Programming Rooms* component, retractable aluminum screens may be used to preclude access to the staircase system and upper levels.
- Retractable aluminum screens may be used to allow variable hours of opening and closing for the *New & High Demand Collection* component.
- Doorbells or intercoms should be provided from employee entrance(s) to Security and materials handling room (or other convenient employee workspace).
- Sidelight or viewing panels should be provided in exterior doors.
- All collection materials will have radio-frequency identification (RFID) tags that will be used for identification but not for collection security.

- Passive surveillance will be provided through the general strategic positioning of occupants and employees, who will be located with direct sightlines to activity areas.
- There will be security guards on duty at all hours of opening. A service point for the security guard will be provided in the *Entrance* area.
- Card activated locks (swipe or proximity) will be provided for secured areas.
- Card operated entry systems will be provided to employee-only workspaces.
- There will be a multi-camera security system distributed throughout the building and the exterior of the building monitored through the security service base at the *Entrance*.

Communication Systems

- Communication systems will include:
 - fibre access and the provision of a server room and communication closets within the Library;
 - wireless connection from patron stations to printing stations and from employee stations to printing stations;
 - flexible public and employee networks that are easily accessed, managed, and reconfigured;
 - public telephones;
 - access to internet protocol (IP)-based television service in common gathering areas, program rooms, any meeting rooms, and the boardroom;
 - Internet access throughout common areas, program and study areas, and outdoor programming areas through a robust and high capacity wireless fidelity (Wi-Fi) system;
 - display monitors with permanent and/or ephemeral signage provided at critical points (as identified in the component programs) and in arrival and orientation spaces;
 - electrical outlets with casual seats to support use of personal devices;
 - worktables with data and power that are not hard wired in order to support the reconfiguration of tables via ubiquitous power connections; and
 - communications systems networks, monitoring and controls must be integrated with any intelligent building systems.

Janitorial Systems

- Durable, easily maintained and easily operable interior systems, features, and finishes.
- A housekeeping base on the lowest level, with housekeeping closets located on each upper level.

Waste, Recycling and Compost Management

- Waste, compost, and recycling collection points in public near arrival and orientation spaces in each component and employee areas.
- Sufficient space in non-public areas to store accumulated waste and recycling and compostable materials.

7. BUILDING SYSTEMS

Overall Building System

- At ground level, the exterior of the building, including fenestration and cladding, must be designed to preclude vandalism through impact and/or graffiti.
- The public on adjacent sidewalks should not be able to disrupt activities occurring inside.
- Exterior and landscape design that invites use and enjoyment and should incorporate Winter City planning concepts, including attention to microclimates.
- Consideration should be given to providing a convenient smoking area away from public and employee entrances.
- Green/programming area.

The building interior will include:

- An efficient and regular structural system that optimizes unencumbered open floorspace;
- An exposed ceiling structure with exposed services and featured suspended panels to define spaces below;
- Distributed floor loading capacity that allows for the occasional repositioning of collection shelving;
- A high-performance, sustainable building envelope;
- A network of universally distributed, easily accessed building services, including a raised floor system;
- Ideally, free-standing modular construction of programming rooms, including “plug-in’ services and a lower height ceiling system;
- Reconfigurable, non-structural, secondary partitions systems;
- A family of reconfigurable interior design elements and/or furnishings; and
- Building systems designed to avoid extensive and unnecessary cosmetic features and finishes and that allow optimal flexibility and modifications to the interior.

Digital Integration and Digital Interfaces

- A digital infrastructure will be included as a critical link between many of the conventional building systems.
- Automated processes can automatically control building operations and the performance, of heating, ventilation, air conditioning (HVAC) lighting, security, and other systems.

- Sensors, actuators, and microchips can collect data and manage it to comply with performance expectations, seasonal standards and the requirements of specific functions and services.
- This infrastructure overlaid on conventional technologies can control energy use, optimize space utilizations, and customize spatial environments.
- It is essential to recognize that new building systems and infrastructure are emerging, specifically those allowing access to digital information through traditional building systems components. Key applications include integrated smart screen/wall surfaces and digital signage projections. These applications are streamlining many previously cumbersome functions.

Partition Systems

- Collection storage and display units serve as important partial partitions that define movement spaces in most public spaces. Shelving units should be reconfigurable, with some movable shelving units provided adjacent to open and people movement areas. They may not be used for seismic bracing.
- Structural column and bay spacings compliant with FADS that accommodate the installation of non-load-bearing partitions, with all partitions non-loadbearing, except for those at the exterior and those surrounding elevator and service chases, etc.
- Non-structural wall and partition systems that are impact-resistant, acoustically shielded, and easily demountable to allow for possible future reconfiguration of space.
- Moveable partitions that are designed to be anchored to adjacent ceiling structures, walls and/or adjacent partitions systems to preclude the risk of injury.
- Partition systems that accept changing displays of decorative items, and/or the mounting of flat screen monitors, etc.
- Wall surfaces that have low reflectivity and that can be cleaned and maintained easily.

Fenestration and Glazing

- UV and glare reducing exterior glazing including either tinted glass or operable blind systems, with preference given to electrically-assisted systems.
- Internal glazing used for clear orientation, light transmission, spatial continuity, and informal visual surveillance.
- Glazing and windows that are impact resistant.

- Glazing with high performance thermal properties.
- Bird-friendly window design, materials, and treatments to reduce or eliminate bird strikes.
- Light from above will be critically important. Clerestory windows and or saw-tooth roof systems with integral glazing should be considered.

Flooring

- A raised floor system throughout to allow for universal access to sub-floor conduits and HVAC plenums.
- Floors that feature a combination of non-skid surfaces, such as rubber, resilient or carpet tile, or sustainable materials.
- Floor systems that include seamless or flush joints with no raised thresholds at doorways.
- Floor materials and finishes that are selected for ease of movement, sustainability, and acoustical performance.

Plumbing Requirements

- Access panels to plumbing systems located in general circulation/ corridor spaces.
- Environmentally responsible approaches to water conservation, such as low-flow plumbing fixtures, and collection of grey water.
- Touchless fixtures, paper towel dispensers, soap dispensers and toilets.

Materials and Finishes

- Materials and finishes that contribute to an overall atmosphere of space, clarity, and light, and that do not compete visually with the activities taking place.
- Materials that are aesthetically pleasing, including consideration of wood and glazing for doors and partitions.
- Impact-resistant wall finishes, and wall bumper systems are required in public spaces and high-volume employee spaces, particularly where book trucks and other materials are moved.
- Non-allergenic materials.
- Materials that are selected for hygiene, durability and low maintenance.

Lighting and Electrical Systems

- Introduction of innovative, energy efficient and sustainable lighting systems, with LED lighting, to create a distinctive image and to address the functional complexity of many activities occurring in the program spaces.
- Lighting systems that contribute to an overall atmosphere of space and clarity and that do not compete visually with collection displays or activities taking place.
- A minimal number of lighting systems with system maintenance, anticipated longevity of use and availability, and ease of parts replacement considered in the selection of all systems.
- Localized controls for lighting in open areas, with dimmers, as appropriate, and in each enclosed programming, bookable and meeting room space.
- Programmable lighting in most public areas including manual override systems.
- Task lighting provided at individual workstations with task lighting that is centrally controlled for public areas.
- Use of controls, access panels, wiring, conduit and fixtures that are not publicly accessible, de-mountable or breakable.
- Consideration given to accessing lighting fixtures for maintenance.
- Exterior lighting systems that support dark sky initiatives.

HVAC Systems

- Provision of flexible systems that facilitate future modifications through looped distribution lines, ample branch-isolation valves, and adequate space for new services and maintenance access.
- Specialized ventilation systems are required for the ceremonial reconciliation space, the demonstration kitchen and the wet multipurpose room.
- Thermostats placed away from direct sunlight.
- Use of technology that has been tested.
- Consideration given to a Thermenex type system that makes use of heating and cooling sources within the facility and distributes these as necessary.

Acoustic Systems

- Wall, moveable partition, floor and/or ceiling-mounted acoustic treatment in areas that involve higher noise levels or require lower noise levels, with mitigating insulation features placed as close as possible to the sound source.
- Acoustic assemblies, such as sound reflectors, acoustic panelling on walls and/or ceilings that are fully secured.

Page purposely left blank for pagination

8. SUSTAINABILITY FEATURES

Symbolic Recognition of the Local Environment

A major goal will be to acknowledge the local environment throughout the building using natural light, materials such as wood and stone, and key features that provide a low maintenance, (addresses issues of humidity, pests) garden-like experience that can be appreciated throughout the facility.

Standards

- In accordance with the principles of Environmental Equity, there must be a consistent standard and quality of interior finishes, light quality, and ergonomic comfort in both public and employee areas.
- The creation of a sustainability profile from typical and innovative sustainability practices and standards should also establish the building as a valuable demonstration project and teaching tool.
- Consideration of approaches to environmentally responsible materials selection, and energy use should meet or exceed approved sustainability standards.

Energy Consumption Strategies and Targets

While there are a number of ways to achieve the project's sustainability target, strategies and targets for reducing energy consumption include:

- Maximized thermal performance with a target of 60% of the kilowatt-hours of energy per square metre per year (Energy Use Intensity) that would be typically required for a conventional building of similar size;
- Optimal passive solar orientation as well as strategic envelope apertures and enclosures for passive and active solar gain;
- Use of photovoltaic arrays or provision for future use of photovoltaic arrays;
- Opportunities for natural ventilation and cooling and; use of solar chimney features to extract air; and
- Use of solar panels to generate hot water augmented by point-of-use heating.

As part of the building's teaching potential, explore the possibility of exposed mechanical and electrical services as demonstration tools including energy use dashboards.

Water Consumption and Management

While there are many ways to achieve sustainability, targets related to water consumption, strategies for minimizing water consumption include:

- Innovative approaches for the management of groundwater related to building construction and maintenance;
- Recycling and re-use of wastewater produced on-site; and
- Reuse of treated water in a general grey water system and for local irrigation.

Materiality

Considerations for sustainability related to materials and finishes include:

- Use of sustainable materials in all phases of the construction process;
- Use of sustainable materials in all construction systems;
- Use of non-slip polished concrete floors, heated and cooled with in-floor radiant systems (with sound attenuation);
- Sourcing local materials;
- Sourcing materials with low embodied energy;
- Sourcing reused, recycled and/or recyclable materials;
- Sourcing renewable and sustainably harvested materials;
- Sourcing and use of materials that are non-toxic/non-polluting in manufacture, use and disposal; and
- Use of materials that are chlorofluorocarbon (CFC) and hydro chlorofluorocarbons-free (HCFC).

**SECTION 3.0:
COMPONENT PLANNING CRITERIA**

3.0 COMPONENT PLANNING CRITERIA

INTRODUCTION

The basic “building block” for physically organizing facilities projects is the FUNCTIONAL COMPONENT. A functional component can be defined as a grouping of activities and assigned spaces which are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department since the term “department” refers to an administrative organizational structure and not a physical planning structure.

Information for each functional component is presented under the following headings:

COMPONENT OVERVIEW provides a high-level overview of the component including a brief description, key metrics, key adjacencies, a statement of character, and indicative photos.

Key Adjacencies indicates the priorities of the component for its location relative to other components.

“Direct access by internal or dedicated circulation” refers to components which are horizontally contiguous and linked internally. This form of access avoids movement through the general circulation system of the facility.

“Direct access by general circulation” refers to components linked by a minimal amount of horizontal and/or vertical general circulation.

“Convenient access by general circulation” refers to components linked by substantial horizontal and/or vertical general circulation.

FUNCTIONAL DESCRIPTION provides information on the feature, character, general services or activities of the component.

OPERATIONAL DESCRIPTION provides information on the primary operational concepts or systems which support the functional activity of the component.

WORKLOAD – EXISTING AND PROJECTED ACTIVITY summarizes existing and projected workload in appropriate units. This information is used to estimate the space requirements of the component. Not all components have quantifiable workloads.

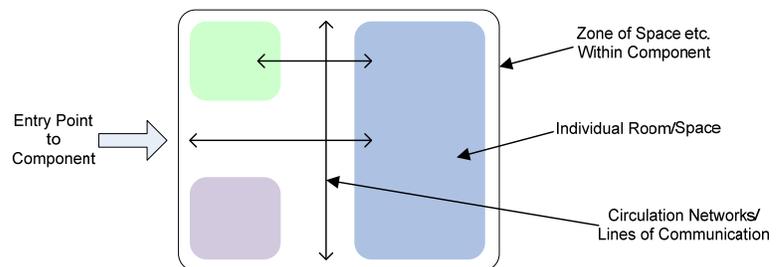
STAFFING & OCCUPANCY ESTIMATES summarizes future estimated staffing in terms of Full Time Equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy staffing.

DESIGN CRITERIA presents information as follows:

Internal Relationships/Concepts indicates basic criteria and concepts for the organization or environmental design of space. They are organized into Architectural Concepts which includes zoning and organization of space; Interior Design Concepts, which considers interior design concepts, signage, wayfinding and display concepts; Operational Concepts; and Building Systems Criteria, which indicate specialized structural, mechanical, power and information systems requirements. This section also includes a conceptual functional diagram showing organizational principles to be pursued in the design of the component.

The content of the diagrams is generally reflective of the headings used in the narrative and in the space requirements lists referring to “zones” of space, groups of rooms and, in some cases, individual rooms for which important internal relationship need to be emphasized. In general, thin lines terminating in arrows are used to indicate principal circulation networks or lines of communication between zones of space, groups of rooms, or individual rooms. Continuous/unbroken bold lines forming rectangles typically indicate zones or rooms.

Example:



Space Requirements are tabulated to indicate the number of rooms or spaces (units), the net square feet per unit (nsf/unit), the total net square feet for each room or space (nsf), explanatory or supplementary remarks (Remarks), and a reference number (Ref) used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with the preceding line item.

COMPONENT OVERVIEW

NOTE: THIS IS SCHEMATIC AND PROVIDED FOR CONSIDERATION IN SITE DESIGN

Key Adjacencies

1

2. Entrance

This component accommodates exterior program spaces for the facility.

Provide multiple direct connections from adjacent pedestrian approaches and forecourt to the Entrance to facilitate general public movements to and from the building and to the servery in the Café by way of a designated sidewalk.

2

Pedestrian Approaches

Provide direct visual connections from adjacent pedestrian approaches to provide daytime and nighttime views to and from the building.

3

Parking

Provide direct access from surface parking for the movement of arriving and departing employee.

4

13. Building Services + Back-of-House

Provide direct access by grade level vehicular approach to Building Services + Back-of-House functions via loading docks for the movement of equipment, materials and supplies.



Public arrival & departure; drop-off area; urban plaza & outdoor green space and signage

**FUNCTIONAL
DESCRIPTION**

This description establishes basic functional concepts relating to the development of the building site and describes aesthetic, practical, and/or symbolic exterior requirements.

Exterior Spaces must provide the outdoor links between the surrounding urban fabric, the greenspace on the site, and the Entrance leading to building interior.

The building will be an active destination, with approximately capacity for 2,500 people moving in and out daily, arriving by private vehicle, pedestrian and cycle paths, and public transportation. More people may be expected to be moving through the site as they access other facilities in the vicinity. Additionally, there will be material deliveries to and from the building.

This component ensures that space immediately adjacent to the building supports the optimal functional operation of the Library and provides a setting for Library and public urban activities occurring outside.

Together with the Library itself, the Exterior Spaces must provide a symbolic and functionally practical, attractive, and multi-functional civic setting.

All exterior space must be open and welcoming; however, security of the public and maintenance of landscape features must be a major consideration in the design of all Exterior Spaces

Site Assumptions

- Assume that the edge of the site will continue to be a very active, bounded by busy traffic arterials, with a quieter interior to the site, away from the traffic.
- Assume a combination of pathways allowing pedestrian access to the Library from both the exterior and interior sides of the site.
- Any site development concept must include visual and edge conditions adjacent to the street intersection that provide a sense of secure refuge and safe prospect rather than exposure to busy traffic activity.
- The Building Services + Back-of-House component will be on grade and will be accessed by a service vehicle route that is on grade.
- There will surface Parking for 14 non-public vehicles.

Features and activities include:

Presence and Visibility

- From adjacent sidewalks and adjacent streets, easily read signage and digital display that identifies the Library and programming events, as well as vehicular and pedestrian routes to access the facility;

- A simple iconic landmark architectural form that gives identity to the site;
- From the site and surroundings – views of features, spaces, and activities inside the Library space;
- From within the building – daytime and nighttime views of adjacent streets, and of buildings adjacent to the site;
- Use of coniferous trees and lighting of trees through the winter season;
- Dynamic lighting that can easily be programmed with changing seasons, celebrations, etc.;
- From plaza and landscaped areas – views of people who are entering and leaving the Library;

Public Access Features

- Approaches to one or more entrances to the Lobby, with pedestrian paths, public art, banner/flags, and signage. Note: within the Lobby itself, there will be only one public entrance to the Library itself;
- Overhead weather protection systems and protected waiting areas at entrances;
- Exterior approaches should be contiguous with interior floor levels in Lobby and *Entrance* spaces, and involve no stairs and no ramps;
- Doors and access systems that support the weather extremes in Saskatoon;
- Covered and secure Bicycle Parking near entrance to the Lobby;

Vehicular Access and Materials Handling Features

- The collection material drop(s) should be located convenient to the vehicular Drop-Off point, adjacent to Lobby entrances;
- A Drop-Off zone for private vehicles, school and accessibility buses, and for patrons with mobility challenges;
- Ideally, two-lane service vehicle access to the Library's dedicated delivery bay, including Recycling, Compost, and Refuse marshalling areas; and receiving of shipments and movement of supplies. Service vehicles should be provided with short duration designated curbside parking; and
- Zones: public entrance including plaza and program spaces; service non-public space.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

This component will generally be accessible for extended hours with most areas accessible 24-hours per day.

Patron Profile

Patron profile for this component includes:

- Many children of all ages, in small, medium and large groups;
- Mobility and sight-impaired patrons and visitors;
- Those accessing the building to use one of the services;
- Those looking to spend time alone or with others in an active public urban environment;
- Those enjoying a break from their activities inside the building;
- Those enjoying a break from activities taking place in the larger program rooms, and who may be part of a larger group; and
- Those giving outdoor presentations and/or performances.

Movement of the Public

Users accessing the building should be self-directed through intuitive wayfinding, assisted by various types of signage.

Users will access the building by sidewalks from multiple directions, from nearby bus stops and from the provided drop-off points.

The immediate building surroundings will be a public gathering space, depending on weather conditions. This will be a place to stop and appreciate the visual impact and aesthetics of the building, and the activities occurring around it.

Design should promote use of exterior spaces by creating active and visible public spaces that are well lit.

Movement of Employees

Employees will enter and leave the building via a dedicated employee entrance associated with the *Building Services + Back-of-House* component.

Employees may use the Exterior Spaces throughout the day for organized program support and/or for general recreational activities.

Movement of Materials

Many patrons will be carrying Library materials to and from their vehicles, their bicycles or simply as pedestrians.

Many patrons using these spaces will be encumbered by personal effects, by strollers, and their collection materials.

The materials return drop should be connected directly to the RFID/ Automated Materials Handling/Paging Room in the *Building Services + Back-of-House* component.

There will be occasional materials movement by service vehicles.

WORKLOADS

Working Assumption

Up to 2,500 people arriving per day at the Library site and moving to and from the building.

Most will move by foot to the site and the Library *Entrance*.

Patron Accommodation

Type	Number of Stations/Seats
Entry Bench Seats	20
Covered Bike Parking	25
Casual Seating Landscape Benches	30
Total	75

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

This is an unstaffed area.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	75
Sidewalk Plaza and Landscaped Areas	-	-	-	50
Allowance for Concurrent General Movement	-	-	-	100
Total	-	-	-	225

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Urban Design

- Site zones include:
 - symbolic and commemorative features and artwork, along adjacent streets and sidewalks;
 - smaller less active, paved and landscaped areas and features on the site;
 - sheltered open plaza area adjacent to the Lobby entrances;
 - service access route; including shipping/receiving, emergency access, access to secured exterior building services spaces, storage for equipment used for exterior maintenance; and
 - surface Parking area access routes.
- By way of views into the building and through the consistent use of materials, public approaches should preview the experience to be found in the outer Lobby and *Entrance*.
- All features should integrate the principles of CPTED.
- Site design should carefully separate three types of movement:
 - pedestrians arriving via pedestrian sidewalks;
 - private vehicles arriving/departing via the surface Parking access route; and
 - service delivery vehicles arriving/departing via the dedicated delivery bay access route.
- Wide and safe pedestrian crossings must be provided where sidewalks/pedestrian routes intersect with vehicle access points.

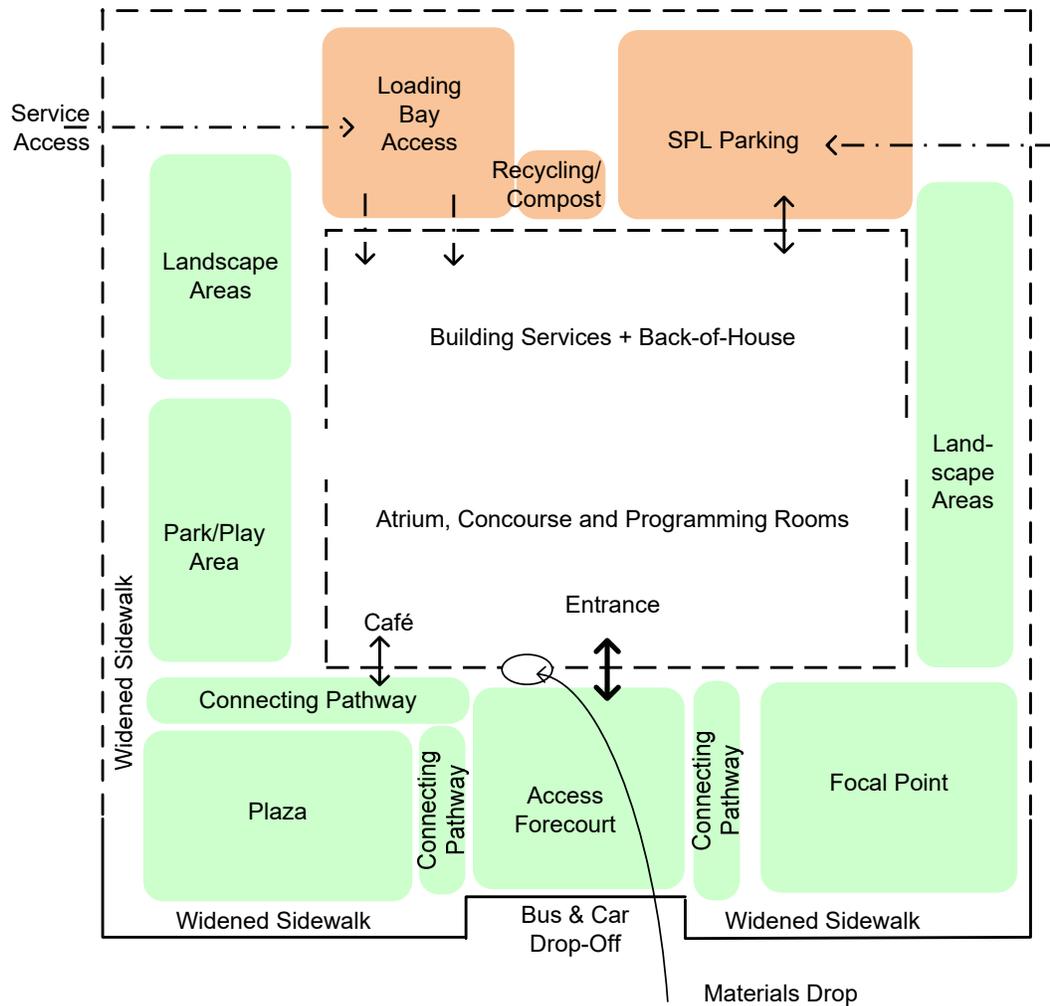
Exterior Services and Systems

- All design features should seek to minimize adverse weather and/or environmental conditions such as wind tunnels, rain exposure, and/or ice/snow accumulation.
- The service route providing access to the Loading Bay should not detract from the formality or dignity of the Library facility or from the surrounding urban fabric and pedestrian pathways.
- Security surveillance may be provided at the Library entrances and at the service delivery access points.

- Underground services are required for lighting of pedestrian routes, program areas, building features, landscaped areas, and signage and commemorative features.
- Pedestrian plaza and access routes will require security bollards/barricades.
- Vehicular access routes will require closable security barriers at ramp entrances and gates at facility entrances.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Space Requirements

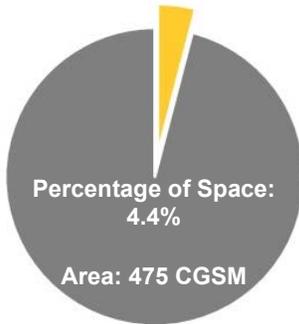
Ref	Space	Proposed Area			Remarks
		units	sm/unit	sm	
01	Non-Transit Bus and Car Drop-Off	1		60	Indented vehicular access in close proximity to main entrance; incl. space for 1 bus or 2 cars
02	Focal Point	1		60	Strategic locations near street frontage for commemoration, iconic urban features; incl. flagpoles, digital billboard, event signage, artwork; allowance
03	Access Forecourt	1		120	Approaches to the Lobby from 2 directions; incl. connections to all adjacent pedestrian paths, glazed main entries, materials drop-off, overhead weather protection, building signage, low and medium level lighting systems, underground services, minimum width 12 m; allowance
04	Public Bicycle Parking	1		40	Covered Parking for a minimum of 25 bikes; highly visible
05	Plaza	1		250	Urban Plaza gathering space for group activities, Library program space for 50 seated and accommodating more for key events, landscape features, lighting, bench seats, arbour features; acoustically isolated from high traffic arterial streets
06	Landscaped Area			100	Used to delineate active pathway approaches; allowance
07	Connecting Pathway	1		80	Incl. connections from entrance to adjacent sidewalks along streets, to adjacent destinations; allowance
08	Loading Bay Access	1		150	2 loading bays, for access for maintenance and materials handling
09	Secured Building Service Storage	1		15	Secured storage for equipment required for exterior maintenance
10	Parking	14	35	490	Access to 14 surface employee Parking spaces
11	Recycling/Compost/Refuse	1		70	Allowance
Total				1,435	(15,446 Square Feet)

Page purposely left blank for pagination

COMPONENT OVERVIEW

This component accommodates the primary public Lobby accessing the building, along with the services and functions encountered as one moves in and out of the Library, such as a Retail Kiosk, and a Café that is accessible from the exterior, with window service and seating provided in the Entrance itself.

Key Metrics



Library Patrons Daily	1,500-2,500
Library Patrons Annually.....	@ 550,000-1,000,000
Lobby Occupancy	25
Entrance Occupancy	50
Lobby Patron Seats: Bench Seats.....	15/25
Self-Service Stations	3
Service Points	2
Café Seating (in Café)	30
Café Seating (in Entrance)	25

Key Adjacencies

- 1 **13. Building Services + Back-of-House**
Provide direct access by dedicated circulation to the Building Services + Back-of-House for the movement of collection materials and employees.
- 2 **1. Exterior Spaces**
Provide direct access by general circulation to adjacent pedestrian and urban spaces described in Exterior Spaces for the movement of visitors and patrons to the main Entrance Lobby and to the dedicated entrance to the Café.
- 3 **3. Atrium, Concourse and Programming Rooms**
Provide direct access by general circulation to the Atrium, Concourse and Programming Rooms to allow for unimpeded movement of users to the stairs, elevators, and meeting spaces.
- 4 **4. New & High Demand Collection**
Provide direct access by general circulation to New & High Demand Collection for the movement of Library patrons.



Entrance to the Library, patron services, Café with street entrance and seating, separate Café serving point & seating within Library

**FUNCTIONAL
DESCRIPTION**

This component accommodates:

- A prominent public weather protected Lobby accessing the building;
- A secured threshold to the interior Entrance space;
- Within a busy interior Entrance space, services and functions encountered as one enters and leaves the Library;
- It also includes and a Café accessible from the exterior, including server and seating; and
- It also includes Café additional window service and nearby seating within the Library Entrance itself.

The weather-protected Lobby may be approached from one or more directions and entrances from adjacent *Exterior Spaces*. From the Lobby, a single access point access threshold allows movement to and from the Library interior.

The Lobby is a transitional space between the urban exterior and the Library interior. It provides multiple visual and physical connections to surrounding sidewalks and urban spaces. Ideally, it should feature a widened sidewalk space with wind and rain protection. (see *Exterior Spaces* component).

The Lobby functions as a multipurpose gathering, waiting and dispersal space. It serves as a community front porch and leads to the actual Library Entrance, providing a view of the exterior approaches and views into the Library interior. The Lobby interior may be open longer hours than the secured Library space.

During cold weather patrons may access the Lobby before actual opening hours, with refreshments provided for those waiting.

The Entrance includes unobtrusive gate counters that monitor the number of people entering and leaving. It forms a multifunctional area that contains spaces required to provide a diversity of services, and to orient, collect and distribute (in and out) large numbers of Library patrons.

Features of the Lobby include:

- Visibility from adjacent external approaches;
- Multiple entrances to a weather-protected room that accommodates general movement in and out, group congregation, and waiting;
- Seating;
- Signage;
- Storage;
- Café;

- A materials return; with connection to a similar materials return located within the interior Entrance;
- Clear sightlines from the Lobby into the interior Entrance space; and
- Optimal access to daylight and to views of the streets and changing weather conditions.

Features of the interior Entrance include:

- Clear spatial and visual connections to arrival/departure Lobby and adjacent exterior spaces;
- Large scale retractable glazed doors separating and accessing the adjacent Lobby; and
- An unobtrusive Library security threshold, followed by a sequential arrangement of activities, generally as listed below:
 - an unintimidating concierge and security point,
 - dedicated signage and display area with permanent directional signage and event scheduling,
 - a Service Point where patrons will have access to Library employees who will provide help using Library resources and equipment, readers advisory recommendations, answers to information requests, and similar services, include smaller permeable modular desks/counters that are flexible and can be removed as needs change in the future,
 - from non-public employee workspace areas near the Service Points, convenient connection to the circulation services workroom (in *Building Services + Back-of-House* component),
 - from the concierge/security point, convenient access to a secure security service base and first aid station in *Building Services + Back-of-House*, and a secure, non-public route to the exterior,
 - a book return; with conveyor connection to the to the circulation services workroom (in *Building Services + Back-of-House* component),
 - clear spatial and visual connections to the patron pathways to interior public stair and elevator systems,
 - a telescopic Retail Kiosk with adjacent storage space,
 - seating with service window access to Café, and
 - an enclosed Café space, with primary access from the exterior, with dedicated servery, seating, and washrooms.

Activities taking place include:

- Movement of large numbers of building visitors and Library patrons in and out of both the Lobby and the Entrance;

- Movement of patrons to and from Café serving window and adjacent seating area;
- Movement of collection materials carried in and out of the building by patrons;
- Retail display and sales from a small telescopic Retail Kiosk;
- Return of collection materials using Materials Drop in both the Lobby and in the Entrance;
- Orientation and direction assistance provided from a Public Concierge Service Point;
- Security employees will provide orientation and assistance from the Service Point;
- A Security Office will also be provided as a home base, with an adjacent consultation space that can function as a temporary patron service area;
- Service enquiries about Library resources, patron accounts and registering at the Public Service Point: Circulation;
- Self-Serve Check-Out of materials; and
- Ordering refreshments from the Café Serving Window and use of adjacent Seating.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for this component will be determined as the operational profile of the new building evolves.

This component will always be open when the remainder of the Library is operational.

The Outer Lobby may be opened prior to opening the remainder of the Library as part of the cold and hot weather strategy.

The Entrance component may remain open when other portions of the Library facility are closed.

User Profile

The following types of users will access this component:

- Visitors to the building who come to experience its design and character, and unique resources;
- Community members accessing programs, events or meetings without using other Library services;
- Patrons carrying personal effects, including books and other Library resources, clothing, personal devices, and sometimes food and drink;

- Patrons who have never been in the Library before, or who are still somewhat unfamiliar with the building and its services, and who will require time and space to orient themselves to the building;
- Patrons who require more in-depth consultation;
- Patrons who may be disruptive and need to be removed discreetly;
- Patrons familiar with the building and its services and who know exactly where they are going, and who will move through the component quickly and into the Library;
- Patrons waiting for the Library to open;
- Patrons who are waiting for others, people watching and/or standing still, browsing displays, reading signage and adjusting to the building environment;
- Patrons in groups, who will typically move more slowly than individuals alone;
- Many families with children, who will typically move more slowly and be encumbered with strollers and other equipment, and
- Patrons using other areas of the Library who may periodically visit the Café Serving Window and Seating area.

Movement of Building Users and Library Patrons

All patrons using the Library will move through this component, so it will have the heaviest use of any of the building components. All movement spaces must be scaled accordingly.

There will be up to 2,500 people a day moving in and out through this component.

The main operational goal will be to allow the maximum number of visitors and patrons to safely and comfortably move into and out of the building, orienting themselves to their appropriate internal destination, and to move back out into the surrounding community when their visit is completed.

Patrons accessing the Café Serving Window and adjacent Café Seating within the Entrance must not obstruct the movement of other patrons entering and leaving the building.

Patrons accessing the Retail Kiosk must not obstruct the movement of other patrons entering and leaving the building.

Patrons accessing the Café only will do so through the main Café entrance accessed from adjacent sidewalks.

Some building visitors will access only those functions taking place in the Atrium, Concourse and Programming Rooms and may not need to access the remainder of the Library.

The Outer Lobby may accommodate up to 25 waiting patrons before the building opens and may also accommodate other groups waiting to be picked up. The presence of groups waiting should not impede coming movement in and out of the building.

Note: public washrooms are not included in this component. They will be in the adjacent *Atrium, Concourse and Programming Rooms* component.

Movement of Library employees

Library employees will enter the Library through a separate employee entrance located in *Building Systems + Back-of-House* functions on the main level.

There will be direct internal connections between the non-public employee work areas in this component and the adjacent *Building Systems + Back-of-House* component.

There will be a connection from the public area of the Entrance to the non-public area to allow security employees to securely temporarily isolate and then remove unwanted behaviour to adjacent exterior space.

Movement of Materials

Collection resources may be dropped off by patrons at Materials Drop located both within the Lobby and within the Entrance.

Materials Drop-offs should connect as directly as possible via mechanical conveyor to the Circulation Services Workroom located in the *Building Systems + Back-of-House* component.

All borrowed collection materials will enter and leave this component carried by patrons.

The Retail Kiosk will be moveable and lockable and will include adjacent storage space.

Storage space for furniture, supplies and materials will be located in *Building Systems + Back-of-House* component.

WORKLOADS

Anticipate movement in and out of up to 2,500 patrons a day.

Patron Accommodation

Type	Number of Stations/Seats
Outer Lobby – Bench Seats/Total	15/25
Service Point	2
Café Seats (in Entrance)	25
Café Seats (in standalone Café)	30
Total	72/82

Collection Resources

No stationary collection resources are present in this component.

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Patrons (in Lobby)	-	-	-	25
Patrons (In Entrance)	-	-	-	50
Public Service Associates	-	-	-	2
Librarians/Library Assistants ¹	-	-	-	(2)
Security Employees	-	-	-	3
Concierge	-	-	-	1
Kiosk Attendant	-	-	-	1
Café Patrons (in Entrance)	-	-	-	30
Café Patrons (in standalone)	-	-	-	40
Total	-	-	-	152

Note:

1. Included in employee tables in the *Employee Workspaces* component.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in this component.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- There are five zones involved:
 - the public Lobby;
 - the public interior Library Entrance;
 - Café and Seating area in Library Entrance;

- standalone Café with servery, washrooms, seating; and
- standalone Retail Kiosk with integral display and space for patron access.
- There are multiple entrances accessing this component:
 - multiple public entrances accessing the Lobby space from the exterior;
 - a single public entrance accessing the Café space from the exterior;
 - a single public entrance accessing the interior Entrance space;
 - from within the Entrance, there are major movement spaces connecting to the *Atrium, Concourse and Programming Rooms* and the *New & High Demand Collection* components.
- Within the component, there will be additional secondary entrances:
 - a non-public entrance for employees and security personnel accessing non-public employee space;
 - access from non-public employee space to the *Building Services + Back-of-House* component,
 - patron access to the Café via Serving Window in the Entrance; and
 - Café employee access and supply and delivery access to the Café via a dedicated service entrance from adjacent sidewalks.
- The Lobby must have the same elevation as the surrounding sidewalks.
- The interior Entrance must have the same elevation as the Lobby.
- Other ground floor components will have the same elevation as the Entrance.
- There will be no stairs or ramps.
- This component is the first that building users encounter in accessing the Library. As such, it must be a spatially and aesthetically notable destination, with a generous Lobby space, leading to an appropriately scaled Entrance.
- Both the Lobby and the Entrance should be extensively glazed, allowing large scale views to the Library interior and from the Library interior to the surrounding streets.
- The spaces should be simple and logically understood; the intuitive layout of spaces, features and sightlines should facilitate of access and self-orientation. Key aspects include:
 - views out to sidewalks, greenspace, exposure to daylight, the sky and changing weather patterns;

- views of activities taking place in adjacent streets;
 - extensive glazing between the Lobby and *adjacent Exterior Spaces*;
 - the Lobby should have extensive views into the Café space;
 - extensive glazing between the Lobby and the secure Entrance area;
 - views across the Entrance to the multi-storey *Atrium, Concourse and Programming Rooms* component that showcases the building's stairs, elevators; and
 - views across the Entrance to the *New & High Demand Collection* component, which provides an immediate experience of the Library's resources and animation.
- The Café should be directly adjacent to and highly visible from both surrounding sidewalks and from the interior Entrance space.
 - The Library should have doors designated for entering and doors designated for leaving to support concepts of infection control.

Interior Design Concepts

- The Entrance component should make a striking and memorable impression on visitors, through use of space, vibrant colours, visual interest, public art, and multiple views into and out of the building.
- It is a logical location for significant design features, including unusual materials, daylight, as well as innovative, attractive, comfortable waiting areas and service spaces.
- This component will be very active! – visual distractions must be minimized. The main activity will be movement in and out. An additional activity will be waiting and socializing and the accessing of the Café Serving Window by Library patrons. Service desk activities will constitute a minority of activity.
- Signage must be carefully arranged to optimize user self-direction and efficient movement. There may be daily event signage, Library building floor layout, collection organization signage, and donor recognition/commemoration signage.
- It is assumed that interior design of the Café space will be undertaken by the leasing tenant.

Operational Concepts

- This component includes public space with very high customer traffic. Movement spaces must be scaled to the volume of patrons moving in and out. Groups may be as large as 50-100 at a time.

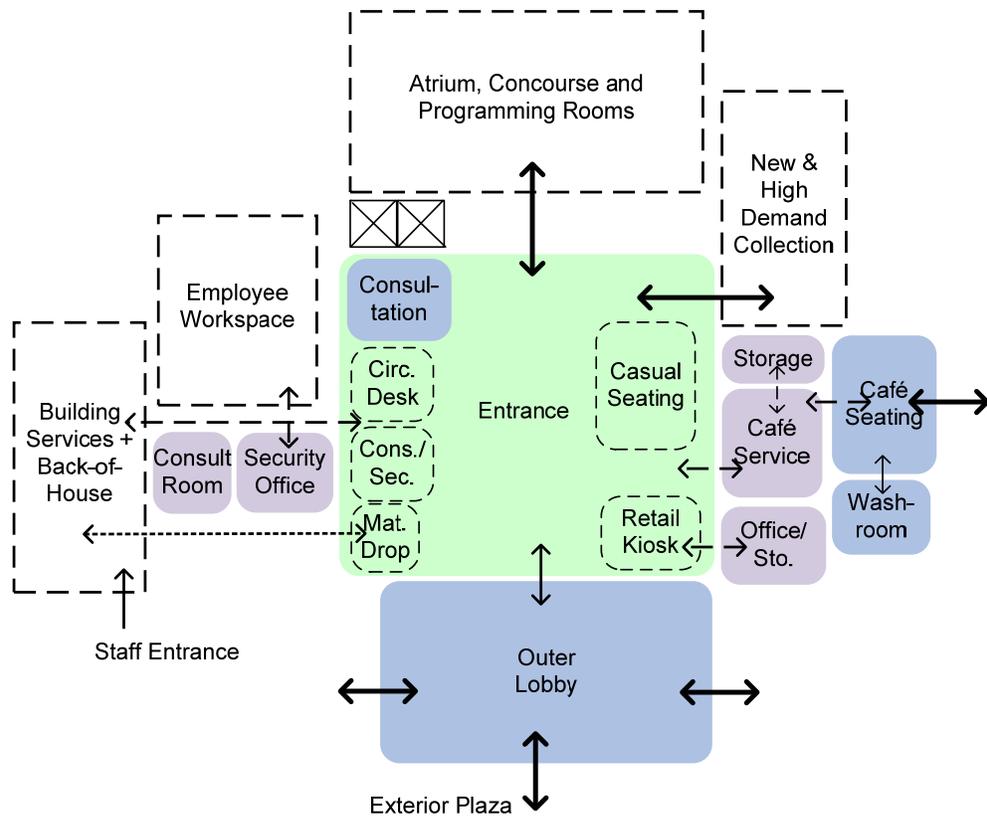
- Spaces must be scaled to accommodate the movement back and forth of large numbers of people, as well as the presence of stationary patrons accessing services, and stationary services, and resources.
- All spaces used by the public must be suitably scaled, optimally direct, safe, attractive and people friendly.
- Collection and equipment Security Gates must be strategically placed and unobtrusive.
- Casual seating areas and informal group gathering areas should not interfere with major movement paths to and from the Library threshold.
- An unobtrusive security threshold will be incorporated into the design at the Entrance.
- The Café Serving Window and adjacent Waiting and Seating areas should be spatially separated from the main access routes in and out of the building.
- Security employees will use the secure space in the non-public employee area.
- Non-obtrusive and natural surveillance will be essential for public safety and security. No public area of this component should be hidden from view.

Building Systems Criteria

- There should be an exterior overhang protecting all the entrances to the Lobby.
- Lobby entrances should be equipped with sliding doors for cold weather operation.
- Materials return drops located in the Lobby, and another located near the Library threshold, will connect by an intermittently visible extensive glazing between the Lobby and adjacent *Exterior Spaces*.
- There should be extensive glazing between the Lobby and the secure Entrance area.
- There should be a materials conveyor system to the circulation services workroom.
- Due to the volume of traffic, all materials and finishes should be durable, easily cleaned and maintained.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>Outer Lobby</u>					
01	Outer Lobby	1		40.0	Incl. bench seating (for 15), notices, waiting area, coffee service base
Subtotal, Outer Lobby				40.0	
<u>Entrance</u>					
02	Arrival and Orientation	1		60.0	Incl. building layout, events, and services signage
03	Materials Drop	1		4.0	Connected to sortation room by way of visible conveyor or by cart
04	Public Service Point - Fixed/Circulation	2	4.0	8.0	
05	Public Service Point - Fixed/Concierge Security	1		4.0	
06	Consultation Room	1		11.2	Accommodates 3 to 4
07	Self-Serve Check-Out Station	3	2.0	6.0	
08	Retail Kiosk	1		15.0	
09	Storage/Office	1		7.5	
10	Café Serving Window, Waiting and Seating	25	2.3	57.5	Incl. 25 seats
11	Café Preparation	1		35.0	Two serving counters are required, 1 serving patrons in the Library and 1 serving clients accessing from exterior
12	Café Seating	30	2.3	69.0	Incl. 30 seats
13	Café Washrooms	1		9.3	
Subtotal, Entrance				286.5	
<u>Non-Public Area</u>					
14	Office for Security Base	1		16.0	Incl. 2 stations, multiple monitors, emergency supplies, radio chargers, 8 lockers
15	Consultation Room	1		9.2	Incl. sink, medicine cabinet, cot and side chair
	Office Manager, Collection Services	1		0.0	Incl. L-shaped desk, filing cabinet, 1-2 side chairs
	Employee Workroom	1		0.0	Drop-down desks; connected to Building Services + Back-of-House by dedicated circulation
	Storage	1		0.0	Storage of carts, stationery supplies, display devices
	Employee Washroom	1		0.0	
Subtotal, Non-Public Area				25.2	
Total				351.7	Component Area = 475 CGSM (5,113 CGSF) @ 1.35 grossing factor

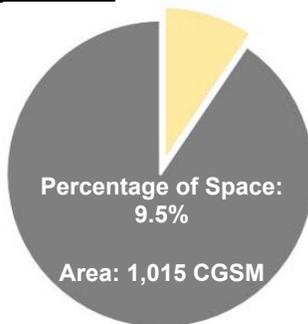
Page purposely left blank for pagination

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS

COMPONENT OVERVIEW

This component forms the building’s major spatial and organizing feature; it provides a central vertical space that connects spaces on all floor levels. It accommodates a multipurpose meeting destination that acts as a gathering point and visually connects to a corresponding reconciliation space in *Culture & History* on the top floor to complete the sequences of spaces that form the heart of the building.

Key Metrics



Foyer	80
Theatre:	
Seating	200
Crush Space – Capacity	50
Large Programming Room – Capacity	100
Small Programming Room – Capacity	30
Culinary Centre.....	10

Key Adjacencies

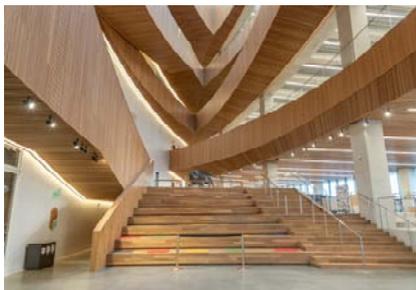
- 1 **2. Entrance**
- 2 Upper Levels of Library
- 3 **13. Building Services + Back-of-House**
- 4 **4. New & High Demand Collection**

Provide direct access by dedicated circulation to Entrance for the movement of the general public and event attendees.

Provide direct access by dedicated circulation to upper levels of the Library via public stairs and elevators for the movement of the general public and event attendees.

Provide direct access by dedicated circulation to Building Services + Back-of-House handling for the movement of furniture, equipment and supplies.

Provide convenient access by general circulation to the New & High Demand Collection for the movement of patrons.



Green wall: <https://stevevhysall.net/wp-content/uploads/2018/01/Green-over-Grey-Living-Green-Wall-Vertical-Garden.jpg>

Atrium space, elevator and stair movement, gatherings, presentations, receptions, seminars, performances and meetings

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS
**FUNCTIONAL
DESCRIPTION**

The Atrium, Concourse and Programming Rooms component will be the major spatial and organizing feature in the building.

- It provides a central vertical space that connects and focuses spaces and functions on all floor levels.
- It also accommodates a multipurpose Ground Floor meeting destination that acts as a gathering point for community presentation and events. Indigenous Learning Circle space on the top (*Culture & History*) floor completes the sequences of space and functions that form the symbolic heart of the building.

At the Ground Floor level, the Atrium, Concourse and Programming Rooms component is intended to be a multipurpose community destination that provides:

- A focal point for presentation and events;
- A gathering point for social interactions;
- A means of movement to and from the *Entrance*; and
- A means of movement to and from the upper levels of the Library.

Both the functional versatility and spatial novelty of the Atrium, Concourse and Programming Rooms will be key to fulfilling the Library's mission to connect, inspire and inform the community. The component will be a multipurpose meeting space that will accommodate unprogrammed casual events, Library programs, community, private and/or partner organization events.

Versatile spaces will accommodate group programs and concurrent events. They will provide a community forum, Programming Rooms, small conference space, and serve as a frequent host for large active family programs, including those that require stroller parking for sizeable numbers.

A Culinary Centre adjacent to the Programming Rooms will feature space for cooking demonstrations and adjacent observation space, and space for occasional food consumption. It will also serve as a catering kitchen.

The vitality of the community interaction taking place in programming spaces will require flexibility and accessibility, while the Concourse space should provide views to the upper levels of the Library, including a prominent open Atrium with adjacent elevators and an open staircase system.

These spaces will be accessed directly from the *Entrance*, during typical opening hours and during extended hours of partial opening.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS
Features include:

- A large open Concourse area that has a high level of natural light and a staircase system is an important, visible aesthetic, functional, and unifying feature joining all levels of the Library;
- Signature plant/green wall;
- A Theatre with a tiered floor, Crush Space, Stage, and backstage spaces;
- Space for groups of up to 200 people;
- A Large Programming Room with a folding partition that allows for spatial subdivision into two spaces;
- Technical equipment such as audiovisual equipment, including speakers, data projectors, and projection screens;
- A Culinary Centre that provides a demonstration kitchen, catering of evenings and that supports hands on programming activities; and
- Storage facilities for furniture and equipment.

Activities include:

- Simultaneous structured and/or unstructured activities;
- Small scale musical and theatrical performances involving up to 20 performers at one time;
- Public presentations, discussions;
- Citizenship ceremonies;
- Screening of movies and films;
- Recitals and music events;
- Author readings;
- Community meetings, meetings and seminars;
- Amateur theatrical productions;
- Videoconferences;
- Small seminars, trade fairs and exhibits;
- Informal socializing with food/beverages from Café and/or Culinary Centre;
- Temporary storage of attendee coats on self-serve coat racks; and
- Storage space.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

Hours of operation for this component will be determined as the operational profile of the new building evolves.

Together with the *Entrance* and/or *New & High Demand Collection*, this component may operate with longer hours, when other areas of the building are closed.

	Open	Close
Monday-Sunday	7:00 a.m.	11:00 p.m.

User Profile

The following will be typical of users of this component:

- A broad spectrum of community visitors, including children, teens, adults and older adults;
- Users who frequently visit other parts of the Library;
- Users who only come to attend a specific Saskatoon Public Library (SPL) event; and
- Presenters and performers involved in events in the Theatre, Programming Rooms and Culinary Centre.

Public Washrooms will be a significant destination for the users of this component and the adjacent *Entrance* and *New & High Demand Collection* components.

Movement of Users

Most users enter this component simply to access elevators and stairs in order to enter and/or leave upper levels of the Library.

The staircase system will be the preeminent experience of spatial orientation and people watching in the building.

Patrons of SPL public service components will move back and forth from those components to attend programs and events in the Theatre and Programming Rooms.

All occasional visitors and regular Library users will access this component through the Library *Entrance*.

The Foyer will be used for informal socializing before and after events and during intermissions. The Entry/Viewing and Crush Space associated with the Theatre will be used for accessible seating.

There may be emergency egress for users, exiting directly into adjacent exterior space.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS

Movement of Employees and Presenters

There will be behind the scene access into the backstage area of the Theatre and the presentation area in the Programming Rooms for service employees from the *Building Services + Back-of-House* component.

There will be behind the scene access for presenters from the employee entrance located in the *Building Services + Back-of-House* component.

Service providers will deliver equipment and refreshments and provide support services for events etc.

Employees may also use public access routes to the component, depending upon convenience and proximity.

Security employees may occasionally be in present this component.

Movement of Materials

Presentation materials, equipment and supplies required will arrive at this component via service corridors and/or service elevator connecting to the *Building Services + Back-of-House* component.

No collection resources will be based in this component.

Furnishings such as moveable chairs and tables, casual Washroom etc. and equipment will be stored in Storage rooms in this component and set up and dismantled as required.

WORKLOADS

Patron Accommodation

Assume that this component will be used 100% of normal operational hours and may be open extra hours when the upper portions of the Library are closed.

Type	Number of Stations/Seats
Foyer	80 ¹
Theatre	200
Large Programming Room	100
Small Programming Room	30
Culinary Centre	10
Total	340

Note:

1. Not included in total.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS
**EMPLOYEE AND
OCCUPANCY ESTIMATES**

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Security Employees	-	-	-	2 ¹
Presentation/Technical Employees	-	-	-	3
Event Participants (estimate only)	-	-	-	344 ²
Library Patrons Moving Through the Component	-	-	-	100
Total	-	-	-	449

Notes:

1. Assumes two occasional roving security employees.
2. Includes performers/presenters/instructors.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships
Architectural Concepts

- Together with the destination reconciliation and ceremony space in the *Culture & History* component on the upper level, the design of this component with its skylit, multi-storey Atrium, will be the defining architectural and spatial feature of the Library building.
- The design of the interconnecting spaces, the balcony overlooks, and the staircase system will be vital to the functional success of the building. The multi-storey Concourse is intended to be a symbolic community experience. The design must inspire the community and future generations of library users. It must provide:
 - a sense of a dignified symbolic public arrival on the Ground Floor, and arrival at a ceremonial and spiritual destination on the upper level; achieved through a generously scaled and imposing staircase system;
 - the experience of organized ascent and descent through the building, achieved through a clear and consistently arranged staircase system;
 - an experience of the spatial layout and variety of the building;
 - an experience of cultural animation and diversity as patrons see other Library patrons move through the building; and
 - a resulting sense of individual pride and cultural inclusion in the life of the community.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS

- There are three basic zones in this component:
 - a highly active Ground Floor zone near the *Entrance* (including substantial portions of the component grossing factor), with direct access to the main feature stair system and elevators and views to and from the upper levels of the Library, with skylit roof above;
 - a less active Ground Floor Foyer further from the *Entrance* and providing access to the Theatre and Programming Rooms; and
 - the active Theatre and Programming Rooms, with backstage and behind the scenes support spaces.
- The staircase system itself (which is largely part of the overall building grossing factor) should include relationships to the following elements:
 - intermittent placement of Washrooms and viewing places,
 - arrival points and balcony overlook at each level,
 - the reconciliation and Indigenous Learning Circle space described in *the Culture & History* component and finally, and
 - the visible sky through skylights above.
- Concourse layout and sightlines, and staircase design, layout and sightlines, should allow views into the adjacent *Entrance* and *New & High Demand Collection* components, the upper levels of the Library and, ideally to nearby exterior urban and natural features, including the sky above.
- The Theatre and Programming Rooms require public user access from the Foyer, as well as service personnel access from the rear of the Theatre and Programming Rooms to connecting to *Building Services + Back-of-House* spaces.
- The Theatre and the Programming Rooms will be fully contained spaces with a combination of solid, opaque and/or partially glazed walls and or entrance systems.
- Ceiling heights within this component will be variable, with the Concourse having a multi-storey height and the Theatre and Programming Rooms having lower, but aesthetically articulated ceiling systems.

Interior Design Concepts

- The stairs and elevator systems will be an essential, visible aesthetic, functional, and unifying feature, visible from the *Entrance*, joining all levels of the Library.
- The design of the staircase system must promote general use and provide opportunities on ascent and descent for interim Washroom and viewing.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS

- The form and placement of the elevators should be an opportunity to provide a moving mechanical sculpture visible from the *Entrance*.
- This component houses destination meeting spaces for public and private events; the entry systems, geometry, image, materials, and interior quality must be simple, dignified and elegant.
- Daylight is not preferred in the Theatre.
- Daylight, with a light modulation system, is preferable in the Programming Rooms.
- The Programming Rooms will be reconfigurable and will involve moveable furnishings and equipment and furnishings and equipment Storage areas.
- The podium/Stage/performance area will feature a signature backdrop.
- The sloped floor Theatre will have a podium/Stage/performance area on the axis facing the main approach to the space from the Concourse.
- The Concourse space must have maximum visible exposure to promote the safety and security of the occupants, fully illuminated with no hidden corners.
- There will be a retractable interior partition between the Culinary Centre and one of the Programming Rooms.
- Some of the designated computer stations should be positions around the balconies overlooking the Atrium and Concourse.

Operational Concepts

- This component includes public space with very high patron traffic.
- All spaces used by the public must be suitably scaled, optimally direct, safe, attractive and people friendly.
- Spaces must be scaled to accommodate the movement back and forth of groups of people, as well as the presence of stationary patrons accessing services, and stationary services, and resources.
- Seating areas and informal gathering areas should not conflict with major movement paths to and from the Library threshold or the upper levels of the building.
- An unobtrusive closable partition system will be incorporated near the base of the staircase system so that upper levels of the Library can be closed while this component continues to be accessible.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS

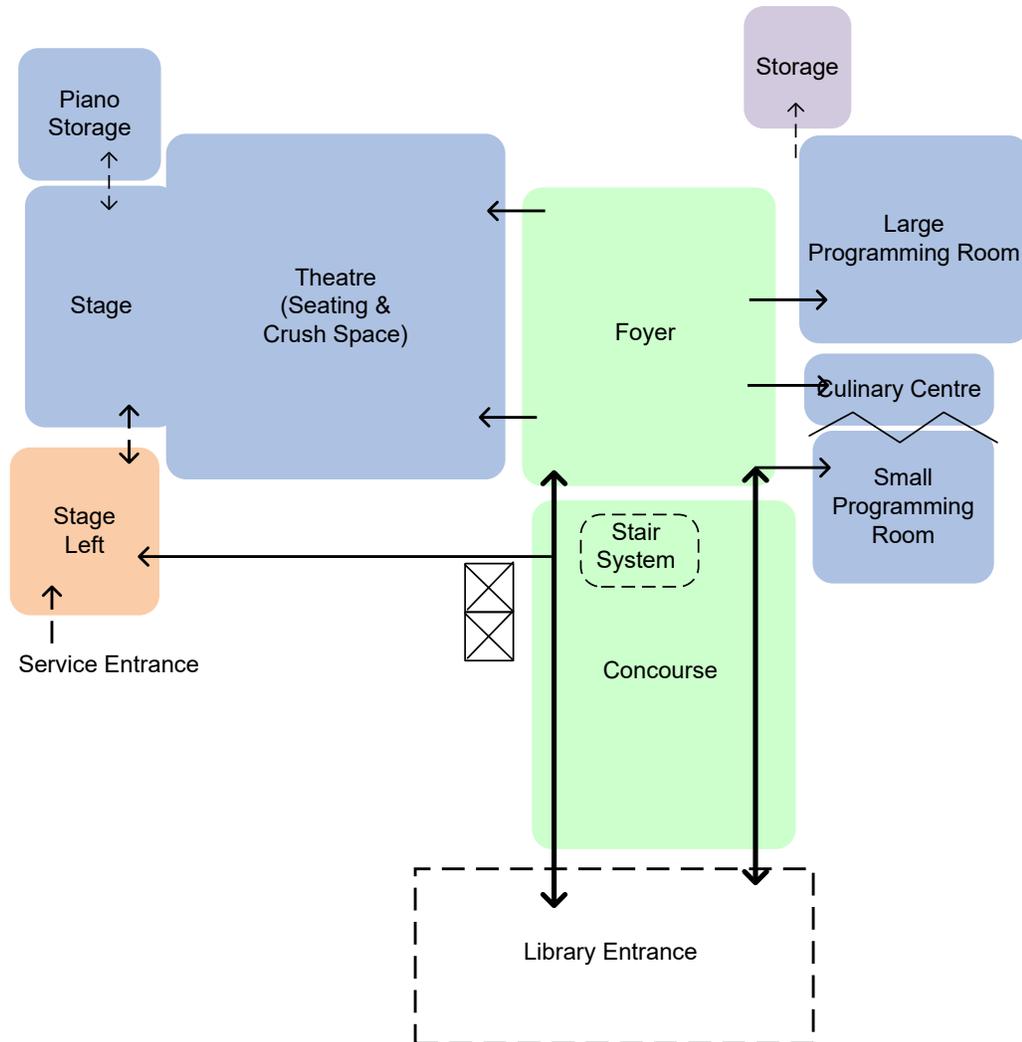
- Non-obtrusive and natural surveillance will be essential. No public area of this component should be hidden from view.
- The Programming Rooms will be multipurpose, requiring frequent changes in set-up.
- Culinary Centre activities include food preparation, demonstration, and observation.

Building Systems Criteria

- A sloped floor with fixed seating with a flat Crush Space area at the rear will be required in the Theatre.
- A flat floor will be required in the Programming Rooms.
- Special lighting systems and acoustic shielding will be required in both the Theatre and the Programming Rooms.
- Both the Theatre and the Programming Rooms will be provided with advanced communications and presentation technologies. Technical support services required in all meeting and presentation areas will include sound, computer, AV, translation and lighting attenuation and controls.
- The Culinary Centre will also serve as a catering servery. It will require special air handling and plumbing systems, including floor drains.
- This component will feature durable easily maintained materials throughout.
- Any interior and exterior glazing requires operable blind systems.
- Entry doors must be provided with sound attenuating devices.
- The staircase system must be scaled to accommodate the anticipated number of patrons attending.
- The staircase system should not include straight uninterrupted runs of stairs connecting floor levels, but instead should be formed of stair runs that are interrupted by landings and viewing areas halfway between floors. Benches should be placed on each floor near the top of the staircase.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

3. ATRIUM, CONCOURSE AND PROGRAMMING ROOMS
Space Requirements

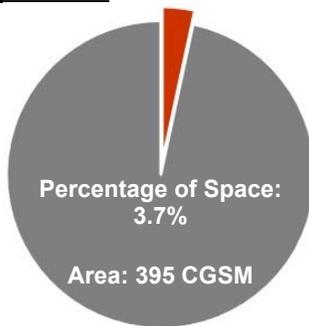
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
	<u>Concourse</u>				
01	Concourse	1		100.0	Incl. main staircase, elevator forecourt, and display
	Washroom			0.0	See <i>Building Services + Back-of-House</i> component
	Washroom – Universal			0.0	See <i>Building Services + Back-of-House</i> component
	Subtotal, Concourse			100.0	
	<u>Programming Rooms</u>				
02	Foyer	1		75.0	Accommodates approximately 80 people accessing and leaving Programming Rooms
	Theatre			0	
03	Entry/Viewing and Crush Space	1		50.0	Retractable doors to Concourse; accommodates approx. 50; should provide equivalent experience to those in wheelchairs
04	Seating	200	0.9	180.0	Fixed Seating
05	Stage	1		60.0	Digital projectors, permanent projection screen; consider large screen monitor
06	Stage Left	1		25.0	Open area attached to but not visible from the Stage
07	Piano Storage	1		12.0	Enclosed space for piano storage adjacent to Theatre Stage that can also be booked for use; provide access from general circulation, acoustic treatment
08	Large Programming Room	1		175.0	Capacity 100; incl. projector/large monitor, sound system, whiteboards; sink and cabinetry; consider opportunities to subdivide, incl. Culinary Centre alcove with preparation and demonstration space
09	Small Programming Room	1		72.0	For 30 people, incl. projector/large monitor, sound system, whiteboards sink
10	Culinary Centre	1		30.0	Incl. sink, stove, refrigerator, dishwasher, demonstration counter; sliding doors to Programming Rooms; serves as catering kitchen
11	Storage	1		35.0	For furnishings
	Subtotal, Programming Rooms			714.0	
	Total			814.0	Component Area = 1,015 CGSM (10,925 CGSF) @ 1.25 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

This component accommodates New & High Demand Collection materials in a location close to the Library *Entrance*. It features new and in demand materials, quick access Computer Stations, and Casual Soft Seating.

Key Metrics



Orientation/Arrival	1
Public Service Point	1
Laptop Bar Seating	4
Computer Stations	15
Open Display Shelving Units	22
New & High Demand Collection Shelving Units.....	16
Casual Soft Seating	20
Holds – Shelving Units.....	12

Key Adjacencies

- 1 **2. Entrance**
- 2 **3. Atrium, Concourse and Programming Rooms**
- 3 **13. Building Services + Back-of-House**

Provide direct access by general circulation from the Entrance for the movement of patrons to and from the New & High Demand Collection areas.

Provide direct access by general circulation to the Atrium, Concourse and Programming Rooms for the movement of patrons to central public elevators and stairs accessing upper levels.

Provide direct access by convenient circulation to Building Services + Back-of-House for the movement of collection materials.



Collecting what you ordered; new titles: retail concepts in the Library!

**FUNCTIONAL
DESCRIPTION**

This component accommodates New & High Demand Collection materials in a location close to the Library *Entrance*. It features new and in demand materials, quick access Computer Stations, and Casual Soft Seating.

Together, these functions form a major node of activity that is highly connected visually and spatially to the *Entrance* and *Atrium, Concourse* and *Programming Rooms* components and the central elevators and stairs serving the rest of the facility.

Designed for high volume collection turnovers and patrons making a quick visit to the Library, New & High Demand Collection provides basic library patron services and a retail collection display environment. It presents highly visible browsing collections covering topics of current interest, popular recreational subjects, and new, high demand, and notable materials.

This is an active, casual environment modelled on retail concepts, with a strong multi-media/advertising presence and displays designed to attract attention and arouse interest. A significant portion of the Library's Self-Check-Out function will occur here.

It features an attractive Seating environment that provides a social focal point.

Features of New & High Demand Collection include:

- Open Arrival and Orientation space;
- Holds materials collection and display;
- Optimally visible displays of New & High Demand Collection, current and popular materials;
- Express quick information Computer Stations;
- A small Print and Copy Station;
- A small Friends of the Library Retail Space; and
- "Perimeter" Seating with views of adjacent streets.

Activities include:

- Roving employee assistance;
- Quick information access at Computer Stations;
- Holds pick up;
- Browsing featured New and High Demand Collections;
- Movement to and from the *Atrium, Concourse and Programming Rooms* component and the elevators and stairs located there;
- Access to Friends of the Library Retail Space; and
- Social interaction, including watching activity in adjacent streets.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

Hours of operation for New & High Demand Collection will be finalized as the operational profile of the new building evolves.

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

User Profile

The following will be typical patrons:

- Those who are here for socialization only;
- Those moving in groups and as individuals; and
- Those who are typically browsing and require minimal employee assistance. Note: those who require specialized community services or wish to spend time studying and accessing more standard collection materials will not typically spend a great deal of time in this component.

Movement of Users

- Some may be familiar with the building and its services and may know exactly where they are going and may be present only intermittently in this component.
- Others may be collecting specific collection materials or collection holds, who will move directly to the New & High Demand Collection to quickly 'grab and go' those materials, without going to other areas of the Library.
- Those who wish to take time browsing the current high-profile collection, but will not visit other areas of the collection.
- Those carrying personal effects, including books and other Library resources, clothing, and personal technology, and sometimes food and drink.
- Those with families and children, who will typically move more slowly and be encumbered with strollers and other equipment.

Movement of Materials

Prior to entering this component, many patrons will have deposited returned collection materials in materials drop located near the *Entrance*.

All collection materials will be processed in the collection sorting room in materials handling, be loaded onto book trucks, and will then proceed to the

New & High Demand Collection area. There will be no stationary or waiting book trucks in the component.

There will be a very high turnover of collection materials in New & High Demand Collection: restocking will be continuous.

Most collection materials will leave this component carried by Library patrons.

Employee Support

- Library employees will be present at a small Service Point.
- Roving Library employees may access this component to assist patrons as required, using the Service Point as needed.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
Lap Top Seating	4
Computer Stations	15
Casual Soft Seating	20
Self-Serve Check-Out Stations	2
Print and Copy Station	1
Total	42

Collection Resources

This is a circulating general collection, with 30% of new material books on open display shelving and 70% on 4-shelf bays.

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
Open Display Collection	1,794	72%	500	29.6%
<i>Books</i>	1,343	71%	394	23.3%
<i>CDs/DVDs</i>	451	76%	106	6.3%
High Demand Collection	4,188	72%	1,189	70.4%
<i>Books</i>	3,134	71%	938	55.5%
<i>CDs/DVDs</i>	1,054	76%	251	14.9%
Holds (estimated only)	-	-	200-300	
Total	5,982	72%	1,889-1,989	100.0 %

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	62 ¹
Employee, Roving	-	-	-	2
Roving Security Employee	-	-	-	1
Total	-	-	-	65

Note:

1. Assumes one patron for each two bays of shelving.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- This component includes:
 - New & High Demand Collection with:
 - employee Service Point,
 - Collection display spaces,
 - Holds pick up shelving,
 - Computer Stations, and
 - Casual Soft Seating.
- This component could have a double storey height.
- Will be immediately adjacent to the feature staircase system in *Atrium, Concourse and Programming Rooms* connecting to the levels above.
- The component will include immediate access to an elevator system, connecting to the levels above.

Interior Design Concepts

- There will be an informal partial separation between the *Entrance* and New & High Demand Collection and the central space of the *Atrium, Concourse and Programming Rooms*, allowing maximum visual contact.
- Spaces and features must allow for:
 - intuitive sightlines;

- efficient movement of traffic to the upper levels of the Library easy self-orientation of patrons, with:
 - views of features, spaces, and activities taking place in the adjacent *Atrium, Concourse and Programming Rooms* component,
 - visual connections to upper Library levels via a prominent central staircase in the adjacent *Atrium, Concourse and Programming Rooms* component, and
 - visual connection to adjacent exterior sidewalk spaces.
- Collection display systems in New & High Demand Collection will approximate those found in retail environments, with display shelving allowing optimal sightlines to displayed items and across the shelving.

Operational Concepts

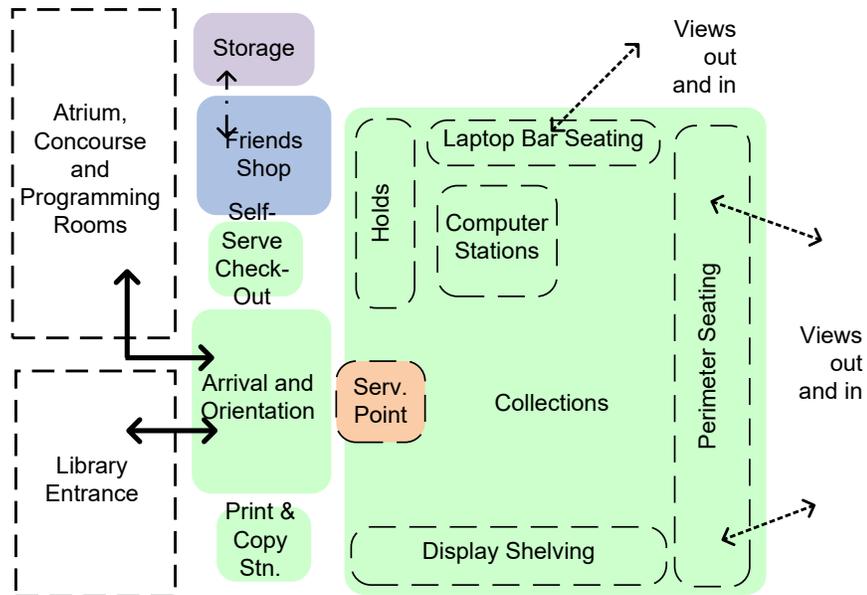
- Collection materials will be delivered on book trucks.
- Most user activities will be self-serve.

Building Systems Criteria

- This component will be active and sometimes noisy; all opportunities to provide acoustical shielding should be explored.
- Conduit will be required for self-serve stations located in the in New & High Demand Collection.
- All exterior glazing will require tinted and or fretted glass. There must be no adjustable blinds.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

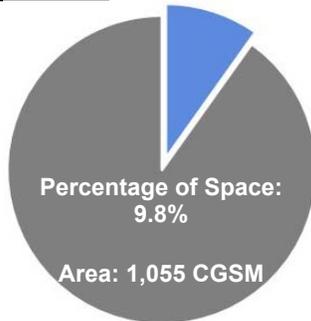
Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>New & High Demand Collection</u>					
01	Arrival and Orientation	1		30.0	Incl. security screen to enclose when remainder of Library is open
02	Public Service Point – Roving	1		4.0	
03	Self-Serve Check-Out Station	2	2.0	4.0	
04	Print and Copy Station	1		6.0	Print/copy/scanner, collation counter
05	Holds – Shelving	12	1.1	13.2	4-shelf bays; provide additional space adjacent for expansion if required
06	Laptop Bar Seating	4	2.5	10.0	
07	Computer Station, Adjustable	15	3.5	52.5	
08	Open Display Shelving	22	1.2	26.4	Accommodates 500 items assuming 24 items per display unit
09	New & High Demand Collection Book Collection	16	1.2	19.2	Accommodates 938 books assuming 70 items per bay on 4-shelf bays
10	New & High Demand Collection CD/DVD Collection	2	1.2	2.4	Accommodates 106 CDs/DVDs assuming 70 items per bay on 3-shelf bays
11	Casual Soft Seating	20	3.0	60.0	With occasional table to set down belongings
12	Friends of the Library Retail Space (Friends Shop)	1		50.0	Enclosable, incl. publicly accessible bookshelves, counter and cash service
13	Friends of the Library Storage/Office	1		15.0	Office and storage of books pre-display
Total				292.7	Component Area = 395 CGSM (4,252 CGSF) @ 1.35 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

Key Metrics



This component, a library within the Library, accommodates the collections, program spaces and collection support spaces for the Children's Library, as well as program support spaces.

Shelved Collection Size: Items	48,414
Self-Serve Check-Out Station	2
Children's Theatre: Capacity	100
Computer Stations	8
Play Zone: Capacity	35
Group Table Seating	15
Casual Soft Seating	24

Key Adjacencies

1



Provide convenient access by general circulation from the Library Entrance for the frequent movement of families and young children.

2



Provide convenient access by general circulation from Community Services for the movement of visitors, patrons and employees.

3



Provide convenient access by dedicated employee and materials handling elevators from a collection marshalling area to the sorting room in Building Services + Back-of-House.

4



Provide convenient access by general circulation to the Employee Workspaces for the movement of employees providing services in this component.



Photograph by Alana Willerton
<https://www.avenuecalgary.com/city-life/inside-calgarys-new-central-library/>

Discovering, learning, playing, literacy, feature theatre

**FUNCTIONAL
DESCRIPTION**

The Children's Library is an imaginative and acoustically separated environment that stimulates the social and cognitive experience of children at the same time as encouraging reading and listening skills. It should leave a lasting impression on young patrons.

This component, in essence a library within the Library, accommodates the storage and display of print and multi-media resources, electronic resources, patron accommodation and services, as well as space for collection interpretation, and interpretive programs. These resources focus on recreational and educational resources designed for use by children from birth to 13 and their caregivers.

Features within the component include:

- Topical and thematic display of materials;
- Self-Serve Check-Out Stations;
- Quiet reading alcoves for Child and Caregiver Reading;
- Arrival and Orientation space and marshalling area;
- Children's collections, organized by age and cognitive complexity; including Board Books, Picture Books, Magazines and AV materials on moveable shelving; electronic resources;
- Informal open program/story-time area;
- Active Play Zone;
- Imaginative enclosed Children's Theatre with gateway feature;
- A variety of tables and informal seating areas;
- Service Point for roving employees;
- Informal movable seating; and
- Family Washrooms.

Activities within the component include:

- Topical display of materials;
- Orientation to the component and group marshalling;
- Information and collection queries at roving-oriented Service Point;
- Self-Serve Check-Out of materials;
- Imagination play activities;
- Storage, maintenance, display and access of collections, including:
 - Board Books,
 - Picture Books,
 - Chapter books,
 - Easy readers, fiction and non-fiction series,

- Comics and Graphic Novel Collections,
- Non-Fiction Collection,
- World Languages Collection,
- Children non-print collections, including DVDs and Kits;
- Parent and child reading/exploration;
- Gross motor literacy skills development;
- Browsing of electronic resources;
- Individual exploration, homework, and recreational reading;
- Resource-related interpretive programs;
- Stroller Parking; and
- Preparation of program materials.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the Children's Library will be same as other public functions within the Library. Current hours are indicated below:

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

User Profile

More than other components, this component will be marked by patrons who typically arrive in groups of two or more. Most groups will have at least one adult and one child. Patrons will include:

- Those who have come as part of a large group, from a school or daycare;
- Parents and other caregivers who have with them children of varying ages;
- Patrons who arrive with strollers, some of which may be large, accommodating multiple children;
- Patrons who arrive simultaneously to be part of a programmed activity;
- Children who range widely in skills, from those who need constant attention to those who are highly self-sufficient; and
- Adult groups, including EAL/FAL tours and daycare leader groups.

Movement of Patrons

People will arrive and depart this component from the Library *Entrance* directly or from the Library *Entrance* through general circulation.

Patrons will arrive and depart this component through an Arrival and Orientation area, which should be in proximity to the Service Point.

Patrons arriving in larger groups or with strollers will move to the Stroller Parking and/or marshalling areas, which will be located away from the *Entrance*.

Patrons will access various areas of the component, with collections and supporting patron spaces organized generally by age appropriateness and ability. Patrons may attend scheduled program events in open areas or within Children's Theatre.

Patrons will select materials and check-out materials here or at the Self-Serve Check-Out Stations at the Library *Entrance*.

Movement of Materials

Collection resources requiring re-shelving after borrowing will be moved by employees from the service elevator to the collection areas of the component on book trucks.

Materials used by patrons while in the component but not borrowed will be picked up by employees from tables and designated collection drop-off shelves, placed on book trucks and re-shelved as required.

The vast majority of collection resource materials will leave this component carried by Library patrons.

Employee Support

- Employees, based in the *Employee Workspaces* component, will come to the Children's Library based on employee schedules and need.
- Roving employees, based at a centrally located Service Point in this component, will provide informal assistance to patrons. It is expected that most of the time they will be roving and proactively assisting patrons.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
Self-Serve Check-Out Station	2
Computer Stations	8
Children's Theatre	100
Caregiver and Children Seating/Alcoves (8)	24
Casual Soft Seating	24
Play Zone	35
Group Table Seating	15
Total	208

Collection Resources

This is for the most part a circulating general collection, with approximately 62% of the overall collection accommodated in bins and on 3-tier shelving at any one time. Percent of Collection (% of Collection) refers to percentage of items in circulation at any one time.

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
Juvenile Board Books	1,756	80%	344	0.7%
Juvenile Picture Books - Shelving	12,784	43%	7,286	15.1%
Juvenile Fiction	9,249	40%	5,533	11.4%
Beginning Readers	4,050	68%	1,283	2.6%
Easy Paperbacks	1,560	85%	232	0.5%
Graphic Novels	3,600	65%	1,263	2.5%
Comic Books	892	48%	465	0.0%
Juvenile Non-Fiction	15,736	23%	12,107	25.0%
World Languages	3,871	33%	2,601	5.4%
Indigenous	1,719	28%	1,234	2.5%
Juvenile Holiday	2,608	28%	1,867	3.9%
Adult Collection	607	56%	270	0.6%
Reference Collection	87	3%	84	0.1%
Magazine Titles	10	0%	10	0.0%
Juvenile DVD and Blu-Ray	4,834	60%	1,917	5.7%
DVD Collection	19,607	46%	10,511	21.7%
Books on CD	586	31%	404	0.8%
Juvenile LP	203	41%	119	0.2%
Music CD	1,007	28%	729	1.2%
Kits	326	63%	122	0.3%
Total	85,092	43%	48,381	100.0%

EMPLOYEES AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	244 ¹
Library Employee – Fixed Service Point	-	-	-	1
Total	-	-	-	245

Note:

1. Assumes one patron for each eight bays of shelving in addition to patron seats and stations.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- The Children's Library should be visible from the Library *Entrance* with easy access and clear wayfinding. A sense of anticipation should be created with invitations to imagine that begin outside and on the way to the component itself.
- This component is primarily comprised of public space with a small area of non-public employee workspace. While the employee workspace will not be visible to the public, the Service Point should be visible from the employee workspace.
- The entrance to this component should be marked by a gateway that reflects the content of the collection and program activities.
- Views should be provided to the Children's Library from other key components while maintaining the general enclosure of the component. This will create opportunities to market the services and resources of the Children's Library and maintain the level of visual security. The general enclosure will ensure that children do not wander off into elevators and adjacent components. Notwithstanding the above, children should not be on display, either to the public within the Library or to those outside.
- Design should consider a higher ceiling to support large hanging displays that add character and life to the environment.
- The Service Point must be situated within view of and proximate to arriving public. It should have visual connections to the entire public area of the Children's Library so that activities can be monitored.

- The overall layout and associated net to gross for the Children's Library reflect a more organic and informal approach to the organization of space. This may be reflected in the architecture, as well, with elements such as tilted columns, landscaped ceilings, etc.
- Public areas of this component should emphasize natural light and views to landscaped exterior areas.
- Program spaces should be located away from the component entrance, so that general traffic flow is not impeded.
- The Play Zone should be located away from the Children's Theatre and in a corner of the component to focus noisy activities. It will include a large climbing structure as well as play areas. This may be an area that is noisier with exuberant children.
- Family Washrooms should be included within this component and within view of the Service Point in this component.

Interior Design Concepts

- A transitional gateway should be provided to the Children's Library emphasizing a transition into a world that excites the imagination of children that has wide and long-lasting cultural appeal. Displays should be manipulative and interactive, enhancing discovery.
- The character of the Children's Library will differ from that of the remainder of the Library. It may have themes in which children become part of the stories that they are reading. It should be an environment of exploration and engagement; this should be translated into the display of collection resources, installations, and program areas. Interior design themes should be rich in the use of colour, language and language elements. In areas for older children, the focus may be on books.
- Notwithstanding the above, the Children's Library should reflect and maintain a common spirit with the rest of the Library.
- Patrons should have the experience of being transported to another space as they enter the Theatre. The feeling of magic and wonder should pervade the theatre.
- Above all, the environment should be safe. Partitions and furniture should have rounded corners to minimize injuries.
- The space, furnishings, lighting and signage of Children's Library should be flexible to facilitate change, exploration and experimentation by both employees and children. Children should feel empowered to change the environment.
- Signage should focus on the Public Service Point and on the collections to graphically identify collection types and subject areas. Signage should be understandable to children and adults and should

include pictures, words, and numbers. Signage should be easy to change and update.

- The scale of space and furnishings are critical factors. Design must reflect “child-sized” environments to respond to the needs of infants, toddlers and school children, in their respective areas, while also providing furnishings appropriate for parents and other adults.
- A mix of seating types should be provided, including informal seating, benches and tables for groups of children and an area for 'tweens. Some activity areas will require furniture that allows children to interact with accompanying adults. Furniture should be robust as adults will on occasion use child-sized seats.
- Some contained play areas should be provided for toddlers and small children and should link to respective collections. However, no shelving should be provided in any play areas.
- For safety, play areas must not be located near exits, elevators, and/or stairs.
- The component should be organized by level of activity and amount of noise, and not strictly by age. Patron seating and support areas, however, should relate to adjacent collection areas, as possible.
- The collection area should feature more intimate environments for reading and associated activities. These may be provided through the use of a lower ceiling, canopy or by creating physically separate but connected area(s).
- Shelves should be arranged so that there are no hidden collections. There should be minimal use of wall shelving so that wall surfaces can be used for display.
- Furniture and stacks/shelving should be completely flexible to allow for changes in collections, formats and users.
- Collections will be accommodated in bins and on lower (three-shelf) units.
- Public activity spaces within the Children's Library need to be visible to employees from the Service Point and yet should provide a cozy, secure and intimate environment for children.
- Acoustic treatment and/or separation should be provided between the various activity areas to reduce acoustical interference.

Operational Concepts

- Although they may base themselves in this component, some of the patrons of the Children's Library will also access other collection and Library service areas.

- While there will be a Service Point, other areas may require controlled access, including the Play Zone.

Building Systems Criteria

- Lighting systems should be flexible and highlight the Service Point, display areas and component signage.
- A remote lock release should be provided from the Service Point for the Washrooms

Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Arrival and Orientation	1		25.0	Open area to view component and activities prior to entering
02	Stroller Parking	1		20.0	
03	Self-Serve Check-Out Station	2	2.0	4.0	Adjacent to Public Service Point, with space to lay-down personal belongings/books
04	Public Service Point – Roving	1		4.0	Open area to accommodate 1 employee station
05	Family Washroom	2	9.3	18.6	Allowance only; each with adult and child sized fixtures, adult and child sized sinks, and change table
06	Children's Theatre	1		115.0	Accommodates 100; provide miniature door/entrance feature that speaks to an imaginary world; interior design should be whimsical, starlit ceiling, taking audience members to a world of magic and imagination; it should be fully accessible; projector and screen, stage area with separate access, acoustic separation; sound system, easy to clean surfaces; seating that works for both children and adults, sloped floor
07	Storage	1		20.0	
08	Computer Stations	8	3.2	25.6	Each incl. 2 to 3 seats
09	Book Bins, Board/Picture Books Collection	2	3.7	7.4	400 books in bins, each accommodating 200 books
10	Child and Caregiver Reading Seating/Alcoves	8	3.5	28.0	Locate adjacent to Book Bins; each accommodates adult and 1 to 2 children
11	Picture Book Collection	41	1.2	49.2	Accommodates 7,380 books on 3-shelf bays assuming 180 books per bay
12	Juvenile Fiction Collection	37	1.2	44.4	Accommodates 5,550 books on 3-shelf bays assuming 150 books per bay
13	Beginning Reader Collection	8	1.2	9.6	Accommodates 1,400 books on 3-shelf bays assuming 175 books per bay
14	Easy Paperback Collection	2	1.2	2.4	Accommodates 240 books on 3-shelf bays assuming 120 books per bay
15	Graphic Novel Collection	9	1.2	10.8	Accommodates 1,390 books on 3-shelf bays assuming 150 books per bay

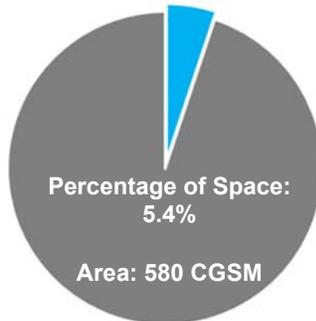
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
16	Comic Book Collection	4	1.2	4.8	Accommodates 600 books on 3-shelf bays assuming 150 books per bay
17	Juvenile Non-Fiction Collection	81	1.1	89.1	Accommodates 12,150 books on 3-shelf bays assuming 150 books per bay
18	World Languages Collection	18	1.1	19.8	Accommodates 3,700 books on 3-shelf bays assuming 150 books per bay
19	Indigenous Collection	9	1.2	10.8	Accommodates 1,350 items on 3-shelf bays assuming 150 items
20	Juvenile Holiday Collection	13	1.2	15.6	Accommodates 1,950 items on 3-shelf bays assuming 150 items
21	Adult Collection	4	1.1	4.4	Accommodates 375 representative popular items from the Fiction and Non-Fiction collections that may be of interest to parents and caregivers in browsing collection format
22	Reference Collection	2	1.1	2.2	Accommodates 150 books on 3-shelf bays assuming 75 books per bay
23	Magazine Collection	2	1.2	2.4	Accommodates 16 titles on special magazine display units assuming 8 titles per bay
24	Juvenile DVD and Blu-Ray Collection	7	1.8	12.6	Accommodates 2,100 items on DVD display/storage units assuming 300 items per unit
25	DVD Collection	36	1.8	64.8	Accommodates 10,800 items on DVD display/storage units assuming 300 items per unit
26	Books-on-CD Collection	3	1.2	3.6	Accommodates 450 items on 3-shelf bays assuming 150 items per unit
27	Juvenile LP Collection	2	1.4	2.8	Accommodates 200 LPs on 3-shelf bays assuming 100 items per unit
28	Music CD Collection	3	1.8	5.4	Accommodates 1,080 items on CD display/storage units assuming 360 items per unit
29	Kits Collection	3	1.2	3.6	Accommodates 180 kits on 3-shelf bays assuming 60 items per unit
30	Casual Soft Seating	24	2.5	60.0	Distributed throughout collection with orientation to collections supporting younger patrons
31	Group Table Seating	15	2.3	34.5	Locate throughout collection area, with orientation to collections supporting older patrons, supporting group learning and homework

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
32	Play Zone	1		90.0	Incl. large climbing structure and Burgeon and other active play areas; role playing, gross motor skills, zoned into areas for different ages of children
	Toy Cleaning Area	1		0.0	See Employee Workspace
	Children's Section Storage	1		0.0	See Storage Collection
Total				810.4	Component Area = 1,055 CGSM (11,356 CGSF) @ 1.30 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

Key Metrics



This component supports patrons who may require more personalized and in-depth services.

Public Service Point.....	1
Computer Stations/Print and Copy Station.....	12/1
Laptop Bar Seating	4
Specialty Collections.....	10,320
Individual Table Seating/Group Table Seating	6/6
Assistive Technology Stations	8
Small Programming Room: Capacity	30
Technology Training Room: Capacity	25

Key Adjacencies

1

9. Adult Collections

Provide convenient access by direct circulation from the Non-Fiction Collection Area of the Adult Collections for the movement of patrons and the accessing of related collection resources.

2

10. Culture & History

Provide convenient access by general circulation from the Culture & History for the movement of visitors, patrons and employees.

3

2. Entrance

Provide convenient access by general circulation from the Entrance for the movement of visitors, patrons and employees.

4

3. Atrium, Concourse and Programming Rooms

Provide convenient access by general circulation to the Atrium, Concourse and Programming Rooms for the frequent movement of patrons.

5

11. Employee Workspaces

Provide convenient access by dedicated employee and materials handling elevators to marshalling area to the Employee Workspaces component.



Serving newcomers, patrons with differing abilities, and those who require additional assistance

**FUNCTIONAL
DESCRIPTION**

This component provides support to patrons who may require more personalized and in-depth services.

The goal is the support of special learning, social, informational and life skills capacities for individuals and for the general community, including those involving the development of life skills and professional skills, economic improvement, and the orientation and integration of newcomers to the community.

Library employees, in conjunction with Outreach Workers, an Elder-in-Residence and members of various community, social services, and professional groups come together to provide leadership and direction to patrons requiring specialized assistance.

More personalized services are provided to all patrons seeking to discover educational, professional and economic opportunities, including:

- Those navigating the employment landscape;
- Those exploring personal educational opportunities; and
- Those requiring connection to available resources.

More personalized services are also provided to those undergoing a process of integration into the community, including:

- Patrons who are newcomers to the local community and/or to Canada;
- Those exploring available social services and navigating administrative systems; and
- Those requiring assistance with various types of literacies, including reading, writing, and civic and financial literacies; resources will include programs in assistive technologies, large print and audio books, adult literacy, digital literacy, EAL/FAL, and World Languages.

Special services are provided to those who face barriers in accessing library services, including patrons with:

- Physical disabilities and/or mobility limitations;
- Vision and hearing loss;
- Intellectual and developmental disabilities;
- Learning disabilities;
- Mental health disabilities; and
- Speech or language impairments.

The scope of services, resources and collections facilitates proactive employee assistance as well as confidential conversations.

Features within this component include:

- The availability within this component of the services of Outreach Workers, and an Indigenous Elder-in-Residence;
- Display and exhibits introducing patrons to the scope of collection, resources and services;
- A Service Point with accommodation for an employee and two patrons;
- Space for program activities;
- Assistive Technology Stations;
- Computer Stations and Print and Copy Station;
- Group Table and Laptop Bar Seating;
- A Technology Training Room;
- Consultation Rooms for Outreach Workers to meet with patrons to have conversations which may be sensitive in nature; and
- Storage, display and access to specialty collections including Literacy and Language Learning; EAL; World Languages books; and other specialized collection materials.

Activities within this component include:

- Use of Library devices and personal devices at workstations and a small computer commons;
- Storage, display and access of brochures and community information;
- Use of assistive devices, with employee assistance as required;
- Scheduled Library programs and events;
- Reading, researching, and discussing in casual soft seats and at group tables;
- Private consultations with Outreach Workers; and
- Programming.

**OPERATIONAL
DESCRIPTION**

Hours of Operation

Hours of operation for Community Services will be same as other public functions within the Library. Current hours are indicated below:

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

Patron Profile

Patrons will have diverse ages, ranges of physical and cognitive abilities, ethnic backgrounds, and socio-economic circumstances.

This component serves typical Library patrons, as well as patrons with a special interest in developing abilities and pursuing opportunities that optimize integration into the community, including:

- Those seeking to discover educational, professional and economic opportunities;
- Newcomers to the community;
- Those who require the use of specialized technology and equipment to access collection resources, and who may require additional employee assistance;
- Those requiring support and instruction in digital literacy;
- Adults, with mobility, vision and hearing challenges;
- Marginalized patrons and patrons experiencing social exclusion;
- Newcomers to the community who are experiencing practical, orientation and adjustment challenges;
- Those who have first languages other than English or French, and who may have challenges reading and comprehending general and collection resource signage; and
- Those developing their professional skills and civic and financial literacy.

Movement of Patrons

Patrons will arrive in this component from upper and lower levels of the Library via the *Entrance* via stairs or elevators.

Patrons will access the *Entrance*, Arrival and Orientation and Service zone and the Focus zones, to attend scheduled programs in open or enclosed spaces or approach employees at the Service Point or be approached by roving employees for assistance, as required.

Patrons will access areas within this component where specific resources and services are provided.

Patrons may move from this component to other Library components or may leave through the Library *Entrance*. Patrons may check-out borrowed materials in this component or in the *Entrance*.

Movement of Employees

Employees will provide both stationary and roving services. Employees may provide prolonged consultation and navigation services at a Fixed Service Point, or they may be roving and proactively assisting patrons throughout the component.

Employees will typically spend more time with patrons who require specialized services and who are accessing assistive technology devices, familiarizing them with the technology and showing them how to use specialized software and devices.

Library employees and or staff from local community agencies will be present in order to deliver programs in this component.

Movement of Materials

Collection resources requiring re-shelving after borrowing will be moved by employees from the service elevator to the collection areas of the component on book trucks.

Materials used by patrons while in the component but not borrowed will be picked up by employees from tables and designated collection drop-off shelves, and re-shelved as required.

Most collection resource materials will leave this component carried by Library patrons.

Many technology devices used in this component will be owned and carried by individual Library patrons.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
Public Service Point	1
Print and Copy Station	1
Individual Table Seating	6
Group Table Seating	6
Computer Stations	12
Laptop Bar Seating	4
Technology Training Room	25
Assistive Technology Station	8
Consultation Room – Capacity	4
Small Programming Room	30
Total	97

Collection Resources

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
World Languages Collection	1,740	16%	1,438	13.9%
Literacy/EAL Collection	1,858	26%	1,311	12.7%
Large Print Collection	15,106	58%	5,312	51.5%
Accessible Collection	2,696	15%	2,259	21.9%
Total	21,400	52%	10,320	100.0%

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	109 ¹
Library Worker – Fixed Service Point	-	-	-	1
Outreach Worker	-	-	-	2
Elder in Residence	-	-	-	1
Total	-	-	-	113

Note:

1. Assumes one patron for each eight bays of shelving in addition to patron seats and stations.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- The experience for patrons of this component must be welcoming and unthreatening. Clear arrival points and distribution paths accessing general user accommodation and specialty program areas must be provided.
- The component organization should include an Arrival and Orientation zone that links to the other component zones, including seating areas and specialty collections and programming spaces.

Interior Design Concepts

- Collection space will be organized in three zones, including World Languages; Literacy and Language Learning; and Special

Resources, such as large print. Each should have clear signage and indicators as to the content of the collection.

- The environment must be psychologically accessible; spaces must be inviting, not intimidating; they will require layout and design features that are responsive to the range of patron abilities identified previously.
- Care must be taken to ensure that study and reading stations in this component provide a sense of individual security and privacy that reinforces patron autonomy and inclusion.
- Each zone will require individual design treatment that defines them as unique destinations. This may involve specialty furnishings, lighting, specialized patron seating and workspace, and collection layout.
- A casual non-traditional layout of collection resources must surround and engage the browsing patron: space for physical resources will be fully integrated with ample space for browsing, reading and studying.
- A wide variety of storage and display alternatives should be provided to accommodate a diversity of formats, ultimately requiring more space than a collection with a typical profile.
- Collection storage and display units should be an important feature, including 54" (1.25 m) high shelving, each with highly visible face-out materials and display units at each end. Shelving must be oriented to maximize sightlines across the space, and to provide a visual connection to the Service Point.
- The World Languages and Language Learning zones particularly must accommodate the simultaneous presence of individual, one-on-one, and group activities.
- Enclosed spaces may be partially glazed; the ability to control light and views will be essential.

Operational Concepts

- World Language Collections includes books only, with audiovisual materials integrated into the respective collections.
- The number of languages that the Library supports is dynamic, with new languages added based on immigration patterns and the changing demographics of Saskatoon.

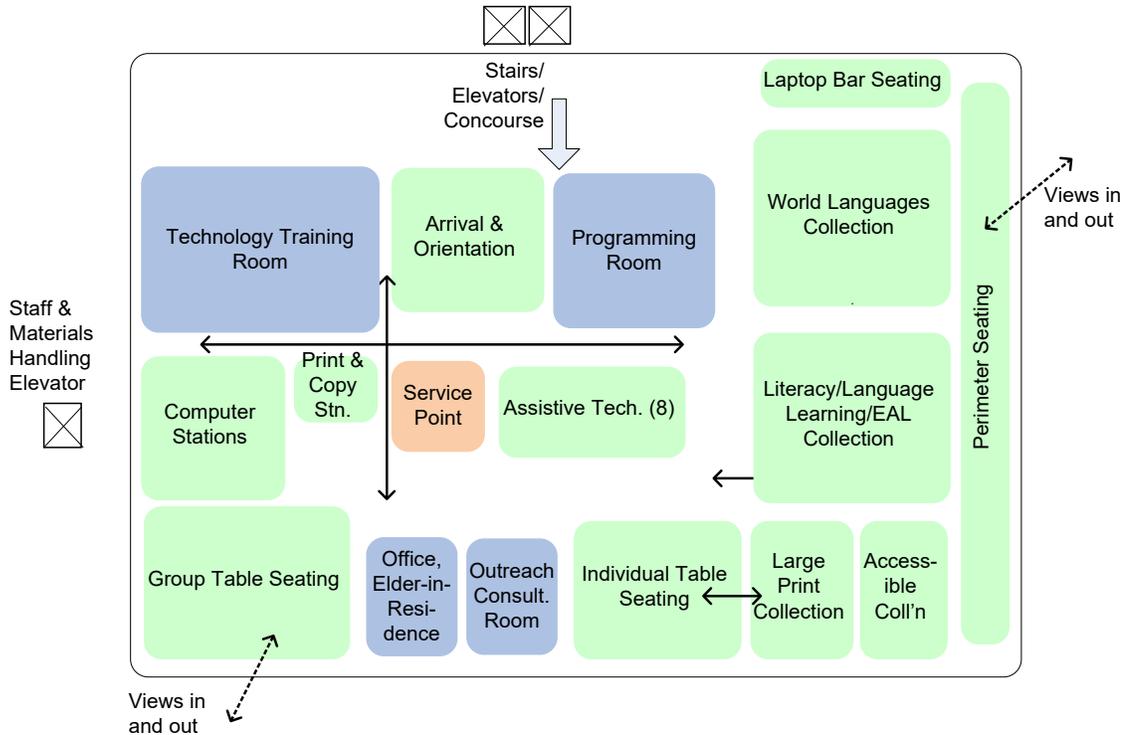
Building Systems Criteria

- There must be acoustic shielding and independent lighting controls in classrooms, program/tutoring rooms, consultation spaces and offices.

- The Programming Room should have a large monitor or digital projector, and lighting controls, and well as microphone support. It should also have a sink and lockable cabinetry.
- Control of light and sound levels will be important, as patrons may be vision or hearing-impaired.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

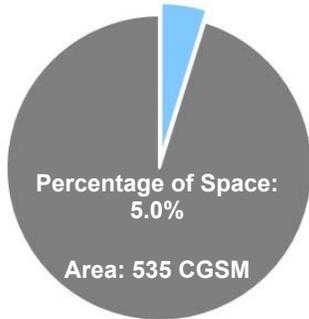
Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Arrival and Orientation	1		30.0	
02	Public Service Point – Fixed	1		4.0	
03	Computer Stations	12	3.5	42.0	
04	Print and Copy Station	1		3.5	
05	Assistive Technology Station	8	3.7	29.6	
06	Laptop Bar Seating	4	2.5	10.0	
07	Small Programming Room	1		72.0	30 seats; incl. sink, digital projector/large monitor, sound system, whiteboards
08	Technology Training Room	1		85.0	Instructors station, laptop oriented, flexible tables and chairs; 25 seats
09	Outreach Worker's Consultation Room	1		14.0	Incl. table with 5 seats
10	Office, Elder-In-Residence	1		14.0	
11	World Languages Collection	10	1.2	12.0	1,500 books on 3-shelf bays assuming 150 books per bay
12	EAL Collection	8	1.2	9.6	Accommodates 1,440 books on 3-shelf bays assuming 180 books per bay
13	Large Print Collection	58	1.2	69.6	Accommodates 5,394 books on 4-shelf bays assuming 93 books per bay
14	Accessible Collection	19	1.1	20.9	Accommodates 2,280 items on 4-shelf bays assuming 120 items per bay
15	Individual Table Seating	6	2.5	15.0	
16	Group Table Seating	6	2.5	15.0	
	Washroom			0.0	See Building Services + Back-of-House
	Washroom – Universal			0.0	See Building Services + Back-of-House
Total				446.2	Component Area = 580 CGSM (6,243 CGSF) @ 1.30 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

Key Metrics



The Teens component accommodates an Open Teen Collection Area and a more spatially contained Teen Program Area.

Shelved Collection: Items.....	9,552
Magazines: Titles	24
Casual Soft Seating	25
Computer Stations	10
Group Table Seating.....	16
Carrel Seating.....	20
Laptop Bar Seating	4
Booth Seating.....	16

Key Adjacencies

1

8. Creation Spaces

Provide convenient access by general circulation to the Creation Spaces for the frequent movement of teen patrons.

2

9. Adult Collections

Provide convenient access by general circulation from Adult Collections for the frequent movement of teen patrons.

3

2. Entrance

Provide convenient access by general circulation to Entrance the movement of teen patrons.

4

11. Employee Workspaces

Provide convenient access by direct circulation from Employee Workspaces for the movement of employees working in this component.



Spatially-contained; collections for all; unique seating & design

**FUNCTIONAL
DESCRIPTION**

The Teens component accommodates a Collection Area that is a bridge to the Program Area. The Program Area is a defined environment that has a variety of activity areas for teens to explore, discover, and enjoy a range of activities in an autonomous space.

This component accommodates the storage and display of print and audiovisual collections, with collections of special interest to teens featured. The profile of resources may change frequently.

Teens have a range of requirements including both independent study and group socializing, and both quiet and noisy activities.

Features of the Teens area include:

- Arrival and Orientation space;
- Collection resources on low and medium height shelving, including movable shelving;
- Self-Serve Check-Out Stations;
- Quiet study for homework or reading;
- More active noisy space for informal socializing/ hanging-out and collaborative learning with reconfigurable furniture; and
- Service Point.

Activities include:

- Individual study, research and recreational reading;
- Informal socializing;
- Programs related to collections and resources;
- Browsing of print, multi-media and electronic collection materials; and
- Roving employee assistance.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

Hours of operation for Teens will be same as other public functions within the Library. Current hours are indicated below:

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

User Profile

Patrons are generally aged 13 to late teens and are here to access the content, programs and spaces provided. Patrons will include:

- Those who access the Library with family groups and who come to this component alone;
- Patrons who may be homeschooled;
- Patrons who come in groups to study, socialize or work on school projects, who will also use other areas of the Library and who may use this area as a base;
- Patrons who come to participate in a program;
- Patrons who have come to use specialized equipment in the Creative Centre and who use this component as a base;
- Patrons of all ages who may use this area when the area is not frequented by teens; and
- Patrons of all ages who access the Teens' Collection.

Movement of Users

Patrons will access this component through general circulation routes after accessing the Library through the Library *Entrance*.

After accessing the component, patrons will go to the open collection area or to the more enclosed program areas for independent and group activities. Activities may be scheduled or not.

Movement of Materials

Materials for teen programs will arrive through the *Building Services + Back-of-House* component and will be brought to the *Teens* component by way of service elevator.

Collection resources requiring re-shelving after borrowing will be moved by employees from the service elevator to the collection areas of the component on book trucks.

Materials used by patrons while in the component but not borrowed will be picked up by employees from tables and designated collection drop-off shelves, and re-shelved as required.

The vast majority of collection resource materials will leave this component carried by Library patrons.

Employee Support

Employees who provide services in this component will be based in the *Employee Workspaces* component. Employees may access this component by way of the public circulation routes or employee/service circulation routes, depending on convenience.

Employees will have a Service Point as a base but will generally provide roving services to patrons throughout the component.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
Self-Serve Check-Out Station	1
Laptop Bar Seating	4
Computer Stations	10
Casual Soft Seating	25
Carrel Seating	20
Booth Seating	16
Group Table Seating	16
Total	92

Collection Resources

This is a circulating general collection, with of 80% of new books on 4-tier shelving, and 20% on general display. The circulation factor is approximately 45%.

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
Teen Fiction Collection	6,648	43%	3,807	39.9%
Graphic Novel /Comic Book	7,002	37%	4,392	46.0%
Teen French and LP	369	27%	270	2.8%
Teen Non-Fiction	1,405	35%	913	9.6%
Books on CD	195	25%	146	1.5%
Teen Magazines	24	0%	24	0.2%
Total	15,643	39%	9,552	100.0%

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	106 ¹
Library Employee – Roving Service	-	-	-	1
Total	-	-	-	107

Note:

1. Assumes one patron for each eight bays of shelving.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- The Teens component must be legible and distinct.
- The component includes two zones which are quite different in nature: the Collection Area is open to general Library space and may be frequented by patrons of all ages. The Program Area is spatially defined and is intended to be for teens.
- The safety of teen patrons is paramount and should be safeguarded by ensuring that all areas of this component are highly visible, particularly by employees working in this and other component service areas. However, the high visibility should create an experience of safety, not one which detracts from the autonomy of teens.
- This component should feature natural light and views to the exterior. The component should be a feature facility and be visible from the exterior.
- Activity levels will range from individual (writing/reading/study) to communal and gregarious. A variety of study and social environments should be provided with provision to mitigate noise levels in some areas.
- To support the wide range of needs within this patron group, including privacy, public accommodation should include a mix of “seating” types, including individual carrels or pod, group tables, and stand-up/perching stations.

Interior Design Concepts

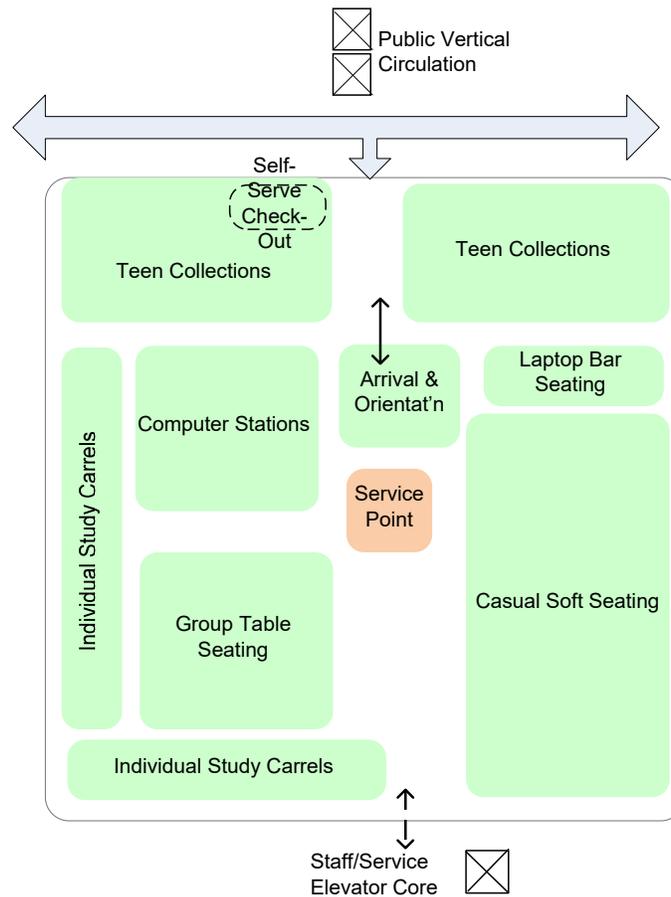
- Seating should be teen-friendly, both in terms of design and robustness.
- Furniture should be movable so that patrons can create their own groupings and arrangements.
- The basic design of the facility should be neutral.
- Some of the collection materials should be accommodated on moveable bays to support open programming.

Operational Concepts

- Teens will use all of the other adult collection areas, although they may base themselves in this component. In particular, teens are expected to use the *Creations Spaces* component.
- The Teens component will have unique patterns of use during the school year. It may be more highly used at lunchtime, after school and in the evening. It will be highly used on weekends.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

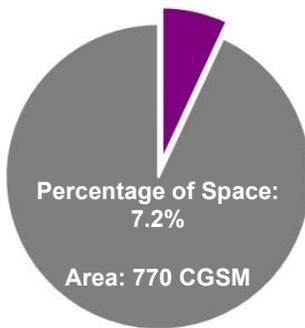
Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>Collection Area</u>					
01	Teen Collections – Display	4	1.2	4.8	Accommodates 24 items each
02	Teen Fiction Collection	41	1.1	45.1	Accommodates 3,813 books on 4-shelf bays assuming 93 books per bay
03	Graphic Novel and Comic Book Collection	37	1.2	44.4	Accommodates 4,440 graphic novels/comic books on 4-shelf bays assuming 120 items per bay
04	Teen French and LP Collection	3	1.2	3.6	Accommodates 300 items on 4-shelf bays assuming 100 items per bay
05	Teen Non-Fiction Collection	10	1.2	12.0	Accommodates 930 books on 4-shelf bays assuming 93 items per bay
06	Teen Books on CD Collection	3	1.2	3.6	Accommodates 240 books on 4-shelf bays assuming 120 items per bay
07	Teen Magazine Collection	2	1.2	2.4	Accommodates 27 titles on 4-tier units assuming 9 titles per unit
08	Self-Serve Check-Out Station	1		2.0	
Subtotal, Open Collection Area				117.9	
<u>Program Area</u>					
09	Arrival and Orientation	1		20.0	Provide display that can be easily updated and that is teen friendly
10	Public Service Point – Roving	1		4.0	Easily movable
11	Computer Stations	10	3.5	35.0	Distribute into 2 or 3 clusters; locate close to Service Point
12	Laptop Bar Seating	4	2.5	10.0	Locate close to overlook
13	Casual Soft Seating	25	3.0	75.0	Locate in noisier part of the component in open area
14	Carrel Seating	20	3.5	70.0	Locate in quieter portion of component and at perimeter
15	Booth Seating	16	2.5	40.0	
16	Group Table Seating	16	2.5	40.0	
Subtotal, Program Area				294.0	
Total				411.9	Component Area = 535 CGSM (5,759 CGSF) @ 1.30 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

Key Metrics



This is a technology-focused environment where patrons explore and create conventional and digitally-derived products, games, and access audiovisual materials.

Service Point	1
Wet Multipurpose Programming Room: Capacity	30
Audio and Video Studios: Capacity	15
Whisper Booth for Oral Stories	2
Gaming Stations	16
Computer Stations	20
CDs, DVDs, Audiobooks & Gaming Collections: Items	31,575

Key Adjacencies

1

7. Teens

Provide convenient access to by general circulation to Teens for the frequent movement of teen patrons.

2

9. Adult Collections

Provide convenient access by general circulation to Adult Collections for the frequent movement of patrons interested in applied sciences.

3

11. Employee Workspaces

Provide convenient access by dedicated employee circulation to Employee Workspaces for the movement of employees.

4

13. Building Services + Back-of-House

Provide convenient access by dedicated employee and materials handling elevators to shipping and receiving in Building Services + Back-of-House, for the movement of supplies and equipment.



bing.com



Teaching, experimentation, new technologies, multimedia entertainment, materials, design, and creation

**FUNCTIONAL
DESCRIPTION**

This is a technology-focused environment where patrons explore and create conventional and digitally-derived products, game, and access audiovisual materials. It showcases leading edge technologies, computers with specialized software, as well as hand tooling creative activities.

This component serves creative children, teens, and adults. It requires a high-level of roving services, with employees going to patrons to respond to their questions and provide assistance.

Features of Creation Spaces include:

- Wet Multipurpose Programming Room;
- Fixed Service Point;
- Production of oral stories and oral story collection;
- Audio and Video Recording Studios;
- Digital production editing booths and Studios;
- Audiovisual Collections;
- Creator-in-Residence Office; and
- Technology workstations with specialized software and equipment (e.g., digitization, etc.).

Activities include:

- Generation of multi-media products using specialized facilities and software;
- Employee facilitated and self-directed individual and group learning;
- Making digital devices and projects;
- Self-directed use of specialty computer applications;
- Project-based learning;
- Scheduled group programming and training sessions;
- Fundamental technical skills development;
- Creation of projects, including assembly, painting and sanding; and
- Storage, display and access to Audiovisual Collections.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

Hours of operation for Creation Spaces will be same as other public functions within the Library. Current hours are indicated below:

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

User Profile

Users of this component include general Library patrons of all ages. More than most areas of the Library, this area will see a complete mix and integration of patrons regardless of age, digital literacy, etc.:

- Do-it-your-sellers interested in creating personal projects, together and individually;
- Inventors wanting to explore new ideas;
- Groups working on a joint project that may address personal or social goals;
- Those who are gregarious and comfortable working with group and social settings as well as those who may be inhibited and wanting to explore in private;
- Patrons interested in trying out new technological devices, as well as those interested in making actual objects and art pieces; and
- Patrons wanting to borrow audiovisual resources.

Movement of Users

Patrons will generally access this component either through the Library *Entrance* directly, or through general circulation routes connected to the Library *Entrance*.

Patrons will move to areas of interest within the component or may attend scheduled program activities individually or in groups.

Patrons may be in this component for prolonged periods of time.

Patrons may also visit other areas of the Library, for example, Adult Collections, to access information related to their endeavour, including accessing collection materials or information accessed virtually.

Movement of Materials

Collection resources requiring re-shelving after borrowing will be moved by employees from the service elevator to the collection areas of the component on book trucks.

Supplies and materials required in this component may be supplied by the Library, partner organization or by patrons themselves. Library and partner supplied materials generally will be brought in through the *Building Services + Back-of-House* component and moved to this component via the service elevator and circulation corridors.

Waste and recyclable materials will be assembled and removed by way of service circulation corridors and elevators to *Building Services + Back-of-House*.

Employee Support

Roving employees based in the *Employee Workspaces* component will move to this component according to work schedules.

During assigned times within this component, employees will use the Service Point as a base, but will provide roving services and will be readily available to provide informal assistance to patrons.

Employees may be located in the non-public workspace in the *Employee Workspaces* component where they will be typically involved with maintenance activities and development of program materials.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
Self-Serve Check-Out Station	1
Laptop Bar Seating	4
Computer Stations	20
Digital Tools Stations (Specialized Computer Stations)	8
Audio Recording Studio	6
Recording Booths (Specialized Computer Stations)	2
Visual Recording Studio	3
Post-Production Studio (Specialized Computer Stations)	6
Whisper Booth	2
Gaming Stations	16
Wet Multipurpose Programming Room	30
Total	98

Collection Resources

This is a circulating Audiovisual Collection, with storage of CDs and DVDs at 85% capacity and Video Games at 75% capacity. The overall circulation rate is approximately 30%.

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
Music CDs	17,958	20%	14,371	45.5%
FEPS	1,348	2%	1,328	4.2%
DVDs	21,734	50%	10,886	34.5%
Indigenous AV	347	38%	216	0.7%
Books on CD	3,985	36%	2,566	8.1%
Video Games	1,623	82%	290	0.9%
Musical Scores	2,268	15%	1,918	6.1%
Total	49,263	36%	31,575	100.0%

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	113 ¹
Library Employee - Fixed Service Point	-	-	-	1
Wet Multipurpose Programming Room	-	-	-	1
Total	-	-	-	115

Note:

1. Assumes one patron for each eight bays of shelving.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- This component is an integrated unit that is highly visible from adjacent public areas. It is one of the most innovative areas of the Library.
- This component accommodates a wide range of types of spaces supporting a wide range of activities with different environmental needs. Activities may be noisy and dirty, noisy and clean.

- This component requires less natural light than other components, to minimize glare on screens, etc. Views over a distance should be provided.
- Wide doors should be provided into the Wet Multipurpose Programming Room from both the public circulation routes and service routes for the movement of large pieces of equipment (service side) and dollies with large format materials (public side).
- The Service Point should have visual connections to the various program areas within the component.

Interior Design Concepts

- This component is an assembly of various spaces supporting creative activities. However, other creative activity spaces are included in other components, where they may be more closely related to collection content. These spaces should be linked by a common design vocabulary.
- Provide glazing throughout the public area to see between spaces and into the component as a whole.
- Use natural materials, such as natural wood finishes, to balance some of the more technology-oriented environments.

Operational Concepts

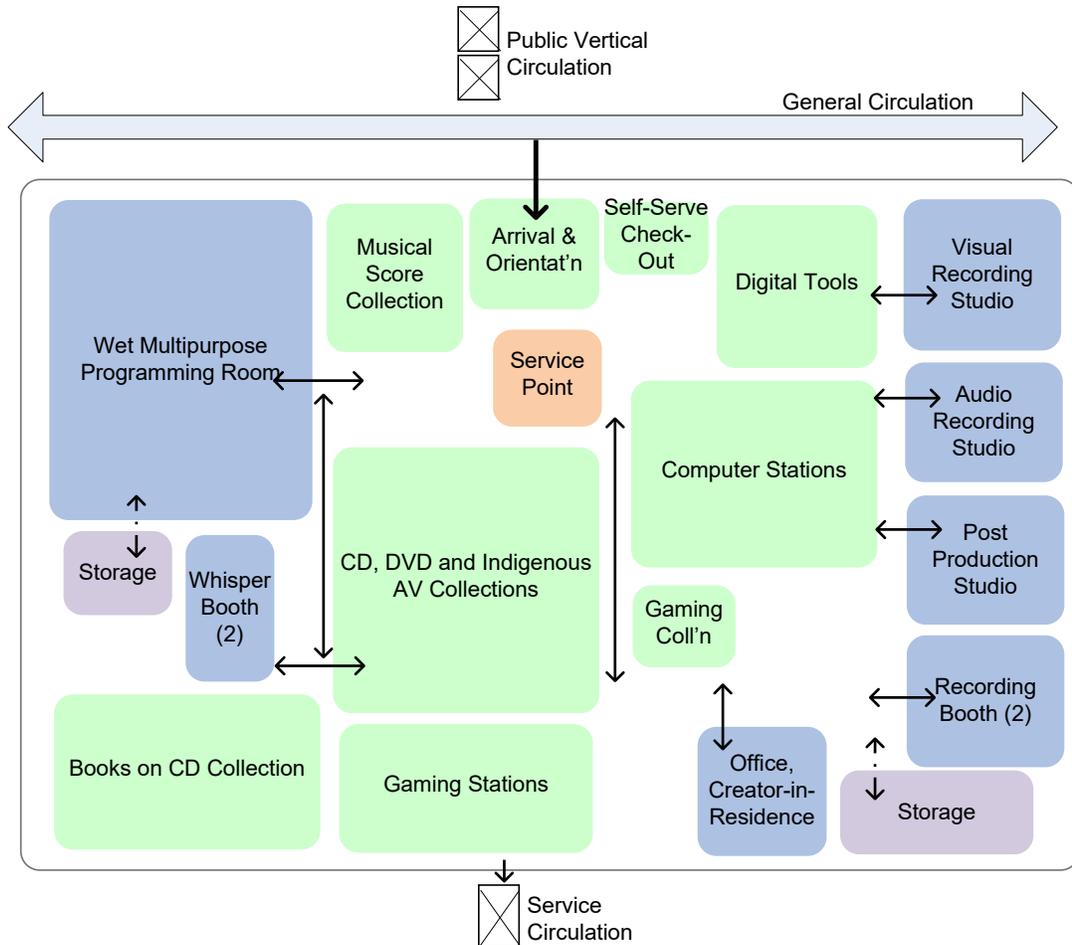
- This component will require a significant amount of employee facilitation as patrons learn new technologies and applications. Employees will be located at both a Service Point and will be roving to provide assistance.
- The Wet Multipurpose Programming Room will be highly configurable.
- Studios will be bookable, and may be booked for extended periods.
- Employees may move equipment requiring repair or maintenance into the Program Workspace in *Employee Workspaces* component.

Building Systems Criteria

- Specialized environments will be required in many program/studio spaces; these may include wide doors, storage space, plumbing, floor drainage, unique workplaces, floor and wall surfaces, dedicated ventilation, acoustic, temperature, and natural light, and light controls.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Arrival and Orientation	1		20.0	Incl. space for movable display
02	Public Service Point – Fixed	1		4.0	
03	Music CD Collection	40	1.8	72.0	Accommodates 16,365 CDs on CD storage units each accommodating 365 items
04	FEPS Collection	5	1.8	9.0	Accommodates 1,480 DVDs on DVD storage units each accommodating 290 items
05	DVD Collection	38	1.8	68.4	Accommodates 13,300 DVDs on DVD storage units each accommodating 290 items
06	Indigenous Audiovisual Collection	1		1.8	Accommodates 255 DVDs and CDs on DVD storage units each accommodating 290 items
07	Books-on-CD Collection	22	1.2	26.4	Accommodates 3,010 items on 4-shelf bays assuming 120 items per shelf
08	Video Games Collection	4	1.2	4.8	Accommodates 470 on 4-shelf bays each accommodating 93 items per bay
09	Musical Score Collection	10	1.2	12.0	Accommodates 2,170 on 4-shelf bays each accommodating 200 items per bay
10	Self-Serve Check-Out Station	1		2.0	
11	Station, Digital Tools	8	4.5	36.0	Locate in proximity to Public Service Point for ease of assisting (slide scanner, specialized software, digitization station); bookable
12	Office, Creator in Residence	1		14.0	
13	Computer Stations	20	3.5	70.0	Locate in clusters of 4 – CD listening, DVD watching, game playing, research, collaboration and specialized software
14	Laptop Bar Seating	4	2.5	10.0	Locate at edge with views of component or other activity
15	Audio Recording Studio	1		17.0	Accommodates up to 5 people; provide acoustical glazing on one side
16	Storage	1		12.0	Locate as general component storage area
17	Recording Booth	2	10.8	21.6	Accommodates 1 person each; provide acoustical glazing on one side
18	Visual Recording Studio	1		24.0	Accommodates up to 3 people; incl. green screen; incl. small sidelight and “recording in progress” sign
	Storage	1		0.0	See Ref. 16 above.
19	Post-Production Studio	1		20.0	Incl. 6 workstations in enclosed space; glazing
20	Whisper Booth	2	5.0	10.0	
21	Gaming Stations	16	3.0	48.0	Organize as 8 individual stations and 2 groups of 4 stations; space for spectators; locate together but with

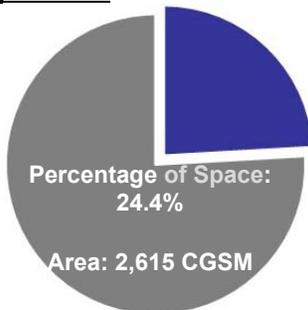
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
22	Wet Multipurpose Programming Room	1		80.0	limited views of other screens; organize informally by age Accommodates 30; incl. movable tables and chairs, utility sink, power from ceiling, counters along one side with storage/equipment supply carts storage; for painting, sewing, drop-in and programmed activities; provide some lockable storage areas and other open areas for storage and supplies to support drop-in activities
23	Storage	1		10.0	
Total				593.0	Component Area = 770 CGSM (8,288 CGSF) @ 1.30 grossing factor

COMPONENT OVERVIEW

This component will be comprised of **two separate areas, housed on two adjacent floors**, the first housing the Adult Non-Fiction Collection, including Magazine and Newspaper Collections: the second housing the Adult Fiction Collection.

Both areas include space for collection storage and display, Service Points, self-directed individual and group user activities such as browsing, quiet reading, and studying.

Key Metrics



Service Points	2
Computer Stations/Print and Copy Station	45/2
Casual Soft Seating	50
Reference Room: Seats.....	50
Reading Lounge: Seats.....	25
Small Bookable Rooms: Number/Capacity	10/40
Non-Fiction Collection	62,254
Magazine and Newspaper Collection: Titles.....	246
Fiction Collection.....	24,336

Key Adjacencies

- 1 **10. Culture & History**
- 2 2. Entrance / 3. Atrium, Concourse & Prog. Rms / 4. New & High Demand Col'tn
- 3 6. Community Serv. / 5. Children's Library / 7. Teens / 8. Creation Spaces
- 4 **13. Building Services + Back-of-House**

Provide direct access by general circulation to Culture & History for the movement of Library patrons and employees.

Provide convenient access by general circulation to the Entrance, Atrium, Concourse and Programming Rooms and New & High Demand Collection for access to ground level resources and services.

Provide convenient access by general circulation to the Community Services, Children's Library, Teens, and Creation Spaces for access to 2nd level resources and services.

Provide convenient access by dedicated circulation to sorting area in Building Services + Back-of-House for movement of collection resources.



Photograph by Alana Willerton
<https://www.avenuecalgary.com/city-life/inside-calgarys-new-central-library/>

Adult non-fiction and newspapers and magazine collections, fiction collection; patron browsing, study, reading & discovery

**FUNCTIONAL
DESCRIPTION**

This component will be comprised of **two separate areas, housed on two adjacent floors**, the first housing the Adult Non-Fiction Collection, including Magazines and Newspaper Collections, the second housing the Adult Fiction Collection.

Both areas will include space required for collection storage and display, Service Points, self-directed individual and group user activities such as browsing, quiet reading, and studying.

Non-Fiction and Fiction Collection resources are circulating resources that will be used extensively by those interested in reading for enjoyment and for lifelong learning, research and study.

Each collection has a unique character and profile of use:

Non-Fiction Collection

The Non-Fiction Collection must be flexible to accommodate changing community interests and changing collection organization and display systems, including general organization using the Dewey Decimal System.

New materials may be displayed in *New & High Demand Collection*.

There may be special focus areas highlighting resources and topics, where physical materials, virtual materials and associated study spaces are brought together.

Within the Non-Fiction Collection:

Newspaper and Magazine Collection

All current year magazine titles will be located together in a single collection, with four years located in the Storage Collection. (9 titles per bay).

Fiction Collection

The Fiction Collection comprises well-reviewed, award-winning and popular fiction books. Some of the materials are grouped by genre.

This collection will also have special focus areas to highlight featured themes or sub-collections, including best sellers and local authors. New materials may be displayed in *New & High Demand Collection*.

Study and Reading Space

The provision of study and casual reading space is core to the Library's mission of facilitating lifelong learning and discovery and encouraging a love of reading.

The Non-Fiction and Fiction Areas will both feature basic accommodation amenities to support study and reading; additionally, special features will include:

- In the Fiction Area:
 - an open Reading Lounge area with comfortable seating, small tables and views of surrounding exterior;

- In the Non-Fiction Area:
 - grouped, Bookable Rooms accommodating up to four people, with monitors, whiteboards, videoconference capable,
 - a Reference Room (enclosed and acoustically separated) in the Non-Fiction Area; and
- In each of the two Areas:
 - Carrel Seating and Group Study Table seating interspersed with collection areas,
 - Computer Stations with layout space for materials and personal belongings,
 - arrival areas featuring patron resources, and signage introducing users to the scope of the collection and the arrangement of resources,
 - Collection storage areas, including focus collection areas,
 - display features that highlight topical subjects in the collection,
 - informal seating areas,
 - distributed online public access catalog (OPAC) stations throughout the collections and near the Service Points,
 - easily identifiable Service Points accommodating two to three people, with access to digital resources, shared access to a computer screen, writing/layout surface, with flexible height, and secured storage.

**OPERATIONAL
DESCRIPTION**

Hours of Operation

Hours of operation for the component will be the same as general opening hours of the Library facility.

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

Patron Profile

Typically, the Non-Fiction, Magazine and Newspaper Collections will attract:

- Patrons who enjoy extensive browsing through collection shelving;
- Those interested in lifelong learning;

- Those with an interest in health and medicine, fitness, recreation, including outdoor recreation;
- Those who travel and explore;
- Those interested in cooking, food and nutrition;
- Gardeners and do-it-yourself enthusiasts;
- Artists and crafters;
- Students engaged in formal education programs;
- Those interested in science and the environment; and
- Those exploring the structure and history of human thought, human and social values, and behaviour.

Typically, The Fiction Collection will attract:

- Patrons who enjoy extensive browsing through collection shelving; it is important to note that browsing often takes place in groups, not just individually!
- Those with expectations of traditional reading environments;
- People who love reading and read for enjoyment;
- People who read and study intensively for extended periods of time, typically alone;
- People who have heard about a new book from the media;
- People to whom books the process of reading and writing are a highly significant aspect of their lifestyle;
- Those who like to talk about books and listen to others talking about books;
- Those who enjoy the process and products of active imaginations; and
- Authors, poets, and others who deliver oral presentations.

The Reference Room will typically attract:

- Those studying for formal education purposes;
- Those reading or studying quietly for informal and lifelong learning purposes;
- Those studying for various tests or exams; and
- Those needing quiet individual spaces and lacking access to such space at home or elsewhere.

The Reading Lounge will typically attract those reading for pleasure or learning in a social setting rather than isolated at home.

Exploration, Discovery, and Relaxation

People will arrive at and depart from the component arrival area, moving in and out among the collection, with browsing, reading and study activity occurring in seating and other spaces distributed among resources and at the glazed perimeter of the component.

Some patrons will be self-directed in both their browsing of the collection, and their subsequent reading/study of materials, occasionally assisted by services provided from employees at a nearby Service Point and/or by roving employees. Other patrons may require more assistance to navigate the collection.

Patrons will frequently browse and select from collection resources temporarily stored on book trolleys and waiting to be re-shelved.

Provide book return shelves for materials that have been browsed in this component.

Both scheduled and spontaneous program presentations and interaction may occur in flexible open program spaces located near the centre of this component.

There will be frequent use of portable electronic devices and the Library's Wi-Fi service. Patrons may also make use of data access provided in this component to engage in catalogue research, Internet research and general browsing, social media, and e-mail.

Collection Resources Access and Maintenance

Collections in this component provides resources in support of the overall SPL system.

Collection storage and display will occur on shelving between 15" and 54" high, typically on 3- or 4-tier shelf bays and must comply with FADS.

Non-Fiction Collections will generally be laid out according to the Dewey Decimal System, with occasional special focus features. Fiction Collections may be grouped by genre. Display features, including face-out displays, will be present throughout.

Paperbacks are interfiled in each respective sub-section of the collection.

Online Computer Stations will be dispersed throughout the collection along with conversation areas, and study areas that encourage contact with the resources and exploration of all information formats.

Most materials will leave this component carried by Library users. Materials will be returned to this component on book trucks from the *Building Services + Back-of-House* component after they have been sorted.

Employee Support

Employee support and service will be provided from a Service Point, supplemented by assistance from roving employees.

Pages involved with collection maintenance activities will be regularly and temporarily located in the component.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
<u>Non-Fiction Collection</u>	
Self-Serve Check-Out Station	1
Print & Copy Station	1
Laptop Bar Seating	8
Computer Stations	30
Carrel Seating	14
Small Bookable Rooms	10
Casual Soft Seating	15
Reference Room Seating (Individual Table Seating)	50
<u>Magazines Collection</u>	
Casual Soft Seating	15
Individual Table Study	6
<u>Fiction Collection</u>	
Self-Serve Check-Out Station	1
Print & Copy Stations	1
Laptop Bar Seating	6
Computer Stations	15
Carrel Seating	10
Casual Soft Seating	20
Reading Lounge Seating (Casual Soft Seating)	25
Total	228

Collection Resources

This is a circulating general collection, with approximately 65% books on 4-tier shelving, and 35% on 3-tier shelving. The overall circulation factor is just over 20%.

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
<u>Non-Fiction</u>				
Non-Fiction Collection, 4-Tier	47,267	24%	35,966	41.4%
Non-Fiction Collection, 3-Tier	23,281	24%	17,714	20.4%
Indigenous Non-Fiction Collection	1,871	26%	1,393	1.6%
Reference Collection	7,250	1%	7,183	8.3%
Subtotal, Non-Fiction	79,669		62,256	71.7%
<u>Magazines</u>				
Magazine – Titles/Subscriptions	221	0%	221	0.3%
Newspapers – Titles/Subscriptions	25	0%	25	0%
Subtotal, Magazines	246	0%	246	0.3%
<u>Fiction</u>				
Fiction, 4-Tier	13,239	29%	9,450	10.9%
Fiction, 3-Tier	6,520	29%	4,655	5.4%
Romance Collection	1,263	37%	793	0.9%
Inspirational/Christian Section	1,670	35%	1,093	1.3%
Sci Fi and Fantasy Collection	2,551	29%	1,813	2.1%
Mysteries Collection	6,707	21%	5,278	6.1%
Western Collection	434	50%	219	0.3%
Graphic Novels Collection	1,551	33%	1,036	1.2%
Subtotal Fiction	33,935		24,337	28.2%
Total	113,850	24%	86,839	100.0%

Note:

1. Assumes one patron for each fourteen bays of shelving, or 85 patrons, in addition to patron seats and stations.

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	314 ¹
Library Employee – Service Point	-	-	-	2
Total	-	-	-	316

Note:

1. Assumes one patron for each 12 bays of shelving.

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- This component will fall into two zones:
 - Adult Fiction, and associated spaces, including enclosed Reading Lounge as a prominent central feature; and
 - Adult Non-Fiction Magazine and Newspaper Collections and associated spaces, including grouped Small Bookable Rooms and a Reference Room as a prominent central feature.
- Each zone will include an arrival space, signage, and other resources that introduce the layout and distribution of collection resources and associated accommodation.
- In each zone, enclosed, partially glazed rooms will accommodate quiet individual reading and study.
- All Small Bookable Rooms will be grouped together in one central location in the Non-Fiction Area.

Interior Design Concepts

- Because floor areas are anticipated to be large, it will be essential that interior design concepts:
 - avoid the impression of a monotonous or featureless ceiling plane;
 - create a simple easily understood layout of functions;
 - create a zone of activity at the centre of the space and refuge at the edge of the space;
 - create a legible sequence of spaces by combining movement paths, collection storage areas, and internal and peripheral destinations; and
 - use focused lighting, suspended ceiling panels and overheard signage to create a hierarchy of spatial and functional focal points.
- Design and location of Service Points must provide visual access and clear sightlines to all areas of the component and must be multifunctional and informal.
- Clearly visible signage must be provided in all areas for patrons who prefer the self-service concept.

- In each zone, a rational and sequential layout of collection resources must be provided to allow for optimal patron orientation and access.
- Focus collections may be located strategically throughout Non-Fiction and Fiction Collections to provide varied patron experiences, visual interest and distinctive smaller quiet reading areas.
- Shelving should be arranged to avoid creating visual and/or physical obstructions and should be oriented to maximize sightlines across the component, (e.g. above the collection shelving), and to the various service and focus destinations within the component.
- There will be no book spinners in any collection storage and display space.
- Lower shelving will provide maximum views across the component and visual continuity across the general spaces. There will also be opportunities for ceiling features to accent and highlight functions below, including focus areas.
- Opportunities for strategically placed face-out collection resources should be maximized, with a significantly higher proportion of face-out displays in focus area.
- As the sizes of the collections grow or shrink, more or less of the collection may be organized as face-out display. Ongoing changes in collection size and visibility can be expected in the future.

Operational Concepts

- Open spontaneous program space may be created periodically by the rearrangement of lightweight furnishings, including some moveable collection shelving, particularly that associated with collection focus areas.
- Patrons will frequently browse and move collection materials from collection storage areas. They will return those materials to book trolleys in designated areas, for temporary storage, while waiting to be re-shelved.

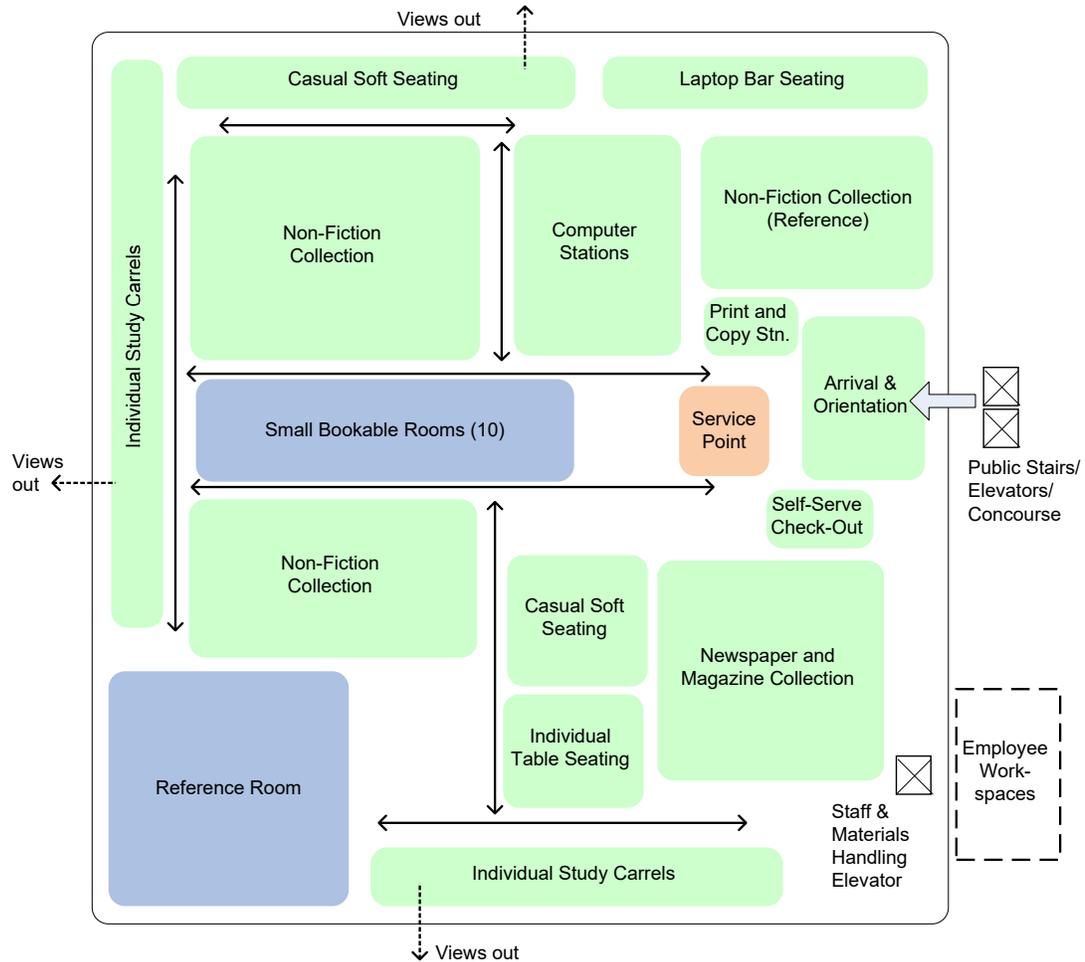
Building Systems Criteria

- Floor surfaces should make use of a durable, easily cleaned, acoustically absorbent material.
- Shelving must be moveable and reconfigurable. Shelving units must not be used for seismic bracing.
- Patron seating will be equipped with task lighting and individual power supply, particularly in carrells and the Reference Room.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.

Non-Fiction Collection

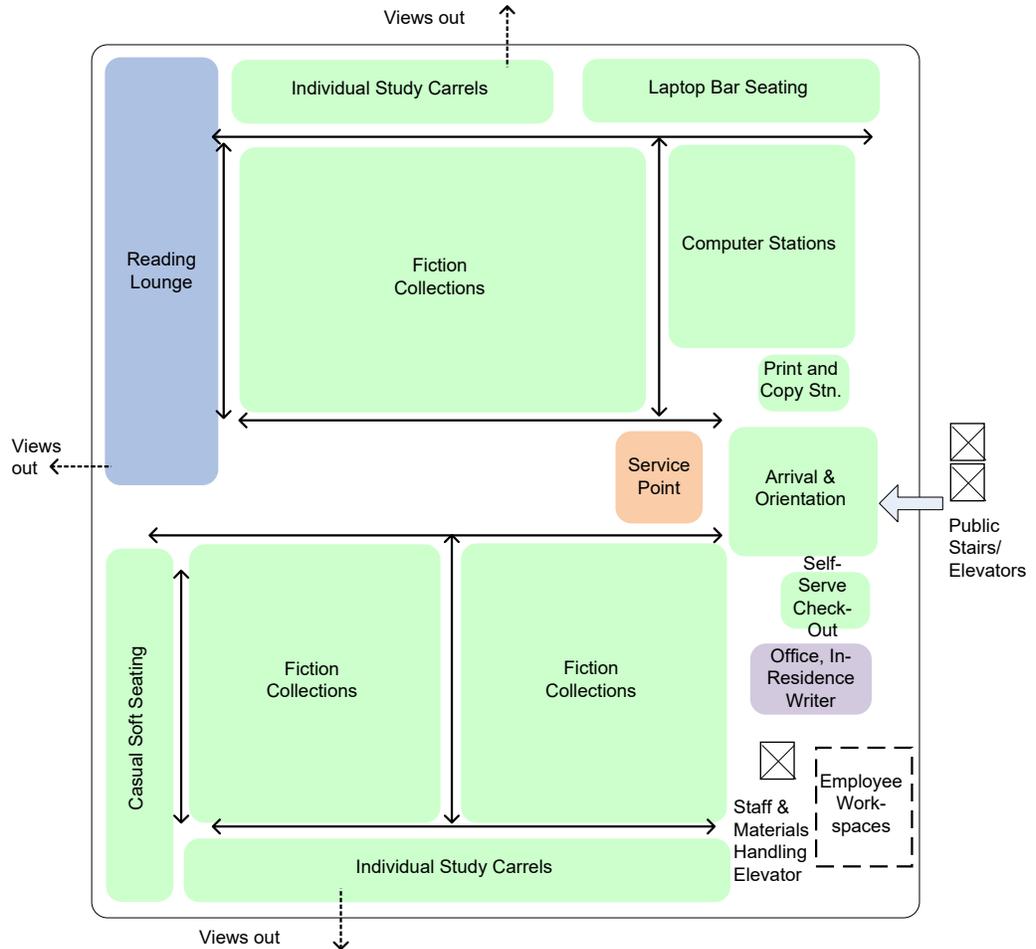


LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Fiction, Magazines and Newspaper Collections



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

Space Requirements

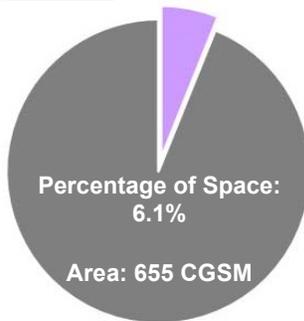
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>Non-Fiction Newspapers and Magazine Collection Area</u>					
01	Arrival and Orientation	1		30.0	
02	Public Service Point – Roving	1		4.0	Storage space is required so that employees can get patron provided equipment
03	Self-Serve Check-Out Station	1		2.0	
04	Print & Copy Station	1		5.0	
05	Laptop Bar Seating	8	2.5	20.0	With overlooks to interior and exterior
06	Computer Stations	30	3.5	105.0	
07	Carrel Seating	14	3.5	49.0	
08	Casual Soft Seating	15	3.0	45.0	
09	Small Bookable Room	10	12.0	120.0	Each accommodates 3 to 4 people
10	Adult Collection – Shelving, 4-Tier	387	1.1	425.7	Accommodates 35,991 items on 4-shelf bays, assuming 93 books on each
11	Adult Collection – Shelving, 3-Tier	254	1.2	304.8	Accommodates 17,780 items on 3-shelf bays, assuming 70 books on each
12	Indigenous Non-Fiction Collection	20	1.2	24.0	Accommodates 1,400 items on 4-shelf bays, assuming 70 books on each
13	Reference Collection	78	1.1	85.8	Accommodates 7,254 items on 4-shelf bays, assuming 93 books on each
14	Reference Room	1		150.0	50 individual tables, formal environment
<i>Newspaper and Magazine Collection Area</i>					
15	Newspaper Shelving	5	1.2	6.0	Accommodates 25 subscriptions
16	Magazine Shelving	25	1.2	30.0	Accommodates 225 titles on 25 bays, assuming 9 titles per bay
17	Casual Soft Seating	15	3.0	45.0	
18	Individual Table Seating	6	3.5	21.0	
	Washroom	0	0	0	
	Washroom – Universal	0	0	0	
Subtotal, Non-Fiction, Magazines and Newspapers Collection Area				1,472.3	
<u>Fiction Collection Area</u>					
19	Arrival and Orientation	1		30.0	
20	Public Service Point – Roving	1		4.0	
21	Self-Serve Check-Out Station	1		2.0	
22	Print & Copy Station	1		5.0	
23	Laptop Bar Seating	6	2.5	15.0	With overlooks to interior and exterior
24	Computer Stations	15	3.5	52.5	
25	In-Residence Office/Writer	1		14.0	
26	Carrel Seating	10	3.5	35.0	

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
27	Casual Soft Seating	20	3.0	60.0	
28	Adult Collection: Shelving, 4-Tier	102	1.1	112.2	Accommodates 10,920 items on 4-shelf bays, assuming 93 items on each bay
29	Adult Collection – Shelving, 3-Tier	67	1.2	80.4	Accommodates 5,380 items on 3-shelf bays, assuming 70 items on each bay
30	Romance Collection	8	1.2	9.6	Accommodates 935 items on 4-shelf bays, assuming 100 items on each bay
31	Inspirational/Christian Section	11	1.2	13.2	Accommodates 1,280 items on 4-shelf bays, assuming 100 items on each bay
32	Sci Fi and Fantasy Collection	19	1.2	22.8	Accommodates 2,100 items on 4-shelf bays, assuming 100 items on each bay
33	Mysteries Collection	53	1.2	63.6	Accommodates 6,025 items on 4-shelf bays, assuming 100 items on each bay
34	Western Collection	3	1.2	3.6	Accommodates 265 items on 4-shelf bays, assuming 100 items on each bay
35	Graphic Novels Collection	9	1.2	10.8	Accommodates 1,210 items on 4-shelf bays, assuming 120 items on each bay
36	Reading Lounge	25	3.5	87.5	Open with lookout to city, soft seating and side tables
	Washroom	0		0.0	
	Washroom – Universal	0		0.0	
Subtotal, Fiction Collection Area				621.2	
Total				2,093.5	Component Area = 2,615 CGSM (28,148 CGSF) @ 1.25 grossing factor

COMPONENT OVERVIEW

Culture & History is a visible symbolic presence at the upper level and above the central *Atrium, Concourse and Programming Rooms*. This component accommodates a Local History Centre with programming collection and support space, an Indigenous Learning Circle space, and an Art Gallery. The Indigenous Learning Circle Space should be a prominent architectural feature and frequent destination for community gatherings and ventilated for smudging.

Key Metrics



Indigenous Learning Circle Space	30
Art Gallery	1
Open Collection – Items	2,660
Computer Stations	5
Group Table Seating	20
Public Local History Collection – Items	15,265

Key Adjacencies

- 1 **3. Atrium, Concourse and Programming Rooms**
- 2 **13. Building Services + Back-of-House**
- 3 **9. Adult Collections**
- 4 **6. Community Services**

Provide direct access by dedicated circulation to upper level of the Atrium, Concourse and Programming Rooms to provide access to and from the public staircase and elevator systems.

Provide convenient access by dedicated employee stairs and materials handling elevators in Building Services + Back-of-House.

Provide convenient access by general circulation to Adult Collections in order to access collection resources.

Provide convenient access by general circulation to Community Services in order to access services and collection resources.



Photo Credit: <https://workungarrick.com/projects/canada-place-aboriginal-cultural-centre-edmonton-ab/>

Photo Credit: <https://www.halifaxpubliclibraries.ca/blogs/post/stellar-study-spots-at-central/>

Past, present and evolving Culture & History; exhibits; collections and programs

**FUNCTIONAL
DESCRIPTION**

This component establishes an essential aspect of the Library's character. Its theme: "Saskatoon tells its Story", brings together events, programs and collection resources focussing on natural history, Indigenous and more recent history.

The Local History Centre is a visible symbolic presence at the upper level and above the central *Atrium, Concourse and Programming Rooms*. This component accommodates a Local History Centre with programming collection and support space, an Indigenous Learning Circle Space, and an Art Gallery. The Indigenous Learning Circle Space should be a prominent architectural feature and frequent destination for community gatherings.

The component—its programs, spaces, and information resources—will share the common themes of inclusion, community identity and cultural expression, the preservation of historical materials, as well as the celebration of social and cultural traditions.

The component will be a workshop for capturing community stories, and a repository of resources dealing with local history, cultural diversity and heritage. Collection resources will focus on published materials that deal with all aspects of past, present and future life in Saskatoon and the surrounding region.

The user experience will be about individual, community, and civic history, about possibilities inherent in the future; about local and regional identity; and about the larger social and cultural context.

This is the area of the Library that is the preeminent feature of the community's reconciliation with Indigenous history, the recognition of what is happening today, and the move to a fair and equal society.

Members of the community will be encouraged to appreciate both past, present and emerging history: both their own origins and the emerging community profile. They will affirm their identity, their potential and explore how they themselves can shape their lives and contribute to the unfolding life of the community.

The component will provide a setting for:

- Programs that share knowledge and stories, and opportunities to connect with culture; smudging is available;
- Rotating exhibits of community art;
- Stored written information;
- Orally shared information;
- Reading and research focussed on local Indigenous and modern history and the emerging demographic, ethnic and cultural profile of the community; and
- Expertise, resources, and programs relating to the past, present and future of the community.

Features include:

- A symbolic multipurpose Indigenous Learning Circle Space for various community gatherings;
- An Art Gallery to showcase new and emerging artists, and
- A Culture & History component featuring:
 - an Arrival and Orientation zone leading to an open program area,
 - Computer Stations and Microform Reader/Printers,
 - a Service Point,
 - a semi-formal traditional Culture & History collection housing collection resources on 54” high, reconfigurable shelving that is FADS compliant,
 - group interactive meeting and program spaces, and
 - spaces for quiet research and contemplation.

Activities within this component include:

- In the Indigenous Learning Circle Space:
 - Indigenous and community ceremonies,
 - pre-ceremony preparatory activities,
 - social receptions,
 - active engagement with the creation of new knowledge that contributes to the ongoing development of community identity, including self-publishing, podcasts and digital and interactive oral storytelling; and
- In the Art Gallery:
 - featured exhibitions relevant to local artists and current community cultural activities,
- In the Local History component:
 - secured storage of the Local History collection,
 - an employee only dedicated Workroom,
 - a secure climate-controlled Collection Storage Room for valuable items, including the Art Collection,
 - individual recreational reading and research,
 - browsing of print, multi-media and electronic collection resources,
 - structured resource-related interpretive group programs, as well as programs designed and directed by community partners, and
 - roving employee assistance.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

Local History currently has limited hours and, in the future, may be shorter than the remainder of the Library. The Gallery and Circle space will be open and accessible through regular operating hours.

	Open	Close
Monday-Thursday	10:00 a.m.	9:00 p.m.
Friday-Saturday	10:00 a.m.	6:00 p.m.
Sunday	1:00 p.m.	5:30 p.m.

Related programs and events may occur in the Programming Rooms in the *Atrium, Concourse and Programming Rooms* component.

Patron Profile

This component will attract intergenerational Library patrons interested in Culture & History and identity, including:

- Members of Indigenous communities who are communicating, preserving and protecting Indigenous cultural traditions and knowledge;
- Those who are celebrating special events, commemorating achievements, and/or participating in private and/or civic ceremonies, processes and discussions;
- Those who are actively participating in the creative life of the community, especially those actively involved in producing and preserving historical records and oral traditions;
- Individual patrons who are exploring individual and family histories;
- Writers who are conducting research for future publications requiring knowledge of Saskatoon and Saskatchewan history; and
- Those who are exploring the urban and natural geography history and profile of the City of Saskatoon and its surrounding region.

Movement of Patrons

Patrons will attend for two main reasons:

- To attend scheduled events; and
- To conduct individual or group research on historical topics and to participate in associated programs.

Patrons attending activities in the Indigenous Learning Circle Space may not necessarily attend other areas or activities in the Culture & History component.

Patrons attending activities in the Art Gallery may not necessarily attend other areas or activities in the Culture & History component.

Many of the resources and activities of this component may be related to those of the adjacent *Adult Collections* and *Community Services* components. Patrons will move back and forth accordingly.

Movement of Employees

The Indigenous Learning Circle Space and the Art Gallery will not typically be staffed.

In the Culture & History area, roving employees based at the Service Point will aid patrons as required.

Employees will work occasionally in the Workroom and/or secure Collection Storage Room dedicated to the preservation and security of Culture & History resources and Art Collection temporarily and or permanently in the Library's collection.

Movement of Materials

Materials, supplies and resources required to support the operations and programming will arrive through *Building Services + Back-of-House* materials handling space and will be brought to the component by way of the non-public circulation system.

Exhibits in the Gallery will change approximately every six weeks, with one of the weeks taken up with exhibit dismantling and mounting of the next exhibit.

WORKLOADS

Patron Accommodation

Type	Number of Stations/Seats
Indigenous Learning Circle Space	30
Print and Copy Station	1
Group Table Seating	20
Computer Stations	5
Microform Reader/Printer Stations	2
Total	58

Collection Resources

The Culture & History collection resources involve a wide variety of formats, including microfilm, Microforms, pamphlet files, maps (in map cabinets), films, oral stories, art, and non-book lending resources, such as steam kits.

One hundred percent of the Culture & History collection will be non-circulating. Together with a small Art Collection, the collection will be housed in a secured climate-controlled Collection Storage Room featuring 6-tier high-density storage.

Type	Total Component Allocation	Circulation Rate - %	Number of Items Shelved	% of Collection
Open Collection				
Open Culture & History Collection	2,692	0%	2,692	13%
Microfiche Collection	455	0%	455	2%
Collection Storage Room				
Culture & History Collection	15,265	0%	15,265	75%
Microfiche Collection	2,050	0%	2,050	10%
Total	20,462		20,462	

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Library Patrons	-	-	-	87
Library Employees	-	-	-	3
Total	-	-	-	90

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

The component is divided into three functional and spatial zones:

- A visibly defined Indigenous Learning Circle Space for ceremony and gathering, with supporting social and operational functions, (and, possibly, a seasonal [exterior] roof terrace or balcony);
- An Art Gallery; and
- A typical public service component with a special focus on Culture & History resources, including an entry; an Art Gallery, program space, patron accommodation, open and secured collection storage spaces, and a dedicated employee Workroom.

Although the three zones are functionally different, they should be spatially adjacent, with the Indigenous Learning Circle Space, forming a defining architectural feature of the building.

- The Indigenous Learning Circle Space would ideally have high visibility and a processional approach, featuring:
 - views to the Indigenous Learning Circle Space, but NOT into the space itself, when approaching from lower levels of building and from the staircase system;

- views from the Indigenous Learning Circle Space to lower levels of the building and to the staircase system; and
- significant use of glazing to provide daylight and views of the sky and weather systems.

Interior Design Concepts

- In the Indigenous Learning Circle Space, there should be:
 - symbolic traditional Indigenous features;
 - glazed with circular seating arrangement;
 - an ornamental canopy-like ceiling equipped with a silent smoke extraction system for use during smudging ceremonies;
 - wall and floor coverings that consist of natural and local materials;
 - furnishings that are easily reconfigurable, elegant and semi-formal; and
 - (possibly) adjacent access to a balcony or roof terrace.
- The Art Gallery:
 - should be a self-contained internal space with some perimeter glazing that allows for preliminary views of the exhibits from adjacent corridor space;
 - it must be a single space with the ability for AV presentations (podium, mic, speakers);
 - lighting on tracks so that it can be position as needed to showcase art; and
 - no natural light.
- The Local History Centre will feature two sub-zones:
 - an enclosed multi-functional publicly accessible resource and workspace; and
 - a secure Collection Storage Room for valuable collections and resources that is not accessible to the public, and a non-public employee workspace.
- Features typical of patron and collection space in the enclosed Culture & History area.
- Study and research spaces will frequently involve multiple collection formats and should include oversized tables with dedicated task lighting.
- Reading and study furnishings should be easily reconfigurable and arranged adjacent to sources of natural indirect light.
- Some study stations should be on perimeter walls with indirect daylight and views.

Operational Concepts

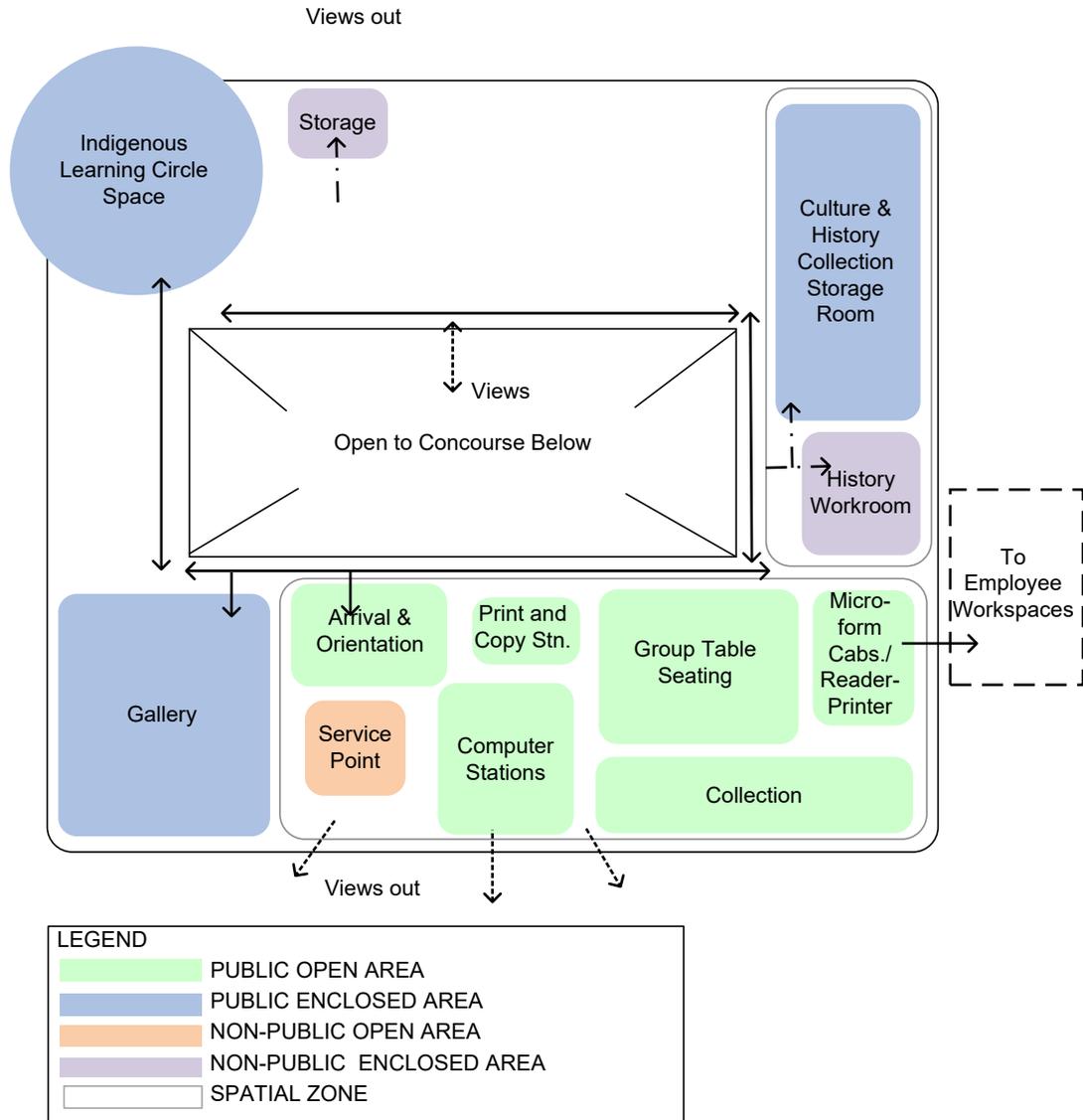
- It must be possible to operate the Indigenous Learning Circle Space separately from the Art Gallery and Culture & History Space.
- It must be possible to operate the Art Gallery separate from the Indigenous Learning Circle Space and the and Culture & History Space.
- Each of the spaces will require a dedicated separate entrance.
- The Indigenous Learning Circle Space should be round.
- The Indigenous Learning Circle Space will require community consultation to identify appropriate design concepts and features.

Building Systems Criteria

- Partition systems in the Indigenous Learning Circle Space will require community consultation to identify appropriate design concepts and features.
- The Indigenous Learning Circle Space will require specialized design, installation, and operation.
- The Indigenous Learning Circle Space will require specialized lighting and a sound system to support ceremonial activities.
- The Indigenous Learning Circle Space will require specialized ventilation to allow for smoke extraction during smudging ceremonies.
- The Indigenous Learning Circle Space will require special microphone connections, acoustic shielding, service conduits.
- The Art Gallery will require a secure entry system, a suspended grid system that allows for reconfigurable lighting systems, and specialized wall panels allowing frequent changes in displayed artwork.
- The Art Gallery and Collections Storage Room will require specialized environmental controls and, possibly, specialized HVAC systems.
- Culture & History collections must be stored to preclude possibility of any potential water damage.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Page purposely left blank for pagination

Space Requirements

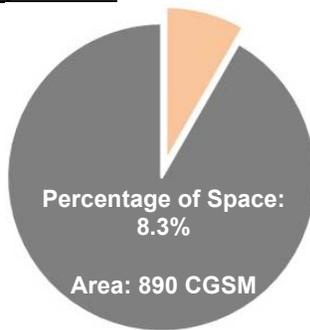
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>Indigenous Learning Circle Space</u>					
01	Foyer	1		40.0	Access from staircases and Atrium overlook, as well as from Culture & History spaces
02	Indigenous Learning Circle Space	1		72.0	Accommodates 30 in circle; views to sky and exterior, special ventilation, circular; ceremonial entrance
03	Green Room Space	1		10.0	
04	Storage	1		18.0	Storage for tables and chairs
Subtotal, Indigenous Learning Circle Space				140.0	
<u>Art Gallery</u>					
05	Gallery	1		100.0	Enclosed; ceiling grid for suspension, specialized lighting and wall panels
Subtotal, Art Gallery				100.0	
<u>Culture & History Public Area</u>					
06	Arrival and Orientation	1		30.0	
07	Service Point	1		4.0	
08	Print & Copy Station	1		5.0	
09	Computer Stations	5	3.5	17.5	
10	Group Table Seating	20	2.5	50.0	
11	Collection – Shelving	29	1.2	34.8	Accommodates 2,697 books on 4-shelf bays, assuming 93 books per bay
12	Microform Cabinet	2	0.6	1.2	
13	Microform Reader/Printer	2	3.5	7.0	
Subtotal, Culture & History Public Area				149.5	
<u>Culture & History Non-Public Space</u>					
14	Culture & History Collection (Collection Storage Room)	110	0.7	77.0	Accommodates 15,265 items on 6-shelf bays of compact shelving, assuming 140 items per bay; climate controlled
15	Microform Cabinet	9	0.6	5.4	
16	Art Collection	1		3.0	
17	Non-Public Culture & History Workroom	1		30.0	Encapsulation space, good ventilation, space for large scanners, large collection items; locate between Collection Storage Room and the Culture & History public area
Subtotal, Culture & History Non-Public Space				115.4	
				504.9	Component Area = 655 CGSM (7,050 CGSF) @ 1.30 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

This component accommodates the workspace of employees in public service areas at the Central Library as well as the Library system’s support services in an environment that supports the integrated planning and delivery of services.

Key Metrics



Number of Meeting Rooms	2
Capacity of Meeting Rooms – Total	14
Number of Enclosed Offices.....	9
Number of Dedicated Workstations.....	36
Number of Unassigned Workstations.....	13

Key Adjacencies

- 1 **Public Components**
Provide convenient access by general circulation to general employee workspace of Public Components for the movement of employees.
- 2 **12. Administration**
Provide direct access by dedicated circulation to Administration for the movement of senior administrative employees and possible sharing of meeting space.
- 3 **13. Building Services + Back-of-House**
Provide convenient access by general service circulation to Building Services + Back-of-House for the movement of employees.
- 4 **2. Entrance**
Provide convenient access by general circulation to Library Entrance to allow for the movement of employees from the employee entrance.



Employee Work Areas and Amenities

**FUNCTIONAL
DESCRIPTION**

This component accommodates general employee workspace, including those who provide services for the entire system as well as employees who provide services from the Central Library. It also includes employee amenities.

The general employee workspace portion of the component includes employee activities such as the delivery and management of public services activities, including patron services and programs.

The majority of employee time is dedicated to the provision of services to patrons, who may be present in this facility, or accessing the service remotely via telephone and/or online resources.

Features of Employee Workspaces include:

- Offices and Workstations;
- Office support functions;
- Marketing and Communications production studio;
- Meeting and program workspace; and
- Lounge.

Activities include:

Employee Work Area

- Management, administrative and research activities in Offices and Workstations;
- Program design and development;
- Set-up and testing of new technology and applications;
- Management and administrative support including photocopying, scanning, and filing/safekeeping of documents;
- Staging of events materials and supplies;
- Meetings; and

General Office Support Area

- Larger meetings and training; and
- Break activities.

**OPERATIONAL
DESCRIPTION**
Hours of Operation

Hours of operation for Employee Workspaces will be finalized as the operational profile of the new building evolves.

	Open	Close
Monday-Friday	9:00 a.m.	10:00 p.m.
Saturday-Sunday	9:00 a.m.	10:00 p.m.

User Profile

Employees will generally access this component through the employee/service entrance and circulation system with card-controlled access to the overall component. They will access Offices and Workstations in this component at the beginning of their shift, performing tasks associated with their position.

Employees may meet together to discuss service delivery, programs and operational planning.

Employees will move to the various Public Service components to provide services; returning to this component for breaks or at the end of their scheduled Public Service shift to complete any administrative tasks.

The Employee Lounge and one of the Meeting Rooms may be combined with similar functions to create a joint support space. Access to this zone will be by way of a zoned card access.

Movement of Visitors

Visitors escorted by employees may access this component. Generally, visitors will use the public access circulation routes and will be met by employees at the entrance to the component zone.

Movement of Materials

Materials used by employees in this component will generally be received at the general shipping and receiving area in *Building Services + Back-of-House* and will be moved to this component by way of the service/employee's circulation system.

A number of positions will make use of collection materials. Collection materials will be delivered through Library's materials handling spaces in *Building Services + Back-of-House* and brought to the component by employees.

Paper and stationery supplies will be stored within the Workroom.

WORKLOADS
Patron Accommodation

Not Applicable.

Collection Resources

Not Applicable.

**EMPLOYEE AND
OCCUPANCY ESTIMATES**

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
<u>Information Technology</u>				
Manager	1.0	1.0	1	1
IT Employees	4.0	4.0	4	4
Subtotal, Information Technology	5.0	5.0	5	5
<u>Marketing & Communications</u>				
Manager, Community Giving	0.0	1.0	1	1
Senior Specialist	1.0	1.0	1	1
Employees, Marketing and Communications	6.0	6.0	6	6
Subtotal, Marketing & Communications	7.0	8.0	8	8
<u>Public Services</u>				
Sr. Manager, Central Access	1.0	1.0	1	1
Employees, Central Access – SLSA	3.0	3.0	3	3
Sr. Manager, Community Education & Partnership	1.0	1.0	1	1
Employees, Community Education & Partnership	3.0	3.0	3	3
Sr. Manager, Neighbourhood Services	1.0	1.0	1	1
Sr. Manager, Planning	1.0	1.0	1	1
Employees, Planning	2.0	2.0	2	2
Sr. Manager, Programming & Creative Spaces	1.0	1.0	1	1
Employee, Programming & Creative Spaces	1.0	4.0	4	4
Reconciliation Employees	0.0	2.0	2	2
Sr. Manager, Welcoming Initiatives	1.0	1.0	1	1
Employees, Welcoming Initiatives	3.0	3.0	3	3
Outreach Workers	2.0	2.0	2	2
Employees, Reference	3.0	3.0	3	3
Employees, Special Collections	4.0	4.0	4	4
Central Service Associates	13.0	18.0	33	18
Subtotal, Public Services	40.0	50.0	65	50
Total	52.0	63.0	78	63

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- While this document illustrates spaces grouped by department and service, Employee Workspaces may be accommodated within a large open office environment, grouped by service and located on two or more floors.
- The Employee Workspaces may be located on two to three floors. If this is the case, an open convenience staircase should be used to connect the employee areas.
- This component should have access to natural light. In general, open Workstations should be located near windows with enclosed spaces near the centre of the floorplate.
- Employee Workspaces should connect to the service and materials handling elevators.
- This component should be designed with concepts of social distancing in mind, including access to hand wash sinks, flows of people movement, and separation between workspaces.
- This component should be designed with a high degree of flexibility and should be located where it can expand in the future, say into soft space, such as Meeting Rooms.

Interior Design Concepts

- The space should convey the sense of a collaborative design studio rather than a hierarchical and compartmentalized management infrastructure.
- A unique sense of identity should be provided for the open office environment on each floor to provide a profile to the teams working in those areas and to serve as a wayfinding mechanism.
- The space generally is an employee-only space, but it must be welcoming for occasional public visitors and program development partners and participants.

Operational Concepts

- Assigned workstations require coat storage and file and drawer storage.
- Employees with no assigned workstation will have assigned lockers for files and personal effects.

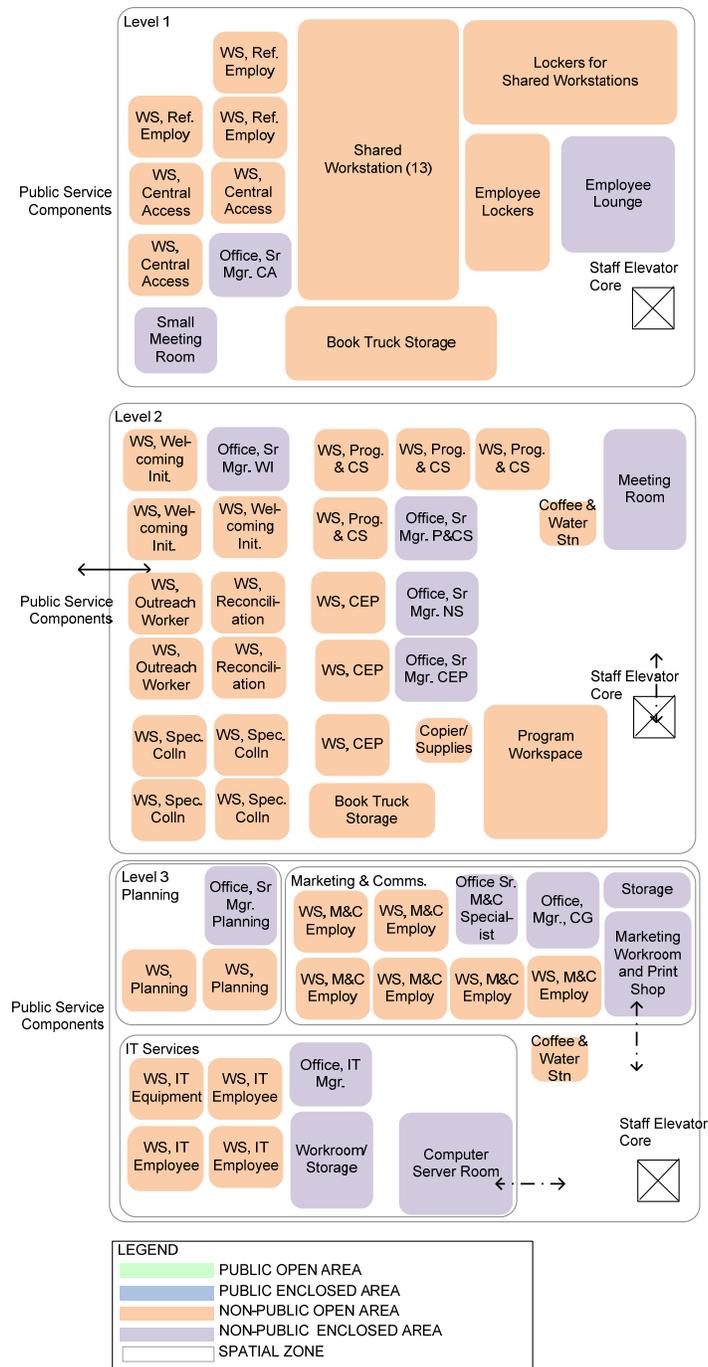
- Wall-mounted mail slots with a slot provided for each employee.

Building Systems Criteria

- This component should have card access at each of the doors that lead to this component.
- Each Workstation must have two data ports and four electrical outlets.
- Desks should have task lighting.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



Page purposely left blank for pagination

Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
	<u>Level 1</u>				
	<i>Central Access</i>				
01	Office, Senior Manager, Central Access	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
02	Workstation, Central Access Employees – SLSA	3	4.5	13.5	Incl. L-shaped desk
	<i>References</i>				
03	Workstation, Reference Employees	3	4.5	13.5	Incl. L-shaped desk
	<i>Support Spaces</i>				
04	Shared Workstations	13	3.3	42.9	Incl. single worksurface and chair, distribute through Employee Workspaces on each floor
05	Lockers for Shared Workstations	26	0.5	13.0	Provide 2 for each shared workstation
06	Employee Lounge	1		60.0	Accommodates 25 to 30 in soft chairs and at tables; incl. sink, counter, dishwasher, 2 fridges
07	Employee Lockers	40	0.6	24.0	Locate in proximity to the Employee Lounge; incl. microwave, coffee maker
08	Book Truck Storage	1		20.0	Accommodates 20 book trucks
09	Small Meeting Room	1		12.0	Accommodates 4
	Employee Washroom			0.0	See Building Services + Back-of-House
	Subtotal, Level 1			208.1	
	<u>Level 2</u>				
	<i>Welcoming Initiatives</i>				
10	Office, Senior Manager, Welcoming Initiatives	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
11	Workstation, Welcoming Initiatives Employees	3	4.5	13.5	Incl. L-shaped desk
	<i>Outreach</i>				
12	Workstation, Outreach Workers	2	4.5	9.0	Require sound separation
	<i>Programming and Creative Spaces</i>				
13	Office, Senior Manager, Programming & Creative Spaces	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
14	Workstation, Programming & Creative Spaces Employees	4	4.5	18.0	
	<i>Special Collections</i>				
15	Workstation, Special Collections Employees	4	4.5	18.0	Incl. L-shaped desk
	<i>Community Education and Partnerships</i>				
16	Office, Senior Manager, Community Education & Partnerships	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
17	Workstation, Community Education & Partnerships Employees	3	4.5	13.5	Incl. L-shaped desk

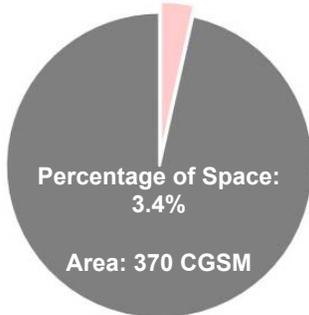
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<i>Neighbourhood Services</i>					
18	Office, Senior Manager, Neighbourhood Services	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
<i>Reconciliation</i>					
19	Workstations, Reconciliation Employees	2	4.5	9.0	Incl. L-shaped desk
<i>Support Spaces</i>					
20	Program Workspace	1		45.0	Incl. worktable, sink, storage cabinet, washer and dryer
21	Book Cart Storage	1		10.0	Distribute on each level, locate near Program Workspace; each accommodates 10 book trucks
22	Meeting Room	1		22.0	Accommodates up to 10 people
23	Copier/Supplies	1		5.6	Locate as part of Program Workspace
24	Coffee and Water Station	1		3.5	
	Employee Washroom			0.0	See Building Services + Back-of-House
Subtotal, Level 2				203.9	
<u>Level 3</u>					
<i>Information Technology</i>					
25	Office, Manager, Information Technology	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
26	Workstation, Information Technology Employees	4	5.9	23.6	Incl. L-shaped desk
27	Workroom	1		15.0	Incl. counter with upper shelf for imaging equipment; provide multiple outlets
28	Storage	1		15.0	Incl. utility shelving; may be combined with Workroom
29	Computer Server Room	1		55.0	Raised floor, air conditioning, double door access from service corridor as well as from employee area
<i>Marketing and Communications</i>					
30	Office, Manager, Community Giving	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
31	Office, Senior Marketing & Communications Specialist	1		9.2	Incl. desk and chair, side chair, filing cabinet
32	Workstations, Marketing & Communications Employees	6	4.5	27.0	Incl. L-shaped desk
33	Marketing Storage	1		15.0	Incl. utility shelving
34	Marketing Work & Print Shop	1		25.0	Incl. service counter, work counter with large cutting table, colour photocopier, laminator, and space for photobooth
<i>Planning</i>					
35	Office, Senior Manager, Planning	1		9.2	Incl. desk and chair, 2 side chairs, filing cabinet
36	Workstation, Planning Employees	2	4.5	9.0	Incl. L-shaped desk

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
	<i>Support Spaces</i>				
37	Coffee and Water Station	1		3.5	
	Employee Washroom			0.0	See Building Services + Back-of-House
	Subtotal, Level 3			224.9	
	Total			636.9	Component Area = 890 CGSM (9,580 CGSF) @ 1.40 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

Key Metrics



This component accommodates Administration employee Offices, as well as the Boardroom.

Offices, Senior Administration.....	9
Workstations	10
Boardroom: Capacity	25

Key Adjacencies

1

11. Employee Workspaces

Provide convenient access by dedicated employee and materials handling elevators to Employee Workspaces for the movement of employees and visitors.

2

2. Entrance

Provide convenient access by general circulation to the Library Entrance for the movement of the public including when Library is not open.



<https://www.pinterest.ca/pin/815573813756693855/>



https://www.pinterest.ca/pin/827255025279023918/?nic_v1=1aUadSgOogdUBiOP1PiZnkP%2Fq3CcYQs59muNINKIZr89B7jluvvFFQ25iFWwLW8uRk



<https://www.pinterest.ca/pin/205617539227298712/>

Library administration

**FUNCTIONAL
DESCRIPTION**

This component accommodates office and support space for the Library’s senior Administration.

This is a generally a non-public space with some public visitors. It is a typical office environment, comprising enclosed Offices, open Workstations, meeting spaces, and other support spaces.

Administration provides professional, organizational planning and leadership for SPL. Services include Senior leadership and administrative employees for Finance and Administrative Services, Human Resources, Corporate Services and Facilities, Strategy and Communications, Public Services, and Reconciliation.

Features of Administration include:

- Boardroom;
- Mix of Offices and open Workstations;
- File and Records Storage;
- Storage for supplies and materials; and
- Kitchenette with catering support area.

Activities include:

- Administration of SPL;
- Employee training;
- Confidential telephone calls;
- Confidential data and records management;
- Employment interviews;
- Meetings of employees and visitors;
- Board meetings;
- Photocopying, printing and scanning of documents;
- Storage of stationery supplies; and
- Secure storage of current and archived files/records.

**OPERATIONAL
DESCRIPTION**

Hours of Operation

Hours of operation for Administration will be finalized as the operational profile of the new building evolves.

	Open	Close
Monday-Friday	8:30 a.m.	5:00 p.m.
Saturday-Sunday	-	-

Employees may be in the component for extended hours, including weekends.

Movement of Employees

Employees will access the component through the employee entrance and move to this component through the service/employee circulation.

Employees may move from this component to public service components or to the exterior of the facility through the public circulation routes.

Administration should be separately securable for the safety and security of employees who may work after regular operating hours.

Movement of Visitors

Visitors will generally access this component during the Library's regular hours of operation, using the Library's public circulation routes.

Access to Administration will be monitored from the main reception desk by one of the Administrative Assistants supporting Senior Leadership.

Movement of Materials

Larger deliveries of materials will be moved to this component through the service elevator and circulation routes from *Building Services + Back-of-House*. Smaller deliveries may use the employee entry.

Events equipment and supplies storage will be located in *Building Services + Back-of-House* for the ease of moving in and out of the facility.

WORKLOADS

Patron Accommodation Not Applicable.

Collection Resources Not Applicable.

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
CEO	1.0	1.0	1	1
Executive Assistant	1.0	1.0	1	1
Director, Corporate Services & Facilities	1.0	1.0	1	1
Director of Finance & Administrative Services	1.0	1.0	1	1
Manager, Finance	0.0	1.0	1	1
Financial Analyst	1.0	1.0	1	1
Finance Employees	4.0	4.0	4	4
Manager, Human Resources	1.0	1.0	1	1
Human Resources Employees	4.0	4.0	4	4
Director of Strategy & Communications	1.0	1.0	1	1
Director of Public Services	1.0	1.0	1	1
Administrative Assistant	1.0	1.0	1	1
Director of Reconciliation	1.0	1.0	1	1
Receptionist	1.0	1.0	1	1
Total	19.0	20.0	20	20

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- The component should be organized into a single suite of spaces, with finishes that are consistent with other parts of the facility and that support visits from the public and officials from other agencies.
- The component should be organized around clear entrances and circulation paths.
- This component requires direct access to both the public and employee vertical circulation systems. Direct access is required from major public circulation routes to a formal arrival area and reception desk. Functions will be clustered around this central reception point.
- Employee workspace should be adjacent to the employee/service elevator to minimize the travel time of employees who need to move frequently through or out of the building.

Interior Design Concepts

- The publicly accessible Administration spaces should be easily accessible and inviting to the public while providing a sense of privacy to those who work there.

Operational Concepts

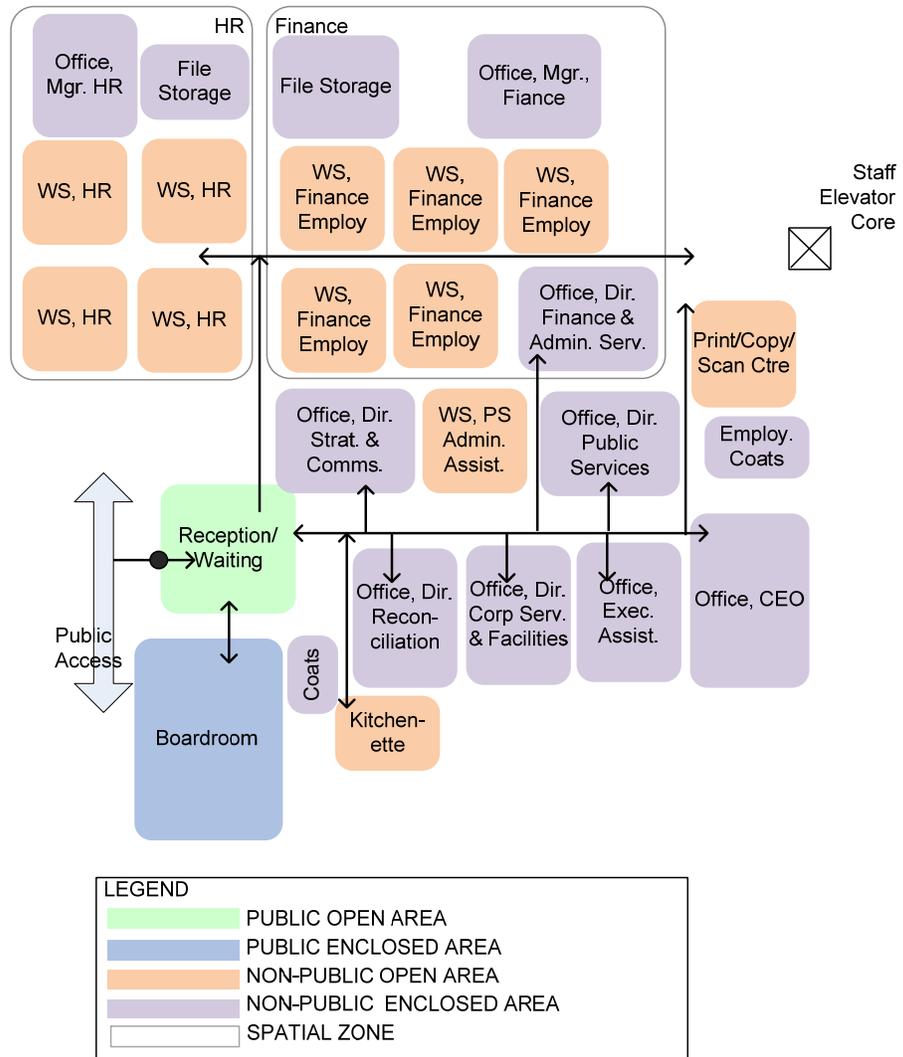
- At times, the Administration component may be closed when the remainder of the Library is open.
- All administrative services functions will share common support workrooms.
- Larger meetings of employees will take place in Programming Rooms in public service components.
- The Boardroom should be accessible by the public attending Board meetings. As a result, it should be along a public movement corridor.

Building Systems Criteria

- All Workstations and Offices in this component require at least two data network connections and at least four power outlets.
- All Workstations should be able to accommodate a laptop and dual monitors.
- The Boardroom and Meeting/Interview Room will require audiovisual and multimedia display equipment as well as to host conference and video calls.
- Exceptional acoustical isolation must be provided in the executive Offices.
- All Workstations should have task lighting.

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Space Requirements

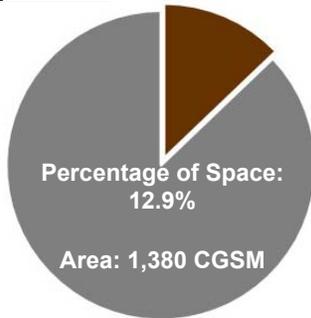
Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Boardroom	1		60.0	Accommodates 20 to 25 seated at table and adjacent viewing area; videoconference, large monitor, sound system; access both from within administrative suite and from adjacent general circulation corridor so accessible by public
02	Coat Closet	1		4.0	
03	Kitchenette/Catering Support	1		6.4	Incl. sink, counter, layout space
04	Receptionist	1		6.0	Incl. reception counter
05	Waiting – Seating	1		10.0	Accommodates 4 seats, coffee table
06	Workstation, Administrative Assistant	1		4.5	Incl. L-shaped desk
07	Office, SPL CEO	1		23.0	Incl. double pedestal desk, credenza, meeting table for 6 and soft chairs for 4
08	Office, Executive Assistant	1		11.2	Incl. desk and chair, 2 side chairs, filing cabinet
09	Office, Director of Corporate Services & Facilities	1		11.2	Incl. double pedestal desk, credenza, meeting surface for 3
10	Office, Director of Finance & Administrative Services	1		11.2	Incl. double pedestal desk, credenza, meeting surface for 3
11	Office, Manager, Finance	1		11.2	Incl. desk and chair, 2 side chairs, filing cabinet
12	Workstation, Finance Employees	5	4.5	22.5	Incl. L-shaped desk; incl. Financial Analyst
13	File Storage	1		10.0	Accommodates 8 lateral filing cabinets
14	Office, Manager of Human Resources	1		11.2	Incl. desk and chair, 2 side chairs, filing cabinet
15	Workstation, Human Resources Employees	3	4.5	13.5	Incl. L-shaped desk
16	Workstation, Administrative Assistant	1		4.5	Incl. L-shaped desk
17	Personnel Files	1		10.0	Accommodates 8 lateral filling cabinets
18	Office, Director of Strategy & Communications	1		11.2	Incl. double pedestal desk, credenza, meeting surface for 3
19	Office, Director of Public Services	1		11.2	Incl. double pedestal desk, credenza, meeting surface for 3
20	Office, Director of Reconciliation	1		11.2	Incl. double pedestal desk, credenza, meeting surface for 3
21	Copier/Storage	1		5.6	
	Meeting/Interview Room			0.0	See component 11 Employee Workspaces
22	Coat Closet	1		4.0	
	Universal Washroom			0.0	See component 13 Building Services + Back-of-House
Total				273.6	Component Area = 370 CGSM (3,983 CGSF) @ 1.35 grossing factor

Page purposely left blank for pagination

COMPONENT OVERVIEW

This component accommodates Building Services spaces that are distributed throughout the building and that are not associated with specific components, the spaces required to ensure the practical operation of the building, including the movement of all collections, supplies, materials, furniture and equipment in and out of the building and the storage collection.

Key Metrics



Automated Sortation Machine: Bins.....	24
Employee Offices	2
Storage Collection: Items/Bays.....	31,760/215
Pages: SPL/SILS	38

Key Adjacencies

1

1. Exterior Spaces

Provide direct access by dedicated circulation to Exterior Spaces, for the movement of materials, supplies, and collection resources to loading docks.

2

Service Elevators

Provide direct access by dedicated circulation to the service elevators from the Sorting Room to book truck marshalling areas on each level of the Library.

3

2. Entrance

Provide convenient access by dedicated materials conveyor system to main Library Entrance for the movement of returned materials.

4

3. Atrium, Concourse and Programming Rooms

Provide convenient access by dedicated circulation to Atrium, Concourse and Programming Rooms for the movement of materials and equipment to support events.



Bradleycorp.com



Public and employee washrooms, materials handling, building management, supplies storage, and storage collection

**FUNCTIONAL
DESCRIPTION**

This component accommodates Building Services spaces that are distributed throughout the building and that are not associated with specific components, the spaces required for the practical operation of the building, and the storage collection. Building Services spaces includes general Public Washrooms, Employee Washrooms, Communications Closets and Custodial Closets located on each level of the building. Back of house spaces support the movement of collections, supplies, materials, furniture and equipment in and out of the building.

Finally, this component also accommodates the storage collection, which houses less frequently borrowed items on compact shelving in a non-public space.

The component requires carefully scaled access routes and equipment to enable movement of large and over scale items.

This component will be used to support the movement of supplies and furniture to support receptions, events, and programs (particularly delivered in the *Atrium, Concourse and Programming Rooms* and *Entrance* but also delivered throughout the public service components of the Library, and support activities.

Features of Building Services + Back-of-House include:

- Public Washrooms on each level in a central location;
- Employee Washrooms on each level in close proximity to employee workspace;
- Windowed, exterior service point;
- Communications and Custodial Rooms on each level of the facility;
- Enclosed Loading Dock/delivery bays;
- Materials marshalling area;
- Loading Dock for garbage, recycling, compost and general access along with associated marshalling and assembly area;
- Access to dedicated materials handling elevators providing vertical connections to employee work areas on each floor;
- Central storage areas;
- Central custodial storage;
- Library collection Sorting Room with views from public areas;
- Operations, administration and employee space;
- Storage collection, accommodating less frequently borrowed items;
- Friends of the Library Storage and administrative space;
- Building Services Offices, Workshops and equipment storage areas;

- Employee showers and lockers; and
- Building management system.

Activities include:

- Regular scheduled shipping and receiving of circulating Library collection resources;
- Holding and staging of Library resources in a secure Storage Room handled by circulation services;
- Sorting, re-routing and marshalling of resources;
- Receiving and short and longer-term storage of supplies, furniture and equipment, including general supplies used throughout the building, custodial supplies, and supplies and furniture required to support receptions, events, programs and exhibits;
- Coordination of maintenance and custodial services; and
- Movement of employees, resources, supplies and equipment to and from all components in the building.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for Building Services + Back-of-House will be finalized as the operational profile of the new building evolves.

	Open	Close
Monday-Friday	8:30 a.m.	6:00 p.m.
Saturday-Sunday	-	-

This component may be open longer periods of time to support special events.

Movement of Employees

Employees working in this component will generally access this component through the general employee entrance.

Employees will access the SPL components from a general employee entrance by way of identification card and then will access service elevator and service corridors.

Delivery employees may access the shipping and receiving areas in this component through a man door associated with the Loading Dock area.

Movement of Materials

Many collection materials will be brought to SPL by patrons and dropped into the materials drops that are accessible from the exterior, and within the Library *Entrance* component. Collection materials will be moved by

mechanical connection to the RFID/Automated Materials Handling/Paging Room where they will be sorted by the sorting device to destinations within the Library, and to SPL branch destinations, as well as to other destinations.

Collection materials are rough sorted into bins by the sorting device and then fine sorted onto book trucks by employees for the public service components within the Library.

Materials are visually inspected for condition and pests, and if there is evidence of pests or damage, materials are separated for treatment.

Library collection materials that have been returned at another SPL branch will be returned to the Library by SPL delivery vehicle, using a dedicated Loading Dock. The collection materials will be moved to the RFID/Automated Materials Handling/Paging Room within the SPL materials handling area, and will be moved to the sorting device to be sorted to the destinations within the Library. Materials may be stored for up to two days for reasons of hygiene.

Collection resources that require movement to components within the Library will be fine sorted on book trucks and moved through the facility using the service elevators.

Collection materials that have been requested through the SPL holds system for pick-up at the Library will be brought in bins to the SPL delivery bay by the SPL delivery van and will be moved to the Holds Processing Workstation in the RFID/Automated Materials Handling/Paging Room where the items will be processed, and then moved by employees to the Holds area in Library.

As circumstances dictate, a windowed, exterior service point will be available to distribute holds in the event that the library itself cannot be opened to the public.

WORKLOADS

Patron Accommodation

Not Applicable.

Collection Resources

This is a non-public retrieved collection accommodating less frequently used items. As a result, the Circulation Factor is assumed to be 0%.

Type	# of Items Total	Circulation Factor - %	# of Items Shelved	Items per Shelf
Storage Collection Items	31,656	0%	31,656	160
Microfilm Items	2,500	0%	2,500	243
Magazine Titles	457	0%	457	36
Newspaper Titles	25	0%	25	3
Total	34,638	0%	34,638	

EMPLOYEE AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Type	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Manager, Facilities	1.0	1.0	1	1
Maintenance/Building Operator	1.4	2.0	2	2
Facilities Employee	1.0	1.0	1	1
SPL/SILS Page	16.0	16.0	38	6
Custodial – Contract	-	-	8	5
Total	19.4	20.0	50	15

DESIGN CRITERIA

Design criteria relevant to this component address *specific* conditions and design features required in the space.

For planning criteria that apply generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Architectural Concepts

- Public and Employee Washrooms should be stacked on each level of the building for efficiency. Public Washrooms should be located somewhat central to the public area on each floor and should be easy to find and access.
- Communications Rooms should be located centrally to support cabling.
- Design should be driven by the materials handling requirements of SPL.
- The Loading Dock must accommodate two delivery vehicles. A second Loading Dock with external access should be provided for non-SPL trucks.
- The service entrance providing access to the Loading Dock should not detract from the formality or dignity of the facility or from the surrounding urban fabric and pedestrian pathways. Outdoor dumpster areas, if provided, should be fenced.
- Sufficient height should be provided to allow garbage trucks to load containers.
- Central stores and the receiving area should have ceilings that are a minimum of 4.6 metres high (15 feet).
- This component will require detailed consideration of corridor width and circulation space, equipment clearances, exit widths, door sizes, etc., to allow for the movement of equipment and materials.

- Barriers to the movement of materials should be minimized as follows:
 - the Loading Dock must be adjustable to match the various heights of delivery truck decks; and
 - the Loading Dock must be level with the floor of the shipping area.
- All circulation pathways in this component should have a minimum of right-angle turns.

Interior Design Concepts

- Finishes and fixtures in Washrooms should be touchless and easy to clean. Paper towel dispensers should be provided with no hand dryers. Consideration should be given to using wall mounted toilets.
- The Back-of-House spaces in this component will be qualitatively different from others in the type of finishes, materials and flooring used. However, it should be no less ergonomic. Materials and finishes must be selected to minimize cleaning and maintenance and to withstand heavy impacts and usage. Notwithstanding this, employees may spend extended periods of time here, so the spaces should be comfortable.
- Corridors in the Back-of-House areas should have resilient walls, with corner guards.
- Resilient flooring in the Automated Materials Handling/Paging Room should be provided in any areas that employees will be standing for prolonged periods of time.

Operational Concepts

- General employees will not enter the facility from or through this component.
- SPL's automated sorting system should have approximately 24 destination bins.
- SPL materials drops and discharge stations are anticipated to be provided from the exterior near the Library *Entrance* component.
- The design of SPL's materials drops and conveyor systems should ensure that books, magazines and AV materials are not damaged.
- Dedicated materials handling service elevators should connect this component to all levels of the building.
- Controlled access is required for all areas of this component.

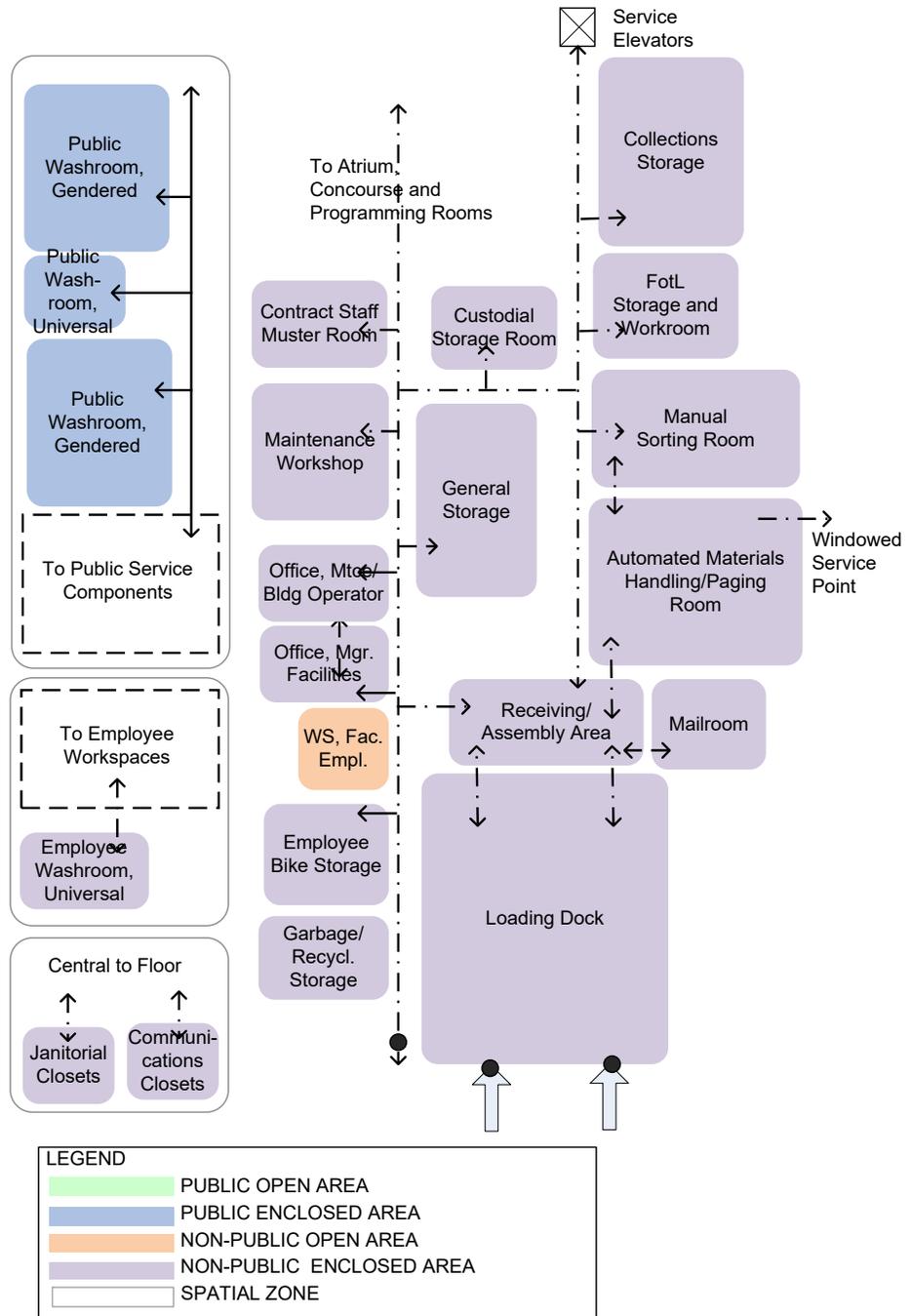
Building Systems Criteria

- Camera surveillance of the Loading Dock area and all corridors should be provided. This is an area full of supplies, equipment, books and materials.
- Automated doors should be provided along major routes to facilitate the movement of materials.
- An intercom and buzzer system are required to connect the second Loading Dock with the Security Office. Doors should be alarmed.
- Card access should be provided for the employee access door and for any doors to storage areas.
- The building automation systems (BAS) monitoring console will be connected to a similar console at the security desk. The monitoring consoles both should have uninterrupted power supply.
- Rapid garage overhead door closures should be provided in the loading bay.

13. BUILDING SERVICES + BACK-OF-HOUSE

Functional Relationship Diagram

Functional relationships between key areas will generally be as illustrated in the following diagram. Please note that the diagram is not a floor plan, to scale, not all rooms may be illustrated, and arrows do not indicate all required connections.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>Building Services</u>					
01	Public Washrooms, Gendered	8	30.0	240.0	Allowance
02	Public Washroom, Universal	4	9.3	37.2	
03	Employee Washroom, Universal	4	9.3	37.2	
04	Custodial Closets	4	4.5	18.0	
05	Communication Closets	4	9.2	36.8	
Subtotal, Building Services				369.2	
<u>Back-of-House</u>					
06	Loading Dock	1		100.0	Accommodates 2 delivery vans; incl. load leveller mechanism; provide man door
07	Receiving and Assembly Area	1		25.0	Locate adjacent to the Loading Dock
08	Recycling and Garbage Storage	1		12.0	May be organized into 2 spaces, with refrigerated storage for green waste
09	Mailroom	1		10.0	Provide counter for sorting and space for cart; mail slots; possibly operated through Finance
10	Automated Materials Handling/ Paging Room (Lower Level)	1		240.0	Accommodates 24-bin automatic sortation machine, 15 book trucks, 60 bin storage for branch libraries and for SILS (4X15), 2 check-in stations
11	Manual Sorting/Repacking Room	1		80.0	Enclosed room for isolation and heating of returned books (if FMCL is not main distribution, then use box system for treatment); provide windowed service point to adjacent sidewalk
12	Office, Manager, Facilities	1		9.2	Incl. desk and chair, side chair, filing cabinet
13	Workstation, Facilities Employee	1		4.5	Incl. L-shaped desk
14	Office, Maintenance/Building Operator	1		10.0	Incl. desk and chair, side chair, filing cabinet
15	Maintenance Workshop	1		24.0	Incl. counter and open area for light maintenance activities; provide task lighting, ample power outlets, and negative pressure ventilation; double-doors
16	Contractor Muster Room (Custodial + Security)			15.0	Incl. sink, counter, small table, lockers
17	Custodial Storage Room	1		20.0	Utility shelving
18	Friends of the Library Storage and Workroom	1		20.0	Incl. utility shelving, worktable
19	Collections Storage	215	0.7	150.5	Accommodates 31,656 items from various collections on 184 bays; 254 magazine titles on 13 bays; 25 newspaper titles on 8 bays; and 2,500 microfilms on 10 bays; may be located below grade

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
20	General Storage	1		45.0	Provide double doors, utility shelving and open area
21	Employee Bike Storage	1		16.0	Lockable
	Mechanical Room	1		0.0	See Building Grossing Factor
Subtotal, Back-of-House				781.2	
Total				1,150.4	Component Area = 1,380 CGSM (14,854 CGSF) @ 1.20 grossing factor

APPENDIX A: DEFINITION OF TERMS & ABBREVIATIONS

**APPENDIX A: DEFINITION
OF TERMS &
ABBREVIATIONS**

AV (AUDIO VISUAL SYSTEMS) Systems which communicate information to audiences by means of audio-supported image displays.

BAY A 3' (91 cm) wide unit of library shelving.

BAS Building Automation Systems.

BUILDING GROSS AREA or BUILDING GROSS SQUARE FEET (BGSF) / BUILDING GROSS SQUARE METRE (BGSM) The sum of all building floor areas measured to the outside face of exterior walls for all stories or areas having floor surfaces. Building gross area includes component gross areas, washrooms, telephones, general display, general circulation, mechanical and electrical space and exterior walls.

BUILDING SYSTEMS All of the utilities and physical support systems and controls for the environmental support of all the elements of the facility, and the operational support of the delivery system, including mechanical, electrical, structural, plumbing, circulation, cladding and interior finishing systems.

CFC Chlorofluorocarbon.

CIRCULATION FACTOR The percentage of a collection that may be checked-out and not in the library at any one time.

CLADDING, EXTERIOR Those components of a building which are exposed to the outdoor environment and are intended to provide protection against wind, water or vapour.

COMPONENT OR FUNCTIONAL COMPONENT A cohesive grouping of activities or spaces related by service or physical arrangement. A planning component may or may not be a department since the term "department" refers to an administrative rather than a functional organization.

COMPONENT GROSS SQUARE FEET (CGSF) / COMPONENT GROSS SQUARE METRES (CGSM) That portion of a building assigned to a specific component/department, including net areas, internal circulation, partitions, building structure and small mechanical shafts. Component gross area is measured to the inside face of exterior walls and to the centre line of partitions adjoining other components or general circulation space.

COMPONENT NET SQUARE METRES That portion of a building assigned to a specific component/department but including only the net assignable areas. The internal circulation, partitions, building structure and small plumbing shafts are not included in this measurement.

CONVENIENT ACCESS Physical access between components through the use of extended horizontal and/or vertical general circulation.

CPTED Crime Prevention Through Environmental Design.

DEDICATED CIRCULATION General or internal circulation for specified people or material which may or may not require a control point.

DIRECT ACCESS Physical access between components through the use of minimal amount of horizontal and/or vertical general or internal circulation.

EAL English as an Additional Language.

EXIT That part of a means of egress that leads from the floor area it services, including any doorway leading directly from a floor area, to a public thoroughfare or to an approved open space.

EXTERNAL RELATIONSHIPS The functional relationships and key adjacencies or proximities of one component to another.

FADS Facilities Accessibility Design Standard.

FAL French as an Additional Language.

FEPS Films for Educational/Public Screenings.

FTE - FULL TIME EQUIVALENT For staff, a term used to express the conversion of a number of annual paid hours into the number of individuals who, if they were working a complete shift on a regular schedule basis, would be required to accommodate that number of hours.

FUNCTIONAL COMPONENT See "COMPONENT".

GENERAL CIRCULATION The total system of connecting links that enable movement of people and materials throughout the facility, between rather than through departments; i.e., main corridors, elevators, stairs, etc.

GROSSING FACTORS Multiplication factors applied (1) to net areas for each room or element within a component, and (2) to gross component areas. These factors allow for space requirements not included in net element or room measurements; see "Component Gross Square Metre" and "Building Gross Square Metre".

HCFC Hydro Chlorofluorocarbons-free.

HEADCOUNT The number of people actually working in an area at peak utilization. This includes part-time and full-time employees.

HORIZONTAL SERVICE SPACE A space such as an attic, duct, ceiling, roof, crawl space or basement oriented essentially in a horizontal plane through which building services such as pipes, ducts and wiring may pass.

HVAC Heating, Ventilating and Air Conditioning.

INDIRECT LIGHTING Diffuse lighting in a work area which provides ambient lighting in a room and is frequently controlled from a central room location.

INTERNAL RELATIONSHIPS The functional relationship and key adjacencies/proximities between areas within one functional component.

IP Internet Protocol.

MAXIMUM OCCUPANCY The maximum number of people expected to be within an area at peak utilization. This figure includes visitors, employees and students.

NET AREA or NET SQUARE FEET (NSF) / NET SQUARE METRE (NSM) The horizontal area of space assignable to a specific function. The net area of rooms is measured to the inside face of wall surfaces.

OPAC Online Public Access Catalogue.

PLUMBING SYSTEM A drainage system, a venting system and a water system or parts thereof. It includes drinking water, waste and vent, fluid fuels, medical gases, housekeeping vacuum, compressed air.

POST OCCUPANCY EVALUATION (POE) Is defined as a structured approach for the evaluation of the performance of a new or existing facility when it is fully operational – after at least 12 months of occupancy. A POE focuses on the users' interaction with a facility and the degree to which the facility is supporting service delivery objectives. This includes measuring the effectiveness of the facility in terms of achieving asset planning requirements.

RESTRICTED CIRCULATION Internal circulation which can be entered only by a passing a control point.

RFID Radio frequency identification.

SANITARY DRAINAGE SYSTEM A drainage system that conducts sewage.

SERVICE SPACE A space provided in a building to facilitate or conceal the installation of building services such as chute, ducts, pipes, shafts or wires.

SILS Saskatchewan Information Library System.

TASK LIGHTING Concentrated lighting in a particular work area which is normally at a higher level of illumination than the surrounding (ambient) light level and is frequently controllable at the specific work (task) location.

VERTICAL CIRCULATION The upward or downward movement of people and materials via elevators, stairs, etc., to connect with other floors within the building.

Wi-Fi Wireless Fidelity.