

## **APPENDIX V:**

### **LIBRARY FACILITY GUIDELINES**

The following statements are intended to provide library boards and staff with some general guidelines for planning and operating library buildings:

- ❑ Library facilities are readily available to all residents of the library's service area.
- ❑ Sites for library facilities are selected using generally accepted criteria for library site selection including sufficient space for expansion.
- ❑ New facilities are planned to include provision for expansion to accommodate population growth and future changes in the areas served.
- ❑ The library facility has adequate space to implement the full range of library services consistent with the library's long range plan and the standards for Tennessee public libraries.
- ❑ The library building meets applicable local and state codes, including standard building and life safety codes.
- ❑ The library building meets provisions of federal and state requirements for physical accessibility, including the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) and the North Carolina Handicapped Code.
- ❑ Adequate and convenient parking is available to the library's patrons and staff on or adjacent to the library's site.
- ❑ The outside of the building is well lighted and identified with appropriate signs of high visibility.
- ❑ Service hours are posted at all entrances.
- ❑ The entrance is clearly visible and is located on the side of the building that most users approach.
- ❑ The library has proper temperature and humidity control throughout the year for the comfort of the public and staff, and for protection of library materials.

- ❑ Interior lighting is evenly distributed and glare is avoided.
- ❑ The library has allocated space for child and family use, with all materials readily available, and provides furniture and equipment designed for children and persons with disabilities.
- ❑ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ❑ The library has public meeting space available for its programming and for use by other community groups.
- ❑ A book return is provided for returning library materials when the library is closed. After-hours material depositories are fireproof.
- ❑ The building is clean and well maintained. The library has a maintenance schedule for the site, building, and equipment.
- ❑ The library building is adequately secure and provides for safe use by public and the staff.
- ❑ Emergency procedures are in place, including emergency exits and plans for their use.
- ❑ The library has a disaster preparedness plan.
- ❑ The building and contents are insured.
- ❑ At least every five years, the library director and library board complete a written space needs assessment based on the following: current space requirements; community study findings; changes in access points, services, size of collections, types of materials; and staffing levels mandated the library's plan; and space requirements resulting from implementation of the standards in this document.
- ❑ On a more frequent basis, the library director, staff, and library board review the facility to ensure efficient space utilization.