Physical Facilities

The well-planned library building is efficiently organized for use by patrons and staff. It allows for flexibility in space utilization, accommodates technology, provides an inviting interior, and is designed around the service needs of the community as reflected in the library's plan.

The roles of the library district in a particular community determine the type and number of physical facilities required. There is a welcoming atmosphere of openness which encourages a wide segment of the population to use the library and regard it as an essential component of community life. Libraries are a meeting place for many people and organizations in the community and work towards having space to accommodate this important function.

Standards

1. The physical facility(ies) is/are adequate to carry out the library district’s mission.

2. Buildings are sustainable both financially and environmentally.

3. Policies are in place that address usage, maintenance and improvement/expansion of the facility(ies).

4. Planning documents for library construction projects are based on a building program which includes information collected from tools such as the Public Library Data Service and other appropriate guidelines for library buildings and the library district’s own strategic plan, service needs, site analysis, and internal space analysis. The library director consults with other librarians and visits other sites where a similar project is in process or has just been completed. Library consultants and other experts are used when appropriate.

5. All library district buildings are in compliance with federal, state, and local laws including fire, safety, sanitation, handicapped accessibility, energy conservation, and any other state and local codes or regulations.

6. Plans for new library construction or additions to existing buildings are designed by an architect certified to practice in Missouri. Engineers involved in construction projects are also certified by the State of Missouri. (RSMo 327.011-327.635) Architectural and engineering services are selected based on RSMo 8.285 - 8.291.

7. The minimum number of parking spaces, including adequate handicapped accessible parking spaces, is provided according to local ordinances.
8. Exterior lighting is sufficient to provide for the security of patrons and staff.

9. The annual budget includes appropriations for building and grounds maintenance, repair and replacement.

Guidelines

General

1. Usage statistics are maintained and compared to space allocation in order to ensure library facilities meet demands of the community.

2. Facility usage is reviewed annually based on the following:
   a. current space requirements
   b. the most recent community analysis
   c. changes in technology, services, size of collection, types of materials and staffing levels.

3. Funds for current and future capital improvements and facility and grounds maintenance are budgeted each year.

4. The building(s) is/are equipped with adequate telephone and data capacity to accommodate library needs.

5. In the absence of any other building codes, the library district follows the International Building Code.

Exterior

1. Exterior signs are highly visible and include hours of service. Signs directing people to the library are installed.

2. All library buildings and grounds are clean, well maintained and well lit.

3. Convenient, sufficient, well-lit parking is located near or adjacent to the facility.

4. A convenient book return is provided during the hours the library is closed. A book return that is attached to the library or inside the building is fire retardant.

Interior
1. Space is designed to encourage self-directed use of the library.

2. Interior signs are highly visible and comply with ADA guidelines as required.

3. Light in the library building is evenly distributed and free of glare.

4. For the comfort of public and staff as well as the protection of library materials, proper temperature and humidity control is maintained throughout the year.

5. Building design and layout provide for appropriate sightlines and control points for security. Security cameras are installed as needed.

6. Heating, air conditioning, and lighting designs are chosen to balance energy conservation, patron comfort, materials preservation and financial considerations.

7. Adequate public space and furnishings to fulfill the library’s stated mission are provided, such as for:
   a. Story time and children’s and YA programming
   b. Group and individual study
   c. Quiet space
   d. Public meetings
   e. Adult programming
   f. Access and utilization of materials
   g. Leisure reading
   h. Public computing
   i. Designated areas for children, teens and adults
   j. Public restroom with diaper changing table

8. Separate, non-public areas for staff workspace, breaks and restroom are provided.

9. Adequate storage space is provided.

10. Easy access to electrical and cabling outlets to support current and future technology is provided.