

Library Planning Questionnaire

Name of Project: _____

(Please include a drawing of your **Library**. See guidelines at the end of this questionnaire.)

Library will be used by...

- K-12 Grade Levels: _____
- College
- Public
- Other _____

What is the maximum anticipated occupancy at any time? _____

Budget available for your project? \$ _____

The issue of budget can be sensitive. We respect your decision to disclose or not to disclose the budget that you have available for your project. Please be assured that mediatechnologies has product lines to fit any budget/any taste. The disclosure of your available budget will help us to provide you with the most accurate layout and quote for your project.

Please help us understand how you plan to use your space...

1. Is mobility and the ability to reconfigure your space(s) important? Yes No
2. Are there architectural attributes (bulkhead, lighting fixtures, carpet design), not shown in your drawing, that will influence the design or arrangement of your furniture?
 No Yes, describe briefly below

3. Which Zones do you plan for your **Library**?

- | | |
|---|--|
| <input type="checkbox"/> Entry/Welcome Zone _____ | <input type="checkbox"/> Independent Study Zones _____ |
| <input type="checkbox"/> Touchdown Zones _____ | <input type="checkbox"/> Collaborative Zones _____ |
| <input type="checkbox"/> Display Zones _____ | <input type="checkbox"/> Bookstack Zones _____ |
| <input type="checkbox"/> Media/Computer Zones _____ | <input type="checkbox"/> Café Zones _____ |
| <input type="checkbox"/> Reading/Quiet Zones _____ | <input type="checkbox"/> Makerspace Zones _____ |
| <input type="checkbox"/> Classroom Zone _____ | |

4. We offer preliminary layout examples in our **Library Planning Binder**.

Do you have a preferred **Library Planning Binder** example?

- No Yes, Which one _____

5. Do you have a preferred Tone in mind for your space? Traditional? Modern? Basic design? High design?
Please indicate the degree of your preference by marking a point the scales below...

Traditional ←.....→ Modern
Basic Design ←.....→ High Design
Wood ←.....→ Non-Wood

6. How many shelves will be needed to accommodate the collection?

Fiction _____ - if separate, Stories _____ Childrens' Picture Books _____
Non-Fiction _____ - if separate, Biography _____ Graphic Novels _____ Reference _____
Other _____ Professional Collection _____

7. Do you need magazine storage/display? Yes No
If so, How many different magazines will be displayed? _____ stored? _____

8. Are there other types of media in the collection? No Yes, What kinds? _____
 Display Needs?
 Storage Only Needs? CD Qty _____ DVD Qty _____



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9. Bookcase preferences:

- All wood construction or Wood sides with open steel frame/steel shelves
- Wood backs or Open back
- Laminate tops on shorter units
- Common tops Curved shelving units
- Mobile shelving? How many units? _____

10. For how many will seating be needed?

- | | |
|---|--|
| <input type="checkbox"/> Entry/Welcome Zone _____ | <input type="checkbox"/> Independent Study Zones _____ |
| <input type="checkbox"/> Touchdown Zones _____ | <input type="checkbox"/> Collaborative Zones _____ |
| <input type="checkbox"/> Display Zones _____ | <input type="checkbox"/> Bookstack Zones _____ |
| <input type="checkbox"/> Media/Computer Zones _____ | <input type="checkbox"/> Café Zones _____ |
| <input type="checkbox"/> Reading/Quiet Zones _____ | <input type="checkbox"/> Makerspace Zones _____ |
| <input type="checkbox"/> Classroom Zone _____ | |

Will table/chair heights be other than adult height (18")? Yes No

11. Computers:

Indicate on drawing where the power and data are located. Also indicate whether ceiling, floor or wall power entry points.

Do you plan for a dedicated computer area? If so, How many computers will there be? _____

- Desktop Laptop Tablet

BYOD (Bring Your Own Device), describe interface _____

Please make sure power and data sources/outlets are indicated on your drawing.

Is the room wired...

- Single circuit Multicircuit

Do you want the computers to plug into...

- The building The furniture

Used at...

- Carrels Tables other furniture _____

Is it important for the librarian to see most of the monitors from the circulation desk?

- Yes No

Should computer seating

- Match library chairs Be on casters with adjustable seat

Electronic collection catalog

- Quantity of terminals Is there a location planned

Special Computer needs/comments?

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12. Do you need a circulation desk? Yes No

How many people will work at the desk? _____

How many computers will there be? _____

Self check planned? Yes No

Type of equipment _____ No. of access points _____

Circ desk Height

39" 32" 29" combination

Special (comments) _____

Storage needs

Large amount

Medium

Low

Special _____

Is circ desk mobile or stationary

Is circ desk wired for power and/or data? Yes No

Are Reference/Info/Help Desks required?

Yes No

Describe _____

13. Soft seating

Qty _____

Mobile?

Powered?

Seating with café counter built in?

Special needs _____

14. Display

Slatwall

Atlas stand

Kiosk

Dictionary Stand

Glass Display case

Other

15. Is there anything else that we need to know?

Library Drawing Guidelines

A drawing of your existing or proposed library will be a great help. While an electronic CAD file is ideal, even a simple sketch will help to answer many questions.

Please include:

- As many dimensions as you can
- Wall, Door and window locations including window heights and whether doors swing in or out
- Columns pilasters or other similar architectural elements
- Labels for special areas (reading area, librarians office, etc.)
- Conditions that would affect furniture placement such as electrical and data outlets, light switches, thermostats, fire alarms/fire extinguisher cabinets, etc.
- Any special conditions or traffic pattern requirements that wouldn't be obvious from the floorplan