

Space Planning Worksheet

Library _____

Person completing form _____ Date _____

DESIGN POPULATION

- 1**
- a. Current local population (for comparison only) _____
 - b. Projected local population _____
 - c. Projected non-resident population _____
 - d. **TOTAL (b + c) =** _____

COLLECTION SPACE

- 2**
- a. Books: # of volumes _____ /10 = _____ sq.ft
 - b. Audio Media: # of items _____ /10 = _____ sq.ft
 - c. Visual Media: # of items _____ /10 = _____ sq.ft
 - d. Periodical display: # of titles _____ /1.5 = _____ sq.ft
 - e. Periodical storage: # of titles _____ /0.5 x # of years retained = _____ sq.ft
 - f. **TOTAL (a+b+c+d+e) =** _____ **sq.ft**

USER SEATING SPACE

- 3**
- a. Projected population (from Step 1d) _____
 - b. 5 seats/each 1000 people = _____ seats
 - c. # of seats _____ x 30 = _____ sq.ft

STAFF WORK SPACE

- 4**
- a. # of workstations _____ x 30 = _____ sq.ft

MEETING ROOM SPACE

- 5**
- a. General meeting: # of seats _____ x 10 = _____ sq.ft
 - b. Conference room: # of seats _____ x 25 = _____ sq.ft
 - c. Children's programs: # of seats _____ x 10 = _____ sq.ft
 - d. **TOTAL (a+b+c) =** _____ **sq.ft**