# 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**