
BUILDING INTERIORS GUIDELINES

A wide range of conditions and problems were discovered during visits to each branch location:

- Some branches have entries, restroom facilities or meeting room doorways that cannot be monitored from a staff service desk
- The large meeting rooms and lobbies of some branches cannot be secured from the rest of the library to facilitate after-hours use
- In most branches there is very little distinction between adult and youth service areas or between tot, young school children and young adult age groups
- Young Adult areas are either too small and poorly defined or non-existent
- Many branches have inadequate shelving and seating capacity
- In many branches such as Audelia Road, Skyline and Fretz Park it is difficult to monitor all public seating areas from a service desk
- The computer areas of practically all branches are inadequate in size and many are inappropriately furnished and have very poor wire management
- Most meeting rooms, classrooms and conference rooms lack the infrastructure and furnishings required for computer use
- Most branches have furniture that is outdated and in need of repair or replacement
- Most branches have outdated lighting systems that produce glare that is incompatible with computer use
- Interior signage is handled in a great variety of ways in most older branches and at some such as Audelia Road the signage clashes with its surroundings
- A few branches such as Oak Lawn and North Oak Cliff have expansive south-facing window walls or skylights that create heat gain and glare problems
- Many staff workrooms are windowless and most are not set up to visually monitor and provide convenient backup support to the service desks
- Many staff workrooms still have outdated workstations and insufficient computer resources
- Most branches have finishes that are "flat", dull, and uninteresting

These problems should be avoided in designing new and replacement branches and wherever practical they should be corrected in expansion and renovation projects.

FACILITIES - THE BRANCHES

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The selection of materials and finishes must be made with consideration for the type and severity of wear they will receive and the city's ability to maintain. To get the best use from building's interiors, consideration must be given to a process that will ensure adequate and proper cleaning and maintenance of these facilities.

RECOMMENDATIONS

Interior Walls

- Drywall interior partitioning affords the greatest economy, can be designed to meet a variety of performance applications, lends itself to future alterations, and is the construction material of choice for interior partitioning where other considerations do not take preference.
- Special concrete interior wall treatments should be limited to select areas for accent, as concrete surfaces tend to limit alteration for changing functional or programmatic considerations, are harder to clean, and occasionally become dated as we have seen with a few of the exposed aggregate concrete wall examples at existing branch libraries.
- Rounded or chamfered corners, if possible, in the Childrens area is desirable

Flooring

- Carpets should not only be selected for aesthetic reasons, but also for maintenance considerations. A solid, light-colored carpet will show soiling and stains, while a dark or patterned carpet will hide this type of wear.
- Resilient tile flooring should be used in storage rooms, and break rooms where ease of cleaning is a concern.

Ceilings

- Spray acoustical ceilings should be limited to select areas as a special treatment.
- Suspended lay-in acoustic ceilings offer a full range of acoustical performance, come in a wide range of patterns, afford easy access to the ceiling plenums, and are relatively inexpensive.
- Gypsum board ceilings should be used in toilet rooms or other areas where sound transmission is a major concern or may be used where a design aesthetic is a primary issue.

Woods and Plastics

- Plastic laminate is a good, durable material for many applications, but it also has limitations. Where corners are exposed to hard traffic it is susceptible to nicks, chipping, and breaking, leaving an unsightly appearance. In contrast a more traditional material such as solid hardwood may show wear and tear with grace and character requiring only minimal touch up.

Toilet Partitions

- Steel color-coated finish toilet partitions are recommended over plastic laminate types. Stainless steel are better but much more expensive. Wall hung fixtures afford the greatest ease of cleaning and better sanitation at a slightly higher cost.

Electric Water Coolers /Drinking Fountains

- Stainless steel finishes are more expensive initially but are more be cost-effective over time considering the premature corrosion evident in so many of the vinyl and painted units.

Recommended Lighting Levels

Function/Area (See Kit-of-parts program for lighting fixture recommendations)	Foot candles of illumination
Auditorium (variable based on use)	5 min. – 50 max.
Audio-visual viewing/listening	30
Book stacks	30 average – 15 at base
Carrels (task lighting may be required) and reading areas	50 min. – 70 max.
Conference/meeting rooms	30
Lobby/corridors	20 min. – 50 (at displays)
Microfilm file area	70
Microfilm viewing	30
Office/workrooms	30 min. – 50 max
Service desks	50
Staff lunchroom/lounge	10 min. – 30 max.
Restrooms	30

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DETAILED BRANCH LIBRARY SHEETS

Acoustics – Sound Transmission Class (STC) Ratings

Function/area	Rating
Conference and meeting rooms and quiet reading rooms	STC 50
Mechanical/equipment rooms	STC 50
Office/workrooms	STC 40
Other areas	STC 35

DETAILED BRANCH LIBRARY SHEETS

The following twenty-one branch libraries have been researched and evaluated. A detailed summary is indicated in the same format for each branch.