

Projected Space Requirements per Planning Guidelines															Building: UPPER DUBLIN PUBLIC LIBRARY, Upper Dublin Township, PA					2/28/2009																								
															Population Served:					26,300					26,516					26,909					27,630					28,266				
line no.	functional component	personnel/space designation	space code	square feet	existing 2008	2010	2015	2025	2035	existing space need 2008	2010	projected space needs 2015	2025	2035	notes																													
					CIRCULATION:																																							
					unit area					number of personnel																																		
					net square footage																																							
1		Administration																																										
4	personnel	Director	PO-A	220	1.00	1.00	1.00	1.00	1.00	220	220	220	220	220																														
5		Assistant Director/Head of Public Services	PO-B	180	1.00	1.00	1.00	1.00	1.00	180	180	180	180	180																														
6		Library Associate/Administrative Asst.	SPO-A	200	1.00	1.00	1.00	1.00	1.00	200	200	200	200	200																														
7		Marketing Specialist	PO-B	180	0.46	0.60	0.75	1.00	1.00	83	108	135	180	180																														
8		Adult Services																																										
9		Head of Adult Services	PO-C	150	0.50	0.50	1.00	1.00	1.00	75	75	150	150	150																														
10		Head of Reference	PO-C	150	0.50	0.50	1.00	1.00	1.00	75	75	150	150	150																														
11		Head of Systems (Technology)	PO-B	180	0.50	0.50	1.00	1.00	1.00	90	90	180	180	180																														
12		Reference Librarian	SPO-B	120	0.43	0.43	1.00	1.00	1.00	52	52	120	120	120																														
13																																												
14		Children's/Youth Services																																										
15		Head of Youth Services	PO-B	180	1.00	1.00	1.00	1.00	1.00	180	180	180	180	180																														
16		Library Assistant II (Youth)	SPO-C	48	0.00	0.00	1.00	1.00	1.00	0	0	48	48	48																														
17																																												
18		Circulation Services																																										
19		Library Associate/Page Supervisor	PO-C	120	1.00	1.00	1.00	1.00	1.00	120	120	120	120	120																														
20		Library Assistant II	SPO-C	48	1.20	1.20	1.75	2.00	2.00	58	58	84	96	96																														
21		Library Assistant I	SPO-D	36	2.34	2.34	2.75	2.75	3.00	84	84	99	108	108																														
22		Page	SPO-E	24	1.06	1.25	2.00	2.25	2.50	25	30	48	54	60																														
23																																												
24		Technical Services																																										
25		Head of Technical Services	PO-C	150	0.50	0.50	1.00	1.00	1.00	75	75	150	150	150																														
26		Young Adult Services																																										
27		Teen Librarian	PO-C	150	0.50	0.50	1.00	1.00	1.00	75	75	150	150	150																														
28		Library Assistant II (Teens)	SPO-C	48	0.00	0.00	0.75	1.00	1.00																																			
29		TOTAL FTE PERSONNEL:			12.99	13.32	20.00	21.00	21.50																																			
30		Custodian	SPO-B	120	0.00	0.00	1.00	1.00	1.00	0	0	120	120	120	if freestanding building																													
31		Volunteer(s)	SPO-E	24	1.57	1.75	2.00	2.50	3.00	38	42	48	60	72																														
32																																												
										SUBTOTAL SQUARE FOOTAGE:					1,629	1,663	2,382	2,457	2,484																									
33	functional component	personnel/space designation	space code	square feet	existing 2008	2010	2015	2025	2035	existing space need 2008	2010	projected space needs 2015	2025	2035	notes																													
35						CIRCULATION:																																						
36						unit area					number of personnel																																	
36						net square footage																																						
37	collections	Adult Reference	SHLV-R	0.10	3,184	2,500	2,000	1,500	1,000	318	250	200	150	100																														
38		Adult New Materials (Display)	SHLV-DISP	0.16	1,147	500	500	500	500	184	80	80	80	80																														
39		Adult Fiction	SHLV-A	0.09	11,037	12,000	13,000	16,000	18,000	993	1,080	1,170	1,440	1,620																														
40		Adult Genre Fiction/Graphic Novels	SHLV-A	0.09	6,824	7,000	8,000	9,000	10,000	614	630	720	810	900																														
41		Adult Large Print	SHLV-B	0.09	1,421	850	900	1,000	1,000	128	77	81	90	90																														
42		Adult Non-Fiction	SHLV-B	0.09	34,447	36,000	38,000	40,000	42,000	3,100	3,240	3,420	3,600	3,780																														
43		Adult Other Media	SHLV-M	0.10	2,888	1,600	1,200	1,000	750	289	160	120	100	75																														
44		Adult Audio Books	SHLV-M	0.10	2,357	2,500	2,000	1,000	500	236	250	200	100	50																														
45		Adult Video (DVD)	SHLV-M	0.10	1,602	1,800	1,500	800	400	160	180	150	80	40																														
46		Adult Current Magazines	SHLV-P	1.00	120	120	120	120	120	120	120	120	120	120																														
47		Adult Back Issues - Magazines	SHLV-S	0.04	5,935	3,500	3,000	2,500	2,000	237	140	120	100	80																														
48		Adult Misc.	SHLV/CASE	0.09	200	200	200	200	200	18	18	18	18	18																														
49		Young Adult Reference	SHLV-R	0.10	0	20	25	25	25	0	2	3	3	3																														
50		Young Adult New Materials (Display)	SHLV-DISP	0.16	0	100	100	100	100	0	16	16	16	16																														
51		Young Adult Fiction	SHLV-YA	0.09	4,308	4,800	5,000	5,000	5,250	388	432	450	450	473																														
52		Young Adult Non-Fiction	SHLV-YA	0.09	616	650	700	750	750	55	59	63	68	68																														
53		Young Adult Media	SHLV-M	0.10	1,291	1,500	1,000	500	500	129	150	100	50	50																														
54		Young Adult Playaways/MP3/Alternative	SHLV-YA-M	0.09	0	25	50	50	50	0	2	5	5	5																														
55		Young Adult Magazines	SHLV-YA-P	1.00	6	10	10	10	10	6	10	10	10	10																														
56		Young Adult Back Issues - Magazines	SHLV	0.04	118	100	100	100	100	5	4	4	4	4																														
57		Adult Parenting (in Children's)	SHLV-A	0.09	510	650	700	750	800	46	59	63	68	72																														
58		Children's Reference	SHLV-CR-R	0.10	1,287	800	500	400	300	129	80	50	40	30																														
59		Children's New Materials (Display)	SHLV-CR-DISP	0.16	0	100	100	100	100	0	16	16	16	16																														
60		Children's Readers/Picture Books	SHLV-CR-A	0.08	10,675	11,000	11,500	12,250	13,000	854	880	920	980	1,040																														
61		Children's Fiction	SHLV-CR-B	0.08	9,754	10,000	10,500	11,000	11,000	780	800	840	880	880																														
62		Children's Non-Fiction	SHLV-CR-B	0.08	12,778	13,500	14,000	15,000	16,000	1,022	1,080	1,120	1,200	1,280																														
63		Children's Media	SHLV-CR-M	0.08	2,686	2,800	2,000	1,500	1,200	215	224	160	120	96																														
64		Children's Playaways/MP3/Alternative	SHLV-CR-M	0.10	0	25	50	50	50	0	3	5	5	5																														
65		Children's Current Magazines	SHLV-CR-P	1.00	12	15	15	15	15	12	15	15	15	15																														
66		Children's Back Issues - Magazines	SHLV-A	0.04	139	100	100	100	100	6	4	4	4	4																														
67						TOTAL ITEMS:					115,342	114,765	116,870	121,320	125,820																													
68						ITEMS PER CAPITA:					4.39	4.33	4.34	4.39	4.45																													
69											SUBTOTAL SQUARE FOOTAGE:					10,044	10,059	10,242	10,620	11,018																								

70	functional	personnel/space	space	square	existing	projected	existing	projected	existing	projected	existing	projected	existing	projected	notes	
71	component	designation	code	feet	2008	2010	2008	2010	2008	2010	2008	2010	2008	2010		
72					CIRCULATION:											
73				unit area	number of personnel											
74	seating	Adult six-place	SEAT-AR	25	0	0	0	0	0	0	0	0	0	0		
75		Adult four-place	SEAT-AR	25	28	28	32	32	32	700	700	800	800	800		
76		Adult two-place	SEAT-AR	20	6	6	6	6	6	120	120	120	120	120		
77		Adult one-place (study carrel)	SEAT-AR-C	30	8	8	8	8	8	240	240	240	240	240		
78		Adult side chairs	SEAT-AR-SC	20	0	0	0	0	0	0	0	0	0	0		
79		Adult lounge	SEAT-AL	30	9	9	15	15	15	270	270	450	450	450		
80		Adult machine	SEAT-AT	36	0	0	0	0	0	0	0	0	0	0		
81		Adult computer (standard)	SEAT-AT	36	15	15	18	18	18	540	540	648	648	648		
82		Adult computer (double)	SEAT-AT2	40	0	0	6	8	10	0	0	240	320	400		
83		Adult computer (group)	SEAT-AT4	40	0	0	4	4	4	0	0	160	160	160		
84		Adult listening/viewing	SEAT-A-LV	40	0	0	1	1	1	0	0	40	40	40		
85		Adult bench	SEAT-AB	5	0	0	4	4	4	0	0	20	20	20		
86		Young Adult (Teens) four-place	SEAT-AR	25	8	8	16	16	16	200	200	400	400	400		
87		Young Adult (Teens) one -place (study carrel)	SEAT-AR-C	35	0	0	2	2	2	0	0	70	70	70		
88		Young Adult (Teens) lounge	SEAT-AR	30	3	3	6	6	6	90	90	180	180	180		
89		Young Adult (Teens) floor seating	SEAT-YAF	10	3	3	6	6	6	30	30	60	60	60		
90		Young Adult (Teens) computer (std)	SEAT-AT1	36	4	4	6	6	6	144	144	216	216	216		
91		Young Adult (Teens) computer (grp)	SEAT-AT4	40	0	0	8	8	8	0	0	320	320	320		
92		Young Adult listening/viewing	SEAT-A-LV	40	0	0	1	1	1	0	0	40	40	40		
93		Children's four-place (primary)	SEAT-CRP	18	8	8	8	8	8	144	144	144	144	144		
94		Children's four-place (intermediate)	SEAT-CRI	22	12	12	16	16	16	264	264	352	352	352		
95		Children's two-place	SEAT-CR	35	0	0	0	0	0	0	0	0	0	0		
96		Children's lounge (for children)	SEAT-CRL	16	2	2	6	6	6	32	32	96	96	96		
97		Children's lounge (Read Aloud - Chair & 1/2)	SEAT-CLRA	35	4	4	6	6	6	140	140	210	210	210		
98		Children's bench	SEAT-CRB	5	2	2	4	4	4	10	10	20	20	20		
99		Children's computer (std)	SEAT-CR	36	4	4	4	4	4	144	144	144	144	144		
100		Children's computer (double)	SEAT-CRT2	40	0	0	4	4	4	0	0	160	160	160		
101		Children's listening/viewing	SEAT-CR-LV	30	0	0	1	1	1	0	0	30	30	30		
102		Children's floor	SEAT-CF	5	0	0	10	10	10	0	0	50	50	50		
103		Adult side chairs (adult chairs in children's)	SEAT-AR-SC	20	0	0	0	0	0	0	0	0	0	0		
104		Adult lounge (adult chairs in children's)	SEAT-AL	30	0	0	2	2	2	0	0	60	60	60		
105		Adult four-place table (in Children's)	SEAT-AL	25	0	0	4	4	4	0	0	100	100	100		
106		Group study rooms	SEAT-AR	18	0	0	8	8	8	0	0	144	144	144		
107		Quiet room	SEAT-QR	30	0	0	12	12	12	0	0	360	360	360		
108		Tutoring room	SEAT-AR	24	0	0	4	4	4	0	0	96	96	96		
109					TOTAL READER SEATS:	116	116	212	214	216						
110					RATIO OF ITEMS PER SEAT:	994	989	551	567	583						
111		Multi-Purpose Meeting room	SEAT-S	15	0	0	150	150	150	0	0	2,250	2,250	2,250		
112		Conference room	SEAT-C	20	0	0	24	24	24	0	0	480	480	480		
113		Youth Program room	SEAT-CP	10	40	40	80	80	80	400	400	800	800	800		
114		Computer Lab/Training room	SEAT-AT	36	0	0	12	12	12	0	0	432	432	432		
115							SUBTOTAL SQUARE FOOTAGE:				3,468	3,468	9,932	10,012	10,092	

116	functional	personnel/space	space	square	existing	projected	existing	projected	projected	existing	projected	projected	projected	projected	notes
117	component	designation	code	feet	2008	2010	2015	2025	2035	2008	2010	2015	2025	2035	
118				CIRCULATION:	270,993	291,676	295,999	303,930	310,926						
119				unit area	number of personnel					net square footage					
120	support	Service desk station (adult)	SVDSK-A	80	1	1	1	1	1	80	80	80	80	80	
121	spaces	Service desk station (children's)	SVDSK-A	60	0	0	1	1	1	0	0	60	60	60	
122		Service desk station (circulation)	SVDSK-A	60	2	2	4	4	4	120	120	240	240	240	
123		Service desk station (young adult)	SVDSK-A	60	0	0	0	0	0	0	0	0	0	0	
124		Service desk station (other)	SVDSK-A	60	0	0	0	0	0	0	0	0	0	0	
125		Self-check station	SELF-CK	30	0	0	3	3	3	0	0	90	90	90	
126		OPAC station (adult)	SPO-OPAC	24	2	2	3	3	3	48	48	72	72	72	
127		OPAC station(children's)	SPO-OPAC	24	0	0	1	1	1	0	0	24	24	24	
128		OPAC station (circulation)	SPO-OPAC	24	0	0	1	1	1	0	0	24	24	24	
129		OPAC station (young adult)	SPO-OPAC	24	0	0	1	1	1	0	0	24	24	24	
130		OPAC station (other)	SPO-OPAC	24	0	0	0	0	0	0	0	0	0	0	
131		Express Internet station (adult)	SPO-IE	18	0	0	2	2	2	0	0	36	36	36	
132		Express Internet station (children's)	SPO-CIE	18	0	0	0	0	1	0	0	0	0	18	
133		Express Internet station (circulation)	SPO-AIE	18	0	0	1	1	1	0	0	18	18	18	
134		Express Internet station (young adult)	SPO-AIE	18	0	0	1	1	1	0	0	18	18	18	
135		Express Internet station (other)	SPO-AIE	18	0	0	0	0	0	0	0	0	0	0	
136		Printer station (adult)	SPO-PS	16	1	1	2	2	2	16	16	32	32	32	
137		Printer station (children's)	SPO-PS	16	0	0	1	1	1	0	0	16	16	16	
138		Printer station (circulation)	SPO-PS	16	0	0	0	0	0	0	0	0	0	0	
139		Printer station (young adult)	SPO-PS	16	0	0	1	1	1	0	0	16	16	16	
140		Display case (adult)	SPO-ADISP	30	0	0	1	1	1	0	0	30	30	30	
141		Display case (children's)	SPO-CDISP	30	0	0	1	1	1	0	0	30	30	30	
142		Display case (circulation)	SPO-ADISP	30	1	1	1	1	1	30	30	30	30	30	
143		Display table (circulation)	SPO-DISP	100	0	0	1	1	1	0	0	100	100	100	
144		Display case (young adult)	SPO-YDISP	30	0	0	1	1	1	0	0	30	30	30	
145		Display case (other)	SPO-ADISP	30	0	0	0	0	0	0	0	0	0	0	
146		Literature rack (adult)	SPO-ALR	15	1	1	1	1	1	15	15	15	15	15	
147		Literature rack (children's)	SPO-CLR	15	1	1	1	1	1	15	15	15	15	15	
148		Literature rack (circulation)	SPO-ALR	15	1	1	1	1	1	15	15	15	15	15	
149		Literature rack (young adult)	SPO-YLR	15	1	1	1	1	1	15	15	15	15	15	
150		Atlas case	SPO-MC	25	1	1	1	1	1	25	25	25	25	25	
151		Dictionary stand	SPO-ADS	25	1	1	1	1	1	25	25	25	25	25	
152		Map case	SPO-AC	40	0	0	0	0	0	0	0	0	0	0	
153		Children's stroller parking	SPO-STROLLE	12	8	8	8	8	8	96	96	96	96	96	
154		Children's concept box	SPO-CB	30	0	0	2	2	2	0	0	60	60	60	
155		Children's services object	SPO-OBJ	30	1	1	2	2	2	30	30	60	60	60	
156		Globe (adult)	SPO-AGL	25	0	0	0	0	0	0	0	0	0	0	
157		Globe (children's)	SPO-CGL	18	0	0	1	1	1	0	0	18	18	18	
158		Workroom shelving (adult)	SHLV-A	9	0	0	2	2	2	0	0	18	18	18	
159		Workroom shelving (children's)	SHLV-A	9	0	0	2	2	2	0	0	18	18	18	
160		Workroom shelving (circulation)	SHLV-A	9	16	16	18	18	18	144	144	162	162	162	
161		Workroom shelving (technical services)	SHLV-A	9	5	5	6	6	6	45	45	54	54	54	
162		Staff worktable (adult)	WKTBL-A	75	0	0	1	1	1	0	0	75	75	75	
163		Staff worktable (children's)	WKTBL-A	75	0	0	1	1	1	0	0	75	75	75	
164		Staff worktable (circulation)	WKTBL-A	75	0	0	1	1	1	0	0	75	75	75	
165		Staff worktable (technical services)	WKTBL-A	75	0	0	3	3	3	0	0	225	225	225	
166		Work counter (children's)	CNTR-A	48	0	0	2	2	2	0	0	96	96	96	
167		Work counter (circulation)	CNTR-A	48	2	2	2	2	2	96	96	96	96	96	
168		Workcounter (technical services)	CNTR-A	48	2	2	3	3	3	96	96	144	144	144	

