

## Basic Steps in Planning for a New Library Building: A Checklist

Adapted from the New Jersey State Library—Library Development Bureau

### I. PRELIMINARY STEPS

- Recognition of the need for a new building
- Alternative considerations
- Building an addition
- Purchasing a building to be used as a library
- Major renovation
- Building a new building
- Other (sharing space or other options)
- Appointment of a building committee
- Outline proposed program
- Investigate financial status
- Visit other libraries
- Plan for community input

### II. DECISION TO BUILD

- Retain legal counsel
- Hire consultant to do library building program
- Undertake survey of community including focus groups
- Delegate specific responsibilities to individuals or groups
- Establish timeline

### III. COMMUNITY ANALYSIS

- General characteristics of the population
- Projected population growth in ten years
- Review of demographics and analysis
- Relationship to academic community and school community
- Relationship to cultural community
- Relationship to recreational community
- Future needs and general trends
- Special emphasis on problems
- Economic profile
- Special community needs
- Relationship of community to general region

### IV. WRITTEN BUILDING PROGRAM

- Library objectives
- Existing and projected services
- Future needs of the library
- Standards required (ADA)
- Interrelationships of spaces within the building, with reference to public use and staff use, utilizing flow charts and relationship charts and indicating priorities for contiguous location of spaces

- \_\_\_\_\_ Name of each space
- \_\_\_\_\_ Description of service function of each space and activities which take place
- \_\_\_\_\_ Number of occupants to be accommodated (patrons and staff)
- \_\_\_\_\_ Resources to be accommodated (books, tables, computers, etc)
- \_\_\_\_\_ Square footage requirements for each space
- \_\_\_\_\_ Current inadequacies
- \_\_\_\_\_ List of special features
- \_\_\_\_\_ Lists of movable furniture, equipment, and built in furniture and equipment
- \_\_\_\_\_ Community architectural preferences
- \_\_\_\_\_ Technology issues
- \_\_\_\_\_ Environmental considerations and special requirements if needed
- \_\_\_\_\_ Explanation of need for major renovation or expansion

#### **V. HIRING OF THE ARCHITECT**

- \_\_\_\_\_ Develop a philosophy of architecture
- \_\_\_\_\_ Become familiar with the architect's work
- \_\_\_\_\_ Check for New Jersey license
- \_\_\_\_\_ Check references and competence
- \_\_\_\_\_ Design process of input to architect
- \_\_\_\_\_ Sign contract

#### **VI. DEVELOPMENT OF PLAN FOR FINANCING**

- \_\_\_\_\_ Estimate project cost
- \_\_\_\_\_ Site
- \_\_\_\_\_ Site survey
- \_\_\_\_\_ Bond sale
- \_\_\_\_\_ Architect's fees
- \_\_\_\_\_ Consultant fees
- \_\_\_\_\_ Construction costs
- \_\_\_\_\_ Mechanical costs
- \_\_\_\_\_ Demolition
- \_\_\_\_\_ Furniture and equipment
- \_\_\_\_\_ Landscaping
- \_\_\_\_\_ Owner's representative
- \_\_\_\_\_ Clerk of the works
- \_\_\_\_\_ Test borings
- \_\_\_\_\_ Legal fees
- \_\_\_\_\_ Sources of funding
- \_\_\_\_\_ Operating budget
- \_\_\_\_\_ Bonds
- \_\_\_\_\_ Gifts
- \_\_\_\_\_ Mortgage
- \_\_\_\_\_ Funding campaign

## VII. ACQUISITION OF SITE

- Accessibility of site
- Relationship to existing city plan
- Visual prominence
- Traffic patterns
- Soil conditions
- Zoning
- Parking
- Centralized location
- Clear title
- Fair price
- Site survey

## VIII. SCHEMATIC DESIGN

- Floor plan
- Elevation
- Comparison with building program
- Approval by governing body

## IX. PRELIMINARY DRAWINGS

- Advanced drawings, elevation, etc.
- Outline specifications for materials
- Comparison with building program
- Consult staff for suggestions
- Cost estimates
- Approval by governing body

## X. WORKING DRAWINGS AND SPECIFICATIONS

- Detailed drawings
- Detailed specifications
- Preparation of construction documents

## XI. FURNITURE AND EQUIPMENT LIST

- Complete list
- Specifications