



East Central Arkansas
Regional Library

CROSS COUNTY LIBRARY

Space Needs Assessment
based on
WebJunction “Focus on Public Library Space”
Recommendations

Completed April 2016

Space Planning Really Simplified

Item	Quantity	x Factor	Total Sq. Ft.
Readers			
Bean Bag Chair	4	20	80
Chair, Café	8	0	0
Chair, Readers	48	0	0
Table, Coffee	0	25	0
Table, End	15	10	150
Floor cushion	20	8	160
Foot Stool	4	8	32
Lounge Chair	30	35	1050
Study Carrel (1)		40	0
Study Carrel (4)		120	0
Study Carrel (6 pod)		220	0
Table, Rectangular (4)	12	100	1200
Table, Round (4)		80	0
Table, Rectangular (6)		120	0
Table, Café	4	30	120
Technology			
Chair, Task	41		
Lectern with Laptop	1	50	50
OPAC, stand up	6	30	180
Photocopy Machine	2	50	100
Print Release Station	1	30	30
Self Check Machine with stand	1	35	35
Technology Training Table	4	40	160
Technology Training Table	8	60	480
Public Use Technology Workstation	15	40	600
Misc.			
Atlas Case	1	35	35
Book Truck	8	10	80
Dictionary Stand	1	10	10
Flat File	1	36	36
Index Table	0	120	0
Lateral File	0	20	0
Vertical File	2	14	28
Meeting/Groups			
Group Study Chair	3	0	0
Group Study Table (4)	6	150	900
Group Study Table (6)	0	168	0
Chair, Stacking	108	12	1296
Conference Table (8)	1	190	190
Conference Table (10)	5	225	1125

Space Planning Really Simplified

Staff & Service Desk					
Circulation Desk	Per Stn	3	70		210
Desk	30" x 30"		50		0
Reference Desk	Per Stn	2	60		120
Shelving Unit	36"w x 12"d	10	10		100
Shelving Unit	36"w x 24"d	15	20		300
Staff workstation	6' x 8'		55		0
Staff workstation	5' x 6'	6	40		240
Staff workstation	9' x 10'	2	100		200
Workcounter	Per Foot	40	6		240
Total Space Requirements					9537

Type the quantity in column c to derive total assignable square feet required in column e.

SUMMARY

Readers/Technology/Conference/Staff	9,537.00
Collections Space	1,832.37
Contingency (25%)	2842.34
TOTAL SPACE NEEDED	14,211.71