

Facility Assessment/Analysis Worksheet

Workstations	Public Workstations Space Assessment		
	Current number of public workstations (see Hardware and Software Worksheets)		
	Space that would typically be allocated to public workstations (65 sq ft per*)	square feet	
	Current space allocated to public workstations	square feet	
	Difference in actual versus standard and typical	square feet	
	Percentage of day that PC usage is at or near capacity		
PACs	Current number of public catalog only stations		
	Space that would typically be allocated to catalog stations (35 sq ft per*)	square feet	
	Current space allocated to public catalog only stations	square feet	
	Difference in actual versus standard and typical	square feet	
	Percentage of day that PC usage is at or near capacity		
Printers	Current number of public printers		
	Space that would typically be allocated to public printers (50 sq ft per*)	square feet	
	Current space allocated to public printers	square feet	
	Difference in actual versus standard and typical	square feet	
	Percentage of day that printer usage is at or near capacity		
Copiers	Current number of public copier stations		
	Space that would typically be allocated to public copiers (50 sq ft per*)	square feet	
	Current space allocated to public copier stations	square feet	
	Difference in actual versus standard and typical	square feet	
	Percentage of day that public copier usage is at or near capacity		
Collection	Current amount of space allocated to technology-related collections	Total square feet	
		Books—square feet	
		Magazines—square feet	
		Technology items (e.g., laptops)—square feet	
	Other:		

Public Workstations Space Analysis

Does the space assessment indicate problem areas where the library's space allocations are disproportionate to standards?

Can reallocation of space help address these problem areas? If so, how?

Does the analysis provide support for expansion of the library? If so, how?

Miscellaneous Facilities Assessment/Analysis

Does the current placement of workstations seem logical and work with the library's layout?

Does the current placement of printers and copiers seem logical and work with the library's layout?

Are patrons able to easily find them without asking staff for assistance?

Are they located so staff can easily give assistance and answer questions?

Is the current location of server room/network operation center (NOC) adequate?

Is there space for expansion of the network/equipment if necessary?

Do computer workstations and PACs meet ADA requirements?*

Do the overall technology areas and computer labs meet ADA requirements?*

How much shelf space in your library is dedicated to technology-related topics? (shelves or %)

Books

Magazines

A/V

Other

How does this compare to other collection areas? Is it proportionate?

* Square feet per task area based on experience, as well as research from the following two studies:
 Mark Hasskart and James Lothrop, "New York—Spaced Out or Out of Space" (presentation at the New York Library Association's annual conference, 2001); and State of Wisconsin Department of Public Instruction, Anders C. Dahlgren, consultant, "Public Library Space Needs: A Planning Outline" (1998), <http://www.dpi.state.wi.us/dlcl/pld/plspace.html>.
 ** See <http://www.usdoj.gov/crt/ada/publicat.htm#Anchor-ADA-23240>.