

Policy 1003 - Appendix B: Facility Standards Checklist

Instructions

For each item, indicate the status of the item and add any relevant comments in the "Notes" field.

Item	Status	Notes
Facility Size		
Minimum recommended size for a population served under 4,000 is 5,500 square feet. For a population over 4,000, the minimum recommended size is based on the feasibility study.		
Special Considerations: Public-School Libraries		
One public entrance, well-marked and welcoming that does not require entering the school. This ensures the public has direct access to the library. It also encourages public usage during school hours and reduces distractions for students during school instruction		
Internal door from the school to the library that can be locked by library staff for security purposes		
Staff and public washrooms inside the library that do not require entering the school		
Adequate space, furniture, equipment for both the school and the community		
Layout that maximizes carrying out of class instructional activities (e.g. reading, research, viewing and instruction) without disturbing the activities of other users		
Seating for classroom visits		
Facility Location		
Close to other community facilities		
Close to public transportation, where applicable		
When located in a multi-purpose facility, main access to the building must be governable by library staff		
Room for building expansion and the addition of parking space		
Located on the ground floor (except for resource centres) for optimal accessibility, service efficiency and security		
Convenient and safe parking for users and staff		
Minimum of 10 parking spaces for the public and a minimum of 3 parking spaces for staff		
People can easily access the library from the parking lot		
Facility Environment - Overall Presentation		
Attractive exterior and interior architectural design		
Practical and suitable landscaping		

Well maintained parking lot, walkway, ramp, and stairs		
Clean and healthy public building that is cleaned daily		
Minimum ceiling height of 9 feet (2.7 metres)		
Public seating		
Inviting interior		
Interior plan allows for flexible use (most appropriate and flexible configuration is a 5x7 ratio rectangle with the least number of structural columns inside)		
Consideration for the display of art		
Facility Environment - General		
Temperature control is maintained throughout the year: 21-23 degrees C		
Humidity control is maintained throughout the year: 30-50% humidity		
Heating, air conditioning and lighting design are specifically designed to conserve energy		
Fire protection is required, and sprinklers are recommended		
Exterior lighting in the parking, walkways, ramps, and drop-off zones to illuminate the ground surface		
Interior lighting at entrances, service counters, work surfaces, office spaces, shelving areas, and washrooms that offers even distribution of light		
Light switches for the main areas of the library are located close to the circulation desk, except for those located in activity rooms, multi-purpose rooms, study rooms, staff kitchen, storage rooms, etc.		
Sound absorbent walls and floors		
Staff must have a view of the library's overall space		
Surveillance systems (cameras or mirrors) installed in any areas not visible from the circulation desk		
Rooms such as offices, staff workrooms, and meeting/study rooms have a window looking into the library		
Shelving units must include the slat walls, kick panels, dust covers (counter tops) and end panels		
Shelving is braced		
Height of shelving allows sufficient clearance from sprinklers		
Maximum height of shelving is 76 inches (1.93 m)		

Adjustable shelving is appropriate to the types of materials in the collection and to the needs of the clientele		
Shelving is sufficient to house the current collection, allow for expansion, and meets the collection standards for the size of the community (approximate shelving requirements calculated as follows: 150 volumes per 3-foot single faced section, seven shelves high)		
Collection space (in sq feet) is equal to the total number of items divided by 10		
Small sized libraries: collection of 5 to 7 items per capita		
Medium sized libraries: collection of 4 to 6 items per capita		
Large sized libraries: collection of 3 to 5 items per capita		
Resource centres: collection of .5 to .75 items per capita based on regional population		
Circulation desk meets ergonomic standards		
Enough space behind the desk to allow staff to work comfortably, circulate book and book carts		
Workspaces (desks, chairs) are ergonomically correct for the employees using them		
Secure, fire-proof, after-hours book return chute		
Library furniture appropriate for the target users (e.g. child-sized table and chairs in the children's area)		
Seating distributed through different areas of the library accommodating electrical and data connection; additional seating space provided at computer workstations, study rooms, activity and multi-purpose rooms		
Each seat allows 30 sq feet per person (2.8 sq m)		
Water bottle filling station close to the activity room		
Exterior and interior signs are highly visible and direct people to library services in both official languages (Translations are available for Indigenous language signage)		
Patron counters installed		
Facility Environment - Technology		
Sufficient electrical outlets to accommodate various computing devices		
Sufficient high-speed internet connections to meet public computing needs		

A minimum of 3 telephone/fax lines: one for administration, one for the public to call, and one for fax service		
Minimum of 15 square feet (1.4 sq m) to accommodate each computing device		
Number of computing devices determined by usage statistics		
Minimum of 24 square feet (2.2 sq m) is required for an adaptive computer workstation and a small table for the Closed Circuit Television (CCTV)		
Minimum of 15 square feet (1.4 sq m) required for Closed Circuit Television Unit (CCTV)		
Minimum of 15 sq feet (2.3 sq m) is required for a microfilm reader		
Minimum of 15 sq feet (1.4 sq m) is required for multi-function printer/photocopier/fax machine located near the circulation desk or the young adult and adult services desk in the case of the resource centre		
Minimum of 500 square feet (46 sq m) is required for a computer training area in the library resource centres		
Facility Environment - Accessibility		
Wheelchair/scooter accessible walkways, ramps and drop-off zones that are clear and unobstructed inside and outside the library		
Wheelchair/scooter accessible entrance (ideally located at the main entrance of the library)		
Automatic door		
Doors with lever handles or push plate/door pull handles		
Elevator between levels, where the public area occupies more than one level		
Non-slip flooring		
Large print, glare-free, tactile, colour-contrasted signage		
Contrasting tones on walls, floors, and doorways		
Audible and visual emergency alarm systems		
Accessible washroom: wheelchair/scooter accessible, 72 sq ft large, gender neutral, single user, adult change table that is also suitable for children, biohazard disposal container		
Wheelchair/scooter accessible service desks		
Seating next to areas where queues may form		
Adaptive computer workstation(s) places alongside other public access workstations		

Aisles between shelves are a minimum of 42 inches (1.07 m) wide		
Designated wheelchair accessible parking lot space(s)		
Library Spaces		
Designated service areas for circulation, children, young adult and adult services as well as open spaces		
Storage room a minimum of 300 sq feet (28 sq m)		
A minimum of 30% of total space allotted for "Unassigned Space": Public and staff washroom(s) (a minimum of one accessible washroom with additional washrooms based on building codes); Custodian storage room; Mechanical, plumbing, and electrical rooms (size determined by building specifications)		
Lobby Area		
Must be equipped with:		
Double automatic doors		
Display area		
Bulletin board		
Book drop		
Circulation Area		
Circulation desk must accommodate in a functional way the cabling and wiring for information technology and telecommunications		
Circulation desk must be located near the main public entrance		
Circulation desk must meet ergonomic standards and provide enough space behind the desk to allow staff to work comfortably, circulate books and book carts		
To ensure accessibility and functionality:		
Minimum size is 250 sq feet (23 sq m)		
Counter height is 36 inches (919.4 mm)		
Lower section is recessed to 30 inches (762 mm) for wheelchair use, child use, and sit-down service		
Counter depth/surface area is 24-30 inches (609.6 to 762 mm)		
Staff Office Space		
Every library provides office space for the Library Manager/Director office that is a minimum of 200 sq feet (19 sq m) and located close to the circulation desk with windows looking into the library		

Library resource centres provides office space for each Head of Unit (four offices). Each office is a minimum of 150 sq feet (14 sq m) and located close to respective service areas with windows looking into the library.		
Staff Workroom		
Each library provides a staff workroom that is equipped with at least one computer work area, a sink, closet, counter or table, shelving, cabinets, equipment, bulletin board, storage area and windows looking into the library		
The size of the workroom will be as follows:		
Small sized libraries: minimum of 300 sq feet (28 sq m)		
Medium sized libraries: minimum of 400 sq feet (37 sq m)		
Large sized libraries: minimum of 500 sq feet (46 sq m)		
Library resource centres: minimum of 500 sq feet (46 sq m) for the circulation workroom; minimum of 300 sq feet (28 sq m) for workrooms in children's services and young adult/adult services		
Activity Room (Programming, Exhibits, Meetings)		
Minimum of 600 sq feet (56 sq m) is required		
Large library and resource centres may require more than one activity room to meet community needs		
Must be located near the children's area		
Must be equipped with:		
Storage space		
Closet (large enough to store folding tables and stackable chairs)		
Kitchen area with cabinets, sink, fridge, microwave, stove		
Telephone		
Audio-visual and information technology equipment		
Gender-neutral wheelchair/scooter accessible single-user washroom with adult change table that is also suitable for children, equipped with a biohazard disposal container		
Folding tables and stackable chairs		
Secure access to the room that does not require entry into the library after hours		
Multi-Purpose Room		
Libraries may have a multi-purpose room, in addition to an Activity Room, as determined by community needs analysis		
Must have the following amenities:		

Minimum of 600 sq feet (56 sq m)		
Large library and resource centres may require more than one multi-purpose room to meet community needs		
Located near the children's area		
Storage space		
Closet (large enough to store folding tables and stackable chairs)		
Kitchen area with cabinets, sink, fridge, microwave, stove		
Audio-visual and information technology equipment		
Gender-neutral wheelchair/scooter accessible single-user washroom with adult change table that is also suitable for children, equipped with a biohazard disposal container		
If possible, a separate entrance to be accessible to the public outside library open hours		
Folding tables and stackable chairs		
Study Room(s)		
Each library will have at least one study room that is a minimum of 100 sq feet (9 sq m) and can be located in any area of the library		
Young Adult and Adult Services Area		
Must be equipped with:		
Shelving space		
Public seating that offers a combination of soft and hard seating, stand alone or groups, as well as tables with chairs that are easily moved/adapted for programming space		
Open floor space for programs		
Display cases		
Lower shelving and counters		
Computer workstations / patron space for using mobile devices		
Multi-functional printer		
Magazine/newspaper racks near public seating		
Genealogical research/local history area (microfilm reader recommended)		
Children's Service Area		
Must be equipped with:		
Display cases		
Lower shelving and counters		

Public seating that offers a combination of soft and hard seating, stand alone or groups, as well as tables with chairs that are easily moved/adapted for programming space		
Open floor space for programs		
Public access computer(s) / patron space for using mobile devices		
Magazine/newspaper racks and public seating		
Coat hooks		
Breastfeeding friendly space		
Kitchen		
Must be equipped with:		
Cabinets		
Counter		
Sink		
Fridge		
Stove		
Microwave		
Table(s), chairs		
Local Genealogy Room		
Libraries may have a local genealogy room, as determined by community needs analysis		