ACC QUALITY

A LEADERSHIP STYLE which
creates a WORKING CLIMATE that
promotes TRUST, TEAMWORK, and
CONTINUOUS IMPROVEMENT.
Individual, professional, and quality training are essential elements of a quality culture - and are thus major objectives in the Air Combat Command. That's why we have Bright Flag. It creates an environment for continuous personal and professional growth. Our libraries meet Bright Flag goals by providing resources for the mission and personal customer requirements. Key to our mission is professional education, self-development opportunities, and individual job qualifications.

BookLook facility improvements allow libraries to play an expanded pro-active role in today's changing mission and provide quality services for the entire military community. This Library Facilities Brochure provides command standards for our libraries. Meeting these standards will enable libraries to improve facilities, expand services, and improve customer service.

I ask commanders at all levels and functional librarians to make this initiative a high priority and give it their active attention and support. Improved libraries through BookLook will aide immeasurably in fostering the quality culture that we seek in Air Combat Command.

[Signature]

JOHN M. ECH
General, USAF
Commander
THE PURPOSE OF THIS STANDARDS BROCHURE IS TO PROVIDE BASIC CRITERIA FOR IMPROVING LIBRARY FACILITIES. THIS BROCHURE MAY BE USED BY LIBRARIANS, BASE CIVIL ENGINEERS, ARCHITECTS, AND REVIEW PERSONNEL.

A MORE COMPREHENSIVE GUIDE TO LIBRARY DESIGN, DESIGN GUIDE GENERAL LIBRARIES, DEPARTMENT OF THE AIR FORCE, DECEMBER 1984, AFP 88-48, SHOULD ALSO BE USED WHEN IMPROVING LIBRARY FACILITIES.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC Quality</td>
<td>i</td>
</tr>
<tr>
<td>Frontice Letter</td>
<td>ii</td>
</tr>
<tr>
<td>Purpose of the Guide</td>
<td>iii</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>iv</td>
</tr>
<tr>
<td>Library Service Goals</td>
<td>2</td>
</tr>
<tr>
<td>Projected Space Needs</td>
<td>3</td>
</tr>
<tr>
<td>Location</td>
<td>4</td>
</tr>
<tr>
<td>Landscaping and Outdoor Areas</td>
<td>5</td>
</tr>
<tr>
<td>Access</td>
<td>7</td>
</tr>
<tr>
<td>Entry</td>
<td>8</td>
</tr>
</tbody>
</table>

**ACTIVITIES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>9</td>
</tr>
<tr>
<td>Reference</td>
<td>10</td>
</tr>
<tr>
<td>Adult Services</td>
<td>11</td>
</tr>
<tr>
<td>Educational Facilities</td>
<td>13</td>
</tr>
<tr>
<td>Children Services</td>
<td>14</td>
</tr>
<tr>
<td>Automated Services</td>
<td>15</td>
</tr>
<tr>
<td>Administration</td>
<td>16</td>
</tr>
<tr>
<td>Support</td>
<td>17</td>
</tr>
<tr>
<td>Accessibility</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings and Equipment List</td>
<td>19</td>
</tr>
<tr>
<td>Interior Color Boards</td>
<td>21</td>
</tr>
<tr>
<td>Lighting and Power</td>
<td>25</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>26</td>
</tr>
</tbody>
</table>
LIBRARY SERVICE GOALS

THE AIR COMBAT COMMAND LIBRARY AND INFORMATION SYSTEM PROVIDES ACCESS TO KNOWLEDGE AND INFORMATION ESSENTIAL TO ACCOMPLISH THE MISSION: SUPPORTS PROFESSIONAL MILITARY AND VOLUNTARY EDUCATION PROGRAMS; AND OFFERS LIBRARY FACILITIES, RESOURCES, AND SERVICES TO PROMOTE PRODUCTIVE USE OF LEISURE TIME BY MILITARY AND CIVILIAN MEMBERS OF THE DEPARTMENT OF DEFENSE (DOD) AND THEIR FAMILIES.

THE AIR FORCE PERFORMS A MORE COMPLEX MISSION NOW THAN IT HAS IN THE PAST, CREATING GREATER DEMANDS FOR ACCESS TO INFORMATION. BASE LIBRARY SERVICE IS EXPANDING TO MEET INCREASED INFORMATION REQUIREMENTS.

LIBRARIES ARE DRAMATICALLY TIED TO THE MISSION, BOTH IN PROFESSIONALISM AND IN SERVICE. SERVICE INCLUDES COMMITMENTS TO ORGANIZATION COMMANDERS, EMPLOYEES, BASEWIDE EDUCATION PROGRAMS, FACULTY, STUDENTS, AND PERSONAL INFORMATION NEEDS OF THE COMMUNITY.

LIBRARIES SUPPORT ORGANIZATIONS WITH THE FOLLOWING SERVICES:

- On Demand Research
- Current Awareness Reports
- Computer Database Searches
- Central Procurement of Essential Publications
- Quality Improvement Programs
- Information Consultations
- Training

LIBRARIANS ARE THE KEY ELEMENT IN ACCREDITATION OF DEGREE PROGRAMS OFFERED BY UNIVERSITIES ON BASE. MAJOR COMMITMENTS INCLUDE:

- Collection Development
- Reference
- Network/Systems Access
- Database Research
- Faculty Orientations
- Student Orientations
- Specialized Bibliographies
- Resource Sharing
- Library Instruction

LIBRARIANS ALSO SUPPORT AIR FORCE GENERATED PROGRAMS. MAJOR COMMITMENTS ARE:

- Transition Assistance
- Quality Programs
- Adult Self-Development Programs
- Readers Advisory
- Summer Reading Program
- Preschool Reading Programs
### PROJECTED SPACE NEEDS

**AFP 88-48, TABLE 2-1**

<table>
<thead>
<tr>
<th>Facility Size (space sizes in net square feet)</th>
<th>Large 24,000 sq. ft.</th>
<th>Medium 10,500 sq. ft.</th>
<th>Small 6,250 sq. ft.</th>
<th>Field 4,000 sq. ft.</th>
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<td>12,850</td>
<td>5,280</td>
<td>3,100</td>
<td>2,950</td>
</tr>
<tr>
<td>• General Collection and Reading</td>
<td>10,000</td>
<td>3,740</td>
<td>2,110</td>
<td>2,150</td>
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<tr>
<td>• Reference</td>
<td>750</td>
<td>470</td>
<td>400</td>
<td>290</td>
</tr>
<tr>
<td>• Periodicals</td>
<td>1,050</td>
<td>710</td>
<td>350</td>
<td>280</td>
</tr>
<tr>
<td>• Microforms and Audio/Visual</td>
<td>850</td>
<td>300</td>
<td>190</td>
<td>230</td>
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<tr>
<td>• Typing</td>
<td>200</td>
<td>60</td>
<td>50</td>
<td>-</td>
</tr>
<tr>
<td><strong>Children</strong></td>
<td>3,400</td>
<td>1,200</td>
<td>700</td>
<td>-</td>
</tr>
<tr>
<td>• General Collection and Reading</td>
<td>3,100</td>
<td>1,320</td>
<td>700</td>
<td>-</td>
</tr>
<tr>
<td>• Study Alcove</td>
<td>300</td>
<td>130</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td>1,300</td>
<td>840</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>• Activities Room</td>
<td>1,300</td>
<td>840</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>2,780</td>
<td>1,680</td>
<td>900</td>
<td>510</td>
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<tr>
<td>• Circulation Desk</td>
<td>200</td>
<td>160</td>
<td>140</td>
<td>120</td>
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<td>• Work Room</td>
<td>2,000</td>
<td>1,320</td>
<td>570</td>
<td>320</td>
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<tr>
<td>• Librarian's Office</td>
<td>150</td>
<td>140</td>
<td>110</td>
<td>-</td>
</tr>
<tr>
<td>• Assistant</td>
<td>150</td>
<td>140</td>
<td>110</td>
<td>-</td>
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<tr>
<td>• Librarian's Office</td>
<td>110</td>
<td>100</td>
<td>80</td>
<td>70</td>
</tr>
<tr>
<td>• Store Room</td>
<td>130</td>
<td>120</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>• Staff Room</td>
<td>40</td>
<td>40</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Support</strong></td>
<td>2,950</td>
<td>1,180</td>
<td>860</td>
<td>420</td>
</tr>
<tr>
<td>• Entry Lobby and Circulation</td>
<td>2,430</td>
<td>840</td>
<td>720</td>
<td>300</td>
</tr>
<tr>
<td>• Toilets</td>
<td>450</td>
<td>280</td>
<td>110</td>
<td>100</td>
</tr>
<tr>
<td>• Janitor's Closet</td>
<td>70</td>
<td>60</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>• Mechanical</td>
<td>(670)</td>
<td>(290)</td>
<td>(190)</td>
<td>(120)</td>
</tr>
<tr>
<td><strong>Net Total</strong></td>
<td>23,280</td>
<td>10,180</td>
<td>6,060</td>
<td>3,880</td>
</tr>
<tr>
<td><strong>Construction (net to gross)</strong></td>
<td>720</td>
<td>320</td>
<td>190</td>
<td>120</td>
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<tr>
<td><strong>GROSS TOTAL</strong></td>
<td>24,000</td>
<td>10,500</td>
<td>6,250</td>
<td>4,000</td>
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<tr>
<td><strong>Outdoor Reading Terraces</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adults</td>
<td>2,000</td>
<td>1,000</td>
<td>600</td>
<td>500</td>
</tr>
<tr>
<td>• Children</td>
<td>800</td>
<td>300</td>
<td>200</td>
<td>-</td>
</tr>
</tbody>
</table>

* Totals not including mechanical.

- The recommended set of function areas and spaces for different sizes and types of library facility are shown in Table 2-1.
- This table provides example space size programs for representative facilities in each of four library program size categories: Large Base Libraries - 24,000 sq. ft.; Medium-sized - 10,500 sq. ft.; Small - 6,250 sq. ft.; and Branch or Field Libraries maximum 4,000 sq. ft. These are not definitive space programs, but guides to approximate space sizes recommended for the given size facility. The set of spaces and sizes may be modified as appropriate to fit individual project needs, within the criteria established in this Design Guide. For facility sizes not included in Table 2-1, proportionally adjust the program figures shown for the nearest larger or smaller size facilities.
Base libraries may be built in consolidated structures together with Base Education Centers. However, the library must function separately with only support spaces shared.

To generate the greatest amount of library use, the library should be centrally located near other community facilities, such as the Base Exchange, Commissary, Child Care Centers, and Education Offices.

Avoid locating libraries near noisy locations such as flight lines or busy intersections.

Existing facilities selected for library renovation must be capable of supporting required book stack loads in all areas of the library.

Facilities must be large and flexible enough to accommodate the full range of library functions.
The library's hours of service should be prominently displayed on a sign at the entrance.

The entrance to the library should be identifiable to people in cars as well as pedestrians.

A large, exterior sign to identify the library should be visible to passing cars and should be well-lighted at night.

A signage system should be developed in accordance with both the interior and exterior design of the building. Signs should identify the building, parking areas, service area, and facilities for the handicapped.
☐ Preserve and utilize natural site features such as trees, greenery, rock outcroppings, etc., to help define the site and accent the building.

☐ Site the library so that the main entrance is clearly visible. Use lighting to highlight the entry after dark.

☐ Locate the bookdrop either in front of the library near the street or next to a vehicular drop off loop.
Parking should not dominate the entrance.

Provide one parking space for every 500 square feet of library. Handicapped parking spaces should be provided as per Federal Accessibility Standards FED. STD-795. Spaces for motorcycles and bicycles should also be provided.

The librarian should have designated parking spaces.

There should be an entrance for deliveries.

Provide clearly identified pedestrian and handicapped access to the main entrance.

Handicapped require level walks with no curbs at crosswalks from parking area to the library building.

If the building is not level to the ground, a handicap ramp should gradually slope up to the entrance.

Automatic doors should be considered for handicapped and for customers carrying armloads of books.

If possible, the library should be on one floor.

If the library has more than one floor, the user must have access to elevators.

Doors within the library should be at least 32" wide.
- Use a central entry that provides easy access to all areas of the library.
- Make the main entrance clearly visible. Use lighting to highlight the entry after dark.
- The entry lobby should have direct access to meeting rooms and toilets. The meeting room and toilets should be accessible for use after the library is closed by providing doors that can lock the rest of the library off from meeting rooms.
ACTIVITIES

CIRCULATION

- The circulation area performs the following functions: checkout, check-in, registration, inquiry, reserve.
- The circulation desk should be located near the library entrance to provide immediate staff contact with customers and optimum control over traffic in and out of the building.
- Circulation should provide visibility to various parts of the library from the main entrance. Users entering the library should pass the Circulation Desk and have a Primary view of the Main Reading Space.
- To avoid a cluttered look to the circulation area, place returned books immediately in an adjacent enclosed office behind the circulation area so that customers cannot see them.
- The staff, performing different functions at the circulation desk, should be able to see one another and move freely from one area to another to insure the best possible public service.
- Locate functions which require staff assistance, such as Reference and Audiovisual, close to the circulation desk.
- The height and width of the circulation desk should be appropriate for the various functions and accessible to someone in a wheelchair.
- Circulation staff offices should be located behind the circulation area.
- There should be adequate space between computer terminals and the security system to prevent them from interfering with the physical and electrical operation of the other.
The reference desk should be located where staff can be easily seen by customers.

The reference desk should be located near the reference collection and the card catalog.

Reference collections should be conveniently located and identified as reference material.

Materials and equipment requiring staff assistance, such as microfilm readers, should be grouped close to the reference desk.

Adequate space should be provided for microform equipment, computer terminals, audiovisual equipment, and CD-ROM equipment.

Provide adequate space for:
- Indexes and Abstracts
- Microforms
- Vertical Files
- Maps and Atlases
- Audiovisual Materials

There should be seating for customer/staff consultations at the reference desk.

Reference space is needed for database searches and telephone reference service.

Space should be available for community information, tax forms, flyers and other handouts.
ADULT SERVICES

☐ Provide a computer lab for public use to include PCs and printers.

☐ There should be a central computer room that is temperature and humidity controlled.

☐ Computer security should be satisfactory.

☐ Backup facilities need to be available.

☐ See Table 4-2, Air Force Design Guide for Libraries, for recommended space sizes for typewriters.

☐ Space should be provided for audiovisual collections to include CDs, tapes, videos, listening and viewing equipment.

☐ Provide comfortable lounge chairs near periodical displays for easy reading.

☐ Fabrics should be sturdy and soil-resistant and be easily cleaned.

☐ Seating should be attractive and inviting.

☐ Adequate space is needed for the use of newspapers and periodicals.
- Study carrels should be available for quiet study and be capable of supporting electronic equipment.
- Study tables should be provided away from traffic areas and children's activities.
- Shelving should be standardized in design and color.
- Shelving ranges should be short enough to provide visual continuity.
- Shelving height and depth need to be adequate for different uses: displaying materials, odd-shaped materials, atlases, picture books.
- Provide adequate shelving for collection growth.
- Shelving should be easily adjustable.
- Stacks are to be arranged sequentially so that users can find materials without asking.
- Stacks and shelves should be clearly labeled as to content.
- The meeting room should include adequate projection capability.
- Provide rooms for group study. These rooms should be separate from the larger meeting rooms.
EDUCATIONAL FACILITIES

- Collocate libraries and educational facilities.
- Support Bright Flag and QES goals by providing special collections for academic institutions and faculty.
- Locate reserve collections in a separate room, with the Reference Librarian, or at the circulation desk.
- A fax machine must be available for mailing or faxing needed resources.
- Provide an activity room for meetings, seminars, lectures, audiovisual presentations, adult study, and other functions.
- The meeting room should be 10 sq ft per person. A room of 300 sq ft would have a capacity of 30 people.
- There should be a separate exit so the meeting room can be used when the library is closed.
- The meeting room must have access to restrooms.
CHILDREN SERVICES

- Refer to the Air Force Library Design Guide, Table 4-3, for Children's Area Capacities.
- The physical and psychological climate should be pleasant and inviting to a child.
- The library should have a separate children's card catalog/terminal.
- The children's library should be enclosed for sound proofing and away from adult study areas.
- Clear, distinct signs should label the collection.
- Space should be provided for specific displays and materials geared to children.

- There should be comfortable adult seating for use while sharing books with children.
- The library staff should have visual control of the children's area.
- Water fountains should be a height convenient to children.
- Design the Story Alcove for group and individual activities and as a focal point for the Children's Area.
AUTOMATED SERVICES

- The library should have capability for closed circuit TV.
- There should be a central telephone system.
- Telephone lines should be sufficient in number and quality for online computer use, fax machine capability, dial-a-story access, and dial-in use of the library's computer catalog.
- There should be enough electrical outlets in strategic locations.
- Office computers should be configured so they can be used in one or more local area networks.

- There should be an online catalog and circulation system.
- Fax machines should be available in the library.
- Printers should be near the public catalog and fax machine.
- Copiers should be in a work space that includes a work table to organize materials to be copied.
- Copy machines should be close to reference materials.
- Provide soundproofing to reduce copier noise.
- Change machines to support the copiers should be nearby.
- The library should have a cable television hook-up.
The Administration is the most likely area to increase in activity and need expansion in the future. Expansion of this area may require an addition to the building in future years. Plan this space so expansion can be easily added later.

- There should be staff work areas for all employees and volunteers.
- Work areas should be properly lighted.
- Work areas should be free from distraction.
- Adequate space should be provided for personal computers, typewriters, and equipment.
- Staff workrooms should be arranged for a handicapped person to work there.
- There should be a staff lounge to hang coats, a kitchenette, lounge chairs, and a small table to eat on.
- There should be adequate space for a variety of storage.
- There should be adequate space for book trucks at staff work stations and for their storage when not in use.
- Staff need adequate desk and drawer space.

The librarian's office should be private and should include space for a computer, shelving for professional materials, and a small conference table.
Provide adequate storage for janitorial supplies, tools, maintenance equipment, and mop sink.

Restrooms should be easily identified.

Restrooms are to be well lighted and ventilated, as well as soundproof.

Provide dispensers for towels or hand dryers, toilet paper, and soap.

Provide trash receptacles.

Provide adequate toilet and sink facilities to meet facility size.
ACCESSIBILITY

- Libraries are to be fully handicapped accessible with compliance to the Federal Accessibility Standards FED. STD-795.
- Handicapped sinks and/or vanities shall have a minimum clearance of 29" from the finished floor.
- The door into the restroom must be easily operable by a handicapped person.
- Handicapped stalls shall have grab bars, a raised toilet, and a wide door to allow wheelchair access.
- Towel dispensers and/or hand dryers should be at the correct level for a wheelchair user, no more than 48" off the floor.
- Lower water fountains (height of 27-36") need to be available for wheelchair users and convenient for children.
- Public telephones should be available to customers. Locate telephones in the lobby area.
- The space between stacks should be 35"-44" wide to allow for passage of a wheelchair.
- Customer catalog terminals should be at a height of 27 1/2" for wheelchair use.
See Table of Allowance (TA) 454, TA 006, TA 007, TA 009, TA 629. Examples of equipment are:

- SHELVING
- CARD CATALOG
- DICTIONARY AND ATLAS STAND
- FILE CABINETS
- CHAIRS
- WORK TABLES
- CARRES
- LOUNGE CHAIRS
- ACCESSORY TABLES AND LAMPS
- TYPEWRITERS
- COMPUTERS
- PERIODICAL DISPLAY SHELVING
- NEWSPAPER RACKS
TYPICAL LIBRARY SAMPLES
SCHEME 2

VANITY: SAND NEBULA
ACT: GLACIER WHITE

WAINSCOT: SNOW MIST
MINIBLINDS: MAUVE

REST ROOM
PAINTED WALLS AND CEILINGS: WHITE SAND

FLOOR: LILAC
TRIM: DOLPHIN

CIRCULATION DESK: THISTLE
VWC: ESPERIE SATINBACK

LIGHT OAK

FURNITURE
BASE: MAUVE

FABRIC: AQUAMARINE

QUARRY TILE: PEACH
CARPET: FESTIVAL ANTIQUE
TYPICAL LIBRARY SAMPLES
SCHEME 3

ACT: GLACIER WHITE

MINIBLINDS: BISQUE GREEN

PAINTED WALLS AND CEILINGS: AQUA PURA

TRIM: BLUE JADE

VWC: TATAMI LICHEN

BASE: EMERALD GREEN

FABRIC: BRANDYWINE

CARPET: CHROMATICS - SPRUCE

VANITY: FRENCH BLUE MATRIX

WAIRSCOT: TENDER GRAY

FLOOR: LIGHT GRAY

REST ROOMS

CIRCULATION DESK: AMETHYST

WOOD: LIGHT OAK

FURNITURE

QUARRY TILE: SHADOW FLASH
TYPICAL LIBRARY SAMPLES
SCHEME 4

VANITY: FRENCH BLUE MATRIX

ACT:
GLACIER WHITE

MINIBLINDS:
SMOKEY GRAY

WAINSCOT: STERLING SILVER

PAINTED WALLS
AND CEILING:
DUBLIN GREY

ACCENT: WHITE
LIGHT GRAY

REST ROOMS

CIRCULATION DESK: NAVY MATRIX

TRIM:
ENCHANTED EVENING

WOOD:
LIGHT OAK

VYWC:
SAC GRAY

FURNITURE

FABRIC:
COBALT BLUE DOT

BASE:
NINJA GRAY

QUARRY TILE:
STEEL GRAY

CARPET:
RENDERINGS - GLACIER
LIGHTING AND POWER

- Provide various lighting schemes.
- Lighting levels should be 30 footcandles for reading of printed material; 70 footcandles for note-taking and studying.
- Provide a system of empty raceways, outlets, and cabinets for future telephone installations. Provide all empty raceways with nylon pulling line.
- Base service ampere capacity upon the following minimum criteria:
  - Interior lighting
    - 2.5 watts per sq ft
  - Receptacles
    - 1.0 watts per sq ft
  - Exterior area lighting
    - .10 watts per sq ft
- Evaluate and include the following power needs to determine electric service capacity: HVAC system, microfilm and audiovisual equipment, computers and terminals, typewriters, copiers, theft detector.
- Provide screening for transformers.
ACKNOWLEDGEMENTS

Department of the Air Force
Design Guide General Libraries

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Virginia Beach, Virginia 23464

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Ms. Sheila Ray
Tyndall AFB Library
Tyndall AFB, Florida 32403-5725

Thomas Nelson Community College
Library
Hampton, Virginia 23665

Buckstaff
Library Furniture
Contract No.: GS-OOF-3898A

Worden Company
Library Furniture

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I.-W.-L ARCHITECTS, P.C.
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VIRGINIA BEACH, VIRGINIA 23464

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