

Base Library. FAC: 7416

CATCODE: 740675

OPR: AF/A1S

OCR: AFSVA, MAJCOM/A1S

Update: 09 NOV 2022

1.1. **Description.** This facility provides space for use, housing, and issuance of print, non-print, telecommunications, and electronic materials at each base for the support of the primary mission of the base, professional military education, voluntary education, lifelong learning, and for unstructured leisure use.

1.2. **Requirements Determination.** The base library supports a program that may, contingent upon the base mission, encompass or require three separate facilities under this category code (i.e., a main library, a branch library, and a library service center). Include space and infrastructure to support a fully equipped internet center for customer use. Include adequate storage for removable media and computer peripherals. Libraries do not house fast food establishments other than small coffee cafes operated by AAFES, a NAF concessionaire, or Services Clubs.

1.3. **Scope Determination.** AFI 34-270, *Air Force Library and Information System (AFLIS)*, establishes policies and procedures for the organization, administration, and operation of Air Force libraries. Space allowances for branch libraries, where justified, are specific, and a table is not required.

1.3.1. **Main Library.** Space allowances are given in Table 1 for Main Libraries and Table 2 for Library Service Centers. These allowances may be increased by ten percent when the facility is designated a command reference center.

1.3.2. **Branch Libraries.** When justified by the requirements of a particular installation, branch libraries, not exceeding 372 m² (4,000 ft²) in gross area, may be provided in support of an education center or for each 3,000 increment of military strength over 10,000. Where troop concentrations permit consolidation, the gross area authorized for each 3,000 increment of military strength over 10,000 may be combined into one branch library. These space allocations are in addition to the space criteria for main libraries.

1.3.3. **Library Service Centers.** When justified by the requirements of a particular area or command, a library service center may be authorized. Building size is to be determined by the maximum quantity of library materials to be on hand at any one time, i.e., the number of books or other items held in reserve plus the number of items on hand to be processed for distribution. Space allowances are shown in Table 2.

1.4. **Design Considerations.** Refer to UFC 4-740-20, *Libraries*, for design considerations.

Table 1. Space Allowances for Base Libraries (Main Libraries).

Total Customer Base ^{1,2}	Gross Area ^{3,4}	
	m ²	ft ²
Up to 500	232.3 m ² (2,500 ft ²) located in other facilities	
501 to 1,500	418	4,500
1,501 to 2,500	581	6,250
2,501 to 4,000	743	8,000
4,001 to 6,000	975	10,500
6,001 to 8,000	1,110	12,000
8,001 to 12,000	1,670	18,000
12,001 to 16,000	1,930	20,800
16,001 to 20,000	2,230	24,000
20,001 to 26,000	2,790	30,000
26,001 to 32,000	3,340	36,000
32,001 to 40,000	4,090	44,000
40,001 to 50,000	5,020	54,000
50,001 to 60,000	5,950	64,000

NOTES:

1. Total customer base consists of military strength plus 40 percent of dependent population.
2. DoD civilians assigned to overseas facilities are to be counted as active duty strength for facility sizing purposes (including Alaska and Hawaii).
3. Because of higher utilization of overseas facilities, consider adding 5 to 10 percent to authorized scope for these facilities (including Alaska and Hawaii).
4. Mechanical equipment room space as required should be added to the gross areas shown when determining a single gross area for each facility.

Table 2. Space Allowances for Base Libraries (Library Service Centers).

Library Materials to be Housed (Volumes, Audiovisual, Periodicals)	Gross Area	
	m ²	ft ²
Up to 40,000	557	6,000
40,001 to 60,000	929	10,000
60,001 to 80,000	1,210	13,000
80,001 to 100,000	1,490	16,000
100,001 to 120,000	1,770	19,000
120,001 to 140,000	2,040	22,000
140,001 to 160,000	2,230	24,000
160,001 to 180,000	2,420	26,000
180,001 to 200,000	2,600	28,000