

DoD Space Planning Criteria for Health Facilities **Medical and Patient Libraries and Resource Centers**

2.2.1 PURPOSE AND SCOPE:

This Chapter provides guidance for the planning of Medical Libraries, Patient Libraries and Patient Resource Centers in medical facilities.

2.2.2 DEFINITIONS:

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Medical Staff Library: A Medical Staff Library provides access to knowledge-based information resources and services to the clinical and administrative staff of a hospital or medical center. These resources include indexes, professional journals, reference and specialty textbooks, technical reports, and audiovisual/multimedia in print, electronic, and micrographic formats. This department supports clinical and management decision-making, performance-improvement activities, patient and family education, continuing education of the staff, and research.

Office: A private office is an enclosed room outfitted with either standard furniture (Room Code OFA01) or systems furniture (Room Code OFA02). An administrative cubicle is within an open room and is constructed out of system furniture (Room Code OFA03).

Patient Library: A patient library provides reading material to inpatients during their stay in a hospital or medical center.

Patient Resource Center: Patient resource centers provide a location where patients can learn about preventive medicine and healthy lifestyles. Such centers will also provide various resources to enable patients to research and learn about specific health problems. Such a center will include handout publications, reference material and computer workstations with Internet access.

2.2.3 POLICIES:

Medical Staff Libraries: Medical Staff Libraries will be programmed in DoD hospitals and medical centers. Medical Libraries may also be programmed in freestanding clinics that serve as the main healthcare facility for a DoD installation.

Offices, Private: With the exception of the office provided for “Key Personnel,” all other private offices will be 120 net square feet as stated in Chapter 2.1 (General Administration), paragraph 2.1.5. Private offices will be provided to following personnel:

- a) Staff who must meet with patients/customers on a regular basis and hold private consultations/discussion.
- b) The senior officer and enlisted member of a department.
- c) Staff who supervise others and must hold frequent, private counseling sessions with their junior staff. This does not include staff who supervise a very small number of people, and who would only occasionally need private counseling space. These staff can use available conference rooms or other private areas for their infrequent counseling needs
- d) Any personnel who interview or counsel patients with patient privacy concerns.

Office, Non-Private or Shared Space: Personnel, who require office space, but not a private office, will be provided space in a shared office. Non-private or shared office space will be programmed at 60 net square feet per occupant

Patient Libraries/Resource Centers: Patient Libraries will be programmed in hospitals or medical centers and may be located adjacent to the Medical Library to share staff resources.

DoD Space Planning Criteria for Health Facilities

Medical and Patient Libraries and Resource Centers

2.2.4 PROGRAM DATA REQUIRED:

Is a Medical Staff Library projected?
How many FTE Librarians are projected for the Medical Staff Library?
How many FTE Medical Staff Library assistants and/or volunteers will require a dedicated cubicle?
How many computer workstations are required for Medical Staff Library patrons?
Is a Patient Library/Resource Center projected?
Is a FTE librarian projected for the Patient Library/Resource Center?
How many FTE Patient Library/Resource Center assistants and/or volunteers will require a dedicated cubicle?
How many computer workstations are required for Patient Library/Resource Center patrons?
Will the classrooms be centrally located in the Patient Library/Resource Center?
Will Patient Education Classroom utilize writing arm chairs?
Will Patient Education Classroom utilize tables and chairs?

NOTE: GP indicates that a guideplate exists for that particular Room Code.

2.2.5 SPACE CRITERIA:

For A Medical Staff Library:

FUNCTION	ROOM CODES	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	
Librarian Office	OFA01	11.15	120	Private Office, Standard Furniture. One per projected FTE Medical Staff Librarian.
	OFA02			Private Office, Systems Furniture. One per projected FTE Medical Staff Librarian.
Administrative Cubicle	OFA03	5.57	60	Cubicle, Systems Furniture. One per Medical Staff Library Assistant and/or volunteer requiring a dedicated work space but not a private office.
Circulation/Reference Desk	LIBD1	13.01	140	One per Medical Staff Library.
Reading Area	LIBS1	22.30	240	One per Medical Staff Library.
Book Cart Assembly/Holding Area	LIBW1	11.15	120	One per Medical Staff Library.
Book Stack Area	LIBB1	55.74	600	One per Medical Center. Additional space must be justified by a study.
		37.16	400	One per Hospital.
Reference Holdings	LIBB1	33.44	360	One per Medical Staff Library.
Periodical Area	LIBP1	11.15	120	One per Medical Staff Library.
Audiovisual Area	LIBV1	11.15	120	One per Medical Staff Library.
Copy Room	RPR01	5.57	60	One per Medical Staff Library.
Computer Work Station	CLR03	3.72	40	Minimum of two workstations, 20 nsf per workstation. These workstations are for Medical Library patrons not Medical Library staff.

DoD Space Planning Criteria for Health Facilities
Medical and Patient Libraries and Resource Centers

FUNCTION	ROOM CODES	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	

Patient Library/Resource Center:

Librarian Office	OFA01	11.15	120	Private Office, Standard Furniture. One per projected FTE Patient Library/Resource Center Librarian.
	OFA02			Private Office, Systems Furniture. One per projected FTE Patient Library/Resource Center Librarian.
Administrative Cubicle	OFA03	5.57	60	Cubicle, Systems Furniture. One per projected FTE Patient Library/Resource Center Assistant and/or volunteer requiring a dedicated work space but not a private office.
Reception and Information Desk	LIBD1	9.29	100	One per Patient Library/Resource Center.
Reading Area	LIBS1	11.15	120	One per Patient Library/Resource Center.
Book Cart Assembly/Holding Area	LIBW1	11.15	120	One per Patient Library/Resource Center (for the sorting of books, etc.).
Book Stack Area	LIBB1	27.87	300	One per Hospital. Add an additional 200 nsf for a Medical Center. Additional space must be justified by a study.
Periodical Area	LIBP1	13.94	150	One per Patient Library/Resource Center in a Hospital.
		18.58	200	One per Patient Library/Resource Center in a Medical Center.
Patient Education Classroom	CLR01	23.23	250	Tables and chairs. Provide if facility will centrally locate classroom(s) in the Patient Library/Resource Center instead of in the individual clinics.
	CLR02			Writing arm chairs. See above Planning Range/Comment
Copy Room	RPR01	5.57	60	One per Patient Library/Resource Center for Hospitals or Medical Centers.
Computer Work Station	CLR03	3.72	40	Minimum of two workstations, 20 nsf per workstation. These workstations are for Patient Library/Resource Center patrons not Patient Library/Resource Center staff.