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Law Library Design Bookshelf-An Annotated Bibliography

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Professor Margeton provides an annotated list of selected materials related to library design. The list is arranged by topic and includes books, book chapters, reports, and articles.

Contents

Introduction

¶1 Whether renovating an older library or planning a new facility, the first question a librarian will ask is "How do I get started?" And with good reason. Where does a librarian turn to define architectural terms? How do you plan new space? By what measure can one determine if new furniture will be durable? When are libraries safe and secure?

¶2 Not surprisingly, for many librarians the answers to these questions are not readily at hand, because, for the most part, they involve disciplines that are somewhat foreign to librarianship. One can take comfort in the fact, however, that the information is out there. It just takes some digging in the professional literature. But who has time to go literature searching during the orchestrated chaos of a library construction project?

¶3 It is precisely for this reason that I began collecting useful texts on library design for my own design bookshelf a number of years ago. This bibliography is an attempt to select the best of these materials and arrange them by design topic with appropriate annotations. Included in the bibliography are books, book chapters, reports, and articles, each of which provides a starting point for exploring a specific design concept.

¶4 In looking over the titles, some may be struck by the fact that many titles are of recent vintage. This may seem particularly ironic since librarians are supposed to be witnessing the era of library downsizing, the direct result of advances in electronic publishing and a flourishing Internet. Yet here they are—many new titles. Clearly, libraries are still growing and thriving.

¶5 Not all of the books in the bibliography are quite so new. Several works were published during the 1980s, and some even earlier. For the most part, these earlier works are library design classics. Here I refer to Bean and Ellsworth's *Modular Planning for College and Small University Libraries,*[1] Metcalf's *Library Lighting,*[2] and an excellent report on furniture testing by Carl Eckelman.[3] Though most of these pioneering works are out of print, they are likely to be available through interlibrary loan to the really intrepid library planner.

¶6 Initially I tried to keep the bibliography to a manageable fifty titles, but once engaged in the project, it soon became apparent that I would exceed the target number. Although large reference lists can become unwieldy, in this case the

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1. DONALD E. BEAN & RALPH E. ELLSWORTH, MODULAR PLANNING FOR COLLEGE AND SMALL UNIVERSITY LIBRARIES (1948) (see entry no. 28).
2. KEYES D. METCALF, LIBRARY LIGHTING (1970) (see entry no. 50).
3. Carl A. Eckelman, *Evaluating the Strength of Library Chairs and Tables,* 13 LIBR. TECH. RPTS. 355 (1977) (see entry no. 68).

usefulness of the material seemed to justify the greater number of sources. In some instances a work is listed under more than one topic because of important information in an individual chapter. Even though it is not exhaustive, this bibliography is a good place to start researching library design issues. It should serve the librarian well when it is his or her turn to *design!*

Getting Started

Books

1. Butler, Meredith, ed. *Successful Fundraising: Case Studies of Academic Libraries.* Washington, D.C.: Association of Research Libraries, 2001.

    Unfortunately new or renovated libraries cost substantial sums of money. Butler's book provides food for thought by examining case studies of successful capital campaigns. Eleven administrators recount the tales of fund-raising, which should provide information and inspiration to librarians contemplating the process. Chapter 8, "The Library's Role in the Capital Campaign," and chapter 11, "What Motivates Presidents to Raise Money for Academic Libraries," are particularly useful. Chapter 12 includes an excellent bibliography.

2. Dahlgren, Anders C., and Erla P. Heyns, comps. *Planning Library Buildings: A Select Bibliography.* 4th ed. Chicago: Library Administration and Management Association, ALA, 1995.

    This well-conceived bibliography divides library-planning resource literature into several major sections, arguably the most useful being "Special Topics." Here, book and journal citations are organized by the many components that come to mind in building design and construction: space planning and programming, mechanical and structural systems, interior design, and moving. Resources listed are from 1980 forward.

3. DeChiara, Joseph, and Michael J. Crosbie. *Time-Saver Standards for Building Types.* 4th ed. New York: McGraw Hill, 2001.

    This is an unusual item for the bookshelf, so it might be consulted at another library rather than purchased. Designed for architects, the work summarizes basic data for the most common building types. Chapter 4, "Educational Facilities," includes material on academic and research libraries. Many formulas and standards—for example, those for column spacing, seating configurations, ceiling heights, aisle widths, study room sizes, and books per linear foot—are crammed into seventeen pages. The chapter also includes other types of educational facilities, as well as educational and administrative technology and security.

4. Hawthorne, Pat, and Ron Martin, eds. *Planning Additions to Academic Library Buildings: A Seamless Approach.* Chicago: Library Administration and Management Association, ALA, 1995.

    This short work presents three case studies for the reader's consideration. Each demonstrates the close working relationship between library staff and architectural design team that is required to ensure a successful, seamless library addition. As one case study author notes, "[A] seamless library addition is one in

which the architectural design, floor plan and support functions, such as climate control, pedestrian traffic ways, and elevators all work together to create a safe, easy-to-maintain, adaptable, pleasing and scholarly environment."[4] Very clear visuals and a checklist of relatively recent additions to academic library buildings are included.

5.   Holt, Raymond M. *Planning Library Buildings and Facilities from Concept to Completion.* Metuchen, N.J.: Scarecrow, 1989.

For those who appreciate learning about the background of academic library design before undertaking the planning process, Kaiser's history of institutional libraries, from 1840 to the present, is an excellent source. Of particular interest, and perhaps most useful, is chapter 7 which describes the early era of structural stack design and the eventual advent of the modular building, which was introduced in the 1930s, but whose widespread use was delayed until after World War II. Chapter 8 continues the modular discussion, focusing on contemporary modular design, basic problem areas, and previous directions of academic expansion (literally, outward, upward, and downward). Appendix 1 presents a preliminary checklist of some 1526 academic libraries constructed for four-year colleges and universities in the United States from 1840 to 1994.

6.   Kennedy, Gail, comp. *Library Buildings Consultant List.* Chicago: Library Administration and Management Association, ALA, 1995.

Updated periodically, the list of consultants is self-selected and not endorsed by ALA. However, it does provide a good starting point in the selection process. For each consultant listed, one can review his or her present position, most recent projects, detailed list of services provided, type of library experience, and basis of past fee schedules.

7.   Leighton, Philip D., and David C. Weber. *Planning Academic and Research Library Buildings.* 3d ed. Chicago: ALA, 2000.

Leighton and Weber's third edition of the original Metcalf library-planning guide (see entry no. 11) is the bible of library planners. It does not matter whether one is planning a private, public, or academic library, the material included in this monumental work is adaptable to all. An excellent table of contents and a very thorough index direct the reader to the appropriate material. Both are particularly useful to those who do not plan to read the work from beginning to end.

8.   Lushington, Nolan. *Libraries Designed for Users: A 21st Century Guide.* New York: Neal-Schuman, 2002.

The work updates an earlier text of a well-respected authority on library design.[5] It is divided into four parts: history, planning process, specific functional areas, and "source box." This relatively new text is especially strong in the features and "source box" sections, the former of which covers the main features of modern public libraries; for example, administration offices, staff areas, computers, and

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4. Sarah C. Michalak, *Case Study 3, Planning a Main Library Addition for an Academic Research Library,* in PLANNING ADDITIONS TO ACADEMIC LIBRARY BUILDINGS: A SEAMLESS APPROACH 28, 29 (Pat Hawthorne & Ron Martin eds., 1995).

5. NOLAN LUSHINGTON & WILLIS N. MILLS, LIBRARIES DESIGNED FOR USERS: A PLANNING HANDBOOK (1979).

lighting. "Source box" includes materials relegated to appendixes in other works, including shelving specifications, suppliers, and the like.

9.   Margeton, Stephen G. *Introduction to Academic Law Library Design: A Features Approach.* Littleton, Colo.: Fred B. Rothman, 2000.

Written for busy law library directors, the first several chapters discuss what directors must quickly learn to become an integral member of the design team. The rest of the chapters focus on specific library features, permitting the reader to pick and choose where he or she has time to go. A detailed table of contents, extensive index, and many photographs add to its usefulness. The material covered is sufficiently broad for directors of all types of law libraries.

10. McCarthy, Richard C. *Designing Better Libraries: Selecting and Working with Building Professionals.* Fort Atkinson, Wis.: Highsmith, 1995.

The subtitle says it all. The work is especially helpful to "first-time" library designers because it summarizes each major segment of the design project in an easy-to-read length and format. Individual chapters focus on programming, building design, construction documents, bidding and negotiation, construction administration, and the like. The work also provides a good refresher for the experienced library designer.

11. Metcalf, Keyes D. *Planning Academic and Research Library Buildings.* New York: McGraw-Hill, 1965.

This work is still worth consulting if a copy can be easily located. However, it has been greatly enlarged and refined in its third edition (see entry no. 7).

12. Webb, Terry D., ed. *Building Libraries for the 21st Century: The Shape of Information.* Jefferson, N.C.: McFarland, 2000.

This work is divided into four main units: Function, Form, Style, and Significance. Individual authors discuss how particular libraries represent the best approach and fulfillment of each unit's theme. All types of libraries are covered, including the British Public Library, Peking University Library, and Bibliothèque François Mitterrand in Paris. This is a useful text when investigating the many approaches to academic and public library design. Chapter 10 explores the role of the academic library in the twenty-first century.

13. Williamsburg Regional Library Staff. *Library Construction from a Staff Perspective.* Jefferson, N.C.: McFarland, 2001.

Although limited to the experiences of employees at one library over a four-year building project (and a public library at that), the work is unique because few texts truly approach the construction process from the staff perspective. I especially enjoyed chapter 5, "Dealing with Construction Professionals."

14. Woodward, Jeannette A. *Countdown to a New Library: Managing the Building Project.* Chicago: ALA, 2000.

This work is a very worthwhile addition to the bookcase. As the subtitle suggests, it provides a very thorough and practical approach to planning for, and dealing with, the day-to-day design and construction issues of new library space. Chapter 2, "The World of Architects and Contractors," is especially helpful to librarians who wish to learn more about the politics of working with professionals. Chapter 8 does an excellent job of briefly surveying floors, wall coverings, and furnishings. Overall this is an excellent source for beginners.

Article

15. Edwards, John. "Planning and Constructing Law School Buildings: Ten Basic Guidelines." *Law Library Journal* 90 (1998): 423–45.

> The author offers sage advice for librarians unfamiliar with library design and construction. Many of his comments address the person-to-person contact with consultants, architects, contractors, and university personnel. Edwards also emphasizes that one must stay on top of all facets of the project, from acquiring the necessary architectural books and equipment to regularly reviewing the budget. Lastly, he briefly covers some of the more common design errors, as well as ways to avoid them.

Needs Assessment and Programming

Books[6]

16. Dancik, Deborah Bloomfield, and Emelie Jensen Shroder, eds. *Building Blocks for Library Space: Functional Guidelines*. Chicago: Library Administration and Management Association, ALA, 1995.

> This short work (twenty-four pages) is an extremely useful starting point for planning net assignable space in the new or soon-to-be-renovated library. The concept of programmed and nonprogrammed space (net to gross) is discussed. Required square feet (or square meters) are set out for library activity, special features, and equipment, all of which can be adapted to individual library plans. Useful furniture and equipment placement illustrations are included.

17. Hawthorne, Pat, and Ron G. Martin, eds. *Planning Additions to Academic Library Buildings: A Seamless Approach*. Chicago: ALA, 1995.

> See entry no. 4.

Book Chapters

18. McCarthy, Richard C. "Programming." In *Designing Better Libraries*, 21–29. Fort Atkinson, Wis.: Highsmith, 1995.

> See entry no. 10.

19. Fraley, Ruth A., and Carol Lee Anderson. "Preparing a Space Plan" and "Measuring the Collection." In *Library Space Planning: A How-To-Do-It Manual for Assessing, Allocating and Reorganizing Collections, Resources, and Facilities,* 15–31, 33–52. New York: Neal-Schuman, 1990.

> Fraley and Anderson's first chapter focuses on four competing requirements for more library space: collection growth, staff reorganization and accommodating patrons, offering new services, and a redirection of library mission. Following a discussion about analyzing space problems, the authors indicate how to gather information (needs assessment)[7] and organize a new library space plan (library

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6. In addition to the items listed here, the general texts suggested in the section on "Getting Started (entry nos. 1–14) also can be used for "Needs Assessment and Programming."

7. Chapter 4, "Assessing Facilities," may also be helpful, serving as a checklist for surveying every area of the library when writing a needs assessment.

program). Chapter 2 offers useful suggestions for measuring the various areas of the collection.

20.   Rettig, James. "Designing Scenarios to Design Effective Buildings." In *Recreating the Academic Library: Breaking Virtual Ground*, edited by Cheryl LaGuardia, 67–89. New York: Neal-Schuman, 1998.

Rettig provides much food for thought in his discussion about designing "user-centered" library spaces as opposed to a "collection driven design" (p.72). He argues for flexibility, acknowledging that library programming as we now know it may be too limiting to permit unforeseen change requirements. In its place he supports Stewart Brand's alternate theory of "scenario planning" which resolves to look deeper into the library's future in order to devise design strategies that require more future design flexibility (p.81).

Article

21.   Matier, Michael, and C. Clinton Sidle. "What Size Libraries for 2010?" *Planning for Higher Education* 21 (Summer 1993): 9–15.

The article reports on Cornell's strategic plan (undertaken in 1990) to estimate library space requirements through the year 2010. Using two approaches (basically hard-copy growth versus digital impact and space-saving technology), the study predicts that about twenty percent of hard copy will have to be stored off-site or in compact shelving. Surveyors projected that hard copy will more than double in the two decades. The digital impact study resulted in the realization that, although much technology was already in use and much more was foreseen, it would be imprudent to rely totally on digitization to reduce space significantly over coming decades. The piece does a commendable job of considering all of the technology issues involved in predicting collection development in a digital age.

Design Development
Books[8]

22.   Dahlgren, Anders C., and Erla P. Heyns, comps. *Planning Library Buildings: A Select Bibliography*. Chicago: Library Administration and Management Association, ALA, 1995.

See entry no. 2.

23.   Sannwald, William W. *Checklist of Library Building Design Considerations*. 4th ed. Chicago: ALA, 2001.

Sannwald's fourth edition of the *Checklist* keeps pace with the evolution of library architecture and engineering by accomplishing what it sets out to do: furnish the reader with authoritative checklists for every facet of library design. Divided into thirteen chapters that cover every area of library planning, from building architecture and telecommunications to shelving and interior finishes, it even includes checklists for groundbreaking and dedication ceremonies.

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8. In addition to the works listed in this section, the general texts suggested in "Getting Started (entry nos. 1–14) also can be used for information about "Design Development."

Although there is no formal discussion, frequent reference to the checklists will ensure that no library plan will be ill conceived through failure to grasp the hundreds of important design issues involved in the project. This work is a must for the building committee.

Articles

24. Wiley, Peter Booth. "Beyond the Blueprint." *Library Journal* 122 (February 15, 1997): 110–13.

   "Where to put the caterers" sums up the gist of this short article that addresses how demands placed on large city libraries have undergone a "quantum leap in the sophisticated library facilities and services" (p.110). While written from a large public library point of view, the issues covered lend themselves easily to the academic setting. Academics likewise are faced with the demand for meeting rooms, auditoriums, and requests to use the library for "elegant dinners, to weddings to wakes" (p.110). A truly down-to-earth look at a whirlwind of change.

Construction Documents

Book Chapters

25. Leighton, Philip D., and David C. Weber. "Construction Documents." In *Planning Academic and Research Library Buildings*, 568–98. 3d ed. Chicago: ALA, 2000.

   See entry no. 7.

26. McCarthy, Richard C. "Construction Documents." In *Designing Better Libraries: Selecting and Working with Building Professionals*, 49–54. Fort Atkinson, Wis.: Highsmith, 1995.

   See entry no. 10.

27. Margeton, Stephen G. "Construction Documents: Working Drawings, Schedules and Specifications." In *Introduction to Academic Law Library Design: A Features Approach*, 43–58. Littleton, Colo.: Fred B. Rothman, 2000.

   See entry no. 9.

Floors

Books

28. Bean, Donald E., and Ralph E. Ellsworth. *Modular Planning for College and Small University Libraries*. Iowa City, Iowa: privately printed by authors, 1948.

   This eight-page, single-space typed pamphlet is a classic early work extolling the concept of designing libraries on a modular plan. Although more useful for the historical perspective it provides, it is clear, concise, and argues forcefully for the then relatively new approach of designing libraries on a modular plan. The work is unlikely to be easily available because of its private publication. (By way of

an historical note, the introduction to modular planning for libraries is first attrib-
uted to Angus Snead Macdonald in 1933.[9])

29.   *The BOCA National Building Code*. 14th ed. Country Club Hills, Ill.:
      Building Officials and Code Administrators International, 1999.
      The BOCA Code is extremely useful to locate information about a variety of
      industry standards to which new or updated construction must adhere. Chapter 3
      discusses the classification of all buildings into "use groups" (who or what is
      expected to occupy the space), which helps the architect determine the occu-
      pancy load (number of users) and points of egress. "The code adopts nationally
      recognized standards as the criteria for the evaluation of minimum safe practice
      . . . " (p.iii). These standards cover many disciplines such as fire protection,
      egress, energy conservation, construction products, elevators, and the like.

30.   Scott, James G. *Architectural Building Codes: A Graphic Reference*. New
      York: John Wiley & Sons, 1997.
      Scott's work, like Yatt's below (see entry no. 31), is an easily readable architec-
      tural/engineering work that explains how architects design buildings. It covers all
      of the modern methods of constructing buildings and the national and local build-
      ing codes to which buildings designed for different occupancies must conform.
      Substantial space is allocated to fire protection and means of egress, as well as to
      the Americans with Disabilities Act (ADA).[10] Scott makes the learning process
      relatively simple. There are excellent graphics and a reasonably good index. It is
      a worthwhile addition to the library's reference collection of design titles.

31.   Yatt, Barry D. *Cracking the Codes: An Architect's Guide to Building
      Regulations*. New York: John Wiley & Sons, 1998.
      The text can help the librarian decipher why architects and engineers design
      buildings the way they do. In addition to being easily readable, the work includes
      excellent pictures and indexing. This is an architectural text to keep in your ref-
      erence collection.

Book Chapter

32.   Kaser, David. "The Contemporary Modular Building." In *The Evolution of
      the American Academic Library Building*, 129–54. Lanham, Md.: Scarecrow,
      1997.
      This is a fine study of the origins of the modular concept in library buildings. It
      traces the roots from its introduction in the 1940s to the present day. Kaser
      rationalizes modular design's popularity,[11] but admits that some institutions are
      loath to follow it because its "reliance on uniformly rectangular components was
      boring and cried out for relief" (p.130). This, of course, is an historical piece. The
      chapter's value, therefore, lies in learning about the benefits and abuses of mod-
      ular engineering over several decades, rather than in serving up the recipe for

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9.   *See* Angus Snead Macdonald, *A Library of The Future, Part I*, 58 LIBR. J. 971 (1933).
10. Pub.L. 101-336, 104 Stat. 327 (1990) (codified as amended 42 U.S.C. §§ 12,101–12,213 (2000)).
11. "[R]eaders have direct physical access to books, . . . lent itself to contemporary concern for improv-
     ing the 'time and motion' efficiencies of libraries, . . . it was remarkably flexible." DAVID KASER, THE
     EVOLUTION OF THE AMERICAN ACADEMIC LIBRARY BUILDING 129 (1997).

planning new libraries on the best modular matrix. It explains why attempts to relieve boredom over the decades have not worked so well; for example, adapting modular design for use in irregularly shaped spaces (including round spaces), adding inefficient atria, and defeating the flexibility of modular design by creating inflexible monumental architecture. A host of pictures and lists of example libraries are included.

Heating, Ventilation, and Air Conditioning

Book

33.   Day, A.R., M.S. Ratcliffe, and K.J. Shepard. *Heating Systems: Plant and Control.* Malden, Mass.: Blackwell, 2003.

For the librarian trying to understand the principles of HVAC systems in the new library, one really has to turn to a serious technical manual. Fortunately, *Heating Systems* is not only just such a text, it is readable as well. One can skip over the chapters on types of boilers to the more relevant chapters on "Alternate Means of Heat Generation," "Systems and Controls," and "Energy Consumption of Heating Systems." Although published for a British audience, much of the information transfers easily to U.S. construction.

Book Chapters

34.   Lueder, Dianne, and Sally Webb. "Energy Use and Management." In *Administrator's Guide to Library Building Maintenance,* 106–21. Chicago: ALA, 1992.

An excellent source to which both neophyte and experienced librarians can turn to understand the basics of building operation, housekeeping, energy management, security, disaster planning, and other issues that help reduce costs and ensure that the structure and environment are properly maintained. The authors cover the building from roof to pavement, emphasizing the importance of "designing in" maintenance strategies and energy-saving features. Checklists cover an array of important information including the useful life span of building components and lighting applications.

35.   Thomas A. Schwartz, "Heating, Ventilating and Air-Conditioning (HVAC) Systems." In *Sticks & Bricks: A Practical Guide to Construction Systems and Technology,* edited by Christopher C. Whitney, Robert J. MacPherson, and James Duffy O'Connor, 187–212. Chicago: Forum on the Construction Industry; American Bar Association, 2001.

Although technically written for attorneys wishing to learn more about the construction industry before trial, *Sticks & Bricks* also may easily serve as introduction to all major building systems and components for the library director and building committee. One can delve into such arcane topics as "concrete basics" or "curtain wall design," but this chapter on HVAC systems, as well as those on electrical systems (see entry no. 36) and plumbing, probably will be thumbed through more regularly. The work also includes chapter glossaries and an excellent index.

Electrical Power
Book Chapters

36. McPhaul, David. "Electrical Systems." In *Sticks & Bricks: A Practical Guide to Construction Systems and Technology*, edited by Christopher C. Whitney, Robert J. MacPherson, and James Duffy O'Connor, 213–26. Chicago: Forum on the Construction Industry; American Bar Association, 2001.
     See entry no. 35.

37. Sannwald, William W. "Telecommunications, Electrical, and Miscellaneous Equipment." In *Checklist of Library Building Design Considerations*, 113–25. 4th ed. Chicago: ALA, 2001.
     See entry no. 23.

Physically Challenged Patrons
Books

38. Cirillo, Susan E., and Robert E. Danford, eds. *Library Buildings, Equipment & the ADA*. Chicago: ALA, 1996.
     This concise work (ninety-two pages) covers all issues pertaining to the ADA that must be considered when constructing a new facility or updating an older library. Particularly useful are chapters on building design issues, accessible seating, and safety and security issues. A selected bibliography includes handbooks, manuals, application of the ADA, and videos to complete the text.

39. Dalton, Phyllis I. *Library Service to the Deaf and Hearing Impaired*. Phoenix, Ariz.: Oryx Pr., 1985.
     Although aging a bit, the Dalton text is still worth adding to your collection of ADA guides if you can find it. Spanning twenty-two chapters, everything there is to know about the deaf and hearing-impaired patron and staff member can be located within its pages. The chapters covering "Equipment to Support the Library Services Program" and "Environment Setting for the Service" will be the most useful to the library planner. Scholarly references are included throughout the 371-page book, as well as a very thorough table of contents and index.

40. Moss, Charles A., Jr. *Planning Barrier-Free Libraries*. Washington, D.C.: Library of Congress, 1981.
     Even though this pamphlet predates the ADA, it recommends important barrier-free design solutions to assist physically challenged patrons as they use new or rehabilitated facilities. Many of the design requirements are accompanied by simple yet effective illustrations. An eight-page "Suggested Revised Accessibility Checklist" is included.

Book Chapter

41. Beck, Susan Gilbert. "Wayfinding in Libraries: The Importance of Universal Appeal and Universal Access." In *Accessible Libraries on Campus: A Practical Guide for the Creation of Disability-Friendly Libraries*, edited by

Tom McNulty, 19–47. Chicago: Association of College and Research Libraries, 1999.

> Beck's chapter on "wayfinding" in libraries proves to be excellent background reading for those embarking on a design project. She argues for a simple, spatial library layout that requires less cognitive effort for users who represent a wide disparity of ages, and may be either able-bodied or physically challenged. The author posits that universal design, which "goes far beyond the minimum specifications and limitations of legislated mandates for accessible and barrier-free facilities,"[12] serves "the *potential needs* of *all* users" (p.20). The piece cites many examples of how good visual and tactile design serves the needs of different ages and classes of users. It suggests that technology, as well as color, signage, and maps, will play an increasingly important role in helping libraries embrace patrons who are challenged physically.

Acoustics

Audiotape

42.   American Library Association. *Not Just "SHHH" Anymore: Improving Library Acoustics.* ALA Audiotape No. 803. Chicago: ALA, 1998.

> Two experienced architects and an acoustical consultant address acoustical issues in the public spaces of the library. Speakers note that the trend in designing library spaces to be open and more flexible has led to the likelihood of experiencing more noise in reading rooms. Increased use of technology also is targeted as another major source of annoying disturbances. Presenters cover the basic principles of acoustics, as well as methods and materials that can be used to achieve better sound control. Space planning (zoning noisy activities and equipment together) is emphasized as the key to a good acoustical environment. The geometry of spaces and the use of surface materials also play an important role in reducing noise. Terms to become familiar with include loudness (in terms of decibels), sound transmission class (barrier ability to block noise), noise criteria (background noise), and noise reduction coefficient (ability to soak up sound). Case studies are described.

Shelving

Books

43.   Bright, Franklyn F. *Planning for a Movable Compact Shelving System.* Occasional Paper Series No. 1. Chicago: Library Administration and Management Association, ALA, 1991. Available from UMI Books on Demand, Ann Arbor, Mich.

> This is a brief but thorough account of one library's investigation, planning, and installation of compact shelving. Although a bit dated, it provides an excellent overview of the decision-making process that must be undertaken when planning

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12. Ronald L. Mace, *Perspective: Universal Design in Housing*, ASSISTIVE TECH., 1998, no. 1, at 21, 21.

for a compact shelving installation. The work also includes a useful request for proposal for soliciting bids to supply mobile equipment.

44.   National Information Standards Organization. *American National Standard Single-Tier Steel Bracket Library Shelving*. Bethesda, Md.: NISO, 1995.
       This pamphlet contains all of the standards that library shelving should meet. It is divided into sections which define shelving terminology, product appearance, design characteristics, and physical characteristics determined by testing. Line drawings illustrate the various shelving features.

Book Chapters

45.   Brown, Carol R. "Shelving." In *Selecting Library Furniture: A Guide for Librarians, Designers, and Architects*, 21–35. Phoenix, Ariz.: Oryx, 1989.
       See entry no. 63.

46.   Brown, Carol R. "Library Furnishings." In *Interior Design for Libraries: Drawing on Function & Appeal*, 43–86. Phoenix, Ariz.: Oryx, 2002.
       See entry no. 65.

Articles

47.   Eckelman, Carl A., and Yusuf Z. Erdil. "Test Reports on 15 Models of Bracket-Type Steel Library Bookstacks (Performance Of Bracket-Type Library Bookstacks)." *Library Technology Reports* 34 (1998): 687–785.
       Eckelman and Erdil report the test results of fifteen samples of bracket-type library bookstacks submitted by eight different vendors. This was the first performance test study undertaken since the Single-Tier Steel Bracket Library Shelving Standard (See entry no. 44) was adopted in 1994. The report explains the various divisions of the ANSI/NISO standard and the type of shelving covered, and offers a definition of a manufacturer sampling, material tested, and a list of some eight physical tests that should be carried out on the shelving and its components. As the reader would expect, the tests cover both the integrity of the structural parts and the bookstack paint finish. Tests measure loaded "uprights" lateral deflection, as well as shelf sagging. Finishes are measured for gloss, adhesion, and resistance to damage from various substances. Individual test results complete the report.

48.   Novak, Gloria. "Movable Compact Shelving Systems: Selection and Specifications." *Library Technology Reports* 35 (1999): 557–708.
       Novak's report on the recommended uses and considerations for purchasing compact shelving is very comprehensive, offering specific advice on when it is advantageous to use compact shelving and which type (manual, mechanically assisted, or electrical) is recommended for individual library situations. The author's information on system specifications is extremely thorough with many illustrations. Coverage includes descriptions about motor, rail, and wheel assemblies; the mechanics of various types of drive systems, and all the new safety technology that is quickly replacing older passive safety systems. Novak also provides some comparative information on the cost advantages of manually operated versus mechanically assisted equipment, as well as mechanically assisted systems versus electrically operated units. The report is a must-have item for librarians planning to purchase and install compact shelving. It also is

useful to those who have older systems because it brings the reader up-to-date on the state of compact shelving technology.

Lighting

Books

49.   Kaufman, John E., and Jack F. Christensen, eds. *IES Lighting Handbook: 1987 Application Volume.* New York: Illuminating Engineering Society of North America, 1987.

The *IES Lighting Handbook* is the engineer's crib sheet for lighting recommendations in library reading areas, study areas, open access stacks, closed stacks, circulation desks, conference rooms, display areas, audiovisual rooms, CRT and microform viewing areas, offices, and archives. While not a must for the bookshelf, it is helpful to have access to it for occasional reference.

50.   Metcalf, Keyes D. *Library Lighting.* Washington, D.C.: Association of Research Libraries, 1970.

This is a "borrow item," being long out of print. Metcalf dissects the anatomy of good library lighting by briefly analyzing five major lighting problems—quality, functionality, aesthetics, intensity, and costs—adding that each contributes to making library illumination "one of the most controversial problems" for librarians and architects. Chapter 2 summarizes a wide range of viewpoints and the opinions of fifty-five architects, engineers, physicists, interior designers, physical plant engineers, financial officers, ophthalmologists, and psychiatrists who were asked to respond to lighting questions specifically geared to their field of competence.[13] Metcalf completes the work with conclusions, observations, and his own recommended lighting intensity levels for specific areas of the library. The work is useful because it provides grounding in basic lighting principles and acknowledges varying professional viewpoints.

Articles

51.   Illuminating Engineering Society, Committee on Institutions, Subcommittee on Library Lighting. "Recommended Practice of Library Lighting." *Library Technology Reports* (July 1974): 1–14. [Reprinted from *Journal of the Illuminating Engineering Society* 3 (1974): 253.]

This IES report updates an earlier 1950 study by the same name, and is essentially a guide to recommended modern (circa 1974) library lighting techniques. It enumerates the objectives of good lighting throughout the library from reading rooms to more specialized spaces such as an archive. The report summarizes general lighting criteria, including luminance, reflectance (off solid walls, floors, furniture, and equipment), direction and distribution, color, and glare. The subcommittee concludes its recommendations with information about lighting design procedures and lighting systems: daylight and electric light (incandescent, fluorescent, high-intensity, etc.) sources. Table 1 lists levels of illumination in

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13.   Metcalf indicates that nine different sets of questions were prepared. In addition, a dozen personal interviews were arranged and twelve group meetings were held.

footcandles for individual areas within the library.[14] Today the levels are generally a bit lower, but the information in the report is solid.

52.   Lushington, Nolan. "Designed for Users." *Wilson Library Bulletin* 55 (1981): 606–07, 637–38; "Design for Users." *Wilson Library Bulletin* 55 (1981): 684–85, 717.

Lushington provides the reader with a succinct overview of the functional and aesthetic uses of lighting in the library. He critiques the many sources of light and how each source affects not only how well we see, but also how light makes us feel. In the second article, he enumerates the various lighting fixtures in use and their benefits and drawbacks. The article concludes with suggestions for bookstack and table lighting.

53.   Mason, Ellsworth. "The Development of Library Lighting: The Evolution of the Lighting Problems We Are Facing Today." *Advances In Library Administration and Organization* 10 (1992): 129–44.

Mason's article discusses the evolution of library lighting and why it still continues to remain an enigma for some architects. He surveys library lighting from the earliest period through the modern era, noting that recommended lighting levels fluctuated from turn-of-the-century extremely low levels[15] to very high footcandle standards which easy government library money encouraged after World War II. Along the way, Mason unmasks the problems of glare and dealing with lighting fixtures. He further contends that lighting installations were less successful in 1987 than they were twenty years earlier when he undertook his survey. Perhaps the most telling of his remarks is the admonition he gives to librarians: "Let us not, colleagues, turn illumination over to the architects" (p.141).

Staff Work Spaces

Books

54.   Brown, Carol R. *Planning Library Interiors: The Selection of Furnishings for the 21st Century.* Phoenix, Ariz.: Oryx, 1995.

See entry no. 64.

55.   Village, Judy. *Ergonomic Design Guidelines for Libraries.* Vancouver, B.C.: Vancouver Public Library, 1991–1993.

This pamphlet summarizes the results of investigations by the Vancouver Public Library into the elements of library daily work routines. It discusses the optimal layout for computers, work zones, and guidelines for equipment. Information on work methods, job design, and staff training are also mentioned.

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14. The levels are recommended for young adults with normal and better than 20/30 vision. Several recommendations on the chart suggest that the footcandle level can be reached by a combination of general and specialized supplementary lighting.

15. Metcalf indicates low levels of lighting were a byproduct of "high ceilings then in vogue, with incandescent bulbs which were much less effective . . . and high cost of electric current, these low intensities were almost unavoidable." KEYES D. METCALF, LIBRARY LIGHTING 10 (1970).

Book Chapters

56.   Leighton, Philip D., and David C. Weber. "Programming: Space for Staff and General Purposes." In *Planning Academic and Research Library Buildings*, 288–326. 3d ed. Chicago: ALA, 2000.
       See entry no. 7.

57.   Vasi, John. "Computer Ergonomics for Library Staff and Users." In *Recreating the Academic Library: Breaking Virtual Ground*, edited by Cheryl LaGuardia, 107–20. New York: Neal-Schuman, 1998.
       A portion of Vasi's chapter focuses on the difficulties staff encounter working on computers for long periods of time. The author suggests developing staff work spaces around an "L" shaped computer workstation rather than a desk. He also recommends permitting individuals to select their own chairs and to customize work areas with peripheral equipment of their own choice. The first part of the chapter covers similar information for patrons who use computers for shorter periods of time.

Articles

58.   Boss, Richard W. "Ergonomics for Libraries." *Library Technology Reports* 37 (November/December 2001): 5–71.
       The entire Boss report offers a concise overview of what librarians should know about employee musculoskeletal disorders brought on by poorly designed chairs and other library equipment. Particularly helpful is chapter 4 (25–31), which discusses the basics of creating an ergonomically sound environment. Additional chapters provide useful information on ergonomic standards (33–38) and product lines (39–48) that are designed to be ergonomically friendly (chairs, workstations, computer accessories, etc.). A glossary, bibliography, and directory of consultants rounds out this resource.

Special Collections

Book Chapter

59.   Anglim, Christopher. "Preservation—Conservation Strategy." In *Special Collections Policies, Procedures and Guidelines*, 87–164. Buffalo, N.Y.: William S. Hein & Co., 1993.
       This chapter addresses general environmental requirements for rare materials. Among the issues discussed are appropriate lighting, climate, causes of pollution, self-destructing acidic materials, and biological attack. Several pages are devoted to temperature and relative humidity, as well as humidity monitors. The author elaborates on standards prepared by the National Information Standards Organization, indicating that some variance may be required to account for fluctuation in HVAC performance throughout the building. Insect and mold control are also covered.

60.   Leighton, Philip D., and David C. Weber. "Programming Accommodations for Readers and Collections: 7.8 Special Collections: Rare Books, Manu-

scripts, and Archives." In *Planning Academic and Research Library Buildings,* 261–65. 3d ed. Chicago: ALA, 2000.
　　See entry no. 7.

Displays and Exhibits

Book Chapters

61.　Leighton, Philip D., and David C. Weber. "Programming: Space for Staff and General Purposes—8.7 Exhibit Area." In *Planning Academic and Research Library Buildings,* 320–24. 3d ed. Chicago: ALA, 2000.
　　See entry no. 7.

62.　Tedeschi, Anne C., and Jane Pearlmutter. "Technical Matters." In *Book Displays: A Library Exhibits Handbook,* 27–43. Ft. Atkinson, Wis.: Highsmith, 1997.
　　The chapter begins with a discussion of environmental issues when mounting exhibits, including lighting, temperature, and humidity. Brief descriptions of types of exhibit cases (flat, slanted-top, upright, and table-top or shelf-mounted) follow. Built-in millwork is not covered; however, wood products that should not be used in constructing millwork cases are discussed in detail.

Reading Room Furniture

Books

63.　Brown, Carol R. *Selecting Library Furniture: A Guide for Librarians, Designers, and Architects.* Phoenix, Ariz.: Oryx , 1989.
　　This is Brown's first outing on planning library interiors, and perhaps the most complete text available on library furniture. The text covers the essential information on furniture construction, which will prove quite useful to the librarian only modestly acquainted with the characteristics of different types of wood and furniture construction. Brown also surveys the varieties of shelving, including mobile shelving. A must have for one's design bookcase.

64.　Brown, Carol R. *Planning Library Interiors: The Selection of Furnishings for the 21st Century.* Phoenix, Ariz.: Oryx, 1995.
　　Brown's second work focuses on the evolving library and how good interior design must cope with these changes.

65.　Brown, Carol R. *Interior Design for Libraries: Drawing on Function & Appeal.* Phoenix, Ariz.: Oryx, 2002.
　　Brown updates her 1995 work on interior design for the new decade. Of particular interest are the chapters on signage, selecting materials and finishes, and lighting and acoustics. Chapter 4, "Library Furnishings" is particularly strong and includes shelving requirements. The work uses many photographs to illustrate the text.

Book Chapter

66.　Vasi, John. "Computer Ergonomics for Library Staff and Users." In *Recreating the Academic Library: Breaking Virtual Ground,* edited by

Cheryl LaGuardia, 107–20. New York: Neal-Schuman, 1998.
See entry no. 57.

Articles

67. Boss, Richard W. "Ergonomics for Libraries: Ergonomic Basics." *Library Technology Reports* 37 (November/December 2001): 25–31.
See entry no. 58.

68. Eckelman, Carl A. "Evaluating the Strength of Library Chairs and Tables." *Library Technology Reports* 13 (1977): 355–82.
One of the few reports that discusses in some detail the structural characteristics of chairs and tables. Eckelman categorizes different types of frame construction for both types of furniture and explains how the addition of rails and stretchers (side and front supports) increase furniture load-bearing capability. Section 3 discusses expectations for table performance and divides each table's load-bearing capacities into light, medium, and heavy. In section 4, he describes the general nature of table support systems, highlighting with illustrations the various combinations of tops, legs, rails, and stretchers. Eckelman indicates four factors to consider when evaluating the strength of tables: "1) total structural support system, 2) strength and stiffness of legs and other supporting members, 3) strength and stiffness of top and its reinforcing members, if any, and 4) strength and stiffness of joints and attachments" (p.367).

69. Eckelman, Carl A. "Library Chairs: An Overview of the *Library Technology Reports* Test Methods with Test Reports on 30 Chairs." *Library Technology Reports* 31 (March/April 1995): 117–54.
Carl Eckelman, the dean of library furniture testing standards, began his work with furniture in the mid-1970s at Purdue University's Forest Products Laboratory and later continued at his own facility in Lafayette, Indiana. In this report, he describes the value and methodology of performance testing for chairs. Eckelman evaluates both *single point acceptance level testing* (all products meet the requirements) and *multi-point level testing* (some products meet the requirements better than others), emphasizing practical considerations for the vendor trying to meet testing standards. Most of the report is devoted to describing testing procedures, including the purpose of and the procedure to be followed for each test, as well as why the test is necessary. Reasonable acceptance levels for each performance test and the results of tests on thirty chairs complete the report.

70. McKenzie, Betsy. "Chair Wars." *AALL Spectrum* 5 (April 2001): 31–32.
This is an amusing, though serious, recounting of "good architects, a good manufacturer, and a decent sales company locked in torment with a learning librarian over the question of chair durability" (p.31). Lots to be learned about furniture testing and standards from one librarian's experience. The author concludes with ten very useful tips.

Microforms

Article

71. Ach, William K. "Lighting in Microtext Rooms," *Microform Review* 14 (1985): 171–73.

With much of our collections migrating to microforms, this article on microtext room illumination proves useful. The author briefly discusses a duality of lighting purpose (task and general lighting), effects of natural lighting, reading equipment lamp intensity, and reflective materials used on walls and ceilings.

Computers

Books

72. Bazillion, Richard J., and Connie Braun. *Academic Libraries As High-Tech Gateways: A Guide to Design and Space Decisions.* 2d ed. Chicago: ALA, 2000.

> Bazillion's and Braun's text is a must purchase for every design bookcase. Although rich in technology information, the work is more than just a guide to state-of-the-art library technology. Within seven chapters are featured more traditional library design components including budgeting, lighting schemes, library shelving and furniture, and transitioning into new space. As expected, a substantial portion of the book is devoted to the evolution of building infrastructure and how technology fits into the plan. However, the authors take care to ensure that technology explanations are easy to read and comprehend. The last chapter focuses on libraries as teaching and learning centers, a role to which the authors appear to be committed.

73. Crawford, Walt, and Michael Gorman. *Future Libraries: Dreams, Madness, and Reality.* Chicago: ALA, 1995.

> Crawford and Gorman take a realistic view of just how fast technology evolves in libraries. Their conclusions suggest that technological changes come somewhat slower than most would suspect, building upon existing technology as quickly as is practicable and as users can adapt.

74. Mayo, Diane, and Sandra Nelson. *Wired for the Future: Developing Your Library Technology Plan.* Chicago: ALA, 1999.

> The work is a good place to start for those who are unfamiliar with technology, and particularly with the terminology of network and telecommunication systems.

Book Chapters

75. Rettig, James. "Designing Scenarios to Design Effective Buildings." In *Recreating the Academic Library: Breaking Virtual Ground,* edited by Cheryl LaGuardia, 67–89. New York: Neal-Schuman, 1998.

> See entry no. 20.

76. Vasi, John. "Computer Ergonomics for Library Staff and Users." In *Recreating the Academic Library: Breaking Virtual Ground,* edited by Cheryl LaGuardia, 107–20. New York: Neal-Schuman, 1998.

> See entry no. 57.

Articles

77. Albanese, Andrew Richard. "Campus Library 2.0." *Library Journal* 129 (April 15, 2004): 30–33.

The article describes what appears to be the coming of age of the information commons concept at Mt. Holyoke College's Williston Library. A good description of the different interpretations of an Internet commons accompanies a discussion of the popularity of the concept with large numbers of students. What's not to like: food, computers, and camaraderie!

78. Boss, Richard W. "Ergonomics for Libraries: Ergonomic Basics," and "Ergonomics for Libraries: Products." *Library Technology Reports* 37, no. 6 (November/December 2001): 25–31, 39–48.
    See entry no. 58.

79. Breeding, Marshall. "A Hard Look at Wireless Networks." *Netconnect* (Summer 2002): 14–17.
    The article describes the technology required to set up a wireless system. Wi-Fi campuswide wireless systems, security concerns, and performance issues are also discussed.

80. "Cat 5 Cabling Tips." *Library Systems Newsletter* 19 (January 1999): 1–2.
    This concise article provides tips on installing Category 5 throughout the library. Most of the tips are "don'ts" and "failure to observe these tips may result in performance degradation" (p.2).

81. Potter, Ted. "Configuring Computer Labs: Training Needs Dictate Computer Lab Design." *AALL Spectrum* 7 (April 2003): 16–19.
    The article discusses the diversity of computer lab configurations found at academic, county or bar, state, and law firm libraries, and how each supports various learning styles. Results of a questionnaire indicate that first-year students often arrive at law school unfamiliar with more sophisticated computer searching techniques and require more lecture and demonstration, while upperclass students appreciate smaller classes with more individualized attention. Academic libraries now offer several labs, one for general work and one for training. Corporate and law firm attorneys also require personalized training exercises. According to the author, the key to survival for computer labs is flexibility: "Ultimately the design of future computer training facilities will follow function" (p.19).

Audiovisual

Article

82. Novak, Gloria. "Creating a Multimedia Display and Storage Strategy." *Library Technology Reports* 39 (September/October 2003): 1–86.
    The guru of compact shelving takes us a step further in solving library shelving problems with a lengthy report on avenues available for deftly storing ever-increasing media collections. The author describes many options for storing media, all of which come in a variety of configurations that often remain veiled except to those who avidly pour over equipment manufacturing catalogs. She addresses a variety of newer shelf designs that increase storage capability yet keep media easily accessible. Other equipment described includes an array of rolling and swivel storage units specially designed to hold media, which appear to fit just about anywhere.

Security

Books

83.   Cote, Arthur E., ed. *Fire Protection Handbook.* 18th ed. Quincy, Mass.:
      National Fire Protection Association, 1997.

      The *Fire Protection Handbook* provides answers to all the questions a librarian
      may have about building standards that effectively prevent, contain, and other-
      wise suppress a fire in the library. The work defines the terminology and explains
      basic fire prevention concepts and equipment, which can be particularly helpful
      to those unfamiliar with fire safety. Chapters of interest to librarians include
      those describing the fundamentals of fire-safe building design, fire warning sys-
      tems, mechanics of fire suppression systems, and provisions for patron safety. A
      portion of chapter 8 covers fire-safe library and museum construction in detail.
      Includes excellent bibliographies.

84.   Cravy, Pamela. *Protecting Library Staff, Users, Collections and Facilities.*
      How-to-Do-It Manuals for Librarians, no.103. New York: Neal-Schuman,
      2001.

      Reflecting the realities of crime and natural disasters, Cravey's work is a study
      in modern security measures for libraries, detailing every conceivable safety
      problem with recommended solutions. The work is heavier on library policy than
      on how to design library components to provide better security, but it does alert
      the reader to the many possible breaches of security that good library design must
      overcome. The author even discusses security for electronic files and for library
      special events.

85.   Shuman, Bruce A. *Library Security and Safety Handbook: Prevention,
      Policies, and Procedures.* Chicago: ALA, 1999.

      Shuman's book explores most areas of library security and safety, with particular
      emphasis on staff and patron safety. Considerable material is devoted to preparing
      staff for security incidents, as well as emergency and disaster management, which
      makes the work useful, though perhaps not essential, for the library design shelf.
      It is indexed well, with several important checklists. Readers will want to check
      out the section on electronic security and Shuman's excellent bibliography.

Articles

86.   Boss, Richard W. "Security Technologies for Libraries: Policy Concerns
      and a Survey of Available Products." *Library Technology Reports* 35
      (May/June 1999): 271–356.

      Library consultant Boss has prepared a comprehensive survey of security issues
      in libraries, with special emphasis on computer security. Of particular interest to
      designers is his information on *full-circulating* and *by-pass* theft detection sys-
      tems that utilize either electromagnetic or radio frequency technology. Boss care-
      fully explains how each technology works and includes many equipment
      illustrations, providing typical dimensions of detection zones (entry/exit "open
      or gated" barriers) and vendors (as of 1999). He also covers ancillary products
      such as patron self-checkout, voice alarms, and video security devices. Chapter
      7 presents some information on overall building security. The report presents a
      good overview of products and equipment.

87. Camp, John F. "Theft Detection Systems for Libraries." *Library Technology Reports* 21 (March/April 1985): 121–56.

    Although dated, this report offers a good overview of early book detection systems. For the novice, the work provides clear descriptions of the two competing systems: radio frequency and electromagnetic systems. The report also covers perceived cost-effectiveness in deterring book theft, possible related health safety issues, and suggested methods for responding to alarms.

Signage

Books

88. Ragsdale, Kate W., Donald J. Kenney, and Laura Rounds. *Effective Library Signage: A SPEC Kit.* Washington, D.C.: Association of Research Libraries, 1995.

    This SPEC kit includes the results of a survey sent to numerous libraries inquiring about how signage issues are addressed. Somewhat surprisingly, at the date the survey was undertaken, most institutions had no unified signage design standards. In addition to the survey results, sample institutional signage manuals, guidelines, and specifications, as well as recommendations for further reading, are included.

89. Pollet, Dorothy, and Peter C. Haskell, comps. *Sign Systems for Libraries: Solving the Wayfinding Problem.* New York: R.R. Bowker, 1979.

    This early work evaluates what makes signage effective, particularly for patrons new to the library. It describes a broad range of successful approaches to signage theory.

Patron Amenities

Books

90. Cranford, Jessie. *Survey on Food and Drink in Law Libraries.* Briefs in Law Librarianship Series, no. 6. Buffalo, N.Y.: William S. Hein & Co., 2002.

    The report includes the findings of a survey on food and drink in libraries that elicited 105 responses, sixty-eight of which were from academic law libraries. Typically many law libraries are relaxing restrictions to make the library more welcoming and user-friendly. Those with restrictions cite material and vermin as chief reasons to continue strict policy. However, staff enforcement of policy continues to be a problem. The statistical data from respondents is published next to each question, and accompanying comments are included.

91. *Managing Food and Drink in ARL Libraries: A SPEC Kit.* Washington, D.C.: Association of Research Libraries, 1998.

    This kit reports on (1) the extent to which food and drink are permitted in libraries, (2) the shift in the liberalization of consumption policies, (3) how restrictions are enforced, and (4) success stories for management of food consumed in libraries. Reporting libraries indicate that restrictions on food and drink are being relaxed; that those who do restrict food and drink are reasonably successful, although frequently staff are reluctant to enforce policies; and that post-

ing information at the library entrance with clear reasons for the policy is the best deterrent.

Book Chapter

92.   Leighton, Philip D., and David C. Weber. "Programming: Accommodations for Readers and Collections." In *Planning Academic and Research Library Buildings*, 219–87. 3d ed. Chicago: ALA, 2000.
      See entry no. 7.

Articles

93.   Clayton, Mark. "Food for Thought: Campus Libraries Add Cafes and Meeting Spaces to Lure Students Away from Their Computer Screens." *Christian Science Monitor* (January 22, 2003): 12. Also *available at* http://www.csmonitor.com/2002/0122/p12s01-lehl.html.
      Responding to the yearnings of the Internet generation, Texas Christian University (and at least a dozen other schools) added a bookstore-style coffee bar at its entrance in an effort to be more accommodating and increase patronage. The article indicates that meeting spaces and other gimmicks also are being incorporated in new and renovated library spaces to bring students back to the library.

94.   Lyons, Dianne Boulerice. "No Food, No Drink—No More: A Study of Food and Drink Policies and Practices in Public Libraries." *Public Libraries* 39 (2000): 338–47.
      The article reports the results of a fairly thorough survey of food and drink in public libraries. Those that did not permit food indicated that damage to carpeting and fixtures was a primary concern, as well as careless disposal of food. Those that did permit food cited patron enthusiasm as the chief benefit. Good publicity was the second most frequently cited reason for relaxed restrictions. In addition to a copy of the survey, the report includes additional points to consider before selling or permitting food and drink in the library.

95.   Multnomah County Library. "Starbucks and Library Brew Up Partnership." *Entrepreneurial Libraries*, April 14, 1998, *at* http://www.multcolib.org/products/entre/espresso.html.
      This article provides a good overview of the requirements necessary to install and operate a coffee bar in a county library. Links to the library's request for proposal and a list of frequently asked questions are also provided.

Photocopy Services
Book Chapter

96.   Margeton, Stephen G. "Photocopy Services." In *Introduction to Academic Law Library Design: A Features Approach*, 305–10. Littleton, Colo.: Fred B. Rothman, 2000.
      See entry no. 9.

Staff Amenities

Book Chapter

97.   Vasi, John."Computer Ergonomics for Library Staff and Users." In
      Recreating the Academic Library: Breaking Virtual Ground, edited by
      Cheryl LaGuardia, 107–20. New York: Neal-Schuman, 1998.
      See entry no. 57.

Article

98.   Boss, Richard W. "Ergonomics for Libraries: Ergonomic Basics." *Library
      Technology Reports* 37 (November/December 2001): 25–31.
      See entry no. 58.

Expansion Plans

Books

99.   Hawthorne, Pat, and Ron G. Martin, eds. *Planning Additions to Academic
      Library Buildings: A Seamless Approach*. Chicago: ALA, 1995.
      See entry no. 4.

100. Nitecki, Danuta A., and Curtis L. Kendrick. *Library Off-Site Shelving:
      Guide for High-Density Facilities*. Englewood, Colo.: Libraries Unlimited,
      2001.
      Expansion also can mean off-site storage, and this work covers this option very
      thoroughly through suggestions from twenty-two librarians. Five substantial case
      studies, including Harvard and the Library of Congress, offer a variety of per-
      spectives. Chapter 3 delves into the design, construction, and implementation of
      off-site storage facilities. For those contemplating such an expansion option,
      additional chapters cover every facet of off-site storage from transferring mate-
      rials to access to special collections. An excellent bibliography and useful index
      make the work extremely useful.

Book Chapter

101. Margeton, Stephen G. "Expansion Plans." In *Introduction to Academic Law
      Library Design: A Features Approach*, 329–37. Littleton, Colo.: Fred B.
      Rothman, 2000.
      See entry no. 9.

Naming Opportunities

Book Chapter

102. Margeton, Stephen G. "Naming Opportunities." In *Introduction to Aca-
      demic Law Library Design: A Features Approach*, 339–48. Littleton, Colo.:
      Fred B. Rothman, 2000.
      See entry no. 9.

Transition, Occupancy, and Punchlists

Books

103.   Habich, Elizabeth Chamberlain. *Moving Library Collections: A Manage-
       ment Handbook.* Westport, Conn.: Greenwood Pr., 1998.
       Habich offers a well-designed manual for moving any library. It focuses on the
       analysis required for determining the size of your existing collection, projecting
       future growth, and designing a layout for the new space. No detail of the move
       is left to chance, from making decisions about whether to hire a professional
       mover (when and how, including request for proposal) to planning a move with-
       out one. In the latter case, she covers self-moving logistical and management
       issues in some detail. Of particular interest are sections on identification tagging
       for successful delivery of materials to the correct locations, providing collection
       growth joints (empty shelves and shelving units), cleaning books, controlling
       pests, and moving a disorganized collection. The work covers it all.

104.   Murphy, Miriam A., Thomas M. Steele, and Marsha E. Thomas. *A Law
       Library Move: Planning, Preparation and Execution.* Law Library
       Information Reports, no. 18. Dobbs Ferry, N.Y.: Glanville, 1994.
       A Law Library Move emphasizes the importance of pre-move planning. An entire
       chapter is devoted to organizing the library staff to accomplish the move and
       manage extended workers (students). The authors note the importance of sensi-
       tivity to staff stress during relocation. Several traditional methods of identifying
       materials to be moved are explained. Tips on executing the move and post-move
       issues round out the concise work.

Book Chapter

105.   Sannwald, William W. "Ground Breaking and Dedication." In *Checklist of
       Library Building Design Considerations,* 176–80. 4th ed. Chicago: ALA,
       2001.
       See entry no. 23.

Article

106.   Leary, Margaret. "The Move of the University of Michigan Law Library."
       Law Library Journal 75 (1982): 308–13.
       This concise and informative article chronicles every aspect of planning a move
       of some 300,000 volumes in four and a half days. The piece includes analysis of
       the project objectives, consideration of alternatives, logistical and managerial
       methodology, organization, budgeting, and applying the plan.