

ACTION

Subject: New Central Library Building Program Project Update

Prepared by: Elaine Condos, Division Manager, Centralized and Information Services

Prepared for: Ottawa Public Library Board

Meeting of: July 11, 2007

Date: July 4, 2007

RECOMMENDATIONS

- That the Board approve the recommendations of:
 - The Library Project Steering Committee regarding the results of the functional modelling exercise for the new central library, and
 - The Library and Archives Site and Synergy Team regarding the results of the functional modeling exercise for a possible co-located new central library and central archives.
- That the Board confirm the decision-making process for the review and approval of draft site and synergy recommendations during the week of August 7-10, 2007.

Background

1. The Libraries for Ottawa: Facilities Strategy was approved by the Board in February 2006. Development of a new Central Library is one of three key streams of the strategy. The other two streams provide for maintenance and expansion of current facilities and development of new branches in growth areas.
2. In September 2006, the Library Board approved the awarding of a contract to the Resource Planning Group (RPG) for the development of a detailed functional building program for a new central library.
3. On February 23, 2007, Council approved a motion regarding possible linkages between the New Central Library and City of Ottawa Archives.
4. On June 28, 2007, the Library Board approved the draft Project Parameters, Master Program and Ideal Site Selection Criteria in principle for inclusion in the New Central Library Detailed Functional Building Program.
5. The next major phase of the Program is the functional modelling exercises. This work is occurring from July 9 – 11, 2007.
 - On July 9, Library managers and the Project Steering Committee will undertake the exercise for the central library.
 - On July 10:
 - The Archives Project Team and Archives staff will undertake the functional modelling exercise for the central archives.

- The Library Project Steering Committee and Archives Project Team will undertake a joint functional modelling exercise.
 - On July 11:
 - The Library and Archives Site and Synergy Team undertakes the joint functional modeling exercise and makes recommendations on how a co-located central library and archives would be configured.
 - The Archives Relocation Committee reviews the results of the archives functional modeling exercise as well as the Library and Archives Site and Synergy Team recommendations for a co-located facility.
 - The Library Board reviews the results of the central library functional modeling exercise as well as the Library and Archives Site and Synergy Team recommendations for a co-located facility. The usual process of taking the recommendations to the New Central Library Board Committee prior to the Board has been bypassed, with approval of the Committee Chair, in order to support the critical timelines for the project.
6. Draft Board approved Master Program information for the Central Library (Appendix A) and the Central Archives (Appendix B) draft Master Program have been provided to the functional modelling session participants in advance of the work sessions, and to the Board in advance of the Special Board meeting, so that they can review and understand what each organization is planning for their respective facilities. It will be important for each participant to understand the requirements of their own organization as well as the requirements of the other, particularly in looking for areas where there are synergies between the two, as well as the unique features of each that must be retained. Additional background information on the functional modelling exercises is provided as Appendix C.
 7. RPG representatives will be in attendance at the July 11 Special Board meeting to present the results of, and recommendations from, the library and joint library-archives functional modelling exercises and to respond to the Board's questions.

Next Steps

1. The February 2007 Council motion regarding possible linkages between the New Central Library and City of Ottawa Archives has necessitated changes in timing for the completion of the New Central Library Detailed Functional Building Program as well as acceleration of site selection processes. In order to meet Council's direction for the Archives to report back in September, the New Central Library Board Committee and Board are scheduling additional meetings as required.
2. In order to have Board and/or Committee review and approval of the recommendations on site and synergies contained in the preliminary draft report to Council, special meetings will be required in the period from August 7-9, 2007. This could be either a New Central Library Board Committee meeting with delegated authority from the Board to recommend approval of direction, or a Special Board meeting, or both. A recommendation is being made that the Board determine and approve the decision-making process for this step.
3. At the time of writing, key short-term dates relating to the new central library and/or central archives projects are as follows:

Date	Activity	Comments
August 7-10	New Central Library Board Committee and/or Special Board Meeting	Date(s) to be determined. To review and approve synergies with the Archives relating to cost-efficiencies and possible co-location
August 27	Archives Final Draft Report to Council	Submission to Community and Protective Services Deputy City Manager's Office

Date	Activity	Comments
September 4-10	Councillor Briefing on Archives report to Council	Date to be determined
September 10	Board Meeting	Board briefing on Archives report to Council
September 13	Public release of Archives Report	Included in Community and Protective Services Committee meeting package
September 20	CPS Committee meeting	Archives report presented
October 10	Council meeting	Archives report presented

Attachments:

Appendix A: New Central Library Draft Master Program

Appendix B: New Central Archives Draft Master Program

Appendix C: Memo to participants on Functional Modelling Exercises

Draft

APPENDIX A

MASTER PROGRAM

The Master Program determines the key elements of each component of the building as well as general profile of activities and area allowances that will be described in detail in the subsequent Functional Building Program.

Information below presents spaces grouped together into sixteen blocks or functional components. Space quantities have been assigned subsequent to discussions with the Library. Those discussions focused on confirming appropriateness of the functional concepts and the functional groupings, identifying where possible the factors that will determine the space required – numbers of visitors, workstations, numbers of staff, collection size, equipment requirements etc.

A building grossing factor has been added to the total net space to allow for building structure, movement spaces and systems, mechanical and electrical spaces, etc.

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A: COMMUNITY FORUM

A1. CONCOURSE AND MEETING SPACES

Concourse

Multi-storey Atrium with:

- Multiple entrances from street(s)
- Weather vestibules
- Entrances from underground parking
- Entrance to the Library
- Elevator to upper level leasable space
- Entrances to leasable retail, food services and community partner spaces
- Entrance to auditorium and meeting rooms
- Café allowing service into both concourse and Popular and Browsing Library
- Living wall
- Public art
- Winter garden with large scale vegetation
- Daylight
- Water features
- Book returns
- Meeting point
- Donor recognition
- Café tables
- Seating
- Community information kiosks
- Events signage
- Library “ATMs”
- Elegant stairs to lower level

Concourse Administration

- Security desk
- General office
- Office
- Storage
- Lost and found
- First aid room
- Male, female and family washrooms

Auditorium

- 500-seat tiered theatre (confirmation of size to be based on research on demand for venue by size. Consideration should also be given to combining the auditorium with meeting rooms to create a larger space)
- Sound control vestibules
- Moveable front rows of seating
- Moveable screens etc
- Rear standing area
- Wide aisles
- Floor seating

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- Parent's room
- Flat performance space
- Backstage:
 - Technicians workroom
 - Stage control room
 - Projection room
 - AV and computer equipment storage
 - Piano storage
 - Lectern and equipment storage
 - Change rooms/washrooms
 - Green room

Meeting Rooms

- Secure, staffed coat check room
- Meeting rooms; 4 for 30 people, 2 for 60 people
- Retractable walls for combinable rooms and atrium area
- Coat storage areas in all meeting rooms
- Multipurpose gallery and exhibit space
- Gallery office
- Exhibit preparation workroom
- Secure gallery storage
- Catering centre incl. food prep, storage, and bar
- Equipment and furniture storage
- Male, female, and family washrooms

Estimated Public Seats:

Auditorium: 500
Meeting Room Seats: 240
Concourse: 100
Computer Station Seats: 2

Estimated Number of Staff:

Security staff: 5 +2

Estimated Area: 20,000 square feet

Adjacencies:

- Surrounding streets
- Leasable Retail and Community Partners Space (Ancillary Services D2)
- Library Entrance and Welcome Centre (B1)
- Parking
- Materials Distribution Centre
- Operations and Maintenance

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B: LIBRARY SERVICES

B1. WELCOME CENTRE

Entry

- Separate entrances and exits
- Spacious, internal library foyer
- 2-3 security gates each entrance and exit
- 2 security monitoring stations
- Arrival, orientation and departure space
- Elevator, escalator, and stair access
- Library notices and printed information, video screens
- Ephemeral and events signage
- Staffed general information service

Self service Area

- (Self-directed) Information Commons satellite
- 20 Self check in and 20 check out stations,
- Holds pickup (with vending machines), interlibrary loan pickup (est. 2000 **square feet**)
- Book/non-print materials drops with connection to Materials Distribution Centre

Borrowers Services

- 5 desks spaces for registration, fines, check in, check out, fines payment and 2 interview rooms for 3 people, interlibrary loan
- Integrated mechanical systems

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 12
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

Security Centre

- Coat removal/dressing and packing up area, seats, layout surfaces
- Staffed (or secure) coat and parcel check area
- Male, female and family washrooms
- Security office
- Holding room
- Lost and Found

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- First Aid room

Estimated Number of Public Seats/Public Workloads: (Board question: Should there be more seats in this area?)

Casual Seats: 15

Computer Station Seats: 38

10,000 visitors a day

Estimated Number of Staff:

Welcome Centre: 5.0

Security: 8.0

Borrower Services: 47.51

Interlibrary Loan: 4.57

Estimated Area: 12,000 square feet

Adjacencies:

- Concourse and Meeting Spaces
- Leasable Space D#1
- Materials Distribution Centre
- Popular and Browsing Library
- Children's Library

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B2. POPULAR AND BROWSING LIBRARY

Public Area

- Arrival, orientation and departure space
- Street facing with window seats
- Ephemeral and events signage
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Satellite Information Commons
- Satellite Print and Copy Centre
- Readers Advisory staffed service point
- Open reading galleries
- Enclosed reading room
- Access to Café service located in Concourse
- (Public washrooms in Welcome Centre)

Collection Space

- New and popular titles from all subject areas with bookstore displays

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 10
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

Assistive Services Centre (enclosed)

- For persons with disabilities including homebound services base
- Staffed service point
- Interview rooms
- Meeting room for 15
- Daisy collection, talking book collection
- Kurtzweil reading room
- Centre has tactile features
- Assistive technology workstations, enclosed, and soundproofed
- Staff workroom with workstations, storage, kitchen
- Individual offices

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Orientation Centre (enclosed)

- Newcomers welcome centre:
 - Two interview rooms for 4-6 people.
 - Office space for settlement workers.
- For groups, tours, new library members
- Marshalling area with seating and materials display
- Interview rooms
- 75 seat auditorium, with presentation space, av storage, and coat storage (increase in size to allow for 2 classes, teachers and parent volunteers). Look at having seating bench style or removable (if removable, need storage)
- Staff Workroom with workstations, storage, equipment

Collection:

Fiction/Non-Fiction: 50,000

Audio-Visual: 5000

Estimated Public Seats/Public Workloads:

Casual Seats: 145

Meeting Room Seats: 107

Computer Station Seats: 46

Estimated Number of Staff: 34.15

Estimated Area: 20,000 square feet

Adjacencies:

- Welcome Centre
- Concourse
- Fiction, Newspapers and Magazines
- Street
- Children's Services

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B3: CHILDREN'S SERVICES

Public Area (enclosed and acoustically separated)

- Gateway, bridge, tunnel or other transition feature
- Arrival, orientation and departure space
- Stroller parking and coat storage
- Ephemeral and events signage
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Staffed service point
- Satellite Information Commons
- Children' Assistive Technology workstations
- Satellite print and copy centre
- Open reading galleries (children's and parents seating)

Collection Space

- Children's collection, including fiction, non-fiction, magazines, av material

Program Space

- Family and Early Literacy program space
- Amphitheatre for 60 with performance space and support areas
- Imagination space
- Workshop
- Quiet room
- Secure outdoor play space and reading room
- Male, female and family washrooms
- Kitchen

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 6
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

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Collection:
67,701

Estimated Number of Public Seats:
Casual Seats: 50
Meeting Room Seats: 100
Computer Station Seats: 46

Estimated Number of Staff: 11.15

Estimated Area: 12,000 square feet

Adjacencies:

- Concourse (non-elevator connection)
- Welcome Centre (non-elevator connection)
- Popular and Browsing Library
- Orientation Centre

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B4: TEEN SERVICES

Public Area (distinct and acoustically separated)

- Arrival, orientation and departure space
- Coat storage
- Ephemeral and events signage
- Display space
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Staffed service point
- Teen collection, including fiction, non-fiction, magazines, AV material
- Satellite Information Commons
- Satellite print and copy centre
- Open reading gallery for groups, cafe style seating

Program Space

- **Just--say-it!** Display space and graffiti wall
- Open mike lounge and black box performance space with amphitheatre and floor seating
- Video monitors
- Food and drink vending
- Equipment storage

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

Collection: 9,800

Estimated Number of Public Seats:

Casual Seats: 30

Meeting Room Seats: 80

Computer Station Seats: 35

Estimated Number of Staff: 4.0

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Estimated area: 7,000 square feet

Adjacencies:

- Media and Technology Centre
- Welcome Centre
- Concourse
- Browsing and Popular Library
- Fiction, Non fiction collections

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B5: FICTION, NEWSPAPERS AND MAGAZINES

Public Area

- Arrival, orientation and departure space
- Ephemeral and events signage
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Large staffed service point
- Microform reader printer stations
- Satellite Information Commons
- Satellite print and copy centre
- Adult-oriented special purpose area for cooking demonstrations, author readings, book clubs, etc.
- Open reading gallery
- 1 enclosed reading room
- 3 meeting rooms for 8
- 1 meeting room for 16

Collection Space

- Fiction, large print, bookstore displays
- Newspapers and magazines
- Audio visual
- Microforms

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 6
- Staff washrooms
- Staff stairs and elevator

Staff Lounge and Fitness Centre

- Foyer with signage and notices
- Staff lounge
- Staff quiet room with professional library journals
- Kitchen
- Fitness centre--machines
- Fitness centre--flat floor
- Outdoor garden terrace
- Washrooms, showers and change rooms

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

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Collections:

Fiction: 87,922
Newspapers and magazines: 5,134
Microforms: 116,828

Estimated Number of Public Seats:

Casual Seats: 100
Meeting Room Seats: 40
Computer Station Seats: 24

Estimated Number of Staff: 20.0

Estimated Area: 20,500 square feet

Adjacencies:

- Media and Technology Centre
- Non-Fiction A/B/C
- Popular and Browsing Library,
- Orientation Centre
- Teen Services

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B6: MEDIA AND TECHNOLOGY CENTRE

Public Area

- Arrival, orientation and departure space
- Ephemeral and events signage
- Exhibit and demonstration space
- Staff service point
- Information Services InfoService Call Centre (need to identify staff requirements and spaces)
- Central Information Commons
- Central Print and Copy centre

Program Space

- Coat storage
- Meeting room for 6
- Technology training classroom for 30
- Media and emerging technology laboratory
- Digital design centre, including printers, screens, layout, fabrication, movie making, projection
- Equipment and supply storage

Virtual Library Services Staff Workspace

- Equipment staging, storage, extra equipment and repair space
- Virtual Library Services test lab incl. prototype testing
- Workroom with workstations, storage, kitchen
- Primary materials digitization room
- Central server room (terminus for communications rooms)
- Central video control room
- Workroom with workstations, storage, kitchen
- Meeting room for 20 (could be elsewhere on this floor if staff meeting rooms are grouped together)
- Centres of Expertise: ITS staff space
- Individual offices
- Staff washrooms

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

Estimated Number of Public Seats:

Meeting Room Seats: 81
Computer Station Seats: 100

Estimated Number of Staff: 28.5

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Estimated Area: 10,000 square feet

Adjacencies:

- Teen Services,
- Orientation Centre
- Non-fiction A B C
- Browsing and Popular Library

Other Comments:

1. Can this space connect to, and be used by, the Archives?

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B7: NON-FICTION A

Public Area

- Arrival, orientation and departure space
- Ephemeral and events signage
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Staffed service point including 2 areas for reference by appointment sessions
- Satellite Information Commons with 60 workstations
- Satellite print and copy centre
- Open reading gallery with 70 seats
- Meditation Room for 20 facing East
- 1 group learning room for 40
- 4 group study/meeting rooms for 6
- Public Washrooms

Collection Space

- Circulating and reference collections
- Collection space for the Dewey system 000 to 400s including philosophy, social sciences, languages and literature
- Newcomers collection

Language and Literacy Centre

- Reception centre with seating and display
- Staffed service point
- Staff offices
- Staff workroom
- 2 small group meeting rooms for 5
- 4 tutoring rooms for 2
- Language lab with 20 soundproofed booths

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 12
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

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Collections:

Non-Fiction: 75,000
Reference: 31,400
Newcomers: 37,850

Estimated Number of Public Seats:

Casual Seats: 70
Meeting Room Seats: 138
Computer Station Seats: 96

Estimated Number of Staff: 30.0

Estimated area: 25,000 square feet

Adjacencies:

- Non Fiction B
- Non Fiction C
- Media and Technology Centre
- Newspapers and Magazines
- Orientation Centre

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B8: NON-FICTION B

Public Area

- Arrival, orientation and departure space
- Ephemeral and events signage
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Staffed service point
- Satellite Information Commons with 60 workstations
- Satellite print and copy centre
- Open reading gallery with 70 seats
- 1 group learning room for 40 (doubles as quiet study space)
- 4 group study/meeting rooms for 6
- Public Washrooms

Collection Space

- Circulating and reference collections
- Collection space for the Dewey system 500 to 600's including investment, business, health sciences

Business and Careers Centre (distinct):

- Display and seating
- Staffed service point
- Collection space
- Enclosed Computer classroom for 20
- Study tables for 10
- 2 meeting rooms for 6

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 10-12
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

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Collections:

Non-Fiction: 75,000

Reference: 31,400

Estimated Number of Public seats:

Casual Seats: 70

Meeting Room Seats: 86

Computer Station Seats: 86

Estimated Number of Staff: 17.0

Estimated area: 25,000 square feet

Adjacencies:

- Non Fiction A
- Non Fiction C
- Newspapers and Magazines
- Media and Technology Centre
- Orientation Centre

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B9: NON FICTION C

Public Area

- Arrival, orientation and departure space
- Ephemeral and events signage
- Pick up kiosks
- AV Vending machine and collection self check out stations
- Staffed service point
- Satellite Information Commons with 60 workstations
- Satellite print and copy centre
- Open study space with 70 seats
- 1 group learning room for 40
- 4 group study/meeting rooms for 6
- Public Washrooms

Collection Area

- Circulating and reference collections
- Collection space for the Dewey system 700 to 900s including biographies, fine arts, travel, maps, history and government

Local History and Genealogy Centre (distinct)

- Display space
- Ottawa Room and Genealogy Collection
- Information Commons Satellite with 10 workstations
- Microform collection
- 2 Microform reader/scanners
- 2 meeting rooms for 6
- Room for 30 at study tables
- Staffed service point

Staff Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Meeting room for 12
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

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Collections:

Non-Fiction: 75,000
Reference: 31,400
Special Collections: 21,300

Estimated Number of Public Seats:

Casual Seats: 70
Meeting Room Seats: 106
Computer Station Seats: 78

Estimated Number of Staff: 18.0

Estimated area: 25,000 square feet

Adjacencies:

- Non Fiction B,
- Media and Technology Center,
- Fiction, Newspapers and Magazines

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C: SUPPORT SERVICES

C1: ADMINISTRATION

Civic Suite

- Formal arrival, orientation and departure space
- Coat storage
- Public washrooms
- Kitchen
- Storage
- Commemorative signage and memorabilia
- Office of the City Librarian
- Meeting room for 12 (Senior Management meetings)
- Library Board offices
- Library Board Room for 25 (14 Board and 10 staff), 20 spectators, av equipped, display space, commemorative exhibit space (sense that this needs to be larger)
- OPL Foundation offices
- Friends of the Library offices

Administration Offices

- Library System general and individual offices
- Central Library administration general and individual offices
- Volunteer coordination offices
- Hotelling offices (4)
- Marketing and community relations space
- Graphics and signage office, workroom, and storage
- Satellite print and copy centre
- Centres of Expertise: interview space

Staff Workspace

- Workroom with workstations, equipment, kitchen
- General file storage
- General storage
- Meeting room for 6
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

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Estimated Number of Public Seats:

Meeting Room Seats: 57

Estimated Number of Staff:

Library: 27.0

Non-Library: 8.0

Estimated Area: 8,000 square feet

Adjacencies:

- Away from high volume public and materials distribution traffic

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C2: TECHNICAL SERVICES & COLLECTIONS DEVELOPMENT

Staff Workspace

- Arrival and reception area with service point
- 2 Meeting rooms for 6
- Interview room
- Materials arrival and marshalling area
- Lateral materials distribution system
- Collection resources storage
- Selection staff workstations
- Cataloguing staff workstations
- Acquisitions staff workstations
- Processing staff workstations, including an area for laminating books.

Support Workspace

- Workroom with workstations, storage, kitchen
- Individual offices
- Staff washrooms
- Staff stairs and elevator

Operations Workspace

- Major Materials distribution access and sorting area
- Freight elevator
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

Estimated Number of Staff:

Collection Development: 25.6

Technical Services: 31.5

Area: 15,000 square feet

Adjacencies:

- Materials Distribution Centre
- Operations and Maintenance
- Street level
- Daylight

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**C3: MATERIALS
DISTRIBUTION CENTRE**

Loading Dock

- Loading dock: three truck bays (cube vans, 1 semi trailer)
- Retail space loading dock with two truck bays
- Courier delivery bay
- Operations and maintenance parking area
- Car wash station
- Shipping and receiving, including:
 - Hydraulic lift
 - Exterior
 - marshalling area
 - Hazardous
 - materials storage
 - Recycling
 - storage
 - Compactor
 - Waste
 - storage
 - Pallet and
 - dolly storage
 - Storage of
 - preloaded pallets
 - Emergency
 - generator

Collection Distribution Centre

- Marshalling area
- Sorting room
- Materials distribution access and sorting area

Building Operations Centre

- Waste shutes termination
- Marshalling area
- Storage, short-term: supplies, furniture, equipment
- Storage, long-term: supplies, furniture, equipment
- FOPLA collection resources storage

Operations Workspace

- Freight elevator to library
- freight elevator to leasable retail adjacent to concourse
- Garbage and recycling station
- Communications rooms
- Custodial closet
- Storage

Staff

- Distribution center general office with workstations, storage, kitchen

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- Administration office
- Meeting room for 6
- Staff room
- Staff washrooms and showers
- Staff stairs and elevator

Estimated Number of Staff: TBD

Estimated area: 8,000 square feet

Adjacencies:

- Operations and Maintenance
- Concourse
- Auditorium and Meeting Rooms
- Leasable Space
- Parking

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C4: OPERATIONS AND MAINTAINANCE

Need to have RPAM/ Barry Robinson review this.

General office

- Building management general office
- Administration offices
- Environmental systems monitoring office
- Centres for Expertise: (corporate security) offices

Mailroom

Facilities management services

- Facilities management services
- Workshop
- Hazardous materials storage
- Staff lounge
- Staff washrooms and showers
- Space for contract cleaners
- Recycling room
- Shredding room

Estimated Number of Staff: 6.57

Estimated Area: 10,000 square feet

Adjacencies:

- Materials Distribution Centre
- Leasable Space
- Concourse
- Leasable Space
- Parking

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D: ANCILLARY SERVICES

D1 LEASEABLE SPACE A – RETAIL & COMMUNITY SERVICES

Community Services

- Daycare
- Community Partners Offices (5)

City Services

Major downtown Client Service Centre

Retail Services

- Library store
- Friends of the Library used bookstore
- Food services
- Copy services
- Other retail services (6-10)

Estimated Number of Staff:

Estimated area: 25,000 square feet

Adjacencies:

- Public Streets
- Public transit
- Parking
- Concourse
- Welcome Centre
- Browsing and Popular Library

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D2 LEASEABLE SPACE / FUTURE EXPANSION

One Floor Level

- Space suitable for short-medium term tenants and for future library services
- Dedicated entry, stairs and elevators

Estimated Area: Assumed to be long range expansion space for Library.

Adjacencies:

- Non-Fiction C or Library Administration?

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E: GENERAL SUPPORT SPACE

E1: PARKING SERVICES

Public Parking Facility

- Public vehicles
- Bicycles
- Library delivery, outreach
- Staff vehicles and staff bicycles

Estimated Number of Staff: Not Applicable

Area: ____ sq ft

Adjacencies:

- Materials Distribution Centre
- Concourse and Meeting Space
- Leasable Space D1
- Welcome Centre Browsing and Popular Library
- Operations and Maintenance

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SUMMARY

COMPONENT	Casual Seats	Meeting Room Seats	Computer Space	Staff	Collection	Net Space	Gross Space
A: COMMUNITY FORUM							
A1: CONCOURSE AND MEETING SPACE	100	740	2	7		20,000	
Subtotal	100	740	2	7		20,000	
B: LIBRARY SERVICES							
B1: WELCOME CENTRE	15		38	70.08		12,000	
B2: POPULAR AND BROWSING LIBRARY	145	107	46	34.15	60,000	20,000	
B3: CHILDRENS SERVICES	50	100	46	11.15	67,701	12,000	
B4: TEEN SERVICES	30	80	35	4.0	9,800	7,000	
B5: FICTION/ NEWSPAPERS AND MAGAZINES	100	40	24	20.0	241,984	20,500	
B6: MEDIA AND TECHNOLOGY CENTRE		81	100	28.5.		10,000	
B7: NON-FICTION A	70	138	96	30.0	106,400	25,000	
B8: NON-FICTION B	70	86	86	17.0	106,400	25,000	
B8: NON-FICTION C	70	106	78	18.0	127,700	25,000	
Subtotal	450	738	549	233.88	719,885	156,500	
C: SUPPORT SERVICES							
C1: ADMINISTRATION		57		27.0		8,000	
C2: TECHNICAL SERVICES & COLLECTIONS DEVELOPMENT				57.1		15,000	
C3: OPERATIONS AND MAINTENANCE				tbd		8,000	
C4: MATERIALS DISTRIBUTION CENTRE				6.57		10,000	
Subtotal		57		90.67		41,000	
D2: LEASABLE SPACE B/FUTURE EXPANSION INCL IN NON-FICTION A B C							

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COMPONENT	Casual Seats	Meeting Room Seats	Computer Space	Staff	Collection	Net Space	Gross Space
GRAND TOTAL	550	1535	551	331.55	919,885	217,500	325,000
BGF 3 levels @ 43,300 x ~1.45							0
BGF 3 levels @ 35,000 x ~1.35							
D1: LEASABLE SPACE A - RETAIL & COMMUNITY SPACE							25,000
NOT INCLUDED IN SUMMARY							
E: PARKING SERVICES							

Draft

APPENDIX B

MASTER PROGRAM

A Master Program establishes the functional content and the general area allowances that are described in detail in the subsequent functional program document.

Information below presents spaces grouped together into six blocks or functional components. Space quantities have been assigned based on discussions with Archives staff. Our discussions focused on confirming general appropriateness of the functional concepts and the functional groupings, identifying, where possible, the factors that determine the space required – numbers of visitors workstations, numbers of staff, collection size, equipment requirements, etc.

A building grossing factor has been added to the total net space to allow for building structure, movement spaces and systems, mechanical and electrical spaces, etc.

Note that all areas identified in each component are component gross square feet, and includes a factor for internal circulation, wall thicknesses, etc. The summary table at the end of this section provides a comparison of the net areas, the component gross areas, and the overall building gross areas.

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1. PUBLIC AREAS

This component includes spaces that involve display of collection resources and other exhibits, a gift shop, spaces provided for Archives programs and related meetings.

Entry

- Weather vestibule
- Foyer/entry area
- Access to Community Partner and Volunteers Space, Public Reference Area, and Administration and Archival Services;
- Exhibit areas with environmental controls;
- Public washrooms;
- 25 secure, video-monitored, public lockers; and
- Ephemeral and events signage

Gift Shop

- Display space
- Inventory space for photos, books, document reproductions, City memorabilia, calendars, resources, T-shirts, partner material, etc.;
- Cash register (shared with Reference Room)
- Storage space

Exhibit Space

- Exhibits and display area for permanent exhibits;
- Exhibit and display area for temporary exhibits;
- Exhibit staging area, storage; (2000 sq ft in total)

Meeting Space

- Multiuse, sloped-floor meeting room for 200, with stage, and PA system for public lectures, meetings, films, presentations;
- 2 25-seat meeting rooms with movable tables and chairs, for educational programs, films, workshops, etc.;
- Kitchen, including storage and refrigeration for catering;
- Storage for equipment

Estimated number of Members of the Public:

Auditorium: 200
Meeting Rooms: 50

Staff: 0

Estimated Area:

2017: 8,940 square feet
2032: 9,170 square feet

Adjacencies:

- Public Reference Area (to cashier's station)

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- Community Partner and Volunteers Space
- Administration and Archival Services

Draft

2. COMMUNITY PARTNERS AND VOLUNTEERS

This component includes space to accommodate a base for the Archives volunteers and up to ten community partner organizations, including the following:

- Friends of the City of Ottawa Archives
- Gloucester Historical Society
- Archives of the Ottawa Conference of the United Church of Canada;
- United Empire Loyalists;
- British Isles Family History Society of Greater Ottawa;
- C. Robert Craig Memorial Library;
- Ontario Genealogical Society, Ottawa Branch; and
- Société franco-ontarienne d'histoire et de généalogie.

Entry

- Foyer;
- Lounge with kitchen, for community partners, volunteers and archives staff;
- Washrooms.

Community Partners Space

- 10 suites consisting of office workroom with 2 workstations, worktable/layout space each and storage space for partner organizations, volunteers and special projects;
- Storage.

Estimated Number of Community Partners, Staff and Volunteers: 20

Estimated Area:

2017: 6,350 square feet
2032: 6,350 square feet

Adjacencies:

- Entry
- Public Reference Area
- Administration and Archival Services

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3. PUBLIC REFERENCE AREA

This component includes a reference room service center, secondary accessible collection resources in a central reference room and other workspaces for public access to the collection.

Entry

- Security gates;
- Notices and printed materials;
- Reference room service centre with workstations (including computers) for 2 staff members and 2 volunteers; copier, shared printers, fax, layout space
- Soundproofed consultation space for 4;
- Secure lockers for materials held for consultation;
- Central wireless printing and copying station;
- Processing and layout spaces; and
- Cash register (shared with Gift Shop).

Public Reference Room

- Group consultation and research room with 20 seats and tables for archival reference projects;
- 3 private study rooms for 2 people each;
- Microfilm/microform room with 10 readers, with network printing capability;
- Audio visual consultation room for 4;
- Reference collection with specialty areas, special community and partner collections:
- Light tables, map and atlas displays, plan and drawing examination stations, photocards, microforms, etc.;
- 40 reference room seats at large tables;
- 10 computer stations, including 4 for partners and 6 for the City Archives.

Estimated Number Of Members Of The Public:

Meeting Room Seats: 30
Reference Room Seats: 40
Microform Stations: 10
Computer Workstations: 10

Estimated Number of Staff and Volunteers:

Staff: 2
Volunteers: 2

Estimated Area:

2017: 5,900 square feet
2032: 6,740 square feet

Adjacencies:

- Entry
- Administration and Archival Services
- Community Partner and Volunteers Space

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4. ADMINISTRATION AND ARCHIVAL SERVICES

This component includes space for the Archives administration, archives staff, and associated workspaces.

Administration

- Office of the City Archivist;
- Meeting room for 15;
- Office, archives staff with 13 workstations, including computer and electronic records processing workstations;
- Workroom with 6 workstations (including computers) for students (interns, summer co-op, etc.) volunteers;
- Office supplies storage area; and
- Central files storage.

Archival Services

- 4 Processing rooms with 1 – 2 computer workstations, shelving, storage, large work tables and storage to accommodate processing boxes (125 to 250);
- Large storage area for processing supplies and materials;
- Conservation laboratory with sink, fume hoods, eyewash station, layout space, map cabinets, materials rolls centre, chemical storage, and materials storage;
- Photographic and digital imaging lab with scanner and dye-sublimation printer for photos;
- Photographic materials and chemicals storage areas;
- Photographic dark room;
- Secure equipment room with pallet trucks, ladders, safety equipment, microfiche and AV equipment, furniture, etc.
- Staff washrooms.

Estimated Number of Staff: 20

Meeting Room Seats: 15

Estimated Area:

2017: 10,190 square feet

2032: 10,190 square feet

Adjacencies:

- Public Reference Area
- Community Partner and Volunteers Space
- Non-Public Collection Area

Draft

5. NON-PUBLIC COLLECTION AREA

This component will house space for the primary archival collection in a secure environmentally controlled vault, and secondary collection storage areas with specific environmental requirements. Materials are registered, accessioned, processed, described and then stored in the vault. Substantial time may elapse between registration/accessioning and processing and final deposit of material in the vault.

Archives Vault

- Inspection station with computer terminal and phone;
- Storage of unprocessed materials;
- Staircase or elevator access to upper levels of shelving;
- Storage of processed materials;
- Specialty storage areas for maps, photographic prints and negatives, colour prints and negatives, textiles, artworks, artifacts, framed material, heritage objects, memorabilia, electronic records, etc.

Estimated Number of Staff: 0

Estimated Archival Holdings:

2017: 174,362 linear feet

2032: 416,000 linear feet

Estimated Area:

2017: 21,285 square feet

2032: 50,820 square feet

Adjacencies:

- Operations and Maintenance
- Administration and Archival Services
- Public Reference Area

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6. OPERATIONS AND MAINTENANCE

This component will house spaces required for the delivery and receiving (and shipping) of collection resources, including marshalling areas, isolation of contaminated materials, and storage areas for hazardous materials and supplies.

The Archives is a designated post-disaster facility; therefore emergency systems must be provided to guarantee uninterrupted services and constant environmental conditions.

Loading Dock

- Loading dock with 2 bays for cube vans;
- Recycling containers;
- Bicycle storage.

Building Services Space

- Secure equipment and supply storage, including chemicals and exhibit materials; storage etc.;
- Staff showers;
- Unpacking and marshalling area;
- Back-up generator;
- Network server
- Phone switch and electronic equipment.

Processing Workspace

- Environmentally controlled registration area;
- Environmentally quarantine/isolation room to deal with infestations.

Parking

- Estimated number of spaces required 50.

Exterior

- Park spaces, gardens, pavilion, bike paths, public art, amphitheatre.

Estimated Number of Staff: 0

Estimated Area:

2017: 3,310 square feet
2032: 3,310 square feet

Adjacencies:

- Service Access
- Non-Public Collection Area
- Administration and Archival Services

Draft

SUMMARY

FUNCTIONAL COMPONENT	STAFF/ VOLUNTEERS/ STUDENTS	PUBLIC SEATS	MEETING SPACES	COMPUTER/ MICROFORM STATIONS	NET SPACE (2017/ 2032)	GROSS SPACE (2017/ 2032)
1. PUBLIC AREAS	-	-	250	-	7,450/ 7,640	8,940/ 9,170
2. COMMUNITY PARTNERS AND VOLUNTEERS	20	-	-	-	5,080/ 5,080	6,350/ 6,350
3. PUBLIC REFERENCE AREA	4	40	30	20	4,726/ 5,900	5,391/ 6,740
4. ADMINISTRATION AND ARCHIVAL SERVICES	20	-	15	-	8,490/ 8,490	10,190/ 10,190
5. NON-PUBLIC COLLECTION AREA	-	-	-	-	20,270/ 48,400	21,285/ 50,820
6. OPERATIONS AND MAINTENANCE	-	-	-	-	2,760/ 2,760	3,310/ 3,310
SUB-TOTAL	44	40	295	20	48,776/ 77,761	55,975/ 86,580
BUILDING GROSS AREA Assumes 1.4 net to gross up ratio for non-collection areas and 1.1 ratio for collection area						62,200/ 94,350

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APPENDIX C

MEMORANDUM

DATE: July 4, 2007

TO: Ottawa Public Library Board
Archives Relocation Committee
Library and Archives Site and Synergy Team
Archives Project Team
Library Project Steering Committee
Ottawa Public Library Managers
City of Ottawa Archives Staff

FROM: Elaine Condos, Division Manager, Centralized and Information Services, Ottawa Public Library
Debbie Hill, Manager, Cultural Services, City of Ottawa

SUBJECT: Library and Archives Functional Modeling Exercises July 9-11, 2007

The following information has been provided by Andrew Brown, Project Manager, Resource Planning Group to serve as background information for the functional modeling exercises occurring July 9-11.

Functional modeling is also known as gaming or physical planning.

Gaming exercises can successfully explore a host of spatial, functional and operational issues.

In order to optimize the upcoming sessions and fully explore various possible functional relationships of components of the Central Library, the Archives, and the Library and Archives together, RPG has provided the Master Programs of the Library and the Archives.

Master programs provide a macro level understanding of what will occur in both the Central Library and the Archives, the spaces required, the size of those spaces, and preliminary descriptions of how those spaces should relate to each other.

Familiarity with this information will help participants in the gaming sessions to explore possible functional relationships and operational efficiencies.

As a result, the gaming exercises will be instrumental in defining each project, its functional composition, and implications of various functional layouts. Where the gaming explores bringing the library and archives together, it will be important not only to identify possible spatial and functional synergies, but also to identify ways in which the library and the archives must remain functionally separate and distinct.

Please review the Master Programs before the gaming sessions. Additional information on general planning concepts will be presented at the sessions. Facilitators will introduce the sessions and lead the gaming discussions.