

Brooklyn
Design
Public
Guidelines
Library

City of New York
Department of Design and Construction
with

The Brooklyn Public Library

July 1996

Author

Louise Harpman

Senior Fellow, Design Trust for Public Space

Partner, Specht Harpman Design

New York, New York

Contributing Editors

Elisabeth Martin

Director

Library Program Unit

City of New York

Department of General Services

Division of Design and Construction Services

Hannah McAninch

Assistant Director

Historic Preservation Office

City of New York

Department of General Services

Division of Design and Construction Services

Designer:

Suzanne Zumpano

Production:

Jane Dekrone

Executive Acknowledgments

These Design Guidelines were prepared to assist architectural and engineering consultants engaged in new construction, renovation, or preservation work for the Brooklyn Public Library. The Guidelines were developed collaboratively by the City of New York, the Brooklyn Public Library, and the Design Trust for Public Space, a private non-profit organization which funded the project. It is the goal of the Design Guidelines to promote design excellence at Brooklyn's branch libraries. It is our hope that these Guidelines effectively transmit the commitment of the City to the highest quality of design and will be used as a prototype for public work at other client agencies.

Honorable Rudolph W. Giuliani

Mayor
City of New York

Luis M. Tormenta, P.E.

Commissioner
Department of Design and Construction

William J. Diamond

Commissioner
Department of Citywide Administrative Services
Formerly known as Department of General Services

Martín Gómez

Executive Director
Brooklyn Public Library

Michael Burton, P.E.

Deputy Commissioner
Department of Design and Construction

Hillary Brown, R.A.

Assistant Commissioner
Department of Design and Construction

Andrea Woodner

Founding Director
Design Trust for Public Space

Contents

Introduction
Descriptive guidelines
Working document

Urban Design,
Site, and Landscape
2.1 Urban design initiatives
2.2 Landscape initiatives
2.3 Planted borders
2.4 Reading gardens
2.5 Community gardens
2.6 Fencing
2.7 Gates
2.8 Kiosks
2.9 Paving

Building Envelope
4.1 Cladding
4.2 Roofs
4.3 Entrance conditions
4.4 Front doors
4.5 Side doors
4.6 Door hardware/locks
4.7 Windows
4.8 Window frames
4.9 Window hardware
4.10 Glazing
4.11 Window screens/grilles
4.12 Blinds/shades
4.13 Skylights
4.14 Fireplaces/chimneys
4.15 Graffiti

Finishes
6.1 Interior wall finishes
6.2 Floors
6.3 Ceilings

Overview
1.1 History
1.2 Existing branches
1.3 Identity/role in community
1.4 Information technologies
1.5 Historic preservation
1.6 Sustainable design
1.7 Need for security
1.8 Capital projects

Program Spaces/Adjacencies
3.1 Entry foyer
3.2 Circulation desk
3.3 Reference desks
3.4 Reading room
3.5 Children's areas
3.6 Young adult areas
3.7 Computer areas
3.8 Meeting rooms
3.9 Auditoriums
3.10 Conference room
3.11 Public restrooms
3.12 Staff work rooms
3.13 Staff lounge areas
3.14 Librarian's office
3.15 Maintenance areas

Furniture and Fixtures
5.1 Exterior furniture
5.2 Entry furniture/fixtures
5.3 Reading garden furniture
5.4 Circulation desk
5.5 Reference desk
5.6 Stacks
5.7 Children's stacks
5.8 Periodical racks
5.9 Tables/chairs
5.10 Computer carrels
5.11 Restroom fixtures
5.12 Staff work room furniture
5.13 Staff kitchen equipment

1
2
3
4
5
6

- Lighting
 - 7.1 Site
 - 7.2 Entry
 - 7.3 Security
 - 7.4 Interior
 - 7.5 Stacks
 - 7.6 Task
 - 7.7 Computer areas
 - 7.8 Staff work rooms
 - 7.9 Auditoriums

7

HVAC Systems

- 8.1 Programming
- 8.2 System selection
- 8.3 Controls
- 8.4 Exterior equipment location
- 8.5 Interior equipment location
- 8.6 Maintenance costs

8

- Accessibility
 - 9.1 Entry conditions
 - 9.2 Exterior ramps/slopes
 - 9.3 Lifts
 - 9.4 Elevators
 - 9.5 Meeting rooms/auditoriums
 - 9.6 Stacks spacing
 - 9.7 Card catalogs/magazine racks
 - 9.8 Restrooms
 - 9.9 Drinking fountain
 - 9.10 Public telephones
 - 9.11 Signage
 - 9.12 Alarm systems

9

Equipment

- 10.1 Catalog
- 10.2 Computers
- 10.3 Booklifts
- 10.4 Photocopiers
- 10.5 Audio-visual equipment
- 10.6 Novelty rug

10

- Signage
 - 11.1 Exterior Signage
 - 11.2 Interior Signage

11

Security

- 12.1 Checklist

12

Acknowledgments (by author)

- Appendix A: New York City Library Construction Chart
- Appendix B: Brooklyn Public Library Branch Locations
- Appendix C: Brooklyn Public Library Plant List
- Appendix D: Secretary of the Interior's *Standards for Rehabilitation*

Introduction

Descriptive guidelines

The Design Guidelines express the architectural and design preferences of the Brooklyn Public Library for capital improvements at its branch libraries. The Library recognizes that building and information technologies change frequently and that the role of public libraries in the information age is evolving. The guidelines are intended to summarize the current needs across the Brooklyn Public Library system and are designed to be easily updated and revised. Because each project has its own set of specific requirements and the Library relies on the individual expertise of its consultants, this document sets out descriptive, rather than prescriptive, guidelines.

Guidelines specifically addressing historic Carnegie branches are indicated by a graphic icon. 🏛️

Working document

The Design Guidelines were developed as a collaboration among the former Department of General Services, Division of Design and Construction Services (now incorporated into the Department of Design and Construction); the Brooklyn Public Library; and the Design Trust for Public Space, a private non-profit organization. The Guidelines reflect the priorities and goals of the Library and the City's construction agency, and incorporate the advice of many consultants who have worked on City of New York library projects.

As evidenced by its willingness to participate in this pilot study, the Brooklyn Public Library welcomes suggestions for positive change and supports creative responses to common design problems. Many of these guidelines have been developed from examining successful design responses already being implemented. The Library hopes that its architectural, engineering, and design consultants will continue this tradition of innovation. It is anticipated that these guidelines will be revised periodically to reflect changing information and Consultants are encouraged to see these Design Guidelines as a working document and to offer critiques and clarifications as the guidelines are utilized and revised.

Section One Overview

- 1.1 History
- 1.2 Existing branches
- 1.3 Identity/role in community
- 1.4 Information technologies
- 1.5 Historic preservation
- 1.6 Sustainable design
- 1.7 Need for security
- 1.8 Capital projects

The Carnegie libraries tend to be multi-story buildings of high quality construction, sited as object buildings in a prominent location.

The Brooklyn Public Library's branch libraries today serve two significant roles: they provide access to information, as any traditional library does, and they function as community centers in the neighborhoods where they are located.

1.1 History

New York City maintains three separate and distinct library systems: the Brooklyn Public Library, the Queens Borough Public Library, and the New York Public Library, which serves the boroughs of the Bronx, Manhattan, and Staten Island. All three library systems were created at the end of the 19th century before consolidation of the five boroughs to become Greater New York (1898) and were assembled from collections of individual free libraries, reference libraries, and subscription libraries. The Brooklyn Public Library was established as an independent corporation by state legislation in 1892 and began operations in 1897. The Library expanded in its earliest years by renting ground floor space in commercial areas and storefront branches were typical until the time of the Andrew Carnegie bequest in 1901. At that time 67 new branch library buildings were constructed in Greater New York, with 21 of them in Brooklyn. For nearly half a century, the branches of the Brooklyn Public Library provided the primary identity for the system, as the large Central Library at Grand Army Plaza, which serves as the borough's major center for research and reference collections, did not open until 1941.

1.2 Existing branches

There are 58 existing branch libraries in the Brooklyn Public Library system, which can be classified into two broad categories: 1) Carnegie libraries, including 18 of the 21 libraries from the original Andrew Carnegie bequest and 2) post-World War II libraries. The Carnegie libraries tend to be multi-story buildings of high quality construction, sited as object buildings in a prominent location, often in a garden setting or on a corner lot; post-war branch libraries are often single story buildings of common construction. These branches may stand as part of the continuous urban street fabric, may occupy space in larger public buildings, or, more rarely, be freestanding buildings in a larger site.

1.3 Identity/role in community

The Brooklyn Public Library's branch libraries today serve two significant roles: they provide access to information, as any traditional library does, and they function as community centers in the neighborhoods where they are located. It is this second function—as integrated community service providers—which gives the Brooklyn branches their unique identities. The branch libraries offer a wide range of non-traditional services and stand as potent physical symbols for community.

Libraries naturally attract a committed local constituency. Young children and the elderly tend to comprise the majority of any branch's patrons over the course of the day and many school-age children use their branch library as a safe haven after school to complete homework assignments or take part in extracurricular programs offered by the library staff. Community boards, neighborhood committees, adult education courses, and other local citizens groups often make use of the library's meeting rooms and program spaces during both daytime and evening hours. Many meeting rooms face heavy demand and the Library is committed to expanding the size and availability of these rooms for public as well as private use.

1.4 Information technologies

The Library recognizes the alarming disparities between the information haves and have-nots and intends to position itself as a primary public portal to expanding electronic information networks. The Library's goal is to provide public access to both local and global information networks, such as the Internet and the World Wide Web, through linked computer terminals at all its branch libraries. Through an initiative of the newly appointed Executive Director, the Library is developing public/private partnerships with local businesses to assist in realizing this goal and may include concessions, such as copy services, cafes, and automatic teller machines, in its future building programs.

1.5 Historic preservation

The Brooklyn Public Library is committed to restoring and preserving its Carnegie branch libraries. These buildings require rehabilitation in order to preserve their historic character and to meet contemporary use requirements, including accessibility, security, and the incorporation of new technologies. Where building alterations are necessary, work should be undertaken to result in the least amount of removal of original materials and features.

Projects at Carnegie branches require research of landscape, building design, materials, and finishes to determine the original architect's intent, to identify alterations made over time, and to inform the current rehabilitation.

Consultants are directed to the Secretary of the Interior's *Standards for Rehabilitation* for general guidance, which are included as an appendix to these Guidelines.

For specific information on Carnegie libraries, Consultants are referred to *The Architecture of Literacy: The Carnegie Libraries of New York City*, forthcoming in 1996 by Mary Dierickx, which documents the branch libraries as a collection of buildings with similar plans, materials, and styles. In addition, the Brooklyn Public Library's Local History Room has a significant collection of historic photographs to assist consultants in their research. Other sources for photographic documentation and drawings include the Art Commission of the City of New York, the Municipal Archives, the Brooklyn Historical Society, the New York Historical Society, the Brooklyn Public Library's Department of Facilities Maintenance, and the City's Historic Preservation staff and Office of Records Management.

1.6 Sustainable design

The Brooklyn Public Library encourages Consultants to practice environmentally-responsible building design, also called sustainable design or green architecture. Sustainable design promotes energy efficiency through life-cycle costing of building systems; uses recycled and recyclable materials to maximize the sustainable utilization of natural resources while minimizing waste; avoids toxic products; and uses increased natural lighting and ventilation to create healthy interior environments.



Carroll Gardens Branch
(historic photo)

The Library recognizes the alarming disparities between the information haves and have-nots and intends to position itself as a primary public portal to expanding electronic information networks.

Consultants must consider safety and security measures as integral design problems, rather than as equipment to be installed after construction has been completed.

1.7 Need for security

Though the character of the neighborhood, contextual issues, and program will affect the design of individual branches, the need for security at all the buildings remains a constant. Consultants are encouraged to pay special attention to the seemingly contradictory needs of the branch libraries to appear welcoming yet remain secure. The Library is particularly receptive to schemes for new buildings which move away from the windowless, bunker-like mentality that influenced the design of so many of its branches in the 1950's, 60's, and 70's. For renovations, restorations of existing buildings, and new construction, the Library encourages research into new security products and systems. Consultants must consider safety and security measures as integral design problems, rather than as equipment to be installed after construction has been completed.

1.8 Capital projects

Design and construction projects for the Brooklyn Public Library follow the general procedures established for City of New York procurement and project management. Capital improvements or new construction for the Library's branches begin when projects are funded by Executive (Mayoral), Borough President, or City Council appropriations. Funding requests are often granted in response to capital project needs which the Library has identified or, in some cases, in response to proposals advanced by elected officials. After the funding is confirmed (in June of each year), the Library submits a brief program for the project to the Department of Design and Construction (DDC). DDC staff evaluates the program, visits the site, develops a detailed scope and cost estimate, and procures professional services through either a Request For Proposals (RFP) or through a Requirements Contract. DDC manages the project through design and construction with the Brooklyn Public Library serving as the client. In some cases, the client agency may request "pass-through" status on a particular project. These projects are more independently managed by the client with the DDC playing an oversight rather than a direct management role.

In contracting for design services, the DDC emphasizes the importance of consultant management skills necessary to complete the project within schedule and budget. The factors critical to successful performance include the consultant's ability to adhere to milestone time frames, the efficient management of the project team, the consultant's quality assurance practices during design and construction, and meeting the budget through a cost-effective design approach.

Section Two

Urban Design, Site & Landscape

- 2.1 Urban design initiatives
- 2.2 Landscape initiatives
- 2.3 Planted borders
- 2.4 Reading gardens
- 2.5 Community gardens
- 2.6 Fencing
- 2.7 Gates
- 2.8 Kiosks
- 2.9 Paving

This section of the Guidelines addresses urban design, site, and landscape issues for new buildings, renovation and restoration projects. Consultants are referred to The Guide for Design Consultants (City of New York, Department of General Services, Division of Design and Construction Services, May 1995, Appendix G) for general Landscape Architecture Design Criteria.



Projects at Carnegie branches require historic research of site use, landscape design, and materials to inform the current rehabilitation.

2.1 Urban design initiatives

The Library supports the selection of new sites in or near commercial areas and is pursuing the development of public/private partnerships between local businesses and branch libraries in order to provide new programs and services. The Library is also considering the addition of profit-generating activities, such as retail concessions and rental of meeting rooms, into its library buildings. Preferred sites for new branches will be identified with these possible linkages in mind, recalling a site strategy of the original Carnegie branches, which often were located in relation to existing community service buildings, including schools, churches, synagogues, police stations, fire houses, medical clinics, and parks.



Plantings at Arlington Branch

Preferences

- Site selection: centrally located in active mixed-use areas; may be incorporated into commercial and non-profit office space
- Access: easily accessible on foot, by public transportation, and by car
- Massing: single story buildings
- Size: 10,000 sf minimum total size, excluding public meeting rooms
- Amenities: side or rear yard service or delivery area; staff parking area where feasible

2.2 Landscape initiatives

Well-designed and properly maintained plantings add stature to public buildings. The legacy of the Carnegie libraries in Brooklyn supports the development of planting and landscape plans into new construction, renovation or rehabilitation projects. Consultants should consider the sidewalks in front of branch libraries within their sphere of design influence and the Library welcomes proposals for street trees, with appropriate pits and grates.



Planted border at
Fort Hamilton Branch

2.3 Planted borders

Although landscape strategies will vary, the Library desires a planted and fenced border along the building's street frontage for buildings that are sited as part of the continuous urban fabric. The border is intended to provide a planted edge to the building and to serve as a deterrent to graffiti on the face of the building. For buildings sited as object buildings standing alone on a larger site, the use of more extensive plantings may be possible, though protecting the face of the building from graffiti is still necessary. In many cases the Specific Requirements of a project with considerable grounds will require the services of a Landscape Architect.

Planting schemes should offer seasonal interest and provide a layered border from the fence to the face of the building. In small areas, compact growers are desirable. Attention should be paid to shade and sun conditions,

as well as soil composition. Planting plans, plant lists, and bib locations should be prepared during the Design Development phase. A written maintenance manual and schedule should be presented as part of the design proposal when extensive plantings are recommended.

Preferences

- Border depth: 6'-0" minimum, layered from fence to building face
- Plant selection criteria: low maintenance, seasonal interest, drought resistance, disease and pest resistance, tolerance to city conditions
- Acceptable plants: see Appendix C, Brooklyn Public Library Plant List
- Support: keyed, quick-coupler hose bibs at regular intervals for borders; automatic irrigation systems for lawns
- Unacceptable planting strategy: individual raised planters

2.4 Reading gardens

Branches may have adjacent, City-owned vacant lots which are sometimes developed as reading gardens and outdoor program space. Gardens should be visible and inviting from the street, but be accessible only through the Library's interior. Entry to the reading gardens should be through the public circulation zones where possible. To guard against book loss or theft, Consultants should insure that books are checked out before users take them to reading gardens.

More extensive plantings, site pavings, and furnishings are possible in reading gardens and the services of a Landscape Architect may be required. Like other landscape proposals, planting plans, plant lists, bib locations and a written maintenance manual and schedule should be presented during Design Development. (See Section 5, Furniture and Fixtures for a discussion of reading garden furniture.)

2.5 Community gardens

Although local groups often are interested in establishing community gardens at their branch, the Library has had mixed results with such programs. Landscape proposals whose maintenance involves or requires the support of local groups in addition to the Library staff will be considered on a case-by-case basis, taking into account, among other factors, the group's capability for and commitment to adequate garden maintenance.

2.6 Fencing

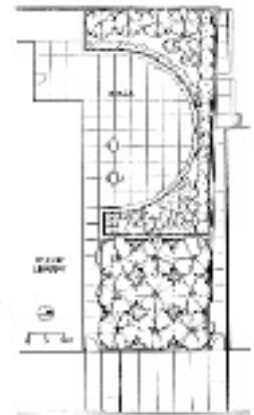
Fencing defines the precinct of the branch library, while serving as a physical deterrent to vandalism. Fencing may protect plantings from theft and ground cover from wear. For post-war or new buildings, fencing should be appropriate to the building's design. Fencing may surround the site or define a front, side, or rear yard area. Where fencing ties back into the building exterior, these points must be detailed to achieve the highest standards for vandal resistance.

Preferences

- Materials: solid steel pickets
- Size and spacing: 3/4" x 3/4" (min) barstock @ 5" o.c. (max)
- Height: 6'-0" (min)
- Unacceptable materials: tube stock, chain link, razor wire



Planted border at Clarendon Branch



Rugby Branch Reading Garden



Perimeter fencing at
Bedford Branch



Decorative exterior gates at
Cypress Hills Branch

The Library has established that decorative wrought iron or steel gates at main entries should be considered standard design features.



Paving with brick border pattern at
Tottenville Branch (NYPL)



For Carnegie branches, restoration or replication of original fencing and/or gates may be desired. Wrought iron or blackened steel may be used to restore or replicate historic fencing.

2.7 Gates

The Library has established that decorative wrought iron or steel gates at main entries should be considered standard design features. Gates may slide or swing and must be easily operated by a single branch librarian. Gates must be able to be secured and locked in an open position to discourage children from playing on them. Some recent projects have successfully incorporated sliding, decorative security gates into the building's entry sequence and some of these gates feature Percent for Art projects. Consultants are encouraged to explore a variety of gate strategies for providing a decorative, yet secure means of entering and enclosing the building.

2.8 Kiosks

Kiosks provide a central location for announcements of general interest and, by serving to organize the many printed notices placed at libraries, reduce visual clutter. Designs for information display areas should be attractive, vandal and graffiti-resistant, consistent with the Library's signage standards, and allow notices to be easily read. Displays may be designed to present interactive software which can be tied to the Library's future network.

2.9 Paving

Decorative paving may be incorporated into landscape plans and entry walkways. Although each paver or paving system will have specific installation requirements, the Library requires that each system be applied over a appropriate subbase to allow proper drainage and to diminish heaving during freeze/thaw cycles.

Preferences

- Paving selection criteria: strength, durability, thickness, resistance to pitting, appropriate degree of abrasion; compliance with all accessibility criteria
- Materials: cementitious unit pavers; poured concrete sidewalk surfaces
- Patterns: uniform field; brick or block borders
- Installation: compacted gravel subbase or equivalent



For repairs or restorations to Carnegie branches, flagstone, bluestone, slate, limestone, brick, or granite may be appropriate for exterior paving materials. Certain cementitious pavers may also be suitable for historic branches.

Section Three

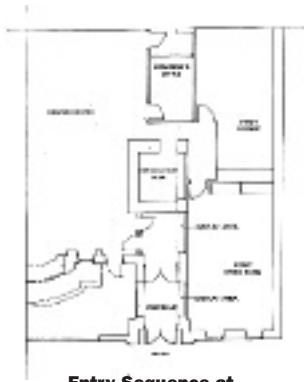
Program Spaces/ Adjacencies

- | | | | |
|-----|---------------------|------|--------------------|
| 3.1 | Entry foyer | 3.9 | Auditoriums |
| 3.2 | Circulation desk | 3.10 | Conference room |
| 3.3 | Reference desks | 3.11 | Public restrooms |
| 3.4 | Reading room | 3.12 | Staff work rooms |
| 3.5 | Children's areas | 3.13 | Staff lounge areas |
| 3.6 | Young adult's areas | 3.14 | Librarian's office |
| 3.7 | Computer areas | 3.15 | Maintenance areas |
| 3.8 | Meeting rooms | | |

Each project for the Brooklyn Public Library consists of its own Specific Requirements and stated program needs. This section of the Guidelines addresses general program needs across the system as a whole and is intended as a supplement to the Scope or Specific Requirements consultants receive at the beginning of projects.



Entry at Park Slope Branch



Entry Sequence at
Clarendon Branch



Entry Sequence at
Tottenville Branch (NYPL)

3.1 Entry foyer

Along with a building's siting and massing, the entry offers a primary means of identity for public libraries. Entries should be visible and inviting, both during the day and evening hours. Entry portals for new buildings may incorporate Percent for Art projects, further enhancing their stature as public buildings. The entry sequence provides a transition between the interior and exterior of the building. The entry and entry foyer must be secure and able to be easily monitored from the circulation desk and should also incorporate electronic security monitoring devices. The Library recommends that entries be designed with vestibules of adequate size to allow the comfortable flow of library users in and out of the branches. In some cases it may be desirable to separate in and out foot traffic by means of separate secondary entry and exit doors in the vestibule area.

Entry foyers and vestibules provide an ideal location to organize and display the many types of printed information that are distributed at libraries. In an effort to eliminate the taping of notices to doors and walls and to reduce visual clutter at the entry, the Library recommends that lighted, secured, recessed display areas be designed as part of the entry sequence. These areas provide an ideal location to showcase local community artwork and to hang notices of general public interest. In future building projects, branch libraries may develop donor recognition schemes for contributions to the branches. Appropriate space in entry areas should be designated for this new initiative.

The Library has developed bulletin boards for community notices and library events as part of its signage standards and these boards should be located near the building entry (see Section 11, Signage). In addition, the Library is considering offering automatic teller machines (ATM's) as well as Community Information Computers as services in its future buildings. These machines may be located in vestibule areas or on the exterior of buildings.

3.2 Circulation desk

The circulation desk is the core of the branch library and its most important interior design and program feature. The circulation desk provides a large-scale visual organizing element for the reading room and is the place users may go for general information, to apply for library cards, and to return and check-out books. Because library staff performs the "first sort" of the branch's collections material at this location, which can number over 1,000 items per day, circulation desks must have adequate room for rolling book carts and should be located in close proximity to the work room.

The desk should be located to command the interior and monitor the entry and exit, giving the library staff behind the circulation desk a clear view of both areas while either standing or sitting. The circulation desk typically includes space for between 2-4 persons to work, although automatic, self check-out and return systems (i.e., not staff-assisted) may be implemented in future building projects, reducing the number of staff dedicated to circulation desk services.

Certain displays of high-circulation materials, such as videotapes, cassettes, compact discs, and computer software are often stored at or near the circulation desk. Consultants should develop clear display areas for such materials, with an emphasis on visibility for patrons and ease of access for library staff. Branches with large collections of videotapes often experience a “run” on the tapes in the late afternoon/early evening hours. Consultants should locate high-demand collections and corresponding check-out areas so that overall circulation patterns are not interrupted. (See Section 5, Furniture and Fixtures for a discussion of circulation desk design.)

3.3 Reference desks

The Library currently provides two reference desks in each branch library. These desks are not connected to the circulation desk but are usually prominently located in the reading rooms. Non-circulating reference materials are stored in perimeter stacks behind the reference desk, and reference librarians usually are seated at these desks to assist users in finding books they need. (See Section 5, Furniture and Fixtures for discussion of reference desk design.)

Certain reference desk functions may be incorporated into circulation desks in future building programs. The Library encourages Consultants to explore self-check systems which allow for the possibility of “one-stop” service desks (i.e., combined circulation and reference desks).



Restored entry and circulation desk at Tottenville Branch (NYPL)


3.4 Reading room

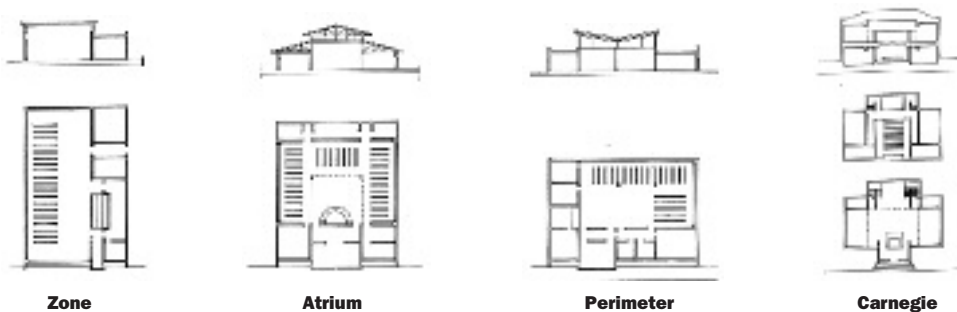
The reading room is the dominant volume in any branch library and is often indicated on the building’s exterior by specific massing, fenestration, or cladding strategies. Reading rooms typically feature larger windows, higher ceilings, distinctive light fixtures, and special architectural details. The reading room is shaped by the disposition of stacks, reading tables, and the placement of the circulation and reference desks. Although the main reading room may be zoned for special uses, such as computers and children’s areas, the layout of reading rooms must be devised to allow adequate circulation and seating and to promote visual control of the space from the circulation desk.

Brooklyn’s single-story, post-war branch libraries employ various plan and section strategies to create pleasing reading rooms and a clear relationship between reading rooms and other program spaces. These strategies may be generalized into three types: zone, atrium, and perimeter.



Original circulation desk at Park Slope Branch (historic photo)

 **Multi-story Carnegie branches rely on a largely uniform plan and section strategy to create reading rooms and program spaces. Reading rooms are often symmetrical, featuring high ceilings and built-in perimeter stacks, with a mezzanine for additional freestanding stacks overlooking the central space.**



Reference desk at Brooklyn Heights Business Library



Children's reading Room areas at
Cypress Hills Branch

Computers are in constant demand and their popularity may be gauged by the time limits many branches establish for their use.



Children clustered in computer area
at Cypress Hills Branch

3.5 Children's areas

Branch libraries offer special collections, activities, and ongoing programs for children (0-13 years old). Children's books typically are grouped together in one area in the main reading room. These children's areas are characterized by special low shelving ranges, child-sized chairs and tables, and may feature special book carts or raised, carpeted story areas. Computer terminals are often located in children's areas and Consultants must plan these areas so that group activities, such as story hour, and individual pursuits, like reading or working on the computer, are integrated coherently.

Some branches sponsor a Brooklyn Public Library program called "A Child's Place," which offers activities for children, parents, and care-givers, as well as providing activities for visiting school groups. This program is expanding to many branches; facilities which offer this program may have special furnishings or space requirements. Consultants must meet with Library program staff to assess these needs.



Carnegie branches often incorporated special design features to reduce the scale and create a more intimate environment in the children's areas. The Stone Avenue branch was originally built as a separate branch dedicated to children in the Brownsville area. Special features such as inglenooks at the fireplaces, furniture carved with animal forms, and low shelving distinguished this library from other branches. Children's areas in typical Carnegie branches adopted Stone Avenue's low shelving and these reduced-scale children's stacks areas are common throughout the branch library system. (For additional discussion of stacks design in children's areas see Section 5, Furniture and Fixtures.)

3.6 Young adult's areas

Where space allows, especially in new branches of 10,000 sf or greater, the Library desires a young adult section for users between the ages of 14-20. This area may feature special magazine racks, program areas, or computer facilities.

3.7 Computer areas

The Brooklyn Public Library is expanding its computer capabilities in all branches. All catalogs and book-check systems currently are computerized and most every branch offers stand-alone computers with educational and occupational software for use by library patrons. Because of power and wiring requirements, computer terminals are often grouped together in library reading rooms, creating a distinct zone. Computers are in constant demand and their popularity may be gauged by the time limits many branches establish for their use.

The Library is in the process of linking all its branch library holdings and shelf-check information through an on-line public access catalog (OPAC) and is developing a strategy for offering on-line access to local and global information networks from all its branches. In addition, the Library plans to offer public access to computers for personal word-processing and to include plug-in ports throughout each branch for lap-top computer users. Consultants should plan any interior renovations with an understanding of these evolving needs, avoiding any plan that would impede future expansion of computer-related services and the provision of additional terminals.

3.8 Meeting rooms

Community meeting rooms are heavily used both during the day and evening. The Library is expanding the size and availability of its meeting rooms and is undertaking a significant upgrade of such facilities. Consultants are encouraged to specify a high standard of fixtures, finishes, and equipment, including a “wet-bar” hospitality feature, for meeting rooms in all new construction and renovation projects.

Consultants should design meeting rooms so that they may be accessed after hours without circulating through the main library spaces. The Library recommends that meeting rooms, as well as a set of toilets and water fountains, be entered from the building’s vestibule or through a secondary entry. (See below for a discussion of public restrooms; also see Section 9, Accessibility.)

Though the size and number of meeting rooms will vary by project, these rooms should be designed to accommodate groups up to 74 persons and should include audio-visual equipment, assisted-listening systems (if required), locked storage areas, and have a high degree of acoustical isolation. A flush, floor-mounted electric receptacle for a lectern should be provided. Locked storage areas should accommodate both A-V equipment, children’s art supplies, and folding or stacking chairs. Roll-down screens are recommended for children’s films, although rolling carts with a VCR and monitor are being used more and more frequently. (See Section 9, Accessibility for a discussion of assisted listening systems.)

Meeting rooms may be used as classrooms, for lectures, or children’s activities, and the Library is considering fitting out certain rooms for computer training courses. Computer rooms may require additional power, telephone lines, and security.



Meeting Room at Brooklyn Heights
Business Library

3.9 Auditoriums

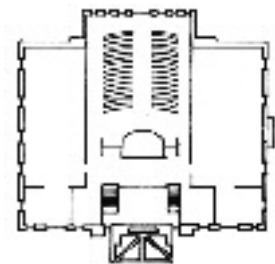
For new construction and renovation projects, the Library would like to expand some meeting rooms to become auditoriums in order to accommodate larger groups of people, in some cases up to 150 persons. These auditoriums should feature integrated public address systems and should be wired to receive multiple cable/satellite dish programming for anticipated future joint ventures with businesses and institutions of higher learning. Rooms whose occupancy is in excess of 74 persons qualify as places of public assembly and these rooms must meet all additional code requirements for such spaces, including two means of egress and the inclusion of assisted-listening systems (see Section 9, Accessibility).



The inclusion of auditorium spaces in branch library buildings is part of the legacy of the Carnegie libraries, whose branches typically include large assembly spaces on the basement level. In addition to upgrading fixtures, finishes, and audio-visual equipment, many Carnegie branches are undergoing renovations to provide full accessibility. The scope of work for these projects may include installing elevators, ramps, or lifts, providing multiple viewing points for wheelchair patrons, and making both the stage and seating area be fully accessible (see Section 9, Accessibility).



GROUND FLOOR PLAN



Relation of basement auditorium to
ground floor program spaces at
Carroll Gardens Branch

Public restrooms should be located adjacent to the main reading room along a circulation route or entered through a small vestibule.

3.10 Conference room

Where space and budget allow, the provision of an additional small conference room to seat approximately 12-16 people is desirable. This conference room will be used by library staff for meetings and training sessions, and may be made available for small programs or community meetings.

3.11 Public restrooms

Public restrooms should be located adjacent to the main reading room along a circulation route or entered through a small vestibule. Doors to restrooms should not open directly onto main program spaces. Separate men's and women's fully-accessible facilities must be provided in all new construction projects. A set of drinking fountains located outside the restrooms and positioned to accommodate children, adults, and the disabled is desirable. A separate set of restrooms and drinking fountains may be provided adjacent to meeting rooms for after-hours use. (For a discussion of accessibility issues in toilet areas, see Section 9, Accessibility.)

In renovation projects with severe space constraints, it is not always possible to provide separate men's and women's toilets with multiple stalls and meet accessibility requirements. Sometimes two or more non-complying stalls must be combined to make a single accessible restroom. Consultants must evaluate existing conditions and make recommendations to provide the greatest number of toilets for each sex, while meeting accessibility criteria. (For a discussion of toilet room fixtures see Section 5, Furniture and Fixtures; for a discussion of toilet room finishes, see Section 6, Finishes.)

3.12 Staff work rooms

Library staff require a separate enclosed room or series of rooms away from central library program spaces to receive, ship, and process library materials. The library prefers that work rooms be located near or behind circulation desks with a separate service entry to the exterior. Where freestanding circulation desks attached to entry vestibules are proposed, the work room can not be located behind the circulation desk and in these cases it is recommended that the work room be located nearby, with a clear visual connection to the desk. This arrangement facilitates the movement of staff between areas and allows staff in the workroom to respond directly to staffing needs in the main program spaces as they arise.

Some libraries maintain a separate service entrance or side yard to facilitate the many deliveries of books and supplies that occur daily at each branch. It is recommended that the service entrance be adjacent to the staff work room, where book processing and storage occurs. The service entry should be monitored directly or electronically and should be well-lit. The overnight book return may also feed directly into the staff workroom, allowing returned books to be processed with minimal transfers.

Desks in the work room should be arranged to facilitate the flow of rolling book carts in and out of the space. Open perimeter shelving in workrooms may be installed for temporary storage of books. Work stations are usually comprised of a standard single-pedestal desk large enough to accommodate a computer monitor, with room for rolling book carts to either side. Consultants must insure that circulation patterns for both staff and books are thoroughly considered when planning work rooms. (For work desk requirements, see Section 5, Furniture and Fixtures.)



Plan of Brighton Beach Branch showing staff spaces and meeting rooms in relation to primary program spaces

3.13 Staff lounge areas

Library personnel require a lounge/lunch room, an area dedicated to lockers adjacent to the staff work room, and separate toilet facilities. It is preferred that staff toilet rooms be accessible only through staff space or be clearly marked as “staff only,” as these toilets are not for use by the general public. Locker rooms should provide lockable storage areas with space for coats and personal belongings. Lunch rooms typically include a full kitchen with side-by-side refrigerator, sink, range, and venting microwave oven. Ample cabinet space for food and equipment is desirable. Lunch rooms should be large enough to accommodate a table, chairs, and a small sofa.

The Library program staff often assists in providing coffee and refreshments for meetings and library events. Lunch rooms and kitchens should be located to facilitate occasional food preparation for public events. For future building programs, the Library is considering the inclusion of pantries with commercial kitchen or hospitality facilities near meeting rooms and auditoriums. Consultants are encouraged to locate services with this possible expansion in mind.

3.14 Librarian’s office

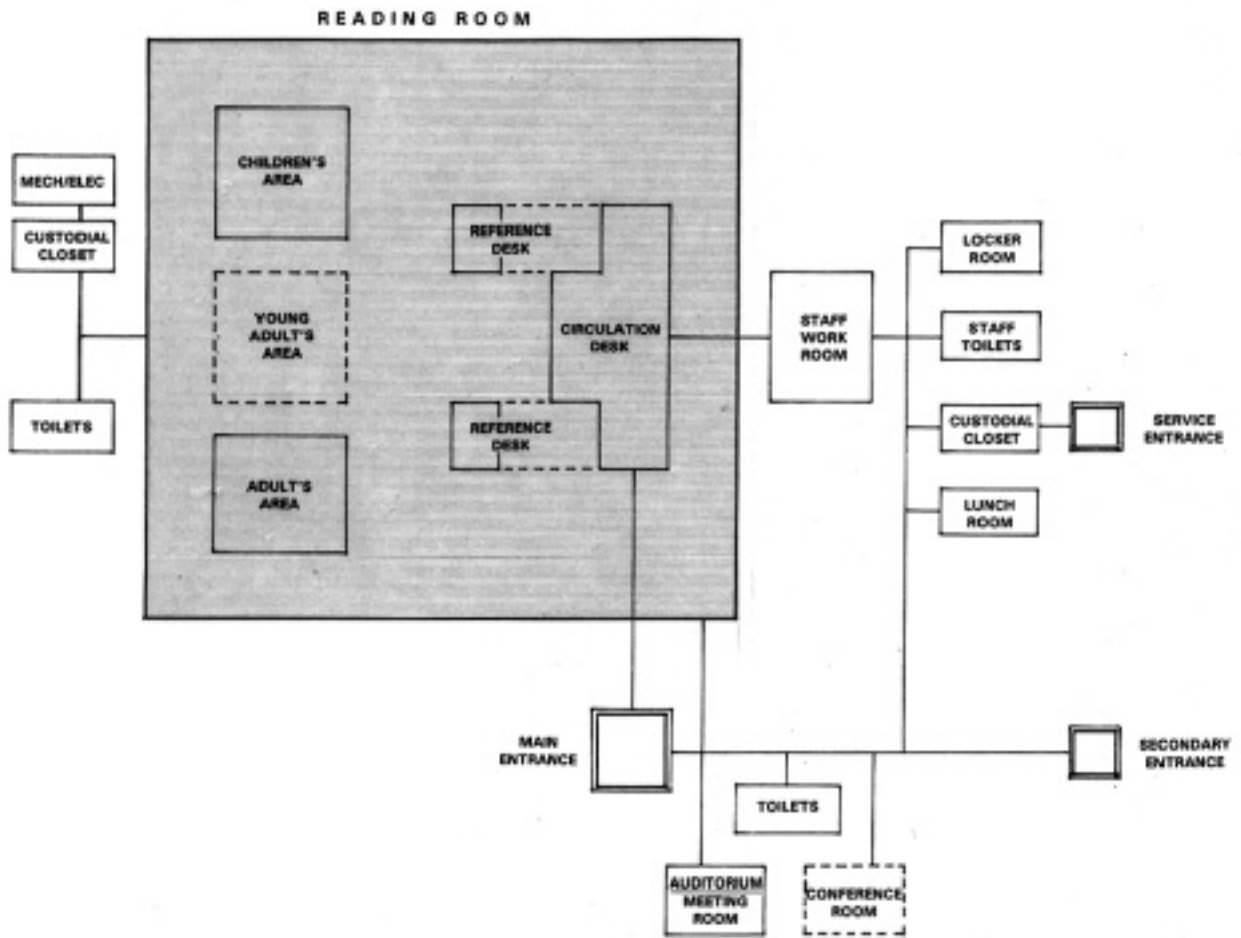
A separate, enclosed office for 1-2 persons should be provided for the branch librarian where space allows. This office should be centrally located near the staff work room and reading room and should offer desk space, provide enough room to accommodate a visitor, and be acoustically isolated. Visual connection to the primary program spaces is desirable.

3.15 Maintenance areas

Maintenance of branch libraries in the Brooklyn Public Library system is the responsibility of library service staff, which typically includes a full-time custodian at each branch. Custodians require a lockable janitorial closet with utility sink and it is preferred that these closets be immediately adjacent to the main reading room and program spaces. Alternatively, janitorial closets may be adjacent to or incorporated within public restroom zones. Maintenance items, such as cleaning supplies, cleaning tools, toilet room supplies, and lamps must be stored at branch libraries and a separate lockable storage area is needed for these materials.

Custodians also require a lockable closet near a side or service entry to store lawn mowers, fuel, hoses, snow blowers and snow-clearing equipment, such as shovels, salt, and sand.

Library personnel require a lounge/lunch room, an area dedicated to lockers adjacent to the staff work room, and separate toilet facilities.



Adjacencies diagram for branch libraries

Section

Building

Four

Envelope

- 4.1 Cladding
- 4.2 Roofs
- 4.3 Entrance conditions
- 4.4 Front doors
- 4.5 Side doors
- 4.6 Door hardware/locks
- 4.7 Windows
- 4.8 Window frames
- 4.9 Window hardware
- 4.10 Glazing
- 4.11 Window screens/grilles
- 4.12 Blinds/shades
- 4.13 Skylights
- 4.14 Fireplaces/chimneys
- 4.15 Graffiti

4



Bedford Branch
(historic photo)


Many Brooklyn branch library buildings, along with local churches and synagogues, stand as the most substantial buildings in their neighborhoods.



Cladding at Brooklyn Heights
Business Library Addition

Many Brooklyn branch library buildings, along with local churches and synagogues, stand as the most substantial buildings in their neighborhoods. The Carnegie libraries in particular function as markers of community identity. Although branch libraries of Carnegie quality are no longer being built, the Brooklyn Public Library hopes to match the stature of these historic branches in its new buildings by employing massing strategies which give the building prominence, by presenting a welcoming, public face to the street, and by being constructed of high quality materials.

This section of the Guidelines addresses specific building envelope issues the Library has identified. In general, exterior materials for additions or new buildings should be permanent, durable, and easily maintained. Additions are an opportunity to enliven and improve some of the less distinguished branches built during the 1950's, 60's, and 70's. The massing strategy and materials used for the addition should be in sympathy with the existing building, but may be designed in such a way that the new volumes and facades blend with or enhance the original branch. Building envelopes must be designed to minimize reveals and setbacks which encourage climbing on the face of the building and loitering in concealed areas.


 **For restoration or preservation projects at Carnegie branches, Consultants must evaluate the conditions of the building and determine the extent of work necessary to make the building watertight and to remedy any deteriorating conditions. Consultants' and conservators' recommendations based on observations and probes are critical in developing an appropriate Scope of Work for each project. Consultants are referred to the Secretary of the Interior's *Standards for Rehabilitation* (attached as Appendix D in this document) and the Guide for Design Consultants (City of New York, Department of General Services, Division of Design and Construction Services, May 1995, Appendix G) for general Historic Preservation Design Criteria.**

4.1 Cladding

Combined with a clear siting, massing, and fenestration strategy, cladding imparts a distinct character to public buildings. Cladding may be designed to emphasize the horizontal or vertical dimensions of a building or to call attention to certain distinctive features, such as entries, windows, or corners. String courses, patterns, and colors may be used to enrich a facade and Consultants are encouraged to develop cladding strategies which link new buildings to the existing urban fabric.

Preferences

- Materials: institutional quality unit masonry; glazed tiles and metal panel systems may be acceptable
- Sealant: anti-graffiti sealant on all new buildings to 8'-0" (min) above grade; sealant must not be self-sacrificing
- Installation: minimize reveals and setbacks to discourage climbing, loitering, and graffiti

 **Carnegie branch libraries in Brooklyn are of masonry construction, most often red brick with limestone trim and granite bases. Repairing and retaining original materials and features is preferable, but if replacement is necessary, Consultants should insure that the new materials match the original in composition, design, color, and texture.**

When cleaning is undertaken, careful testing should precede any work to insure that the method selected will not have an adverse effect on the building materials. The rule of thumb established for cleaning historic buildings is to use the gentlest means possible. Consultants are responsible for bringing architectural conservators to perform specialized work, such as mortar analysis and graffiti removal, and to insure that the new mortar matches the old in composition, texture, profile, and color. Failure to match the mortar could result in the deterioration of the brick.

Anti-graffiti sealants must be carefully researched for use on the exterior of historic buildings (see Graffiti below).


4.2 Roofs

Roof design contributes strongly to the architectural character of a building. Although the current strategy of the Library is to construct new single-story buildings, a prominent roofscape may provide a degree of visual interest and promote the building as a public space. Consultants should consider roof design as an integral part of an overall massing strategy.

Low buildings are vulnerable to break-ins from the roof and theft of equipment located on the roof. Parapets must be designed to impede access to the roof and all roof penetrations, including HVAC equipment covers and/or mounts, must be designed to be vandal-proof. For existing buildings with low parapets, Consultants are encouraged to consider extending the parapets or adding permanent protective rails to discourage access.

Preferences

- Pitched roofs: standing seam or batten seam metal roofs
- Flat roofs: 4-ply built up roofing with crushed stone ballast
- Parapets: top of parapet @ 14'-0" (min) above sidewalk
- Approved HVAC equipment protection: recessed wells; security cages
- Unacceptable roof and equipment protection: razor wire
- New roofing technologies: may be acceptable if system is durable, easily applied, and comes with a dependable warranty

 **The traditional roofing materials for Carnegie libraries include slate, wood shingle, Spanish tile, and standing seam sheet metal. If the original roofing is in place, the Consultant should evaluate the feasibility of restoring the roof. If the original roofing is no longer extant or is in poor condition, the Consultant will be asked to provide replacement options. With some exceptions, most historic roofing materials are available; new composite materials which replicate the appearance of the historic material may also be considered.**

4.3 Entrance conditions

As a central feature of the building's facade, the entry portal and door serve to announce the public nature of the library and welcome its patrons. The potentially conflicting needs for the building to appear inviting to library users and intimidating to would-be vandals are keenly felt at the main entry doors. Consultants are encouraged to design with these needs specifically in mind and to integrate security doors, gates, and lighting into their proposals from the outset. (For a discussion of entry gates, see Section 2, Urban Design, Site, and Landscape; for entry lighting, see Section 7, Lighting.)



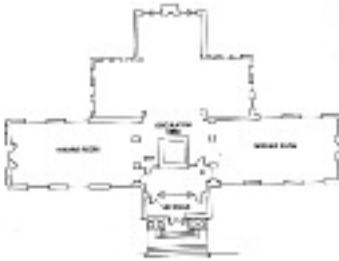
Steeply pitched slate roof at Washington Irving Branch



Entry at Saratoga Branch in need of restoration



Entry at Bushwick Branch
in need of restoration



Plan at Park Slope Branch
showing primary and secondary
doors at entry

Preferences

- Entry gates: decorative wrought iron or painted steel security gates
- Unacceptable entry gate: roll down steel gates
- Entry door disposition: flush with the facade; if loggia or courtyard entry is proposed, this area must be physically secured
- Unacceptable door disposition: unsecured recessed entries
- Signage: identifiers; operating hours; book return; some illuminated exterior signage; see Section 11, Signage



For renovation or restoration projects at Carnegie libraries, Consultants will be asked to identify the original door configuration and evaluate the existing conditions. Many of the entrances to historic library buildings have received inappropriate and unattractive renovations in the past, largely as a result of emergency security measures. The replacement of original entry door sidelights and glass transoms with steel or marble plates has occurred in many branches and the addition of large roll-down gates has further damaged library entry doors and portals. Recommendations for repairing the entries and replacing the roll-down gates with decorative security gates are essential.

4.4 Front doors

Double doors with glass vision panels, sidelights, and transoms are recommended as entry doors on new buildings in order to maximize visibility and welcome library users. Secondary doors and partitions are desired to form an airlock or vestibule and may be used to separate in and out traffic. In general, all primary and secondary entry doors must be fully accessible and Consultants must insure that door sizes, door position in relation to adjacent walls, direction of door swings, landings, hardware, and ramps are compliant. (See additional discussion of entry conditions and accessible routes in Section 9, Accessibility.)

Preferences

- Primary entry doors: manually-operated double doors with glass vision panels, sidelights, and transoms; power-assisted doors may be desired in some locations
- Secondary doors: heavy gauge metal frame doors, installed flush with the frame; silencers on frames; with glass vision panels; in open position, must not interfere with magnetic book detection system
- Vision glass: wire glass in entry and secondary doors, sidelights, transoms; solid glass block or laminated safety glass may be acceptable in some sidelights
- Hardware: hardware and door closers mounted on the inside of doors



Many historic libraries were constructed with elaborate entry portals, doors and vestibules, which frequently included carved woodwork, leaded glass, stonework, and wrought ironwork. When renovation criteria demand enlarging doors and vestibules to meet access requirements, Consultants are encouraged to preserve the original bronze dedication plaque and millwork and incorporate these features into the new, enlarged vestibule. Consultants should restore or reconstruct entries to meet current security and access requirements, while using preservation and restoration criteria as guides.

4.5 Side doors

Side and rear doors allow access to service areas and serve as an additional means of egress. Certain side doors may be used for after-hours access to community meeting rooms and auditoriums. Side doors which serve as alternate public entries must meet the dual criteria for welcome and security, be well-lit and fully accessible.

Preferences


- Doors: heavy gauge metal doors, installed flush with frame; silencers on frames
- Hardware: mounted on inside of doors; steel astragals as required
- Security gates: soffit-mounted, retractable, solid steel roll-down gates located on the weather side of the doors
- Unacceptable gate materials: perforated metal; roll-down grilles
- Gate operation: both manually and electrically

4.6 Door hardware/locks

While all hardware must be consistent with the Consultant's design intention and must meet all accessibility criteria, the Library has established certain preferences for door hardware to meet security and durability criteria.

Preferences

- Hinges: heavy duty, non-ferrous, ball bearing hinges with least amount of projection visible from the frame
- Unacceptable hinges: pivot hinges
- Door closers: hydraulic, slim-profile, mounted overhead and on the inside of the entry doors; adjustable to comply with universal design criteria for door opening force and delayed action closing
- Door frames: silencers for all frames
- Handles: must meet all accessibility criteria
- Exterior locks: heavy duty with non-ferrous metal strikes; lips of sufficient length to protect door jambs
- Lock finishes: factory-finished with bronze alloy plating to resist corrosion
- Astragals: steel astragals, with coordinators for double doors

 **Door hardware for Carnegie branches should meet the durability and accessibility criteria established for post-war and new branches, yet be in sympathy with the historic character of the building. Many commercially available products are produced in a wide variety of styles and finishes and Consultants are encouraged to choose lock, handle, and hinge hardware to meet security, accessibility, and restoration criteria.**

4.7 Windows

The admission of daylight into library program spaces is highly desirable. Windows in reading rooms not only serve as the primary means by which light is admitted into the building's interior, but also frame the relationship between the public space of the reading room and the public space of the street. It is important that windows be located to provide visual connection between the library users and passersby.

The location and size of windows contributes significantly to each branch's overall aesthetics and is an important part of a sustainable design strategy to lower reliance on artificial lighting. Windows also provide the possibility for the



Original bronze dedication plaque from Carnegie Branch



Large windows near newspaper racks at Brooklyn Heights Business Library

In Carnegie branches, large windows typically comprise a high percentage of each facade



**Large windows on facades
at Macon Branch**

Consultants are encouraged to employ energy conservation criteria in the selection of glazing.

manual admission of fresh air into the building and Consultants must incorporate some operable windows for use in between heating and air conditioning seasons and in the event of systems failure.

Preferences

- Sashes: fixed to 7'-0" AFF (min) in public spaces; operable above
- Transoms: operable above 7'-0" AFF



In Carnegie branches, large windows typically comprise a high percentage of each facade and are an integral part of the original architect's design. Consultants are asked to evaluate the significance of the windows for each elevation and propose strategies for their repair, upgrading, or replacement in kind. Upgrading is usually accomplished through restoration, replacement, the addition of a storm window or, in some cases, a customized security grille. New windows should retain as much of the character of the historic window as possible, while meeting current energy efficiency requirements.

4.8 Window frames

In reading room spaces where windows must be fixed to above body height, a variety of design strategies may be employed. If oriel windows are proposed, the bottom sash should be pinned in place, while allowing the smaller upper sash to be opened by means of an extended pole. If hopper windows or operable transoms are proposed, they should open inward, be pole-operable, and use a stop to restrict their range of operation.

Preferences

- Selection criteria: durable, easily maintained, consistent with overall building aesthetics
- Unacceptable frames: torsion spring regulated windows

4.9 Window hardware

Where windows are protected by security screens and roll-down gates, no window locks are necessary, although latches or pins may be used to keep sashes, transoms, or hopper windows in a fixed position.

Preferences

- Selection criteria: durable, easily maintained, consistent with window aesthetics

4.10 Glazing

Consultants are encouraged to employ energy conservation criteria in the selection of glazing. Although exceptional cases may exist, the Library does not recommend large expanses of vision glass, such as curtain walls, as they are difficult to protect from vandals and create excessive heating and cooling loads.

Preferences

- Selection criteria: thermopane with low-emissivity coatings
- Security areas: solid glass blocks with reinforced joints and integral vents at or below grade

4.11 Window screens/grilles

The Library currently uses shop-galvanized, corrections-quality, expanded steel diamond mesh screens on the exterior of windows to guard against window breakage and book loss. In certain branches, the Library has installed solid metal, roll-down gates over the windows on the interior to provide additional after-hours security. Though these “corrections-style” security measures have proven relatively effective, the welcoming, public aspect of the buildings has been compromised by their use. Consultants are encouraged to explore new materials, new technologies, and new strategies to improve the aesthetics of the screens, while achieving the desired security standards set by the current methods.

Preferences

- Materials: fine mesh steel insect screens; ornamental screens; decorative grillework; or, in some modern branches, solid glass blocks

4.12 Blinds/shades

Interior blinds or shades may be necessary to control light and glare in library program spaces. Meeting rooms often require nearly opaque shades to permit darkening for A-V use.

Preferences

- Operation: manual, smooth operating, chain and sprocket roller shade system; with adjustable slip clutch, stop and hold at preset positions
- Material: heavy duty vinyl-coated polyester mesh; must comply with all flame retardance requirements
- Colors: to complement the library’s interior

4.13 Skylights

In some contexts, such as sites with limited street frontage or high crime areas, a great number of windows or a large expanse of vision glass is not possible. In these cases, clerestory lighting or skylights in the roof play a significant functional and aesthetic role in bringing natural light into the building.

Preferences

- Installation: to meet the highest security standard
- Materials: solid glass blocks set in a welded steel frame; other methods may be acceptable



Existing leaded or stained-glass skylights in Carnegie branches have frequently been obscured by dropped ceilings, have been painted over, or are in poor repair. Restoration or replacement may be recommended, though either strategy must meet standards for impenetrability and be vandal-proof. In some cases, adding a new protective exterior skylight over an existing historic skylight may be recommended to achieve the desired security and energy-efficiency requirements. “False” skylights, which preserve the original glass canopy and are illuminated by artificial light, may also be acceptable (see Section 6, Finishes). Roofing over or removal of historic skylights is not recommended.



Corrections quality screens
at Walt Whitman Branch



Toplighting in stacks area at
Brooklyn Heights Business Library



Clerestory lighting in atrium
of Cypress Hills Branch



Fireplace and mantel
at Park Slope Branch

Anti-graffiti sealants are currently being used on the exterior of all post-war and new branch library buildings.

4.14 Fireplaces/chimneys

Many Carnegie libraries feature distinctive fireplaces, mantelpieces, inglenooks, and chimneys. Chimneys provide a strong design feature to the building exterior and the Library supports the retention of these structures where they exist. Although few of the original fireplaces are in working order, Consultants should retain these design features and determine the extent of work necessary to repair or stabilize them.

4.15 Graffiti

Anti-graffiti sealants are currently being used on the exterior of all post-war and new branch library buildings. When working at branches near the ocean, Consultants should insure that sealants are appropriate for saline environments. Consultants are required to submit materials samples for approval with and without proposed sealants.

Preferences

- Approved sealants: Aquarius brand; G-Pro brand
- Unacceptable products: self-sacrificing sealants
- Application: according to manufacturers' recommendations; from base of building to 8'-0" (min) above grade



Anti-graffiti sealants must be carefully researched for use on historic buildings, such as the Carnegie branches. While sealants and coatings can make the removal of graffiti easier, they can also result in long-term damage to masonry. Sealants must be evaluated for their ability to allow moisture to pass through the coating so as not to entrain water; to resist yellowing when exposed to sun over many years; and to allow the material to retain its original coloring (i.e., not to darken) when applied.

Graffiti removal and protection for the Carnegie branches should include the evaluation of five variables: 1) knowledge of any prior coatings on the building; 2) identification of the vandalized building material; 3) identification of the graffiti-making material; 4) properties of the cleaning agents; and 5) various methods of application.

Removal methods should be thoroughly tested before use. The simplest and gentlest method, i.e., water cleaning, should be tested first and, if this is not effective, Consultants may employ chemical cleaners. Mechanical (abrasive) cleaning such as grit blasting can result in damage to the masonry surface and is not recommended for historic buildings.

Section Five Furniture And Fixtures

- | | | | |
|-----|--------------------------|------|---------------------------|
| 5.1 | Exterior furniture | 5.8 | Periodical racks |
| 5.2 | Entry furniture/fixtures | 5.9 | Tables/chairs |
| 5.3 | Reading garden furniture | 5.10 | Computer carrels |
| 5.4 | Circulation desk | 5.11 | Restroom fixtures |
| 5.5 | Reference desk | 5.12 | Staff work room furniture |
| 5.6 | Stacks | 5.13 | Staff kitchen equipment |
| 5.7 | Children's stacks | | |



Bench in secured area
at Clarendon Branch

Site furniture in reading gardens should complement the garden design and encourage quiet, recreational pursuits including reading, talking, and playing of board games.

All exterior and interior furniture and fixtures should be selected for durability, ease of maintenance, and appropriateness to public library buildings. While some furnishings are standard, such as bicycle racks, stacks, and staff work desks, others, such as circulation and reference desks, may be custom-designed.

5.1 Exterior furniture

Exterior site furnishings are generally limited to secured, recessed entry areas and reading gardens. Flagpoles should be included as a standard feature where possible. All furnishings must be able to be fastened securely to the building or ground.

Preferences

- Installation: to meet highest vandal-resistance standards; secured to ground or building through integrated, permanent hardware
- Unacceptable installation: chaining furnishings to other fixed building parts or site features
- Materials encouraged: recycled content products; sustainably-harvested hardwoods



When site furnishings are proposed for Carnegie branches, Consultants are encouraged to choose styles, materials, and finishes appropriate to historic buildings.

5.2 Entry furniture/fixtures

Site furnishings at entries typically include benches and bicycle racks. Benches must be located in an area that is easily monitored from within the library and may be secured after hours. Bicycle racks may be located near the main or side entries depending on availability of open space. Where possible, racks should be visible from library program spaces or circulation spaces to discourage theft and vandalism. Public telephones provide service to library users, yet also increase noise levels and congestion. Placing public telephones near bicycle racks on the exterior of buildings may be desirable in some cases.

Preferences

- Benches: with armrests to discourage reclining
- Bicycle racks: “sine curve” type of highest quality construction; anchor-bolted into concrete base or sidewalk; parking for 10 bicycles (min)
- Public telephones: if exterior, pole-mounted, away from face of building; outgoing calls only

5.3 Reading garden furniture

Reading gardens should be visible and inviting from the street, yet accessible only through the library’s interior. Site furniture in reading gardens should complement the garden design and encourage quiet, recreational pursuits including reading, talking, and playing of board games. Game tables, such as those used by branch library chess clubs, may be incorporated into reading garden design and Consultants are encouraged to plan furnishings in relation to sun and shade, proximity to streets, and visibility from library interiors. Integrated planting beds and benches or freestanding furniture may be proposed.

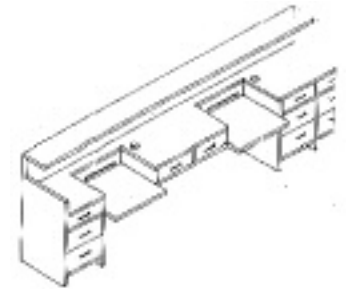
5.4 Circulation desk

As the most prominent single element in library interiors, the circulation desk must be designed so that library staff members have control over the main program spaces and the entry vestibule. (For a discussion of program requirements for circulation desks, see Section 3, Program Spaces and Adjacencies.)

Computer terminals for book check systems and catalog information are located at the circulation desk. In existing libraries, large computer monitors and their protective housings have been placed on top of the library circulation desk where they create a significant obstruction to clear visual communication between library patrons and staff. The Library recommends that new circulation desks be designed to accommodate computer monitors. Monitors may be recessed into the desk surface and may feature an elevated transaction surface (diagram). In future building programs, self-check systems for borrowing and returning books may be implemented and circulation desk and reference desk functions may be combined (see reference desks below).

Preferences

- Capacity: 2-4 persons working comfortably sitting or standing; accessible to disabled staff and patrons
- Storage needs: rolling book carts; display for videotapes, software, music; library card/member registration materials
- Computer requirements: power and signal; elevated transaction surface; keyboard, mouse, and light wand clearances; grommets and sleeves for cables; recessed monitor; under-counter CPU



Circulation desk with recessed computer monitor areas and elevated transaction surface



The original circulation desks in Carnegie branches were oak-paneled consoles, centrally located within the reading room, often placed under leaded or stained glass skylights. Some original circulation desks at Carnegie branches are still in use and these desks should be repaired, restored, or modified as required to bring back their period aesthetic, while accommodating modern book check and catalog requirements.

Where original circulation desks have been removed, replaced, or relocated, Consultants are asked to evaluate the existing circulation desk for aesthetic appropriateness and functional utility and to make recommendations to replace, relocate, or alter the desk. Although it may not be feasible to place the desk in its original position, Consultants are encouraged to study this possibility as well as others which restore the grace and proportion to the Carnegie interiors.



Staffed circulation desk at Flatbush Branch (historic photo)

5.5 Reference desks

Each branch library has traditionally maintained two reference desks, usually located on either side of the main reading room and dedicated to adult and children's collections. Currently, non-circulating reference material is kept in perimeter stacks behind the reference desks and the reference librarian provides access to these books and helps library patrons use the collection through computer searches. Reference librarians keep files at their desks and these file cabinets should be integrated with the design of the desks (diagram).

The Library is working to develop self-check circulation systems for its branch libraries. As these systems are implemented, the Library may move reference functions to a multipurpose circulation desk.



Relation between reference desk and modular file cabinets

In order to make collection material more appealing to the general public, the Library has developed a modern merchandising format for shelving and displaying books in stacks areas.



Perimeter stacks at Brooklyn Heights Business Library



Freestanding stacks at Brooklyn Heights Business Library

Preferences

- Design: to coordinate with circulation desk; accessible to staff and patrons
- Work area (min): 30" x 60" flat surface; to accommodate telephone, computer terminal, keyboard, and mouse; two letter-sized file drawers below
- Additional file cabinets: to correspond with initial desk design; integrated to match height and materials of desk, creating extended work surface
- Unacceptable: uncoordinated desks and files

5.6 Stacks

As dominant elements in any branch, stacks display the majority of the collection to patrons and contribute greatly to the character of library interiors. Stacks and other library furniture should complement and enhance the overall interior design while providing clear spatial organization of the library's primary collection materials and reading areas.

In order to make collection material more appealing to the general public, the Library has developed a modern merchandising format for shelving and displaying books in stacks areas. Books are grouped primarily according to general area of interest ("travel," "hobbies") rather than by the traditional Dewey Decimal system and sometimes are displayed "face" out rather than spine out. The library uses two categories of stacks—perimeter stacks, which line the reading room's exterior walls, and freestanding stacks, which create zones within the larger reading room. Both perimeter and freestanding stacks are scaled down in children's reading areas and all feature adjustable shelving. Perimeter stacks may incorporate display areas at the head of each unit.

Stacks and aisles should be arranged to promote visual interest and to allow monitoring from the circulation desk. Stacks configured to create dead ends, nooks, or coves which are invisible from the circulation desk are not acceptable. The Library occasionally rearranges its freestanding stacks configurations and Consultants are encouraged to design lighting schemes in stacks areas with possible reorganization in mind (see Section 7, Lighting).

Stacks ranges and aisle widths must comply with accessibility requirements (see Section 9, Accessibility).

Preferences

- Perimeter stacks: integrated lights and signage at heads; canted lower bookshelves; adjustable shelves to accommodate new media (videos, CD's, software); removable kickplates at base for insertion of HVAC grilles in some cases
- Perimeter stack dimensions: 7'-0" high and 3'-0" wide, with depth varying from 12"-18"
- Relation to wall: with soffit above to appear built-in; well-braced and anchored to wall to prevent overturn
- Freestanding stacks: canted lower shelves; stem-mounted signage on top of range; square endpanels to conceal canted shelf section; identification on endpanels; may also have book display rack on endpanels
- Freestanding stack arrangement: end-to-end and back-to back to form aisles; other arrangements may be acceptable
- Freestanding stack dimensions: 5'-0" high, 3'-0" wide, 12"-18" deep



A modern stack design may not be appropriate for book display in Carnegie branches. Stacks in historic branches were typically made of stained oak and some original stacks still remain. Consultants are encouraged to restore perimeter stacks in Carnegie libraries where possible or to replace them with stacks appropriate to this collection of historic buildings. Typical book size has increased since Carnegie libraries were built and original stacks may need to be partially modified to accommodate larger or oversized books.

When Carnegie stacks must be replaced, the Library has developed designs for a modified perimeter and freestanding stack range. These stacks feature decorative molding at the fascia and baseboards and are designed to accommodate the unlit signage bands the Library uses as part of its overall graphics identity package. Downlights may be incorporated behind the fascia to light the bookshelves and uplights may be proposed in certain configurations to increase overall ambient light levels.

5.7 Children's stacks

Stacks in children's areas are scaled down to create an intimate environment and to make books reachable by young readers. The library staff may feature children's art projects in recesses above the perimeter stacks. Special wooden "carousel" book display fixtures and brightly colored rugs are sometimes used in children's areas.

Preferences

- Perimeter stacks: to match typical stacks, except that upper bookshelves are removed to allow art display space
- Freestanding stacks: not to exceed 5'-0" high (typical); some stacks at 2'-6" high for youngest readers; some stacks sized to accommodate large picture books



Carnegie libraries historically featured children's reading areas and scaled-down stacks areas. Children's books have grown larger in format over the years and some original shelving may require portions to be retrofitted to a depth of 12"-14" to accommodate these oversized books. Original shelving should be retained whenever possible.

5.8 Periodical racks

Racks to display current magazines and newspapers are desirable in adult reading areas and may also be included in children's areas. Racks should complement the stacks design in each area.

5.9 Tables/chairs

The Library has developed standard modern reading tables and chairs for branch libraries which meet its exacting demands for durability. Depending on space availability, tables in reading rooms may be arranged end-to-end or may be placed singly. In meeting rooms and auditoriums, which are reconfigured frequently, tables with collapsible legs and folding or stacking chairs are required.



Interior of Arlington Branch with integrated perimeter and freestanding stacks (historic photo)



Children's stacks and reading area at Clarendon Branch



Children's stacks and reading area at Brooklyn Heights Business Library



Reading tables at Brooklyn Heights Business Library



Schoolhouse style chair



Standard computer carrels at Brooklyn Heights Business Library

Preferences

- Reading room tables: solid oak, lacquer finish, with full mortise joints and steel screws
- Reading room chairs: schoolhouse style, solid oak, lacquer finish to match tables, with metal or plastic glides on legs
- Meeting room tables: collapsible; to fit in storage areas
- Meeting room chairs: stacking or folding, with rolling dolly; to fit in storage areas

Standard modern reading tables may not be appropriate to Carnegie reading rooms, meeting rooms, and auditorium spaces. Consultants are encouraged to design or select furniture whose style, materials, and finishes enhance these historic buildings while meeting the Library's standards for durability and ease of maintenance. Consultants may also consider modifying the standard tables and chairs.

5.10 Computer carrels

The Library has developed a standard modern carrel for computer terminals in adult and children's areas and is currently installing these custom wooden tables in many branches.

Preferences

- Carrel materials: solid oak with clear lacquer finish to match reading tables
- Carrel design: sloped sides and low, straight backs; grommets at desktop surface; recessed surface for keyboard; clearance for mouse pad; enclosed chases for cables; undercounter supports to keep wires and equipment off the floor and free from entanglement; integrated steel rings to which equipment may be locked
- Arrangement: linear, side-to-side and back-to-back
- Support: matrix of flush-mounted floor receptacles for power and signal

Carnegie libraries must be modified carefully to receive new technologies. Although the need for computer access is no less pressing at Carnegie branches, these historic buildings possess an architectural character that the Library wishes to preserve and enhance. Standard computer carrels may not be appropriate for historic Carnegie libraries and Consultants are encouraged to develop alternative, site specific means of facilitating computer use at these branches or modifying the design and finish of the standard carrels to complement the Carnegie interiors.

5.11 Restroom fixtures

Restroom fixtures and finishes must meet the primary requirements for durability and ease of maintenance and comply with all accessibility criteria. (See Section 6, Finishes for preferences in bathroom interiors and Section 9, Accessibility, for a discussion of compliance.) In sink areas, the Library has found that a shallow (6"-8") recessed, tiled ledge behind the lavatories is useful for resting handbags, briefcases, or small grooming aids. Mirrors should be located above the sink when only one sink is provided; when a bank of sinks is planned, Consultants should consider locating mirrors away from sink areas, as this may decrease congestion in these areas and may diminish hair and grooming-related objects from entering sink drains.

Preferences

- Toilets: floor-mounted porcelain
- Flushers: handle flushometers
- Unacceptable flushers: button or automatic flushers
- Stalls: brushed stainless steel, floor to ceiling, with secure coat/handbag hook on stall door or side panel
- Toilet paper dispensers: panel-mounted, brushed stainless steel, double roll dispensers
- Women's sanitary disposal bins: panel-mounted, brushed stainless steel
- Lavatories: wall-mounted porcelain
- Soap dispensers: wall-mounted
- Hand-dryers: wall-mounted electric (paper towels are not provided)
- Trash bins: freestanding or wall-mounted
- Changing tables: wall-mounted, pull-down changing table installed in women's and men's restrooms

5.12 Staff work room furniture

Each station in the staff work room should be configured to provide ample, clear work surface and to allow room for a computer monitor and task lighting for each staff member. The Library provides Consultants with the total number of work stations required at each branch. L-configurations may be proposed where space allows, although single pedestal desks are currently the Library standard. Stations and furniture must meet all requirements for accessibility (see Section 9, Accessibility). Consultants should provide space for rolling book carts at each work station and insure that there is adequate space for staff and cart turnaround.

5.13 Staff kitchen equipment

Staff kitchen equipment includes a side-by-side refrigerator (which meets accessibility requirements), a single bowl stainless steel sink, a standard faucet, a gas range, and a venting microwave oven above the range. Staff often bring their own small countertop appliances and Consultants must include an adequate number of electrical receptacles and design food preparation areas for daily meal preparation and occasional public functions.

Each station in the staff work room should be configured to provide ample, clear work surface and to allow room for a computer monitor and task lighting for each staff member.

Section Six

Finishes

- 6.1 Interior wall finishes
- 6.2 Floors
- 6.3 Ceilings

Children's activity rooms may be painted with murals through the initiative of branch library staff or local parents groups.

Consultants are encouraged to propose inventive color schemes [for floors] which may include patterned tile layouts or borders and fields to accentuate certain areas.



Tile pattern at Brooklyn Heights Business Library

6.1 Interior wall finishes

For new construction projects, the Library recommends the use of framed walls. In some cases, concrete block walls may be recommended on the interior. Many interior walls in post-war buildings were constructed of concrete blocks or framed out with applied gypsum wallboard. Patching, retaping, or filling may be required to repair damaged walls before repainting.

Children's activity rooms may be painted with murals through the initiative of branch library staff or local parents groups. Consultants are encouraged to coordinate with artists, librarians, and volunteers to help realize these projects. Wall surfaces in children's areas should provide tackboards to display art work or educational posters.

Lead-abatement may be a consideration in certain branch library projects. Encapsulation, achieved by application of an approved compound or by laminating gypsum wallboard over existing lead-painted surfaces, may be effective in many situations.

Preferences

- Framed walls: wood or steel studs; with 5/8" gypsum wallboard; greenboard in wet areas
- Paint: flat latex paint on walls; semi-gloss alkyd paint on trim
- Block walls: laminated with gypsum board or finished with epoxy sealer and spattercoat
- Restroom walls: glazed ceramic tiles, floor to ceiling or to 8'-0" AFF (min)
- Restroom ceilings: flat latex paint
- Unacceptable restroom finishes: vinyl wallcoverings, painted walls



For restoration or renovation projects at Carnegie branches, plaster walls often require repair before painting. Walls may have been damaged by channeling or drilling for electrical conduit, by water infiltration, picture hanging, or heat. Consultants should insure that walls are stable before finishes are applied. Consultants may undertake paint analysis to determine the original palette of paint colors.

6.2 Floors

The Library requires that all flooring material for new construction and renovation projects for post-war branches be attractive, highly durable, low-maintenance, institutional-quality products. Consultants are encouraged to propose inventive color schemes which may include patterned tile layouts or borders and fields to accentuate certain areas.

Preferences

- Program spaces: vinyl tiles; carpet tiles may be acceptable in staff areas, children's areas, meeting rooms, and conference rooms
- Service and high traffic areas: rubberized tiles or quarry tiles
- Restrooms: glazed ceramic tiles
- Subflooring: to include "raceways" to house conduit (power, signal, and electric); located to allow for maximum flexibility in library program spaces
- Unacceptable floor finishes: roll carpeting



Restoration projects at Carnegie branches often must address the existing conditions of original terrazzo floors. Consultants are encouraged to explore means and methods of patching and repairing the terrazzo. Where new materials are required, vinyl tiles may be used. Carpet tiles may be appropriate in certain meeting rooms. Tile patterns should incorporate a border and field or other appropriate pattern.

6.3 Ceilings

The Library has no explicit preference for ceiling types used in new construction or renovation projects. When suspended lay-in ceiling systems are used, the panels should be sound absorbing and easily removed to allow access to ducts, pipes, valves, lighting, and electrical services above. Extra panels should be ordered and kept on the premises to facilitate replacements.

For restoration projects, original ceilings are often elaborately composed and may include crown moldings, picture frame moldings, coves, baffles, medallions and leaded glass skylights. Consultants should remove any hung ceilings which obscure views of the original ceilings and relocate HVAC equipment, lighting, and electrical conduit as necessary so as not to conceal the original details. Consultants are encouraged to repair all ornamental woodwork, plasterwork, and glass.

Although it may not be possible to restore existing skylights and meet current security requirements, Consultants may consider installing artificial lighting above historic skylights to showcase the skylight and simulate the original intended effect.

July 1996



**Ornamental plaster ceiling
at Park Slope Branch**

Section Seven

Lighting

- 7.1 Site
- 7.2 Entry
- 7.3 Security
- 7.4 Interior
- 7.5 Stacks
- 7.6 Task
- 7.7 Computer areas
- 7.8 Staff work rooms
- 7.9 Auditoriums

The admission of daylight into library interiors promotes a sense of well-being and connection to the environment and is a critical part of any sustainable design strategy.



Combination of natural and artificial lighting at Clarendon Branch



Inappropriate pendant lights at Park Slope Branch

Daylighting combined with artificial lighting provides ambiance in library interiors, while site lighting and night lighting enhance the building's exterior. The admission of daylight into library interiors promotes a sense of well-being and connection to the environment and is a critical part of any sustainable design strategy. Reducing the library's reliance on artificial lighting leads to lower energy costs and produces a lower cooling load, thereby achieving double energy savings. Though Consultants must submit designs to meet the New York State Energy Conservation codes, systems may achieve additional savings through a life-cycle costing analysis and by making use of all applicable utilities rebates. Additional information on energy conservation and local regulations may be obtained through the Department of General Services Office of Energy Conservation at (212) 669-8720.

Significant advances in energy-efficient lighting technologies have been achieved in recent years and the Library is committed to upgrading its systems. The Federal Environmental Protection Agency has initiated the Green Lights program to promote energy efficiency among corporate and institutional consumers and offers Consultants information and assistance in selecting appropriate systems and fixtures. The Green Lights Hotline may be reached by telephone at (202) 775-6650 or by fax at (202) 775-6680. In general, the Green Lights program recommends substituting T-8 fluorescent tube lamps for T-12 cool white fluorescent lamps, replacing standard magnetic ballasts with electronic ballasts, using compact fluorescent lamps to replace incandescent lamps, and using motion sensors in some locations so that lights are on only when motion is detected. Fluorescent lamps are now available in an expanded range of colors and the Library is moving away from the cool institutional bulbs to warmer, more inviting lamps. By using these new products and technologies, libraries can improve their lighting quality while reducing energy consumption and cost.

The Library operates with a limited maintenance budget and maintenance staff. Consultants are asked to keep in mind that the use of a limited variety of lamps is important when specifying fixtures, as stocking a large range of products is not possible for the branch library system.

☛ Carnegie libraries typically have received lighting alterations over time not in keeping with their historic character. Although a strict reproduction of historic lighting would seem gloomy by today's standards, Consultants are encouraged to remove inappropriate fixtures and to devise a lighting strategy which meets current illumination and energy-efficiency requirements, while restoring or interpreting historic precedents. Carnegie branches may require a broad range of fixture types to provide proper lighting levels in reading rooms with high ceilings. Sconces, pendant fixtures, recessed accent lights, and task lighting may be mixed together to create a balanced lighting design.

There is an extensive range of commercially-available reproduction fixtures in every price category, and many incandescent fixtures may be adapted to accept compact fluorescent lamps. Consultants are advised to choose fixtures that are compatible with the period of the building when restoration or replication is not possible.

7.1 Site lighting

Site lighting of branch libraries enhances the building's exterior, permits evening building occupation, and provides some measure of security for the library and the adjacent streets. Building facades should be illuminated through the use of pole-mounted fixtures and the Library is working with the Department of Transportation to develop a program to attach flood lights to street lamp standards in front of library buildings. Main entry stairs, ramps, walkways, paths, and facades should be clearly lit and, if separate entrances are provided for after-hours access to community rooms and auditoriums, those areas should also be illuminated.

Preferences

- Facade illumination: through remote pole-mounted floods; garden or ground-mounted, vandal-resistant site lights when pole-mounting is not possible
- Building lights: surface-mounted, with vandal-resistant globes or expanded metal cages to protect lamps
- Approved exterior lamps: compact fluorescent, metal halide
- Path lights: integral, wall-mounted steplights
- Exterior path illumination levels: 5 foot-candles (min)
- Exterior lighting controls: remote timer with keyed, locally-installed controls
- Installation: service leads from building interior; minimum use of surface-mounted conduit

For Carnegie branches, Consultants are encouraged to use historic building research to guide their site lighting proposals. Cove, niche, sconce, pendant or post light fixtures may be modified to achieve desired lighting levels on the facade, with special attention paid to walkways and entries.

7.2 Entry lighting

All primary and secondary entrances should be well-lit and inviting both during daytime and evening hours. Entrances and vestibules may be top-lit by means of skylights in combination with artificial lighting.

Carnegie libraries often featured ornate lighting fixtures at entry vestibules and portals. The Library encourages Consultants to research, replace or repair these historic fixtures so that they may be reinstalled or relocated at a secure location in the building.

7.3 Security lighting

All interior library program spaces, staff, and service areas should be well-lit to promote a sense of security and continuous occupation. Dark hallways and blind corners should be avoided in the design of new buildings and lights should be added where these areas occur in existing buildings. Building exteriors and walkways should be lighted to promote security at night by exterior lights on timers (see site lighting above).

Site lighting of branch libraries enhances the building's exterior, permits evening building occupation, and provides some measure of security for the library and the adjacent streets.



Lighting at entry of
Hamilton Grange Branch (NYPL)



Well-lit interior at Clarendon Branch



Simple pendant uplights at
96th Street Branch (NYPL)

7.4 Interior lighting

The Library recommends that Consultants employ a mix of different lighting strategies (natural, overhead, wall sconce, recessed cove) to achieve desired lighting levels throughout program spaces during daytime and nighttime conditions. The current Brooklyn Public Library preferences state that main reading rooms and program spaces be illuminated to levels well above industry standards to reduce reliance on task lights. Consultants are encouraged to explore lighting designs which make use of daylight to achieve high levels of illumination, while remaining careful to control direct lighting which hastens book deterioration.

In new construction and some renovations, overall interior lighting may be accomplished through the use of recessed fixtures in a suspended ceiling system, or by surface or stem-mounted ceiling fixtures, either as single systems or in combination. Higher ceilings or special zones may be highlighted by stem-mounted accent fixtures with an up- and downlighting component.

Preferences

- Reading room lighting levels: 50-70 foot-candles (maintained) on tabletops @ 30" AFF
- Unacceptable interior lighting: unistrut or expanded matrix; surface-mounted lights or suspended fixtures in low-ceilinged areas



For restoration or preservation projects at Carnegie branches, Consultants are encouraged to research archive material to develop appropriate lighting strategies and fixtures. Simple pendant-mounted uplights from commercial reproduction lighting catalogs are recommended when specific restoration or custom fixtures are not proposed.



Integrated lights and signage in
Brooklyn Heights Business Library

7.5 Stacks lighting

In keeping with its adoption of a modern merchandising format, the Library presents books in its collection using integrated lights and signage in specially modified book stacks. Stack lights, incorporated in the “head” of the standard perimeter stacks units, aid visibility of the books.

Stacks-mounted uplights may be preferable in some branches. Uplights should be set back from the face of the stacks so they are not visible from eye level and should employ the appropriate baffles to achieve the desired lighting profiles. Consultants may consider the installation of motion sensors in stacks areas so that stacks lights are on only when users are in the area.

Preferences

- Lighting design: up and downlighting; deployed parallel or perpendicular to stacks ranges
- Number of fixtures and fixture placement: determined by design intent and photometric calculations
- Lamps for stack lights: tube fluorescent
- Stacks illumination levels: 30 foot-candles (maintained on the horizontal plane) @ bottom shelf



A retail approach to book display may not be appropriate for historic Carnegie libraries. Carnegie branches often feature built-in perimeter oak shelving and the Library desires to preserve these features wherever possible, although some modifications to allow the canting of lower shelves may be desirable. The Library has developed a model for unlighted, stem-mounted and face-mounted signage in keeping with its system-wide graphics identity and Consultants are encouraged to incorporate this signage into stacks at Carnegie branches (see Section 11, Signage).

7.6 Task lighting

Task lights constitute a significant part of a sustainable design strategy for any building. The use of task lights in library reading rooms and staff work rooms can significantly reduce the demand for overall ambient light, which achieves energy savings by limiting electricity demand and by reducing cooling loads. Task lights in large spaces help to create a better work environment by creating a variety of light sources which diminishes eyestrain. By allowing for lower overall lighting levels, task lights also facilitate the use of computers. Task lights in libraries are typically mounted as permanent fixtures on reading tables or desks and they are provided with electricity through conduit in a hollow table leg or through grommets and wires that connect to flush-mounted floor receptacles. Task lights may be designed to accommodate compact fluorescent lamps.

The Brooklyn Public Library has found that the use of task lights presents additional cleaning and maintenance requirements and can impede the reconfiguration of library furniture. Where task lights are proposed, floor-mounted electrical receptacles must be provided to allow furniture to be easily rearranged. All task lighting fixtures and shades should be designed for heavy-duty use, be securely mounted, use standard lamps, and be furnished with a curved canopy to discourage using the shade as a shelf.

Task lights in large spaces help to create a better work environment by creating a variety of light sources which diminishes eyestrain. By allowing for lower overall lighting levels, task lights also facilitate the use of computers.

7.7 Lighting for computer areas

The Library envisions a great increase in the demand for computer terminals as its catalog system goes online and the branches begin to a range of on-line services. Ports to facilitate the use of personal laptop computers in the branches is also expected to be incorporated as a basic service program.

Computer screens are particularly sensitive to glare and computer areas should be located in such a way to eliminate reflected glare from any light source. Reduced ambient light levels aid visibility for computer users. Consultants are encouraged to explore lighting strategies which enhance computer use.

Where task lights are proposed, floor-mounted electrical receptacles must be provided to allow furniture to be easily rearranged.

7.8 Lighting for staff work rooms

Staff work rooms should be well-lit using a combination of artificial and natural light and should include task lights at each work station (see task lighting above).

7.9 Lighting in auditoriums

Light in auditorium spaces may be provided by a variety of light sources. Overall lighting should be controlled by dimmer switches and stage areas should be illuminated by means of track lighting on an independent switch.

Section Eight HVAC Systems

- 8.1 Programming
- 8.2 System selection
- 8.3 Controls
- 8.4 Exterior equipment location
- 8.5 Interior equipment location
- 8.6 Maintenance costs

An interior environment that promotes health and well-being improves concentration and increases productivity.

Systems must be designed with a comprehensive understanding of all the facility's users and occupancy schedules.

Properly designed, installed, and maintained heating, ventilating, and air conditioning systems are essential components for insuring health and comfort in any building and are critical to promoting sustainable design. An interior environment that promotes health and well-being improves concentration and increases productivity.

The Brooklyn Public Library schedules its systems replacements on a 30-year cycle and has adopted a life-cycle costing approach to systems selection. Life-cycle costing compares systems with differing initial costs and operating costs according to the following criteria: initial cost, annual operating cost, service life, and interest. Annual operating cost takes into account energy costs, operations labor costs, maintenance labor costs, maintenance materials, and replacement costs. Cost analyses should incorporate all applicable utilities rebates and incentive programs.

8.1 Programming

Consultants developing HVAC systems are encouraged to develop programs for each of the building's interior spaces so that systems may be properly designed. Systems must be designed with a comprehensive understanding of all the facility's users and occupancy schedules. All applicable building and construction codes, including the New York City Building Code and the New York State Energy Conservation Construction Code, must be followed, but ASHRAE standards as well as subjective levels of comfort must also be taken into account. Specific indoor temperature/humidity requirements and ventilation rates must be developed for all program spaces.

Large interior spaces, such as reading rooms, may be designed by zones. Stacks constitute a low load situation and can be designed for lower air flow; reading and circulation areas support greater occupancy and constitute a higher load situation. Higher air flows with appropriate levels of fresh air and adequate air filtration in reading rooms contribute to alertness and aid memory. Ventilation air quantities should exceed code requirements in high load areas to account for occasional increases in occupancy in reading and circulation areas.

All systems designers (including HVAC, electrical, lighting, communications) must coordinate their work. Technologies for certain systems, such as telecommunications, change rapidly and introduce new demands on the HVAC system. For this reason, HVAC systems should be designed with some flexibility.

8.2 System selection

The HVAC system selection should satisfy the program requirements and should take into account how the building is used, its hours of operation, peak occupancy periods, and variation within the program spaces over the course of the day and evening. Branch libraries are often heavily used in the late afternoons and evenings and every branch is open 6 days per week and at least one night per week until 8 p.m. Seasonal variation in occupancy must also be considered and local staff members are vital resources for understanding how and when their branches are used.

Systems selected should optimize the Library's program concerns and should take into account architectural and aesthetic considerations, occupancy schedules, capacity requirements, the possibility of the branch's expansion, flexibility for future changes, expected equipment service life, structural considerations, acoustical design requirements, lighting, power requirements, access requirements, sustainable design criteria, performance requirements,

space requirements, and risk management concerns. As the typical branches expand from 7,500 sf to 10,000 sf, larger capacity systems will be required. Flexibility and redundancy should be considered when selecting new equipment.

Preferences

- Heating: current practice is to provide 2 (min) two-pipe, gas-fired hot water boilers with fin tube convectors; forced air systems in which humidity control is possible may be introduced in future building programs
- Boiler capacity: each boiler to accommodate 75% building load so that the branch can remain open if one boiler is being repaired or replaced
- Cooling: two (min) compressors
- Compressor capacity: one 20 ton unit and one 10 ton unit
- Systems controls: local, simple to operate; pneumatic or electric
- Refrigerant selection criteria: must comply with Federal EPA regulations

8.3 Controls

Controls for HVAC systems should be simple to operate. The system selected should be as sophisticated as the people who will maintain it. The Library does not presently retain specialists to monitor and adjust complicated systems with high-tech controls. Current systems controls are usually local with the ability to be operated by a remote timer, although systems with compatible equipment may be linked through a building management system (BMS) in the future. New controls should be specified to anticipate future linkages.

Systems with compatible equipment may be linked through a building management system (BMS) in the future. New controls should be specified to anticipate future linkages.

8.4 Exterior equipment location

In new construction, HVAC systems and equipment should be thoroughly integrated into the architectural design. In general, exterior equipment should not be visible from the street. Equipment may be set back from the parapet or eave, or may be recessed and secured into specially-designed equipment wells. All roof mounted equipment must be installed to the highest security standards.

In renovation projects, HVAC systems must be integrated to the highest degree possible. Equipment and equipment mounts should be located away from primary facades and care should be taken to visually screen HVAC service areas from main or auxiliary entries. Screening may be achieved through the use of institutional screens, fences, or landscaping.

Vandalism and theft constitute a significant threat to HVAC equipment and Consultants should locate exterior equipment and vents with security in mind. The location of outdoor air intake louvers, fan discharge louvers and terminations, condensers, effluent discharge vents, and chimneys should be positioned to deter criminal activity.

Vandalism and theft constitute a significant threat to HVAC equipment and Consultants should locate exterior equipment and vents with security in mind.

8.5 Interior equipment location

When designing an HVAC system for a new branch, the system must be designed to meet the program load requirements and be thoroughly integrated with the architectural design. Consideration must be given to aesthetic compatibility with the overall building design; appropriate interfaces with the type of construction; ample space for the routing and servicing of ductwork, piping, conduit, and equipment; and proper location and sizing of mechanical and electrical rooms, boiler rooms, and control closets. Special attention should be paid to vibration control for interior HVAC equipment. Although new

When installing or modifying an HVAC system in an existing branch, Consultants must take care to design the new system to be compatible with or enhance the existing building's interior design.

branches are typically one story construction, it may not be possible to accommodate all program spaces and support spaces on one level. Partial excavation of a basement for service spaces may be necessary.

When installing or modifying an HVAC system in an existing branch, Consultants must take care to design the new system to be compatible with or enhance the existing building's interior design. Some post-war branches have received insensitive or inappropriate air-conditioning upgrades in the last few decades. Consultants are encouraged to be creative with their use of soffits and plenums to conceal or make a feature of new ductwork and registers. Where existing ductwork is reused, it must be demounted and cleaned before reinstallation. Consultants must insure that current HVAC work will not impede future systems upgrades, systems expansions, or building additions.



Carnegie branches have received particularly insensitive HVAC upgrades over time. The Library is currently undertaking a major program to install new systems which will be more in keeping with the historic buildings' interiors. As there are often no spaces above the original ceilings and no chases in the walls, Consultants must be creative in their designs for new systems. Duct and register locations must be carefully designed; in some cases, ducts and registers have been incorporated into new chases behind perimeter book stacks. Air handling units in the basement or attic may be used to feed vertical supply ducts into the main reading rooms; these ducts may be concealed by freestanding book stacks. The addition of soffits, gypsum-board plenums, or millwork which restores or enhances existing features may also be considered.

8.6 Maintenance costs

Although there have been great advances in HVAC systems technology, many systems are too sophisticated to allow the Library to afford the required maintenance and systems specialists. Electronic controls, such as Building Management Systems (BMS) equipment, are likely to be included in future HVAC contracts, but are not in use at this time.

The Library recommends that systems maintenance be considered from the outset. Maintenance schedules and requirements should be identified during Design Development and life-cycle costing analyses should be prepared at this time. At the completion of the project, a minimum of 8 hours of instruction and a systems operation manual should be provided for all new or replacement equipment to insure that library personnel is familiar with proper operating procedures.

Section Nine Accessibility

- 9.1 Entry conditions
- 9.2 Exterior ramps/slopes
- 9.3 Lifts
- 9.4 Elevators
- 9.5 Meeting rooms/auditoriums
- 9.6 Stacks spacing
- 9.7 Card catalogs/magazine racks
- 9.8 Restrooms
- 9.9 Drinking fountain
- 9.10 Public telephones
- 9.11 Signage
- 9.12 Alarm systems

All library users and staff should have full access to all program, service, and staff spaces, be able to use all equipment, and negotiate the stacks areas.

When exterior ramps or additions are proposed at Carnegie branches, Consultants must insure that materials and details are appropriate to and complement the existing building.

It is the goal of the Brooklyn Public Library to make all branch libraries welcoming and accessible to all patrons and employees. The Americans with Disabilities Act (ADA) and Local Law 58/87 requires that access to the libraries be provided in a safe and dignified manner. All library users and staff should have full access to all program, service, and staff spaces, be able to use all equipment, and negotiate the stacks areas.

Consultants may refer questions regarding accessibility issues to the Mayor's Office for People with Disabilities, whose staff is well-versed in Federal and City compliance criteria. The Office may be reached by telephone at (212) 788-2830 and by fax at (212) 788-2858. For general information regarding accessibility and to obtain the most recent Federal guidelines, Consultants may call 1-800-USA-ABLE.



Although the New York City Building Code allows no waivers based on the landmark status of a building, waivers may be obtained in the following five circumstances: 1) when compliance is physically impossible; 2) when compliance imposes an economic burden on the building owner (typically ruled invalid in the case of city-owned buildings); 3) when compliance produces negligible additional benefit; 4) when compliance does not achieve the intended effect; and 5) when alternate equal access may be provided as safely and economically in another location.

9.1 Entry conditions

For new construction projects, full compliance is obligatory and all library users and employees should participate in the same entry and exit sequence. For renovation projects and building alterations, all altered elements must comply with all the applicable provisions. Accessible routes must be provided to primary function areas, such as reading rooms, meeting rooms, and auditoriums. No alteration may be undertaken which diminishes the accessibility and usability of the library spaces.



Many Carnegie library buildings are entered through elaborate, landmark-quality stair, landing, and vestibule sequences, which make the negotiation of height differences very difficult and may not provide sufficient clearances for wheelchair use. The addition of exterior and interior ramps at these entry locations is not always possible without significant demolition, nor do ramps always succeed in gaining entry to the building.

In cases where a common entry is not possible or can only be accomplished with great alteration to the building, the addition of an appropriately proportioned "saddlebag" to provide new entry and to house elevators may be considered. Alternately, a side door entry may be modified to allow for accessibility requirements, though these proposals will be strictly examined to insure that the entry quality for all library users is equally safe and dignified.

When exterior ramps or additions are proposed at Carnegie branches, Consultants must insure that materials and details are appropriate to and complement the existing building. Similarly, placement and proportions of the new structure should respect the existing massing. Concrete ramps with pipe rails are not acceptable for historic branches.

9.2 Exterior ramps/slopes

Consultants are encouraged to make use of sloped sidewalks to negotiate vertical rise on the building's exterior. Slopes (1:20) combined with ramps (1:12) can greatly reduce the length of ramp needed and slope/ramp combinations can be particularly effective for libraries found in garden settings or set back from the building line. Consultants should design slopes and ramps using materials and details which are compatible with the building's exterior and with clear sightlines for security measures.

Ramp access to front entry doors for libraries at mid-block locations may require an easement into the space of the sidewalk. For buildings built before December 1969, the City building code automatically allows a ramp to extend into a sidewalk area. For buildings built after December 1969 or for ramps which extend more than 44" into the space of the sidewalk, a revocable consent from the Department of Transportation is required.



Ramp used in combination with sloped sidewalk at Tottenville Branch (NYPL)

9.3 Lifts

Although they are sometimes necessary, the Library does not encourage the use of interior lifts to negotiate level changes in new buildings or in renovation or restoration projects. It is the experience of the Library that lifts require extraordinary amounts of service, are difficult to protect from vandalism, and in general, provide a less dignified means of access. A combination of ramps and enclosed elevators is preferred.

In certain, special-use program spaces such as auditoriums, both the seating area and the stage area are required to be fully accessible. Complete access in auditorium spaces includes wheelchair seating locations at several different places, with ramp access from each of them to the stage. In these spaces, lifts may be acceptable. Alternately, raising the floor of the seating area to be level with the stage area, or reducing the height of the stage, may be considered.

In some cases full compliance may not be accomplished during the first round of initial compliance renovations. Auditoriums in Carnegie branches may sometimes be eligible for a partial waiver.

The Library does not encourage the use of interior lifts to negotiate level changes in new buildings or in renovation or restoration projects...a combination of ramps and enclosed elevators is preferred.

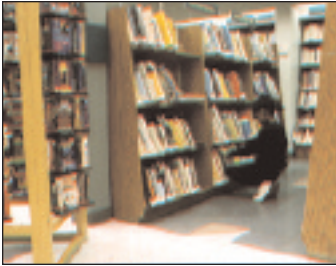
9.4 Elevators

Elevators may be used to negotiate entry sequences and interior program spaces for renovation or restoration projects. Elevators often require multiple stops and door locations to negotiate half-level changes and different points of entry. The Library prefers enclosed elevators to lifts, though spatial and budget constraints may not allow the use of elevators for all projects. In some cases an enclosed elevator approved for residential use may be acceptable.

Elevators should be designed to high security standards and must include call-for-help equipment (not limited to voice); emergency signaling devices, such as telephone handsets; as well as remote surveillance equipment. The installation of mirrored surfaces in elevator lobbies and cabs has been shown to reduce vandalism in these areas.



Ramp and enclosed elevator at Dekalb Branch



Freestanding stacks spacing
at Clarendon Branch

In any room where audio-amplification systems are used, assisted-listening systems must be provided.

As more collection materials, information retrieval systems, and global communications are accessed primarily through computers, libraries will need to develop a comprehensive approach to accessibility issues for the vision-impaired.

9.5 Meeting rooms/auditoriums

In any room where audio-amplification systems are used, assisted-listening systems must be provided. For rooms designed to hold 50 or more persons, the number of receivers and headsets required will vary with the occupancy level.

9.6 Stacks spacing

Full compliance requires spacing of freestanding stacks at 36" intervals (minimum, 42" preferred) to allow a clear aisle for wheelchair passage. Turning clearance at the end of aisles is 48". Shelf height is unrestricted, although reach range for wheelchair users extends from 9" to 54" above the finished floor.

In dense urban areas with tight building sites, such as New York City, it is not always possible to be fully compliant when undertaking renovations and accommodate all the collections materials. In branches where full compliance presents a hardship (such as mezzanines in Carnegie branches), collection materials for disabled users are delivered by the branch library staff. Any proposals for non-complying stacks will be reviewed by the Mayor's Office for People with Disabilities and will be considered on a case-by-case basis.

9.7 Card catalogs/magazine racks

Although freestanding card catalogs are rapidly being replaced with computerized systems, in some branches the catalogs remain. Catalogs and magazine racks are required to be spaced to allow a 36" (min) clear aisle space between them and sized to accommodate a 48" maximum forward reach height and a 54" maximum side reach height.

As more collection materials, information retrieval systems, and global communications are accessed primarily through computers, libraries will need to develop a comprehensive approach to accessibility issues for the vision-impaired. Although voice-activated computers and Braille printers are used in some large research libraries, commercially-available linked systems are still in early stages of development. Lighthouse for the Blind is a valuable resource for information on emerging systems and may be reached by telephone in New York at (212) 821-9200.

9.8 Restrooms

At least one restroom for each sex is required to be located along an accessible route and must be designed to allow appropriate door swings; clear floor space; toe and knee clearances; height of water closets, urinals, lavatories, and sinks; location of grab bars, flush controls, toilet paper dispensers, faucets, mirrors. Toilet rooms should include tactile room identification. (See signage below and Section 11, Signage.)

9.9 Drinking fountain

One drinking fountain located along an accessible route is required. The drinking fountain must be positioned to allow toe and knee clearances and provide accessible controls.

9.10 Public telephones

In locations where telephones are provided, at least one telephone must be accessible and usable by people in wheelchairs and at least one telephone must be accessible and usable by people with hearing impairments. The Library requires that telephones be installed to allow outgoing calls only (see Section 5, Furniture and Fixtures). When four or more public telephones are installed in any branch, a certain number of phones (depending on the total number of telephones provided) must include a teletypewriting feature.

9.11 Signage

The Library uses a limited number of pictograms in order to comply with the Americans with Disabilities Act (ADA) and to assist non-English speaking users. All pictograms are from the U.S. Department of Transportation's Symbol Signs, developed by the American Institute of Graphic Arts (DOT/AIGA). Consultants are required to use only the DOT/AIGA symbols in the fabrication of the Library's signage system. A complete symbol package including reproducible art is available from the AIGA which can be contacted by telephone in New York at (212) 807-1990.

All permanent rooms and spaces must include tactile identification, i.e., Braille signage. Temporary signage, such as directional indicators and general information signs, is not required to be produced in Braille. Stacks signage, which may indicate a permanent collection or may change frequently, will be reviewed on a case-by-case basis, although the current practice is to produce this signage in a text-only format.

9.12 Alarm systems

Emergency warning systems must be both visible and audible.



Pictograms from DOT/AIGA

Section Ten Equipment

- 10.1 Catalog
- 10.2 Computers
- 10.3 Booklifts
- 10.4 Photocopiers
- 10.5 Audio-visual equipment
- 10.6 Novelty rug

The Library is in the process of installing an on-line public access catalog (OPAC) system, through which holdings and shelf check information at all branches will be accessible from any terminal.



**Computer zone
at Cypress Hills Branch**

10.1 Catalog

Each branch's collections material is catalogued in a computer database, accessed through local terminals in each branch. The Library is in the process of installing an on-line public access catalog (OPAC) system, through which holdings and shelf check information at all branches will be accessible from any terminal. Although some catalog material is still maintained in card files, this system is being replaced as it becomes superseded. Each branch has a minimum of two computer terminals used exclusively for catalog information. As information technologies converge, the number of multi-faceted computer workstations capable of functioning as "one-step" service points will increase.

10.2 Computers

Demand for computer terminals is extremely high and many branches have had to impose time limits for the use of this equipment. Consultants are asked to anticipate computer-related demands and make the appropriate recommendations for extra program space (for a discussion of computer areas see Section 3, Program Spaces and Adjacencies); an increased number of flush-mounted floor receptacles and plug-in ports for power, signal, and data; and raceways for conduit concealed in the subflooring. Raised floor receptacles, or "doghouses," are not acceptable.

10.3 Booklifts

In multi-level libraries, booklifts are required to negotiate the various floor heights. Booklifts should be designed to allow book carts to roll inside them; books should not have to be unloaded from the cart to the booklift, then back to the cart. Dumbwaiters may be used when standard booklifts can not be modified.

10.4 Photocopiers

Each branch library maintains a minimum of two coin-operated photocopy machines for the convenience of its users. Photocopiers are leased and typically include service contracts. The Library staff maintains paper and toner and can assist in fixing minor problems, such as paper jams. Consultants should locate copiers with consideration for noise and should provide ample space for paper storage, recycling bins, and trash cans. Copiers may be located near circulation desks if change-making services are offered; alternately, Consultants may recommend that wall-mounted change machines be installed near copy machines. The Library is currently exploring the implementation of "smart" library cards which can be electronically encoded with dollar denominations (much like transportation Metrocards) to cover copying and computer downloading charges.

10.5 Audio-visual equipment

Although the specific items in each branch library's inventory will vary, each branch library may have one or more of the following pieces of equipment: slide projector, pull-down or folding projection screen, color television, video-cassette recorder/player, rolling A-V cart, tape recorder/tape player, microphone, and lectern. These items generally are used for library programs and must be stored in locked areas, either in the staff workrooms, meeting rooms, or some other location. It is preferred that this equipment be stored in a closet separate from the chair storage closet.

10.6 Novelty rug

The Library includes a colorful 9' x 12' activity rug in all its children's areas. The rug is a commercial-grade, 100% nylon, cut pile carpet that features numbers, colors, letters, and geometric shapes.

July 1996

Section Eleven

Signage

11.1 Exterior Signage

11.2 Interior Signage

11

The Brooklyn Public Library has developed a complete graphics identity package for exterior and interior signage.

The Brooklyn Public Library has developed a complete graphics identity package for exterior and interior signage. For a discussion of signage to meet accessibility criteria, see Section 9, Accessibility.

The signature BPL colors are dark green, red, and yellow and the signage features a consistent typeface and certain highlight elements. Graphic Standards, including fabrication specifications, mounting instructions, and all digital artwork, may be obtained directly from the Library. There may be instances where exterior and interior signage will be produced in languages other than English. Consultants should not recreate or attempt to match the existing identifiers. Certain typical items are addressed below.



Signage for Carnegie libraries is consistent with the overall system identification package, yet varies in certain conditions, such as stacks areas, where unlit signage is preferred. Original signage included cut bronze branch identification signs over entry portals and brass dedication plaques in vestibules. Where original signage exists, Consultants are required to repair or relocate these features.

**Brooklyn
Public
Library**

Stacked configuration



Signatures sign

Eastern Parkway Branch	
Sunday	12:00
Tuesday	10:00
Wednesday	10:00
Thursday	10:00
Friday	10:00

Branch information

11.1 Exterior signage

Stacked and Single Line Identification

All branches must be prominently identified as part of the Brooklyn Public Library system. The branch identification is subordinate to this information. Signs should be placed in a prominent location where they have maximum visibility for both pedestrians and motorists during the day and evening (see Section 7, Lighting for a discussion of site lighting). The identifier sign should have words placed over one another in a “stacked” configuration and should appear in BPL green in most circumstances. If the cladding is dark, BPL yellow may be used. A full-size spacing template must be submitted to the Library for review and approval before installation on the site.

“Signatures” sign

Many branch libraries feature a large welcoming sign at or near their main entries. For branches in garden settings or those with ample front yard setbacks, these signs are mounted on steel posts; others are affixed to perimeter fencing.

Branch information

Each library also has the name of its branch and its hours of operation posted on the exterior of the buildings. This signage is placed to the right of the primary entry doors and must be illuminated.

Book depository

An after hours book depository is a standard feature at or near main library entries. Book depositories are stainless steel sleeves which allow after hours book returns. Depositories should be located near the entry gates or branch information sign, be well-lit, and terminate in the staff work room or other storage room.

Circulation/reference desk identification

Service identification signs should be used to identify staffed circulation desks and reference desks. Service identification panels should be located directly over the desk or counter they identify. If the counter forms a closed or semi-enclosed area, signage should follow that profile.

Circulation desk identification with downlighting

Service signs at the circulation desks should be fabricated to include fluorescent downlights. The lighting illuminates the surface of the circulation desk, not the sign itself.

Entrance identification

Entrances and exits of each branch should be clearly identified and should correspond with the Library's book theft detection system. Entrance identification panels should be located directly over security monitor panels and aligned with panel edges.

Stacks

Perimeter stacks signage appears on the "heads" of stack ranges and features integral illumination. The sign band slides into the existing window in the header of each perimeter shelving range.

Freestanding stacks are identified by a double-faced sign mounted on two steel prongs. Signs run the length of each individual stack range with a clearance on each side. Acrylic sign bands slide into each double-sided sign holder.

Ends of all freestanding stacks are identified on their endpanels with numbers, letters, or Dewey Decimal locators. When freestanding stacks also contain display areas on their endpanels, signage should be located above the display racks.

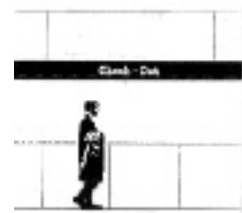


A model for stacks signage in Carnegie branches has been developed to be consistent with the overall identification package and the historic library interiors. Carnegie stacks signage should not be illuminated, but should be mounted on a fascia panel above each stack range and framed by a wooden molding piece. Depending on the perimeter stacks configuration, uplights may be mounted behind the fascia to increase overall room light levels.

Notice boards

A series of bulletin boards have been developed to organize the many printed notices that are placed at branch libraries. These boards include headings such as Library News, Library Events, Community News, and Community Events. All branches should include two to four bulletin boards and these should be placed in accessible areas at or near the entry and exit of the buildings.

July 1996



Service identification



Entrance identification



Notice boards

Section Twelve

Security

12.1 Checklist

Design decisions that promote a secure environment and defensible space without requiring additional personnel are of paramount importance.

The need for a high level of security at all branch library buildings is a constant and Consultants are asked to consider security measures as important components of any library program statement. The Library has identified specific security concerns and priorities, including threats to individual persons on library premises, vandalism of the building, theft or destruction of building contents, including equipment and furniture, theft or destruction of the collection materials, and theft of personal property. Although the Library currently relies primarily on physical security measures for protection of the building and electronic means for protection of the collection, an integrated security program is being developed to address the full range of threats and risks to Library buildings, collections, staff, and patrons.

Consultants are asked to recognize that the full complement of security tools and resources (electronic, physical, and personnel) are rarely available for branch library projects. Branch libraries may be staffed with as few as one or two librarians, a custodian, and a part-time private security officer. In this reduced funding environment, design decisions that promote a secure environment and defensible space without requiring additional personnel are of paramount importance.

Basic security design guidelines

- Straight and clear internal and external sightlines
- Adequate interior and exterior lighting
- Circulation desk located to monitor both the entry vestibule and the reading room
- Proper location and installation of book detection systems
- Call-for-help equipment in obscured areas, such as bathrooms and internal corridors

12.1 Checklist

The following list calls out design features and building components which should be designed with security requirements in mind:

- Exterior fencing and gates
- Exterior landscaping
- Exterior furniture and installation hardware
- Exterior lighting and controls
- Exterior glazing for windows and doors
- Exterior louvers, grates, screens, and grilles
- Exterior doors, frames, and hardware
- Interior doors, frames, and hardware
- Interior lighting and controls
- Interior mirrors and vision panels
- Elevator controls (emergency stop, alarm button, call-for-help, fire)
- Roof hatches
- Skylight glazing, installation, and protection
- Landscape and exterior approach sightlines
- Graphics and signage
- Fire/life safety exit interfaces
- Staff lockers
- Keys and keying
- Cash management equipment
- Night returns equipment

July 1996

Acknowledgments

The production of Design Guidelines for the Brooklyn Public Library developed from a public/private partnership between the City of New York's Department of General Services, Division of Design and Construction Services (now incorporated into the Department of Design and Construction), and the Design Trust for Public Space, Inc., a private non-profit organization which funded the study. This project was conceived jointly by DGS executives and the Founding Director of the Design Trust, Andrea Woodner, as a demonstration project for the Brooklyn Public Library. These Design Guidelines are intended to provide an efficient means of communicating the specific needs of the Brooklyn Public Library to future design consultants and to serve as a prototype for other building types and client agencies.

The Design Trust's mission is to aid in the creation, improvement, and understanding of public architecture, open space, and infrastructure in communities throughout New York City. As a sponsored project of the New York Foundation for the Arts, the Design Trust awards fellowships to architects, planners, and design professionals to lead and staff Research and Design Workshops in conjunction with city agencies and other public space developers. Design Trust Workshops are intended to support and supplement the agency's understanding of design issues at critical early stages of project development. Research fellows may propose projects or be selected to work on established Design Trust projects, as was the case with this Design Guidelines project.

The Design Guidelines benefited from the vision and sustained interest of key DGS and BPL personnel. Hillary Brown (Assistant Commissioner, Division of Design and Construction Services, Bureau of Design and Technical Services) proposed the development of design guidelines for DGS program units and selected the Brooklyn Public Library as the participating agency for this demonstration project. Commissioner Brown established the shared vision that the Guidelines would set high architectural design standards for the City's public buildings and initiated the partnership with the Design Trust, who prepared the document. Elisabeth Martin (Director, Library Program Unit) provided a direct professional and personal link between the Design Guidelines project and the Brooklyn Public Library, served as a contributing editor of the document, and dedicated staff and resources over the course of the project; Hannah McAninch (Assistant Director, Historic Preservation Office) contributed much of the historic preservation material; Fredric Bell (Director, Architecture) and Sarelle Weisberg (Borough Liaison, retired) offered technical expertise and organizational assistance; Martín Gómez (Executive Director, Brooklyn Public Library) clearly articulated his vision for the future of the Library and provided thorough edits of the document; Frank DeRosa (Director, Facilities Management and Risk Control, Brooklyn Public Library) and Helmut Hutter (Assistant Architect, Brooklyn Public Library) demonstrated commitment to the Design Guidelines by sharing information on current standards and by actively participating in the development of this document.

As the Senior Research Fellow for this project and author of this document, I established a participatory model for gathering information and organized workshops around each of four specific research topics. I am extremely grateful to the many DGS and BPL personnel and private practitioners who shared their library expertise with me through workshops, interviews, and meetings. Although space precludes a complete list of these persons and their affiliations, I would like to thank, in addition to the persons included above, Shelly Goldstone Cohen, Mayor's Office for People with Disabilities; Patricia Lancaster, Adrienne Bresnan, Anna Thorsdottir, Joseph Sopiak, Marg Ripley, Jeffry Kieffer, Chris Gallo, Maria Voitiuc, Nancy Owens, Paul Wasserman, Jeff Katz, Yung Chan, and Serena Hsu of the DGS; Judith Walsh, Local History Librarian, BPL; Donald Kaplan, Communications Department, BPL; Andrea Woodner, Claire Weisz, and Simon Bertrang, Design Trust for Public Space; Walter Bishop, Wank Adams Slavin Associates; Joseph Coppola, Richard Dattner Architects; Robert Ducibella, Chapman Ducibella Associates; John Ellis, John Ellis & Associates, Architects; David Esch, Ehrenkrantz & Eckstut, Architects; Leslie Feder, Leslie Feder, Architect; Jordan Fox, Flack + Kurtz Consulting Engineers; Tom McQuillen, Gruzen Samton & Associates; Sean Flynn, Gwathmey Siegel & Associates, Architects; Rolf Myller, Architect, Library Consultant; David Prendergast, David Prendergast & Associates, Architects; Richard Renfro, Fisher Marantz Renfro Stone, Lighting Consultants; and Danforth Toan, Architect, Library Consultant.

The Design Trust donated my research fellowship as well as graphic design services to the Design Guidelines project. I would like to thank Suzanne Zumpano, who designed the publication, and Jane Dekrone for her production assistance. Historic photographs are courtesy of the Brooklyn Public Library—Brooklyn Collection. Many of the contemporary exterior photographs were provided by Lisa Clifford, the Agency photographer. Special thanks to Roy Wright for the use of his interior photograph of the Cypress Hills branch.

As with any research project, the questions you ask to some extent shape the answers you receive. This project began by asking how the Brooklyn Public Library could get better buildings built. I found that the consultants with whom I spoke were remarkably forthcoming on this topic and the information I received could be divided into two basic categories: limited, guidelines-oriented responses and broad, process-oriented comments. These Design Guidelines address only the narrow design issues and do not attempt to clarify any of the process questions. Although the extent of these guidelines was an open question at one point, I feel that I benefited greatly from the advice and encouragement of Andrea Woodner, who along with the rest of the Founding Committee of the Design Trust, offered wise counsel and clear strategies for making productive use of both the specific guidelines information and the general procedural comments I gathered during the course of the research.

Louise Harpman

Appendix

Appendix B: Brooklyn Public
Library Branch Locations

A
B
C
D

New York City Library Construction Chart

Appendix C: Brooklyn Public Library Plant List

Appendix D: Secretary of the Interior's
Standards for Rehabilitation

**New York City Public Library System
Branch Libraries by Date of Construction**

Symbols

Grays=Brooklyn Branches

Bold type=Carnegie Library

Italics=Regional Library

i

Elmhurst (06)	Walt Whitman (08)	Stapleton (07)	Jefferson Market (77)
Richmond Hill (05)	Saratoga (08)	St. George (07)	1870s
Poppenhusen (04)	Leonard (08)	Port Richmond (05)	1880s
Astoria (04)	Bushwick (08)	Tottenville (04)	1890s
	Brownsville (08)	Morrisania (08)	1900s
	Macdon (07)	Mott Haven (05)	1910s
	Ft. Hamilton (07)	Tremont (05)	1920s
	Arlington (06)	Columbus (09)	1930s
	Park Slope (06)	Seward Park (09)	1940s
	Williamsburgh (05)	Harlem (09)	1950s
	Flatbush (05)	115th Street (08)	1960s
	DeKalb (05)	Hamilton	1970s
	Carroll Gubs (05)	Grange (07)	1980s
	Bedford (05)	Epiphany (07)	1990s
	Pacific (04)	Hudson Park (06)	2000s
		Webster (06)	
		St. Agnes (06)	
		Muhlenberg (05)	
		Washington Hts. (05)	
		67th Street (05)	
		Schoenberg Cir. (05)	
		98th Street (05)	
		Aguilar (05)	
		Tompkins Sq. (04)	
		125th Street (04)	
		Chatham Sq. (03)	
		Yorkville (02)	
		Ottendorfer (84)	
		1890s	
		1900s	
		1910s	
		1920s	
		1930s	
		1940s	
		1950s	
		1960s	
		1970s	
		1980s	
		1990s	

Basley Pk. (70)	Hughes (68)	Ryder (70)	Clarendon (90)
Auburndale (89)	Vleight (67)	Flatlands (89)	Gerritsen
Rockdale	LeFrak City (66)	Windors Park (89)	Beach (88)
Village (89)	<i>Jamaica (Chin.) (66)</i>	Hollis (73)	Cortelyou (83)
	Bayside (65)	Peninsula (72)	
	Howard Beach (73)	E. Elmhurst (72)	
	Bellerose (78)	Whitestone (71)	
	E. Flushing (77)		
	Ozone Park (77)		
	Sunnyside (76)		
	Briarwood (76)		
	Lefferts (76)		
	Maspeth (75)		
	Rego Park (75)		
	McGoldrick (74)		
	S. Hollis (74)		
	S. Ozone Park (74)		
	Hollis (73)		
	Marcy (68)		
	Business Library (63)		
	Umer Park (63)		
	Sheepshead Bay (63)		
	Paerdegat (63)		
	Honecrest (63)		
	Brower Park (63)		
	<i>Brooklyn Hts. (63)</i>		
	Kings Bay (62)		
	Gravesend (62)		
	E. Flatbush (62)		
	Rugby (61)		
	Bay Ridge (61)		
	City Island (70)		
	Woodlawn Hts. (60)		
	Van Nest (60)		
	Van Cortlandt (60)		
	Jerome Park (60)		
	Riverdale (60)		
	Mid-Manhattan (70)		
	Riverside (69)		
	59th Street (69)		
	Spuyten		
	Lirach Ctr (64)		
	Bloomingtonale (64)		
	Hamilton Fish (61)		
	1960s		
	1970s		
	1980s		
	1990s		

Brooklyn Public Library Branch Locations



Brooklyn Public Library

Fall hours as of 9/6/95

Arlington Branch +

Arlington Ave. at Warwick St.
277-0160
Hours: M10-6 T1-6 W1-8
Th1-6 F10-6 S11-3

Bay Ridge Branch

Ridge Blvd. at 73rd St.
748-3042
Hours: M10-6 T1-8 W1-6
Th1-8 F10-6 S10-5

Bedford Branch

Franklin Ave. at Hancock St.
638-9544
Hours: M10-6 T10-6 W1-8
Th1-6 F10-6 S11-3
Adult Learning Center
783-3010
Hours: M1-8 T10-5 W1-8
Th10-5 S11-3

Borough Park Branch

43rd St. nr. 13th Ave.
435-3375
Hours: M10-6 T10-8 W1-8
Th1-6 F10-6 Su1-5

Brighton Beach Branch

Brighton First Rd.
nr. Brighton Beach Ave.
266-0005
Hours: M10-6 T1-8 W1-6
Th1-6 F10-6 S10-5

Brooklyn Heights Branch ■

280 Cadman Plaza West at
Tillary St. 722-3350
Hours: M10-8 T1-8 W10-6
Th1-6 F10-6 S10-5

Brower Park Branch

St. Marks Ave. nr. Nostrand
Ave. 778-6262
Hours: M10-6 T1-8 W10-6
Th1-6 F10-6 S11-3

Brownsville Branch

Glenmore Ave. at Watkins St.
345-1212
Hours: M10-6 T1-8 W10-6
Th1-6 F1-6 S11-3

Bushwick Branch

Bushwick Ave. at Seigel St.
443-1078
Hours: M10-6 T1-6 W10-6
Th1-6 F10-6 S11-3

Business Library ■

280 Cadman Plaza West
at Tillary St.
722-3333
Hours: M10-8 T1-8 W10-6
Th1-6 F10-6 S10-5

Canarsie Branch ■+

Rockaway Pkwy. nr. Ave. J
257-2180
Hours: M1-6 T10-6 W10-6
Th1-8 F1-6 S10-5

Carroll Gardens Branch +

Clinton St. at Union St.
625-5838
Hours: M1-6 T10-6 W1-8
Th1-6 F10-6 S11-3

Central Library ■+

Grand Army Plaza 780-7700
Hours: M10-6 T9-8 W9-8
Th9-8 F10-6 S10-6 Su1-5
Adult Learning Center
780-7791
Hours: M10-6 T1-8 W10-6
Th1-8 F1-5 S10-3 Su1-5

Clarendon Branch ■+

Nostrand Ave. nr. Farragut Rd.
434-3620
Hours: M10-6 T10-6 W1-8
Th1-6 F10-6 S11-3

Clinton Hill Branch ■+

Washington Ave.
nr. Lafayette Ave.
857-8038
Hours: M10-8 T1-6 W10-6
Th1-8 F1-6 S10-5

Coney Island Branch +

Mermaid Ave. nr. W. 19th St.
266-1121
Hours: M10-6 T1-8 W10-6
Th1-6 F10-6 S11-3
Adult Learning Center
373-7720
Hours: M10-5 T1-8 W10-5
Th10-5 S11-3

Cortelyou Branch ■

Cortelyou Rd. at Argyle Rd.
462-4200
Hours: M10-6 T10-6 Th1-8
F1-6 S11-3 Su1-5

Crown Heights Branch ■+

New York Ave. at Maple St.
773-1223
Hours: M1-8 T1-6 W10-6
Th1-6 F10-6 S11-3

Cypress Hills Branch

Fountain Ave. nr. Hegeman
Ave. 277-8257
Hours: M10-5 T10-5 W10-5
Th1-5 F10-5 S11-3

DeKalb Branch

Bushwick Ave. at DeKalb Ave.
452-5678
Hours: M1-8 T10-6 W10-6
Th1-6 F1-6 S10-5

Dyker Branch ■

13th Ave. at 82nd St.
748-1395
Hours: M1-8 T10-6 W10-6
Th1-6 F10-6 S11-3

East Flatbush Branch ■

Church Ave. nr. Rockaway Pkwy.
498-0033
Hours: M10-6 T1-6 W10-6
Th1-8 F1-6 S10-5

Eastern Parkway Branch

Eastern Pkwy.
at Schenectady Ave.
756-5150
Hours: M10-6 T10-6 W1-6
Th1-8 F10-6 S11-3
Adult Learning Center
778-9330
Hours: M1-8 T10-5 W10-5
Th1-8 S11-3

Flatbush Branch

Linden Blvd. nr. Flatbush Ave.
282-2017
Hours: M10-6 T1-8 W1-6
Th1-6 F10-6 S11-3

Flatlands Branch ■+

Flatbush Ave. at Ave. P
252-6115
Hours: M10-8 T10-6 W1-8
Th1-6 F1-6 S10-5

Fort Hamilton Branch

Fourth Ave. at 95th St.
745-5502
Hours: M10-6 T10-6 W1-6
Th1-8 F10-6 S11-3

Gerritsen Beach Branch

Gerritsen Ave. at Channel Ave.
743-3040
Hours: M10-5 T10-5 W10-5
Th1-5 F10-5 S11-3

Gravesend Branch ■

Ave. X nr. W. 2nd St.
376-9311
Hours: M10-6 T10-6 W1-8
Th1-6 F10-6 S11-3

Greenpoint Branch ■+

Norman Ave. at Leonard St.
383-6692
Hours: M1-6 T10-6 W10-6
Th1-8 F1-6 S11-3

Highlawn Branch ■+

W. 13th St. at Kings Highway
837-1700
Hours: M1-8 T10-6 W1-6
Th1-6 F10-6 S11-3

Homecrest Branch ■+

Coney Island Ave. nr. Ave. V
645-2727
Hours: M10-6 T10-6 W1-8
Th1-6 F10-6 S11-3

Jamaica Bay Branch ■

Seaview Ave. at E. 98th St.
531-1602
Hours: M10-6 T10-6 W1-8
Th1-6 F1-6 S11-3

Kensington Branch

Ditmas Ave. nr. E. 5th St.
436-0525
Hours: M10-6 T10-6 W1-8
Th1-6 F10-6 S11-3

Kings Bay Branch

Nostrand Ave. nr. Ave. W
332-5656
Hours: M1-6 T10-8 W1-6
Th1-8 F10-6 S10-5

Kings Highway Branch

Ocean Ave. nr. Kings Highway
375-3037
Hours: M1-8 W10-6 Th1-8
F10-6 S10-5 Su1-5

Leonard Branch

Devoe St. at Leonard St.
387-3800
Hours: M1-8 T10-6 W10-6
Th1-6 F10-6 S11-3

McKinley Park Branch ■+

Ft. Hamilton Pkwy. at 68th St.
748-5800
Served by bookmobile
Hours: M10:30-5 T10:30-5
W10:30-5 F10:30-5

Macon Branch +

Lewis Ave. at Macon St.
453-3333
Hours: M10-6 T1-6 W10-6
Th1-8 F1-6 S10-5

Mapleton Branch

60th St. at 17th Ave.
232-0346
Hours: M10-6 T1-6 W10-6
Th1-8 F10-6 S10-5

Marcy Branch ■

DeKalb Ave. nr. Nostrand Ave.
858-1828
Hours: M1-8 T10-6 W10-6
Th1-6 F10-6 S11-3

Midwood Branch

E. 16th St. nr. Ave. J
377-7972
Hours: M1-8 T10-8 Th1-6
F10-6 S10-5 Su1-5

Mill Basin Branch ■+

Ralph Ave. nr. Ave. N
763-8700
Hours: M10-6 T1-6 W10-6
Th1-8 F1-6 S11-3

New Lots Branch +

New Lots Ave. at Barbey St.
649-3700
Hours: M10-6 T10-6 W1-8
Th1-6 F1-6 S10-5

New Utrecht Branch

86th St. at Bay 17th St.
236-4086
Hours: T10-8 W1-8 Th1-6
F10-6 S10-5 Su1-5

Pacific Branch +

4th Ave. at Pacific St.
638-5180
Hours: M1-6 T10-6 W10-6
Th1-8 F10-6 S11-3

Paerdegat Branch

E. 59th St. nr. Flatlands Ave.
763-4848
Hours: M1-8 T10-6 W1-6
Th1-6 F10-6 S11-3

Park Slope Branch +

6th Ave. nr. 9th St.
768-0593
Hours: M1-8 T1-6 W10-6
Th1-6 F10-6 S10-5

Red Hook Branch ■

Wolcott St. at Dwight St.
875-4412
Hours: M10-6 T10-6 W1-8
Th1-6 F10-6 S11-3

Rugby Branch ■+

Utica Ave. nr. Tilden Ave.
345-9264
Hours: M10-6 T10-6 W10-6
Th1-8 F1-6 S11-3

Ryder Branch ■+

23rd Ave. at 59th St.
232-5064
Hours: M10-6 T1-8 W10-6
Th1-6 F1-6 S11-3

Saratoga Branch ■

Thomas S. Boyland St.
at Macon St.
919-9152
Hours: M10-6 T1-8 W10-6
Th1-6 F1-6 S11-3

Sheepshead Bay Branch ■

E. 14th St. nr. Ave. Z
743-0663
Hours: M10-6 T10-6 W10-6
Th1-6 F1-6 S11-3

Spring Creek Branch ■

Flatlands Ave.
nr. New Jersey Ave.
649-0020
Hours: M1-8 T10-6 W10-6
Th1-6 F10-6 S11-3

Stone Avenue Branch

Mother Gaston Blvd.
at Dumont Ave.
385-3737
Hours: M10-6 T1-8 W10-6
Th1-6 F1-6 S11-3

Sunset Park Branch +

4th Ave. at 51st St.
439-8846
Hours: M10-6 T1-8 W10-6
Th1-6 F1-6 S10-5

Ulmer Park Branch ■

Bath Ave. at 26th Ave.
266-7373
Hours: M1-8 T10-6 W10-6
Th1-6 F10-6 S11-3

Walt Whitman Branch

St. Edwards St. at Auburn Pl.
855-1508
Hours: M1-8 T10-6 W1-6
Th1-6 F10-6 S11-3

Washington Irving Branch

Irving Ave. at Woodbine St.
386-6212
Hours: M10-6 T1-8 W10-6
Th1-6 F10-6 S11-3

Williamsburgh Branch

Division Ave. at Marcy Ave.
782-4600
Hours: M10-8 T1-6 W1-8
Th1-6 F10-6 S10-5
Adult Learning Center
963-2320
Hours: M10-5 T10-5 W1-8
Th10-5 S10-2

Windsor Terrace Branch ■+

E. 5th St. at Ft. Hamilton Pkwy.
853-7265
Hours: M1-8 T10-6 W10-6
Th1-6 F1-6 S10-5

■ Indicates program space accessible to wheelchairs. (Please call branch for restroom accessibility.)

+ These branches circulate free video tapes.

Brooklyn Public Library Recommended Plants

Narrow border plantings for library sites in New York City

The following list of trees, shrubs, and groundcovers have been selected for plant zone hardiness, tolerance to city conditions, tolerance to extended drought, ease of maintenance, and compact growth.

Plant Name	Varieties	Common name	Shade	Sun	Evergreen	Wet soil	Dry soil	Seasonal interest
Trees								
<i>Aesculus parviflora</i>		Bottlebrush buckeye	*	*			~	Shrub-like mound, large white flowers in June, yellow fall color
<i>Carpinus betulus</i> (in variety only)		European hornbeam	~	*			~	Dense leafing, attractive dark green foliage
<i>Cornus kousa</i> (in variety only)	Fastigiate, Columnaris	Japanese dogwood	~	*			*	White flowers in June, small red fruit. August to October, scarlet fall color, interesting winter branching
<i>Crataegus phaenopyrum</i>	Fanfare, Silverstar Square Dance, Twinkle Fastigiate	Columnar Washington Hawthorne		*		~	*	Upright, thorny, dark green foliage, white flowers in June, scarlet fall color, abundant red fruit September to January
<i>Ginkgo biloba</i>	Princeton Sentry	Columnar sentry ginkgo		*		~	*	Columnar, strong yellow fall color
<i>Juniperus chinensis</i> (in variety only)	Columnaris glauca Kaizuka (torulosa) Blue Point Keteleeri Mounbaitten Spearmint	Columnar Chinese juniper		*	*		*	Columnar—sun only Silver/gray foliage Dark blue/green foliage Dark blue/green foliage, tear drop shaped Medium green foliage, blue berries in the fall Gray/green foliage, blue berries in the fall Bright green foliage
<i>Juniperus scapularum</i> (in variety only)	Blue Heaven Cupressifolia Erecta Gray Gleam Moonglow Pathfinder Skyrocket Wichita Blue	Rocky Mountain juniper		*	*		*	Columnar—sun only Silver/blue foliage Rich green foliage with silver accents Silver/gray foliage, stronger in winter Silver/blue foliage, very compact grower Blue/gray, very narrow foliage Bright blue foliage
<i>Juniperus virginiana</i> (in variety only)	Burkii Hillspire			*	*		*	Columnar—sun only Steel blue foliage, turns purplish in winter Bright green foliage, holds color in winter
<i>Pyrus calleryana</i> "Capital"		Capital callery pear		*			*	Columnar, white flowers in spring, maroon fall color, glossy dark green foliage in summer
<i>Quercus robur</i> "Fastigiate"		Columnar English oak		*			*	Handsome columnar tree, no fall color
<i>Taxus x media</i> (in variety only)	Hicksii Sentinalls Stoveken Viridis	Yew	*	*	*		*	Purchase in large sizes to perform as small tree; Dark evergreen, columnar, red berries in fall; Must avoid wet conditions

Appendix D**The Secretary of the Interior's Standards for Rehabilitation**

The Standards for Rehabilitation are as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

