

Circulation Service Desk

350 sq. ft.

Check out, self check-out
Returns
Library cards issued
Telephone switching
Telephone ready reference
Directional and ready reference service
Reserves taken
Reserves shelved
Collection of fines
Book sorting

Museum Passes
Sale of Items
ILL Requests Taken
Assist with Computers
Assist with Copier

Users: Staff 1-3 Public: 1-6
 Staff Seats: 3

Furniture and Equipment:

3 computers
1 self check-out station
3 laser scanners
1 TDD
1 printer, unless networked
2 telephones and outlets
2 panic buttons
3 adjustable chairs
3 book trucks
1 return slot with depressible book truck
2 wastebaskets
1 wall clock
drawers and shelving under desk. 1 cash drawer, lockable
Shelving: 40 linear ft. for reserves
electric outlets:
 2 fourplex grounded outlets, two data
 2 additional outlets
light panel

Close to:

Entrance
Copy Area, Public Phone
Rest Rooms
Public Catalog (Online Public Access Computers or OPACs)
Circulation/Technical Services Work Room

Distant from:

Quiet study areas

Environment:

This area should be well lighted, bright, visible, protected from drafts. The Circulation Desk is placed near the entrance to provide control over traffic entering and exiting the building. This is a high traffic area and should have extra acoustical control. An opportunity is given for welcoming the public. Location should give a clear view of the entire floor. The staff area should allow for passage of only staff and book trucks. The desk, however, should not appear to be a barrier to children or adults.

There should be an area 36" in length and 36" above the floor and wheelchair accessible according to ADA Standards.

There should be added cushioning on the floor behind the Desk. Consider a different carpet pattern in the high traffic public area.

Lighting should not generate heat in this small work area. Provide adequate supply and return air to avoid heat build-up.

The Circulation Desk area may change as functions change: provide space for self service check-out, as well as material security procedures.

A flexible modular design will allow for unforeseen changes. A custom design may be considered which would be part of a general construction contract.