# San Francisco Branch Library Improvement Program Interior Design Standards 12.2003

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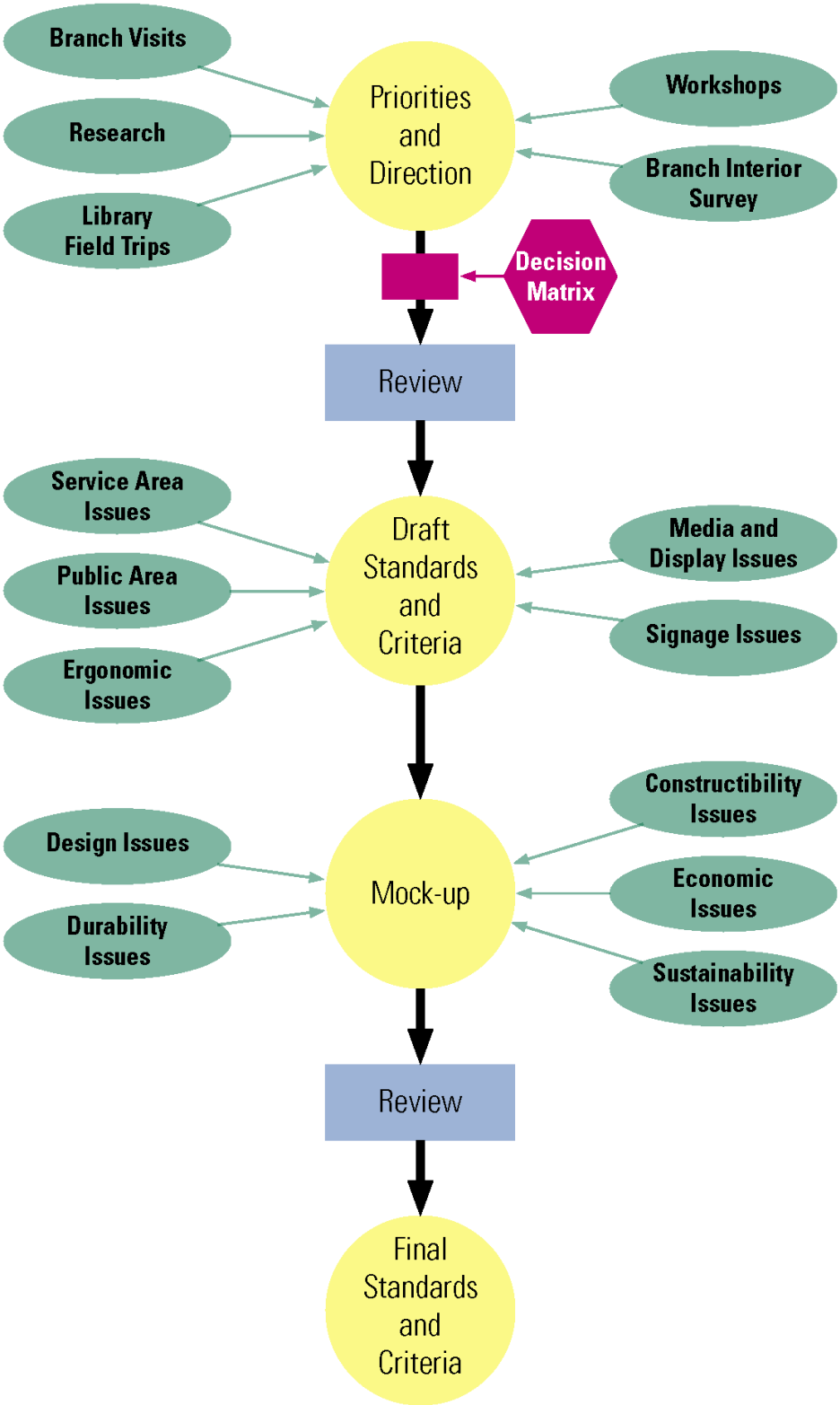
BRANCH LIBRARY
IMPROVEMENT PROGRAM

MARIE FISHER

KH KwanHenmi

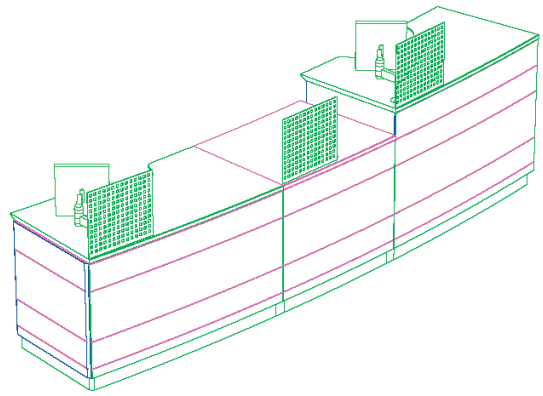

Branch Visits
Research
Library Field Trips
Priorities and Direction
Workshops
Branch Interior Survey
Decision Matrix
Review
Service Area Issues
Public Area Issues
Ergonomic Issues
Draft Standards and Criteria
Media and Display Issues
Signage Issues
Design Issues
Durability Issues
Mock-up
Constructibility Issues
Economic Issues
Sustainability Issues
Review
Final Standards and Criteria

San Francisco Public Library
BRANCH INTERIORS
WORK GROUP

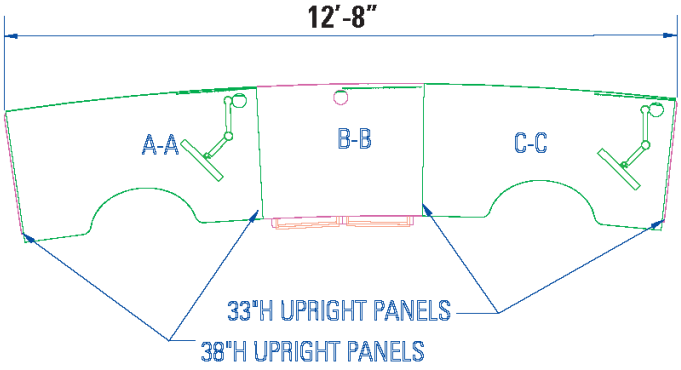
EXIT

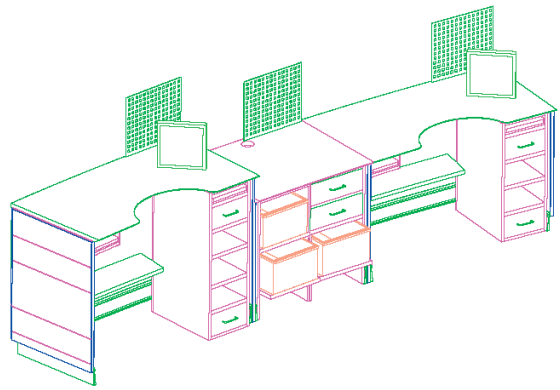
# Table of Contents


| | |
|---|---|
| General Criteria | 1.0.1 |
| Circulation Area | 1.1 |
| Area Layouts | 1.1.1 |
| Circulation Counter Modules | 1.1.2 |
| Self-Check Station | 1.1.3 |
| Processing Areas | 1.1.4 |
| Information Area | 1.2 |
| Area Layouts | 1.2.1 |
| Information Counter Modules | 1.2.2 |
| Reference Credenza | 1.2.3 |
| Workroom Areas | 1.3 |
| Area Layouts | 1.3.1 |
| Workstation Modules | 1.3.2 |
| Storage & Furniture | 1.3.3 |
| Staff Seating and Lounge Furniture | 1.4 |
| Task and Stool Seating Options | 1.4.1 |
| Staff Lounge Furniture | 1.4.2 |
| Staff Café Furniture | 1.4.3 |
| Book Truck Designs | 1.5 |
| Large Book Truck | 1.5.1 |
| Large Multimedia Truck | 1.5.2 |
| Small Book Truck | 1.5.3 |



PERSPECTIVE - USER VIEW
NOT TO SCALE



PERSPECTIVE - STAFF VIEW
NOT TO SCALE

## Prototype Circulation Counter Modules

**Function**
The Prototype Circulation Counter Modules are three separate component modules with a flexibility of accessories to address the function requirements of each "station". Module A-A is a standard height curved work surface fixed at 39" in height to accommodate standing interaction with the Public. This module is equipped with a pull-out work surface, adjustable shelving, and a drawer, as well as a recessed lower shelf for a CPU or additional storage items. Module B-B is a fixed Storage Module at a height of 34" with a disposal cabinet, fixed shelves and a pencil drawer. Module C-C is similar to Module A-A designed at 34" in height to accommodate a maximum ADA height and used typically with a perching stool or task chair on the staff side. This module is fitted with a fixed cabinet similar to Module A-A, but with a pull-out work surface over a pencil drawer, with the adjustable shelving and lower drawer. In Circulation Counters located in Children's Areas you may consider to select two ADA Height Modules to accommodate smaller children.

**Specification**
Module A-A has a curved work surface with a body pocket fixed at a height of 39". The overall size of the module is 54"W x 30"D and the tall fixed cabinet as described above.

Module B-B is a fixed Storage Module at a height of 34". The overall size of the component is 36"W x 30"D and consists of a disposal cabinet, fixed shelves and a pencil drawer. Module C-C is the same as Module A-A but fixed at a height of 34" suitable for ADA or for the Children's Area.

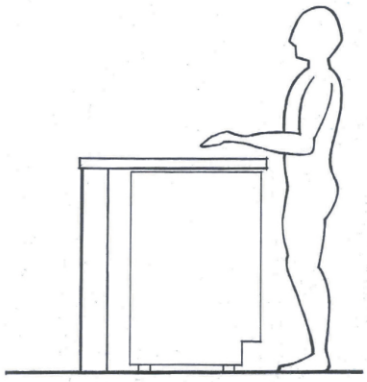
**Component Accessories**
Each of the Module components may be accessorized with wire management and grommets in the work surfaces, above counter screens for privacy and possible display, LCD arms for monitors, CPU holders, and adjustable keyboard trays. All finishes for accessories shall be black or satin nickel.

## Ergonomics Guidelines

Circulation Counter Heights
The Circulation counter is fixed at 39 inches high which is about the standing elbow height of the 50th percentile female / male. At this height the greatest segment of the library staff can handle books and use equipment on the counter with neutral back and upper limb postures. To accommodate ADA and children's access on the public side of the counter, a lower height Circulation Module is needed. This standard provides a 34" lower counter that will allow smaller staff to work in a standing position or anyone of the staff to sit on a stool to work in a "perching" position. For counter work that involves interacting with the public and handling materials, a standing or perching work height is desirable for enhancing a person's ability to reach and maneuver in neutral body positions.

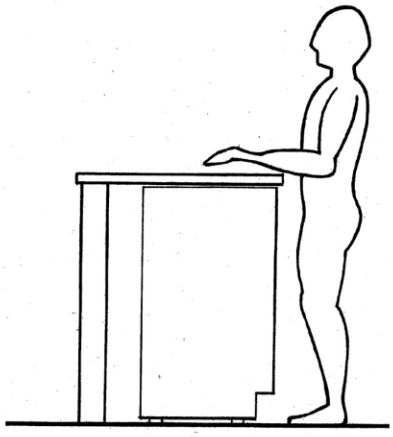
Special Note:
If smaller branches do not include workstations for the Circulation staff to perform computer and paper work, or, if the staff must spend greater than 2-hour intervals at the counter, consider applying multiple ADA Circulation Modules to allow the staff to perch on stools rather than stand for long periods.

**Circulation Module Counter Height Profiles**



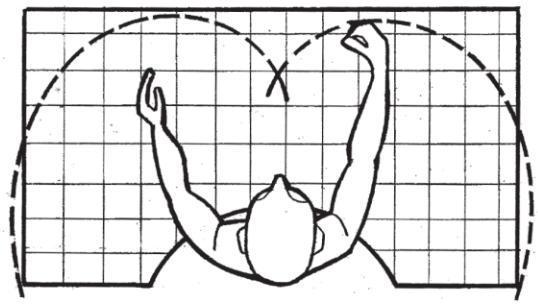
- ADA Circulation Module
  - 1% female standing at counter set at 34 inches

- ADA Circulation Module
  - 50% female / male perching at counter set at 34 inches

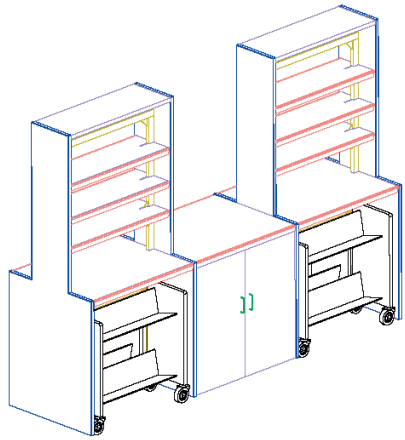


- Standing Height Circulation Module
  - 50% female / male standing at counter set at 39 inches

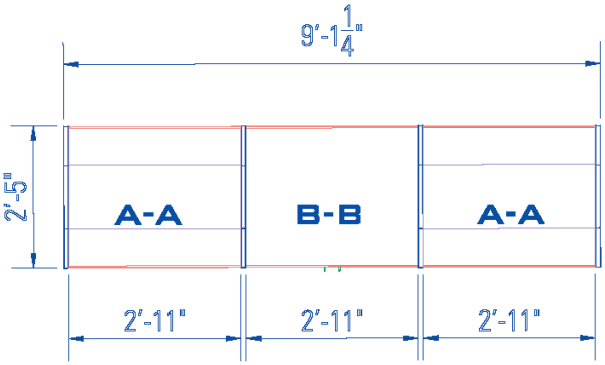
Circulation Counter Designs
The layout of each Circulation Counter Module is 30" deep by 54" wide with a curved "body-pocket" recess at the point of operation of the staff. The depth of the counter at the body-pocket is 21" which is the average reach of the 50% female / male without bending the back or extending the shoulder. The metrics of this design provides ample surface space for equipment and books at each side of the person while allowing them to reach tools and materials placed anywhere on the counter comfortably and efficiently.

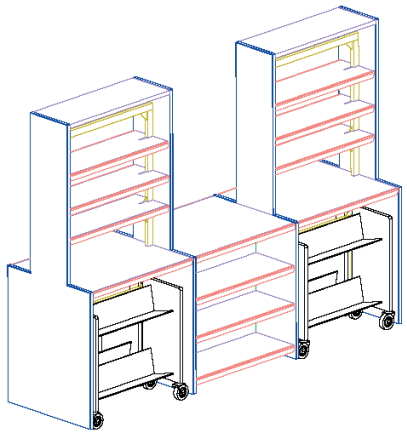


Circulation Module Work Surface Layout
- 50% female / male reach metric at 21" from body-pocket
- Ample surface space at each side for staging materials



PERSPECTIVE - FRONT VIEW
NOT TO SCALE



PERSPECTIVE - BACK VIEW
NOT TO SCALE

## Prototype Processing Island

**Function**

The Prototype Processing Island consists of three modular components, each responsive to functions necessary for sorting and processing materials that are collected at the Circulation Area.

Module A-A is a Pass-Thru Bookshelf for access from both sides of the Processing Island to allow sorting to book carts from either side. The highest shelf must not be higher than 66" for ergonomic reach metrics. A sliding shelf offers an additional work surface option at a standing height of 39". Book carts can be stored under the counter from either side.

Module B-B is a Central Low Island at standing height of 39" and provides a work surface for equipment such as scanners and printers as well as storage space for supplies.

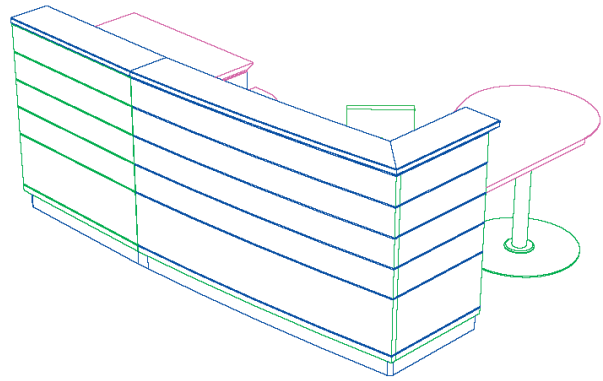
**Specifications**

Module A-A is available in two options – with back-to-back shelving above the standing counter height of 39", or with single pass-thru shelving above the standing counter height of 39". Both options offer the sliding shelf option at 39".

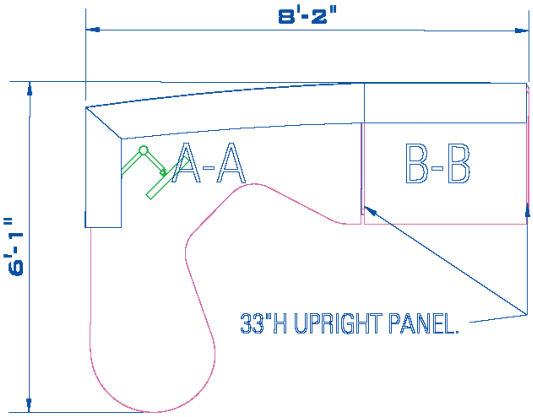
The Module B-B allow for equipment with optional grommets, and is mainly for storage below the counter height of 39" with optional doors for aesthetics from public view and shelving available on the opposite side.

# Table of Contents

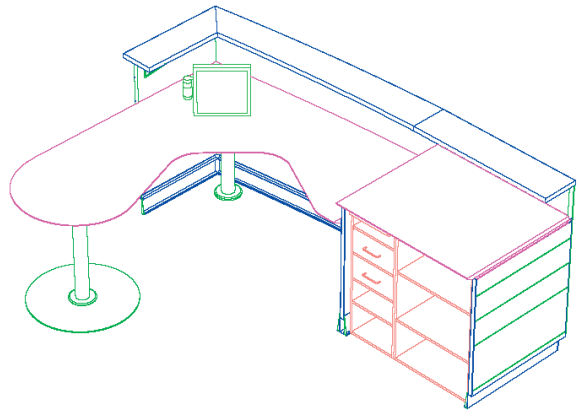

| | |
|---|---|
| General Criteria | 1.0.1 |
| Circulation Area | 1.1 |
| Area Layouts | 1.1.1 |
| Circulation Counter Modules | 1.1.2 |
| Self-Check Station | 1.1.3 |
| Processing Areas | 1.1.4 |
| Information Area | 1.2 |
| Area Layouts | 1.2.1 |
| Information Counter Modules | 1.2.2 |
| Reference Credenza | 1.2.3 |
| Workroom Areas | 1.3 |
| Area Layouts | 1.3.1 |
| Workstation Modules | 1.3.2 |
| Storage & Furniture | 1.3.3 |
| Staff Seating and Lounge Furniture | 1.4 |
| Task and Stool Seating Options | 1.4.1 |
| Staff Lounge Furniture | 1.4.2 |
| Staff Café Furniture | 1.4.3 |
| Book Truck Designs | 1.5 |
| Large Book Truck | 1.5.1 |
| Large Multimedia Truck | 1.5.2 |
| Small Book Truck | 1.5.3 |



PERSPECTIVE - USER VIEW
NOT TO SCALE




PLAN VIEW



PERSPECTIVE - STAFF VIEW
NOT TO SCALE

## Prototype Single Information Counter Module: Side Conference Area

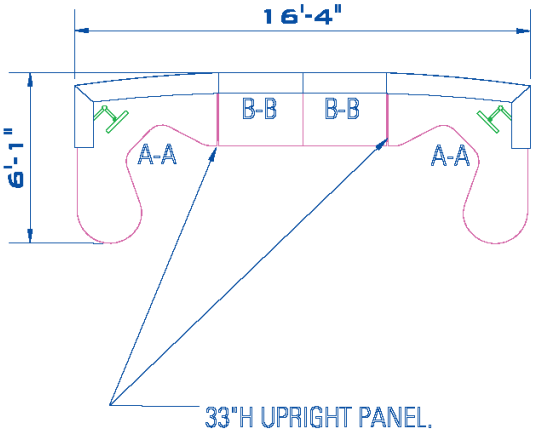
**Function**
The single Information Counter Module is comprised of two separate yet connected work surfaces – each providing multiple heights for varying tasks. The Transaction Counter is fixed at 42" height for both Modules A-A and B-B, however the smaller Storage Module (B-B) is fixed at perching height with file drawers and shelving areas designed for efficiency. The L-shaped work surface (A-A) is adjustable in height to accommodate sitting for the librarian, the public as well as accessibility seating. Height adjustability for the work surface (A-A) would range from 29" to 34".

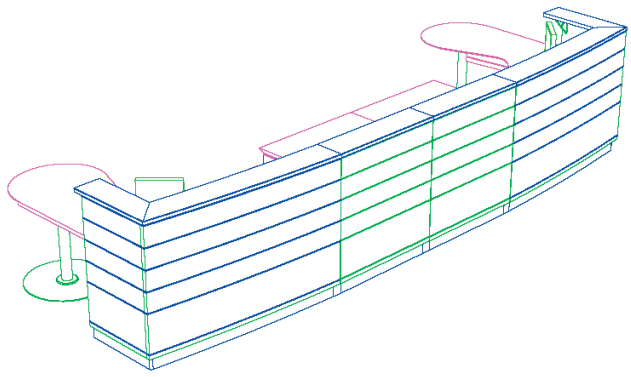
**Function at Children's Area**
At locations serving children, the transaction counter would only occur on the Module A-A at 34" high with the work-surface set at 29" high. The Module B-B would remain at 34" high without a transaction counter. A branch may also choose to not have any transaction counter and use an adjustable modesty panel attached to the work surface instead. See Section 1.2.2.4 for an example drawing.

**Specifications**
Module A-A consists of a curved adjustable work surface with accessories such as flexible LCD monitor arms for sharing a computer screen with a patron. Each work surface includes grommets and wire management.

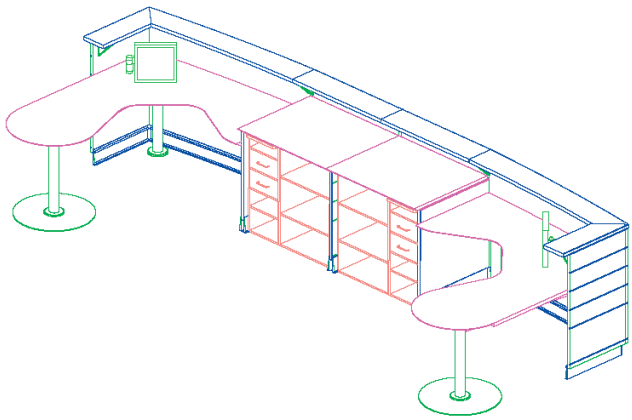
Module B-B consists of a fixed perching height of 34" with a fixed front panel, at 42" high to align with the transaction counter.

**Component**
A LCD arm for the monitor, CPU holder, pullout work surface and pencil drawer may be incorporated into the Prototype Single Information Counter Module.



PERSPECTIVE - USER VIEW
NOT TO SCALE



PERSPECTIVE - STAFF VIEW
NOT TO SCALE

## Prototype Double Information Counter Modules: Side Conference Area

**Function**
Two single Information Counter modules may be connected to the upright 42" end panel in a mirrored configuration for multiple station flexibility. This double module consists of two Storage Modules (B-B), with file drawers and shelving areas fixed at a perching height of 34", and two L-shaped work surfaces (A-A) with height adjustability from 29" to 34" for sitting.

**Specifications**
Module A-A consists of a curved adjustable work surface with accessories such as flexible LCD monitor arms for sharing a computer screen with a patron. Each work surface includes grommets and wire management. Module B-B consists of a fixed perching height of 34" with a fixed end panel, at 42" height to align with the transaction counter and may be fitted for slat-wall display or provide privacy for the double configuration.

**Component**
The keyboard drawer, LCD arm for the monitor, CPU holder, pullout work surface and pencil drawer may be incorporated into the Prototype Single Information Counter Module. See Section 1.2.2.5 for component options to design your modules.

# Table of Contents

General Criteria 1.0.1

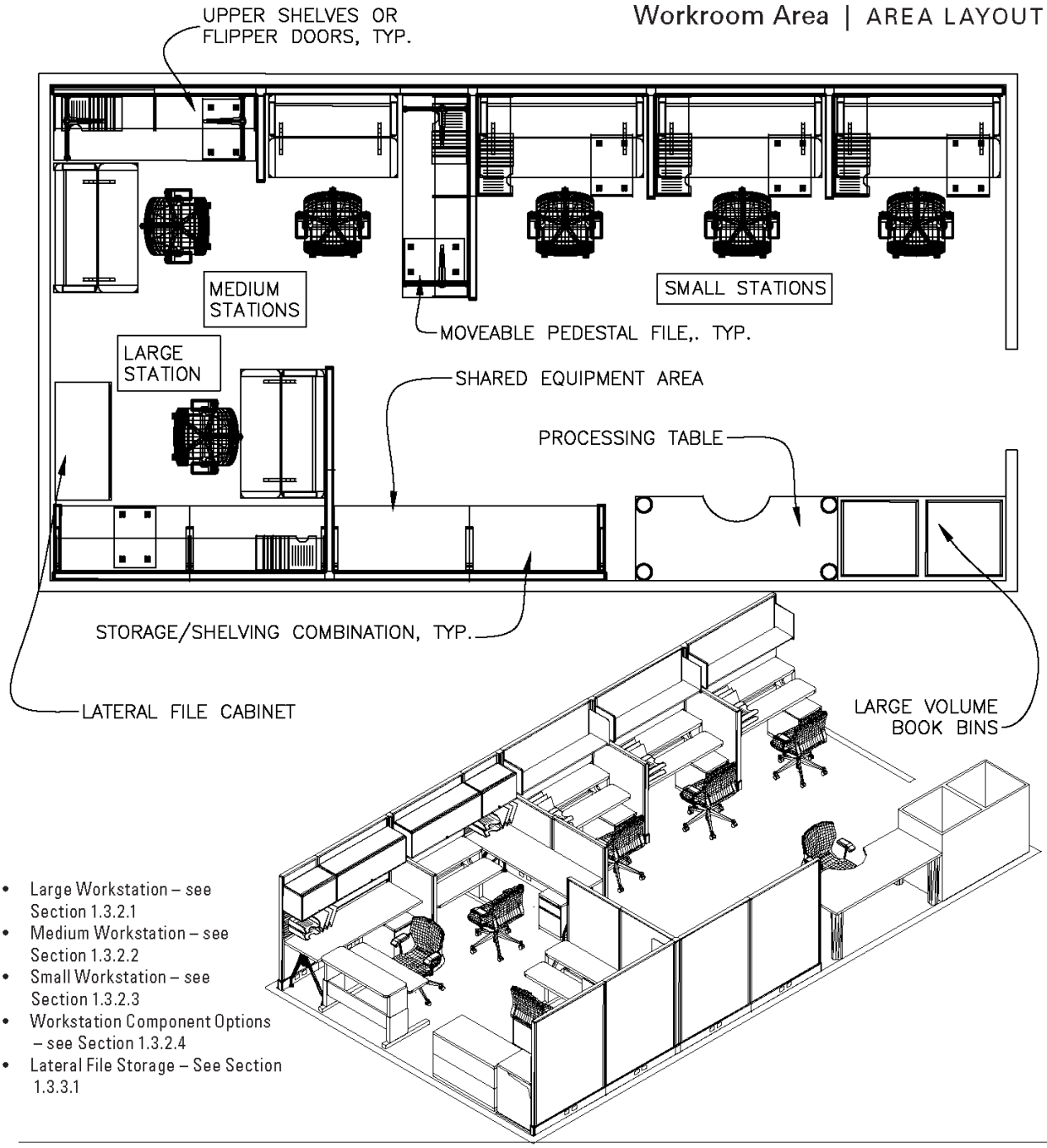
Circulation Area 1.1
- Area Layouts 1.1.1
- Circulation Counter Modules 1.1.2
- Self-Check Station 1.1.3
- Processing Areas 1.1.4

Information Area 1.2
- Area Layouts 1.2.1
- Information Counter Modules 1.2.2
- Reference Credenza 1.2.3

Workroom Areas 1.3
- Area Layouts 1.3.1
- Workstation Modules 1.3.2
- Storage & Furniture 1.3.3

Staff Seating and Lounge Furniture 1.4
- Task and Stool Seating Options 1.4.1
- Staff Lounge Furniture 1.4.2
- Staff Café Furniture 1.4.3

Book Truck Designs 1.5
- Large Book Truck 1.5.1
- Large Multimedia Truck 1.5.2
- Small Book Truck 1.5.3




- Large Workstation – see Section 1.3.2.1
- Medium Workstation – see Section 1.3.2.2
- Small Workstation – see Section 1.3.2.3
- Workstation Component Options – see Section 1.3.2.4
- Lateral File Storage – See Section 1.3.3.1

## Small Branch Library: Workroom Layout Concept

The Small Branch Workroom consists of individual and shared workstations for the branch staff. A Processing Station has been included in this concept with two book drops from the public side into the workroom. See Page 1.1.4.2.2.1 for Processing Station details. Storage/ Shelving Combination and Shared Equipment Area is shown above as approximately 18 linear feet. Each of the individual workstations will be described in detail in a later section, however the workstations are based on office system components that allow for optimal flexibility. The main feature of each workstation is the bi-level work surface in lieu of an adjustable keyboard. See Section 1.3.2.1 Ergonomics Guidelines for more details about the worksurfaces. Another feature for the workroom area is an optional movable ped, which allows staff to move around files needed near their stations. A lock and optional seat cushion to serve as a chair when space is limited are available. Note, when possible, avoid installing shelves or flipper door cabinets directly above work surfaces. This shelf creates shadows in the work zone while an under-counter light will create screen glare. In addition, this shelf will interfere with an adjustable monitor arm if staff prefers to work in the standing position.

# Table of Contents

| | |
|---|---|
| General Criteria | 2.1 |
| Historic Furniture | 2.2 |
| Carnegie and WPA Library Furniture | 2.2.1 |
| Reading Chairs | 2.3 |
| WPA/Carnegie | 2.3.1 |
| Modern | 2.3.2 |
| Children | 2.3.3 |
| Reading Tables | 2.4 |
| WPA/Carnegie | 2.4.1 |
| Modern | 2.4.2 |
| Lounge Furniture | 2.5 |
| Carnegie/WPA Options | 2.5.1 |
| Modern Options | 2.5.2 |
| Teen/Children's Options | 2.5.3 |
| Community Room | 2.6 |
| Folding Tables | 2.6.1 |
| Stack vs. Folding Chair Options | 2.6.2 |
| Children's Seating Options | 2.6.3 |
| Lecterns | 2.6.4 |
| AV/Media Carts | 2.6.5 |

| | | | |
|---|---|---|---|
| Item Type: | Adult Chair | Material: | Northern straight grain ash |
| Description: | Armless and Armchair | | |
| Manufacturer: | F.W.Lombard | Finish: | Golden Oak, Teak, Medium Walnut, Cherry, Light Walnut, and Mahogany Finishes on Ash |
| Product ID: | HW-1 Harold Washington side chair<br>HW-2 Harold Washington armchair | Notes: | Unupholstered Solid wood saddle seat<br>Arm and armless options |
| Dimensions: | HW-1: 18.5"w x 24"d x 36"h, 18"sh<br>HW-2: 23.5"w x 24"d x 36"h, 18"seat height | | |

| | | | |
|---|---|---|---|
| Item Type: | Adult Chair | Material: | Wood frame: beech ply-wood seat,back,legs |
| Description: | Armless and Armchair | Material: | Metal frame : beech ply wood seat and back |
| Manufacturer: | KI | Finish: | Clear Coat Beech; Beech or Chrome Legs |
| Product ID: | PXW Piretti Xylon wood frame armless | Notes: | Stacking, Arm or Armless Wood seat and back |
| Dimensions: | 16.88"w x 20.88"d x 32.25"h, 17.88"sh | | |
| Product ID: | PXMA Piretti Xylon metal frame armchair | | |
| Dimensions: | 23.5"w x 20.88"d x 32.25"h; 17.88"sh | | |

Of characteristic design and light appearance, almost weightless, the style of series 1400 fits in with any architecture. Suitable for many kinds of environments, Pep can be used anywhere a homely ambience is to be created in public rooms. Seat and back are available natural or colour stained or covered with fabrics in many different patterns and colours. The chair meets highest quality requirements thanks to the stringent production standards which are characteristic for Kusch + Co - made in Germany.

| | | | |
|---|---|---|---|
| Item Type: | Adult Chair | Material: | Beech |
| | | Finish: | Natural Beech |
| Description: | Armless and Armchair | Notes: | Arm or Armless |
| Manufacturer: | Kusch + Co | | Upholstered or Wood seat and back |
| Product ID: | 1400/2 Pep armless | | |
| Dimensions: | 19.3"w x 21.25"d x 32"h,17.7"sh | | |
| Product ID: | 1400/4 Pep armchair | | |
| Dimensions: | 23.6"w x 21.25"d x 32"h,17.7"sh | | |

# Table of Contents

| | |
|---|---|
| General Criteria | 2.1 |
| Historic Furniture | 2.2 |
| Carnegie and WPA Library Furniture | 2.2.1 |
| Reading Chairs | 2.3 |
| WPA/Carnegie | 2.3.1 |
| Modern | 2.3.2 |
| Children | 2.3.3 |
| Reading Tables | 2.4 |
| WPA/Carnegie | 2.4.1 |
| Modern | 2.4.2 |
| Lounge Furniture | 2.5 |
| Carnegie/WPA Options | 2.5.1 |
| Modern Options | 2.5.2 |
| Teen/Children's Options | 2.5.3 |
| Community Room | 2.6 |
| Folding Tables | 2.6.1 |
| Stack vs. Folding Chair Options | 2.6.2 |
| Children's Seating Options | 2.6.3 |
| Lecterns | 2.6.4 |
| AV/Media Carts | 2.6.5 |

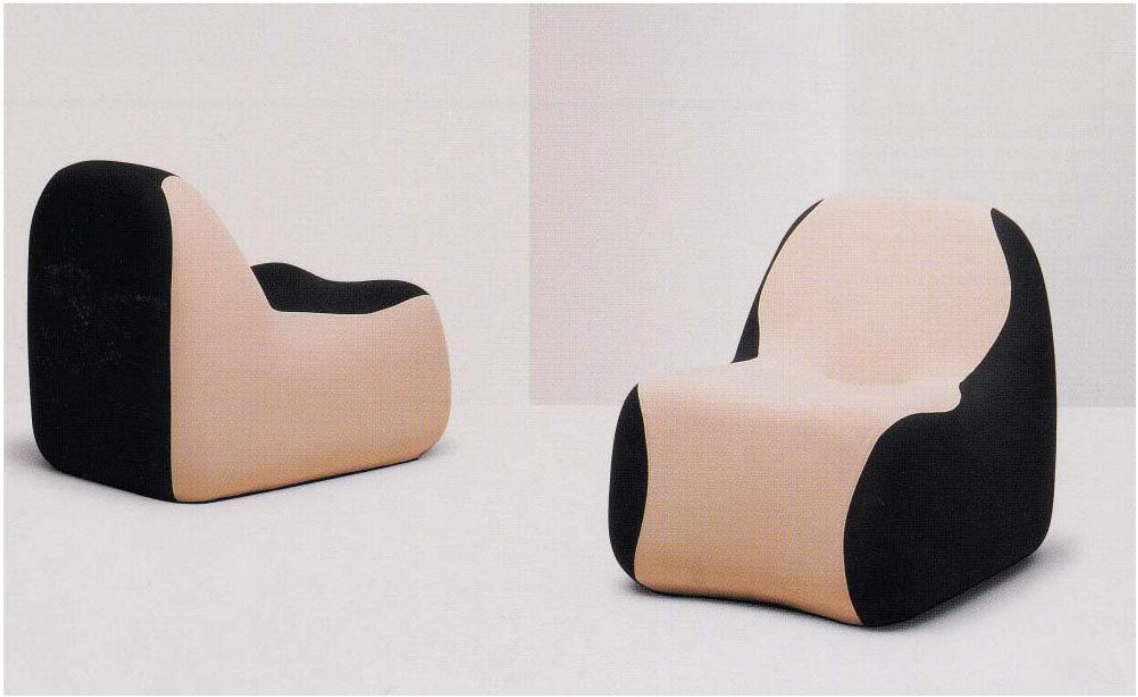
tbl_p_ant_0001

tbl_r_ant_0010

| | | | |
|---|---|---|---|
| Item Type: | Table | | edge or flat edge detail<br>steel legs (round or square profile) |
| Description: | Reading Table | | |
| Manufacturer: | Agati | | |
| Product ID: | Antrim Table Collection | Finish: | Natural Maple edge<br>Black or Silver anodized legs |
| Dimensions: | 30" x 60", 36"x60",<br>36"x72",<br>36"x96"<br>29"h, 32"h ADA | Notes: | Power and data ports flush with table top surface, wire management leg<br>Task lighting available |
| Material: | Plastic Laminate top with Maple edge band-- knife | | |

# Table of Contents

| | |
|---|---|
| General Criteria | 2.1 |
| Historic Furniture | 2.2 |
| Carnegie and WPA Library Furniture | 2.2.1 |
| Reading Chairs | 2.3 |
| WPA/Carnegie | 2.3.1 |
| Modern | 2.3.2 |
| Children | 2.3.3 |
| Reading Tables | 2.4 |
| WPA/Carnegie | 2.4.1 |
| Modern | 2.4.2 |
| Lounge Furniture | 2.5 |
| Carnegie/WPA Options | 2.5.1 |
| Modern Options | 2.5.2 |
| Teen/Children's Options | 2.5.3 |
| Community Room | 2.6 |
| Folding Tables | 2.6.1 |
| Stack vs. Folding Chair Options | 2.6.2 |
| Children's Seating Options | 2.6.3 |
| Lecterns | 2.6.4 |
| AV/Media Carts | 2.6.5 |



| | | | |
|---|---|---|---|
| Item Type: | Teen Area Lounge Chair | Notes: | The chair can be upholstered in a monochromatic or two-tone color scheme of contrasting fabric or leather |
| Description: | Lounge | | |
| Manufacturer: | ICF Group | | |
| Product ID: | 1490 Blob Chair | | |
| Dimensions: | 26"w x 32.5"d x 29"h; 16" seat height | | |
| Material: | The seat and back are a one-piece injection polyurethane foam. | | |
| Finish: | | | |

# Table of Contents

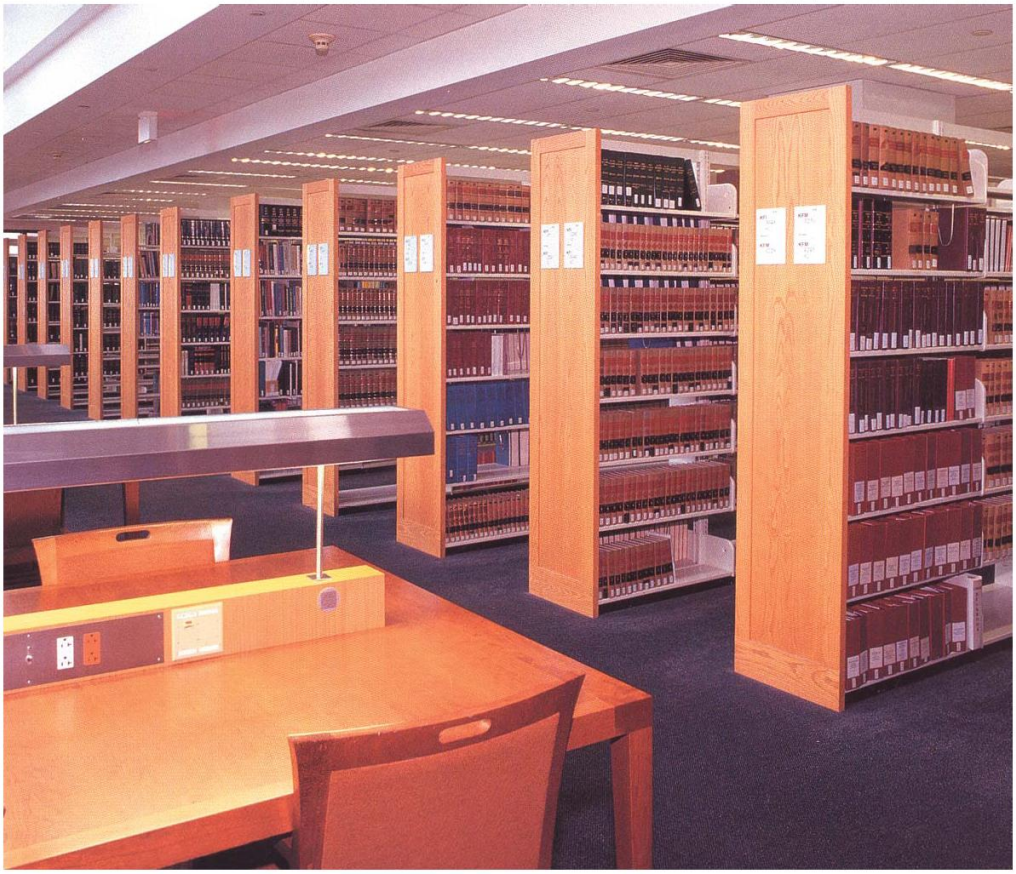
Shelving/Media Display 3.0

Library Shelving 3.1
- Criteria for Shelving-- Technical Specifications 3.1.1
- Library Shelving Options 3.1.2
- End Panels 3.1.3
  - End Panel Options 3.1.3.1

Media Display/Storage 3.2
- CD
- DVD
- Video
- LPs
- Cassettes

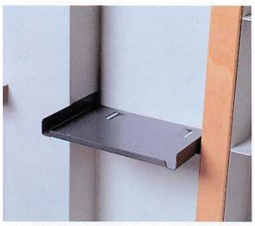
Periodicals 3.3
- Newspapers
- Magazines
- Journals

Other Media 3.4
- Paperback Display
- New Book Display
- Brochure/Pamphlet

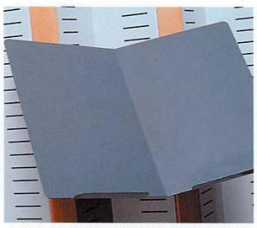


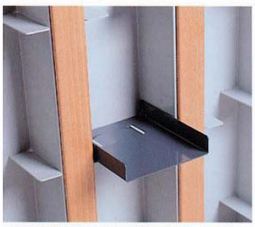
| | | | |
|---|---|---|---|
| Item Type: | End Panels<br>3.1.3.1.2 | | 1-3/16" thick hardwood veneer over particle board with solid hardwood banding as detailed |
| Description: | Wood End Panels | | |
| Manufacturer: | Estey | | |
| Product ID: | Catalog No: W | Finish: | |
| Dimensions: | Size will be full width and ht. of shelf unit | Notes: | |
| Material: | End panels shall be | | |

| | | | |
|---|---|---|---|
| Item Type: | Display Options 3.4.2 | Notes: | Exceptionally narrow profile achieves unique Display density |
| Description: | Slatwall | | |
| Manufacturer: | Lift Discplay, Inc..... | | |
| Product ID: | Compact Slat | | |
| Dimensions: | Size of double faced, or single-faced, end panel | | |
| Material: | Aluminum | | |
| Finish: | Anodized or powdercoated | | |


Fullface Magazine Extender

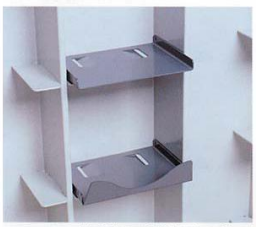
24° ZigZag Shelf


ZigZag Front Shelf Open Book


Fullface Paperback Extender

ZigZag Shelves

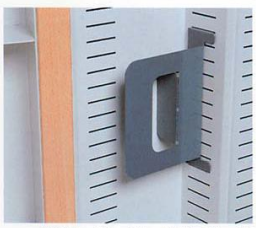
ZigZag Lectern


Fullface CD Extenders

ZigZag Shelf Wide Angle

Poster & Light

ZigZag Devider


ZigZag Devider Wide Angel

Advertising Sign and Holder

| | |
|---|---|
| Item Type: | Display Options 3.4.5 |
| Description: | Performance Multi-Media Display System |
| Manufacturer: | Lift Discplay, Inc..... |
| Product ID: | Gondola or Wall Rack System Accessories |
| Material: | Steel |
| Finish: | powdercoated |
| Notes: | Multiple variation fixturing system which employs 3 components: Fullface display, ZigZag display, and Compact Slat display options Accessories appropriate for magazines, paperbacks, CDs, CD-ROM, DVD, VHS, computer games and software, new book display Allows maxumum display and space efficiency |

# Table of Contents

| | |
|---|---|
| Introduction and General Information | 4.1.0 |
| Service Point Identification | 4.2.0 |
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| Life Safety / Equal Access | 4.7.0 |
| Graphic Conventions, Fabrication, Mounting & DTP Inserts | 4.8.0 |
| Standard Nomenclature | 4.9.0 |
| Specifications | 4.10.0 |

As part of the San Francisco Public Library Branch Library Improvement Program, the Library has established the following Standards for your use. The Standards have several purposes:

- To optimize wayfinding and service to branch library users.
- To address the needs of a multilingual community.
- To establish uniform, efficient, cost-effective procedures for the specification, fabrication, installation and updating of signage for all branches.
- To ensure that signage is compatible with the overall architectural character of each branch.

The consistent application of these Standards will:

- Optimize the orderly display of information at each branch and throughout the branch library system.
- Ensure that desktop-published sign inserts will employ standard typefaces and graphic layouts.
- Ensure that services and collections are named consistently at all branches.
- Ensure that signage will serve as a unifying element throughout the branch library system.

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# Table of Contents

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|---|---|
| Introduction and General Information | 4.1.0 |
| Service Point Identification | 4.2.0 |
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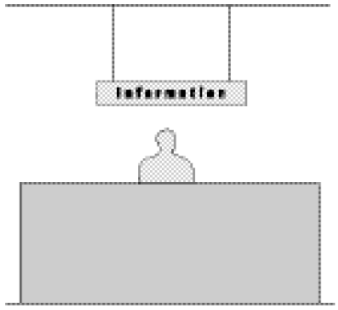
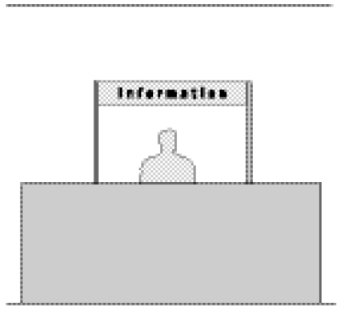
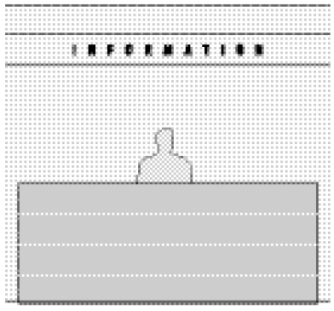


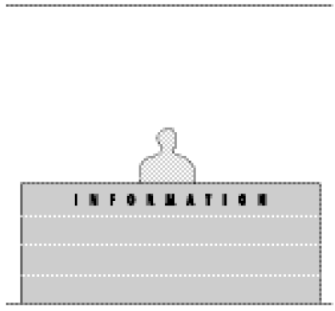

**SP.11**
**Suspended Sign Panel**



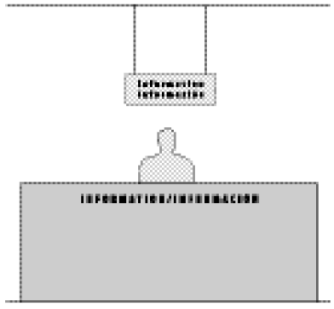

**SP.12**
**Supported Sign Panel**




**SP.13**
**Integral Identification**




**SP.14**
**3D Letterforms**




**SP.15**
**Multilingual Options**

***Note:***
SPI signage will be designed and located by the Branch Architect and/or Environmental Graphic Designer to integrate this element into the overall interior design and ensure optimal illumination.
The examples shown here are conceptual.

**Typeface shown is for Contemporary Branches.**
**See page 4.8.3 for typeface for Historic Carnegie and WPA Branches.**

# Table of Contents

| | |
|---|---|
| Introduction and General Information | 4.1.0 |
| Service Point Identification | 4.2.0 |
| Collection Identification | 4.3.0 |
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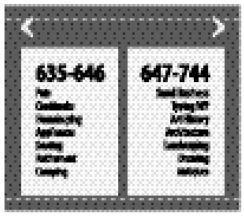
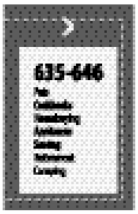
**NR.11**
11"x 2.75" DTP Insert

**NR.12**
8.5"x 2.75" DTP Insert




**NR.13**
11"x 8.5" DTP Insert

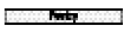



**NR.14**
5.5"x 8.5" DTP Insert

**NR.15**
Two 8.5"x 2.75" DTP Inserts

**NR.16**
Two 8.5"x 2.75" DTP Inserts

**NR.17**
4.25"x 2.75" DTP Insert




**NR.18**
5.5"x .75" DTP Insert

Typeface shown, except for Sign Types NR.15 and NR.16, is for Contemporary Branches.
See page 4.8.3 for typeface for Historic Carnegie and WPA Branches.

# Table of Contents

| | |
|---|---|
| Introduction and General Information | 4.1.0 |
| Service Point Identification | 4.2.0 |
| Collection Identification | 4.3.0 |
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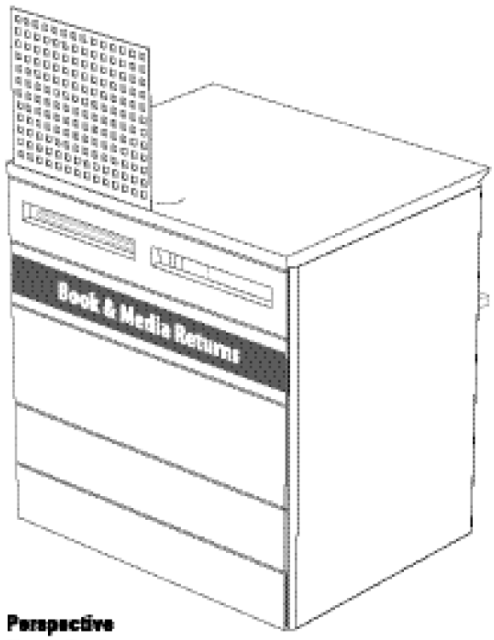
**Elevation**
**Scale: 1 1/2" = 1'-0"**




**Perspective**
**Not to Scale**

## Sign Type IN.15

**Specifications**

***Overall Dimensions:*** 35.75" W x 4.625" H

***Construction:***
1/8" nonglare clear acrylic with screened graphics and painted finish on second surface.

***Mounting:***
Foam tape and silicone adhesive.

**Function**

To identify the book and media returns slot.

Susan Hildreth - City Librarian

Paul Underwood - Deputy City Librarian

Donna Corbeil - Chief of Branches

Marilyn M. Thompson, AIA - Bond Program Manager

Mindy Linetzky - Bond Program Administrator

Marie Fisher - Interior Design

Mike White - Ergonomics Consultant

Brooke Horan - Interior Designer

Kate Keating - Signage/Graphics Consultant

Stanton Klose - Signage/Graphics Consultant

Ellen Kim - Signage Graphics Consultant

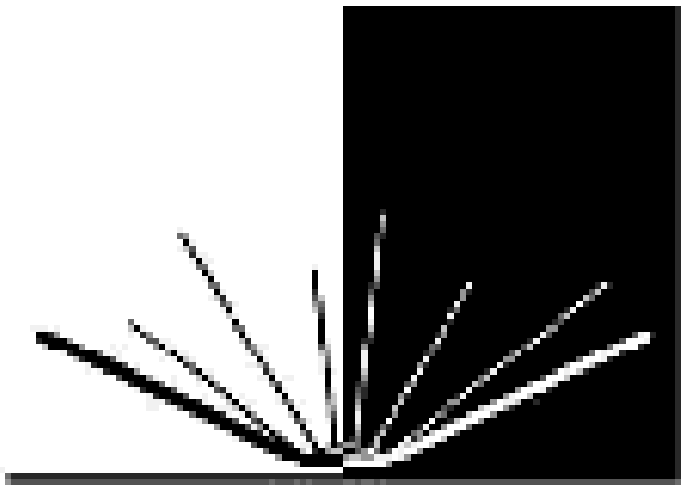
Jennifer Wulfstat - Project Coordinator/Designer

Janet Mackinnon - Architect/Project Manager

Sylvia Kwan - Principal-in-Charge

Branch Library Task Force

and to all the Branch Librarians & Staff
who participated in this process.



# BRANCH LIBRARY
## IMPROVEMENT PROGRAM