

GOLDEN GATE UNIVERSITY

University Library Functional Specifications

	Room	Adjacencies/Locations/Attributes/Assignments	Access, Security, Scheduling	FF&E	Environmental Controls	Storage Needs	Ownership
ASSIGNABLE	STAFF WORKSPACE						
	Director	<ul style="list-style-type: none"> Adjacent to librarian offices Able to accommodate small meetings 	Door to office is lockable	Standard office plus small meeting table and chairs; outlets, data access	Acoustic privacy, natural light if possible, ventilation	Secure cabinets, shelving	Individual
	Librarian Offices	Standard 90 SF per workspace; co-located	Doors to offices are lockable	Standard office plus seating for guest; outlets, data access	Acoustic privacy, natural light if possible, ventilation	Secure cabinets, shelving for reference materials	Team
	Technical Services	Adjacent to librarian offices; co-located	Doors to offices are lockable	Standard office; outlets, data access	Natural light if possible, ventilation	Space for book carts, secure cabinets, shelving	Team
	Learning Support Services Staff	Adjacent to Learning Support Services Center	Doors to offices are lockable	Standard office plus seating for guest; outlets, data access	Natural light if possible, ventilation	Secure cabinets, shelving	Team

	Room	Adjacencies/Locations/Attributes/Assignments	Access, Security, Scheduling	FF&E	Environmental Controls	Storage Needs	Ownership
NON - ASSIGNABLE	UNIVERSITY LIBRARY						
	Book Storage	Circulating collection	Accessible only during University Library hours	Standard full-height book shelving	No direct sunlight		
	Book Browsing	Reference collection; interspersed with individual study	Accessible only during University Library hours	Standard full-height and half-height book shelving			
	Circulation Desk	Easily accessible from main entry, highly visible; located near exhibit space for University Library archives	Accessible only during University Library hours	ADA-compliant circulation desk with seating for staff; outlets, data access		Secure cabinets, shelving for reserve items, plenty of storage; space for book carts	
	Reference Desk	Easily accessible from main entry, highly visible	Accessible only during University Library hours	ADA-compliant reference desk with seating for staff and patrons; outlets, data access	Acoustic semi-privacy	Shelving for ready reference materials	
	Individual Study	Quiet zone; open "living room" and study space; interspersed with book browsing	Accessible only during University Library hours	Variety of seating: couches, tables, chairs, carrels; plenty of outlets, data access	Natural light; individual lighting		
	Patron Workstation	Copy/print/scan station; located near individual study area and circulation desk	Accessible only during University Library hours	Outlets			
	INSTRUCTION						
	Learning Support Services Center	Adjacent to 2 LSS-owned group study rooms; easily accessible from main entry; highly visible	<ul style="list-style-type: none"> Open during regular building hours First priority to Learning Support Services; available for drop-in use if not scheduled 	Room scheduling system; table, seating for 6; wall space for postings	Acoustic privacy	Secure cabinets, shelving	Learning Support Services
	INTERACTION						
Meeting/Gathering/Instruction Room	Adjacent to collaborative interaction space	<ul style="list-style-type: none"> Open during regular building hours First priority to scheduled classes/meetings; available for drop-in use if not scheduled 	Reconfigurable tables, seating for 20; projection ability, computer input, audio input, outlets, data access, whiteboard, video recording (optional)	Acoustic privacy, adjustable lighting	Secure cabinets		
Staff Lounge/Workroom	Copy/print/scan station and staff lunch/meeting room; located near staff offices and kitchen	Accessible only during University Library hours	Tables, seating for 4; outlets	Natural light if possible, ventilation	Secure cabinets	University Library staff	
Group Study Room	Glass front-facing wall; fully enclosed room	<ul style="list-style-type: none"> Open during regular building hours; fully secured after hours First priority to scheduled classes/meetings; available for drop-in use if not scheduled 	Table, seating for 4-12; room scheduling system, 40" LCD screen or projection ability, computer input, audio input, outlets, data access, whiteboard, video recording (optional)	Acoustic privacy, adjustable lighting			
Collaborative Interaction	Higher noise level zone; open space for group and individual study	Open during regular building hours	Tables, chairs, couches; plenty of outlets, data access	Natural light			

Note: These functional specifications are not intended to be comprehensive. They reflect topics that arose as part of the Objective 4 planning process and were determined by the Core Team as essential to carry forward into the future design phase of the project.

