PROJECT

DELAWARE PUBLIC LIBRARY
CENTRAL FACILITY

THESIS PROJECT
COLLEGE OF ARCHITECTURE
AND PLANNING
BALL STATE UNIVERSITY

ROBERT SPENCER ERBACHER
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ABSTRACT

In order for any person to establish any conception whatsoever as to the essence of this design, it is imperative that such a person receive some comprehensible understanding as to what my design ideas, objectives and goals were. This is the reason for the existence of this segment of the book.

My design deals primarily with the establishment, in the city of Muncie, County of Delaware, of a public library facility which encompasses the entire county. A complete understanding as to the essence of the site is of paramount importance if one is to completely understand the key to the design concept. The site has existing on it two buildings which determined this entire design. The first building is the old Muncie Public Library - basically a 2 story Grecian Period structure that could still have significant value to the city. The other building is the Indiana Bell Service Building - basically a box and tower which has unhuman scale to it.

My design was massed to respect both of these structures. I have a terraced step back stack system that is three stories high. This aided in gradually bringing down the scale of Indiana Bell down to the pedestrian. I felt that the old Library should maintain an independence of structure. I have done this by considering the
Greek cross plan of the existing library geometrically as a cube. I have used the edges of my building to act totally as a frame for the old library. I have incorporated a courtyard system between my library and the existing library to act as a transition zone between the two buildings. I have carried these courtyard materials and landscaping tools around the total block to unite the entire site. This courtyard, in my mind would serve as a refreshing oasis to the pedestrians in the city who, for all practical purposes, have no urban parks now. The courtyard materials, are also carried into the central space of my building to achieve a visual and physical continuity between this space and the courtyard. The central space is the key to my building, in a sense everything revolves about this point. It's primary concern is that of control of the people flows in the library. Secondarily it becomes a visual orientation node to the entire building.

The first floor has most of the public functions on it to achieve interest, variety, and interaction of people and events. Entrances to the building have been developed as to the circulation flows of people that would be flowing around the site. The massing of the central space, the development of the courtyard, and the interaction between these two elements is the key to this design, and were the most problematic areas of the entire design.
PROPOSAL
THESIS PROPOSAL

The project that I propose for my thesis will be a new Delaware Public Library Central Facility for Muncie, Indiana. Some of my major personal reasons for selecting this project stem from the fact that public libraries of today have changed quite distinctly in basic concept from the libraries of the past. The library is no longer a mere symbol of culture or a civil monument with pillars and impressive masses of steps, but instead, it is becoming a friendly place which reveals the resources within and invites one to share its hospitality. Simplicity of form, openness and a functional layout seem to be some of its basic characteristics.

The actual need for such a new Muncie Public Library was well established back in 1967 by a survey of the library needs of the Muncie community conducted by: Diatt and Thompson. Furthermore, the need for such a new facility was further substantiated by my personal interview with the librarian and his staff and a general review of the existing facility.

In the following section I would like to briefly discuss the general outline that I would use in planning a new library building, the first of which would include
the preparation of a program. In creating such a program, the librarian and his staff should outline the objectives, the services and their interrelationships, the physical requirements and the operational procedures of the projected library. Moreover, the designer must be aware of the clientele, the various library services and the community which this facility is planned for, so that it can accommodate these varied needs with a minimum of expense and a maximum of convenience.

The choice of a site has an very important bearing on the public acceptance and use of the library. A prominent, easily accessible location is required to attract a large number of persons. Therefore, the library should, if possible, be placed where people naturally converge, rather than in a remote location such as a park or quiet side street.

In regard to the actual physical layout of this library facility the architect must be very well versed in certain principles of desirable interrelationships between the various functions or service units. Furthermore he must look closely at the detailed considerations that will be incorporated into this scheme which could have a direct effect on the library's convenience and operating efficiency.
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PROGRAM

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FAIIL, 1972
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THE CHARGE

It should be noted that the primary purpose of an architectural program is to define the users, to analyze their patterns of activity, and then to define the required spatial components for their on-going life. Furthermore, a program is not a design solution and it must leave the ultimate designer free to shape its directives into architecture. The program is the formal, documented advocacy of the clients to the architects and it is part of the contract.

WHY A LIBRARY

In 1967 Hiatt and Thompson were selected to survey the library needs of the Muncie community by the Muncie Public Library Board of Trustees. On September 1, 1967 the results of their survey, "The Public Library Needs of Delaware County The Community, The Muncie Library and the Future," was published. The following is quoted from that document:

Muncie and Delaware County need a new main library building. The reasons are simple and clear, and are dealt with in some detail in this report. An expanding collection, growing services, the need for modern facilities to house modern equipment, and aesthetic pleasure these and many more reasons support the need long recognized by the community leaders, for new, larger public library facilities.

Furthermore, Hiatt and Thompson recommended in their survey that County-wide library service be instituted in Delaware County with the Muncie Public Library System forming the nucleus. By forming this type of system the population served would be approximately 135,000 and would adequately meet the minimum population figure recommended by the American Library Association for quality library service.

BACKGROUND (LIBRARY FUNCTIONS AND SERVICES)

In designing a new central library facility for the Muncie community, one must realize that a basic change in concept has taken place. The library is no longer a mere symbol of culture or a civil monument but instead it has become a friendly place which reveals the resources within and invites one to share its hospitality. With this basic concept in mind the following objectives will serve as a guide for the development of this project.
For the central library facility to be convenient and easy to use it should be located and designed to provide maximum accessibility and space for the full range of library service needed by the area served. It should be noted that the central facility is the nucleus of both the service and administrative functions both in its immediate locality and for its branch libraries in the system. Furthermore, it should provide its patrons the level of library services that will help them meet their many interests, needs and obligations. The library building and some of its basic services will be discussed here with the remaining listed under the section called DESCRIPTION OF FACILITIES.

1. The entrance at sidewalk level

2. Readily apparent exterior identification and illumination.

3. Entry access and interior features to facilitate use by the infirm and handicapped

4. When space permits that all public service areas be located on the ground-floor level.

5. Locations for freight delivery, shipping, material storage and cataloging and preparation of library material should be planned in function proximity to one another.

6. Physical provisions should be made for staff desk to provide advisory services to users, in person, information and references service to users by telephone and in person, and guidance in the use of the library’s resources.

7. Space must be provided in the library system for the activities of the library extension service program and should include the following: office space, work space, receiving, shipping and loading area for bookmobiles. Bookmobile storage is currently provided at the Kennedy Branch.

8. The administrative area must be planned to allow for sufficient areas or offices to accommodate administrative and personnel directors, service coordinator, business and clerical personnel and a supply area.

9. Two exterior entrances are also recommended one for the staff and one for the public.

10. A drive-up book return box at the curb in front of the building is recommended.
11. Space as needed should be considered for the following miscellaneous services and functions

A. Public package lockers and pay telephones and facilities for out-of-town directories.

B. Public coatroom for users dispersed in reading and reference areas.

C. Smoking conveniences for smoking and light refreshment.

D. Up-dated photostatic and automated devices for coping for use by the staff and public. Microfilm reading devices should also be provided.

E. Typewriters and study carrels for open or assigned use.

F. Conference room for board, staff, and group study.

G. Printing, duplicating and photographic supplies and equipment.

H. Equipment storage, repair shop and storage for maintenance supplies and equipment.

I. Janitor closets on each floor equipped with a mop sink.

BACKGROUND (SITE CONSIDERATIONS)

The choice of a site has an important bearing on the public acceptance and use of the library. A prominent easily accessible location is required to attract a large number of persons. Therefore, the library should be placed where people naturally converge in the heart of the shopping and business district, rather than in a remote location such as a park, civic center or quiet side street.

Since libraries are important units in urban planning, the relation of the project to the master plan should receive careful attention. The site should be large enough to provide parking space for both staff and public. A slight setback from the sidewalk will yield space for a small planted area and bicycle rack, the latter located near the entrance so it will eliminate the usual clutter of bicycles about the door. Furthermore, the building site and the orientation of the building on the site should permit future vertical and/or horizontal expansion of the facility.
BACKGROUND (LIGHTING AND ACoustics)

Appropriate and adequate quality and quantity of lighting is absolutely necessary in a structure planned for reading. Illumination should be evenly distributed over the public services areas so that freestanding bookcases, tables, chairs and other equipment may be moved to new positions and still be well lighted. Furthermore, the quality of lighting is more important than the intensity, but the intensity recommended in most circumstances should be about 50 footcandles of maintained intensity, defined as about two thirds of the new installation intensity, on the reading surfaces.

Another problem that deserves special attention in library design is sound control. Sound isolation is most important where street noises are prevalent. To accomplish this it is advantageous to have only a small number of small windows, but other considerations may lead to the use of many large windows. Heavy masonry or walls with air spaces and quilts may be combined with double or triple glazing. Sounds originating within the building may be absorbed by acoustic ceilings, wall covering and resilient floors.

The acoustical design of listening rooms and audio-visual rooms involves much more that isolation from external sounds. As in an auditorium, sounds originating in the room should not be absorbed except on surfaces from which sound reflections would be disturbing. Too much sound deadening may destroy listening pleasure.

BACKGROUND (ELECTRICAL)

Electrical outlets must be provided for all areas, not only for use at present but also for a time when the library will grow and activity areas will change.

Utility outlets both at floor level and at desk height must be supplied for all equipment in the work and maintenance areas, including electric typewriters, the electric burner and coffee maker, many other machines and any new equipment that is developed in the next twenty years. Plan outlets so that their locations will not inhibit flexibility of arrangement.

Provide waterproof electrical outlets outdoors near the service entrance, on the sides of the building where electric tools may be used, and for lighting the building, the grounds and the outdoor exhibit areas. Furthermore, the locations of telephone should also be shown on the plans.
Provisions should also be made for a buzzer system between the different desks, the staff and work rooms, and the librarian's office. Moreover, consideration must be given to a fire-detection and alarm system which is connected directly to the local fire department and police station.

BACKGROUND (MECHANICAL-HVAC)

If the climate is hot for long periods in the summer or humid, air-conditioning may be almost necessary. If periods of heat are not extreme and cool breezes are prevalent, natural ventilation may be employed, and it may govern the location and shape of the principal units. In cities where the air carries much sulphur dioxide (which is damaging to paper), air-conditioning may be especially desirable. To prevent molding, books should be shelved loosely for air circulation. Relative humidity should be controlled at 50%, temperature 70° in winter and 85°F in summer. Air should be filtered and precipitated, and 75% should be recirculated. Air may be delivered through ceiling and under large windows. Convectors may be placed under windows in stack areas and in carrels. With fixed sash, emergency louvered vents may be places under windows.

BACKGROUND (STRUCTURAL CONSIDERATIONS)

If structural walls and columns are used they must respect the module of the 3' - 0" shelf increment one way and the shelf-width plus aisle-width increment the other. There should be a minimum of interior walls, particularly load-bearing, thus providing a maximum of open space for flexibility. Furthermore, the structural system must be capable of expansion in view of the changing library program. Such expansion may be in part internal, horizontal or vertical, or a combination of all three.

BACKGROUND (FURNITURE AND FINISHES)

Attractive simple and sturdy furniture is available in a wide variety of design and colors. Many libraries are using chairs and sofas upholstered with plastic over sponge rubber. This combination has proven to wear well and is easy to keep clean. When subject to continual wear, chairs designed for commercial use have proven more durable than the domestic type. In selecting equipment it is important to keep in mind the heights of elements.
BACKGROUND (MAINTENANCE)

Special attention should be given in the selection, repair and replacement of lighting and ceiling components, walls and especially floors all of which should have low maintenance characteristics.

THE USERS

The public library is a community center for those who want information on any subject or who are interested in self improvement through home reading and study or who read for pleasure. Businessmen, professional persons, skilled and unskilled workers, teachers, students, housewives and children, are all a part of the clientele served. The total number of people who use their community library is far larger than generally realized.

PROJECT CONTEXT AND SITE

The city of Muncie, Indiana is located 56 miles northeast of Indianapolis and is accessible by state and federal highways, railroads, and the Delaware County airport which is capable of handling jet aircraft. The two rivers neither of which are navigable that traverse the county are the Mississinewa and the West Fork of the White River. The White River flows through Muncie which is the county seat. Indianapolis, the state capital, and Cincinnati are the largest metropolitan areas within convenient distance of Muncie. The three major railroads that serve the city include the Penn Central, Norfork and Western, and the Chesapeake and Ohio. Daily passenger service on the Penn Central between Indianapolis and Cleveland is all that is available.

Accepting the assumption that the new central library facility will serve a county wide system and the fact that Muncie is the population, governmental and cultural center of Delaware County, it is recommended that the facility be located in Muncie.

The Hiatt and Thompson survey further supports the recommendation that the site should be on or near main through streets. Most authorities, including Hiatt and Thompson, suggest that a fifteen to twenty year projection in planning for library facilities is about all that one can realistically make. The 1985 population projections for Delaware County range from 145,000 to 166,000 an average of 166,000. On that
basis, the minimum area recommended by Hiatt and Thompson for the Delaware Public Library system in 1965 is 65,000 to 70,000 square feet and average of 68,000 sq. ft.

SITE CHOICE

The site selected for the project is located immediately behind the existing Carnegie library building on the southeast corner of Jackson and Jefferson Streets plus the following: Parcel No. 1, the property now owned by the Merchants National Bank of Muncie, directly adjacent to the east boundary of the Library property; Parcel No. 2, located on the northeast corner of Adams and Jefferson plus the Northwest corner of Adams and Elm now owned by the Library consisting of the entire block along East Adams and 125 feet on Jefferson and Elm to the alley south of the existing Library and Bell Telephone property. (Refer to maps at the end of the program)

SITE QUALITIES

The selected site offers several other significant advantages:

1. Madison Street which is two blocks east and the primary north-south thoroughfare to central Muncie, will be partially relieved of the heavy through truck and auto traffic when the proposed by-pass, carrying highways 3, 35, and 67, is completed. All traffic on those routes now use Madison. This will greatly facilitate getting to the CBD for those living in the large areas of the community to Madison Street. It is also believed to be the major influence on the growth of the CBD in that direction.

2. The YMCA is located diagonally across on the southwest corner of Adams and Jefferson and has potential night and day library users plus public facilities for meeting and recreation which draw adult and children to the area.

3. The YWCA is one block south on the corner of Jefferson and Charles and provides the same potential and opportunities as the YMCA.

4. The First Baptist Church, a "Gothic Style" limestone structure with a tower and a corner yard is immediately across the street on the southeast corner of Adams and Jefferson.
5. The City Hall, locally important, is diagonally across the northwest corner of Jackson and Jefferson.

6. The A.E. Boyce Co. - business supplies, furniture is located on the northeast corner of Jackson and Jefferson.

7. Two blocks west Walnut Street, the primary retail shopping area, where a mall is actively being sought by Muncie Foresight Inc. which is a non-profit organization formed to activate a revitalization of Muncie CBD.

8. Several parking serve the immediate area of our site.

9. The site is flat and would require demolition only of the small Merchants National Drive-in bank facility on Parcel No. 1. Parcel No. 2 is now a surface parking lot. There are no natural elements or vegetation which would be destroyed or impaired by development of the site.

SITE DISADVANTAGES

The telephone, electric and gas utilities all have easements and important service in the alley which bisects the length of the site. Vacating the portion of the alley through the library site will involve expense in providing for these utilities.

OTHER SITES CONSIDERED

Choice 2: The half block along Adams Between Jefferson and Elm Streets. Cost $150,000. The owners have rejected an offer of $150,000 made earlier by the Library.

Choice 3: The half block on the north side of Charles between Mulberry and Jefferson Streets. Cost $175,000 and 200,000.

TIMING

Due to the nearly complete Merchants National Bank facility which will incorporate the drive-in function now located on parcel No. 1 of the site this real estate should soon be available for purchase. Presently there are no buildings on
Parcel No. 2 which means there would be no resulting lease expiration delays or demolition to slow the progress of the project.

BUILDING CHARACTER

The following survey by Hiatt and Thompson renders the old building as beyond consideration in the future functioning of the central library facility for Delaware County. Furthermore, the existing facility is crowded and cut up into small rooms, particularly in the basement. Another problem they find is connecting a "Modular" addition to a fixed function building is that the "floor levels do not usually match."

ZONING

The site selected is in zoning classification C-1, general commercial, and a library is a conforming use in that classification. The site is also located in Fire Zone I and the building must conform to requirement of that zone. The structure must also be designed according to the requirements of the State of Indiana Administrative Building Council's group classification covering public libraries. Any local codes which impose stricter requirements than the states codes govern.

In the C-1 district, the following restrictions apply:

Front Yard Set-Back: None
Side Yard Set-Back: None
Minimum Rear Yard: 15'
Maximum Height: 125'
Maximum Coverage: 90%

Sanitary sewers completely surround the site in the bordering streets. There are no sewage easement through the site. It will be necessary to petition for vacation of the alley running through the site, east and west, between Jackson and Adams Streets.

BUILDING FUNCTIONS

The building function are listed below according to one of the following four classifications: Public; Private with Public Contact; Private; and Unassigned-- to be used as required for miscellaneous needs in all the above classifications.
PUBLIC

1. Adult Services
2. Adult Reader Seats
3. Children's Room
4. Audio-Visual
5. Meeting-Conference Space
6. Indiana History

PRIVATE WITH PUBLIC CONTACT

1. Adult Services Staff Space
2. Administrative-Business

PRIVATE

1. Receiving
2. Audio-Visual Staff Space
3. Extension and Branch Office
4. Technical Processes
5. Staff Conveniences
6. Book Storage
7. Mechanical

UNASSIGNED

Private Collections -- Miscellaneous Storage -- Janitor's Closets -- Public Rest Rooms -- Public Conveniences -- Circulation (Vertical and Horizontal) -- Shops -- Supplies -- Typing Room -- Growth.

DESCRIPTION OF FACILITIES (AREAS)

1. ADULT SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>SQ. FT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,000 Reference books</td>
<td>640</td>
</tr>
<tr>
<td>10,000 Business and technical books</td>
<td>800</td>
</tr>
<tr>
<td>10,000 Popular reading room books</td>
<td>800</td>
</tr>
</tbody>
</table>
90,000 Stack books
Magazine and pamphlet files
6,250 Young people's books
Card catalog

TOTAL 10,740

2. STAFF WORK SPACE

Adult services
Circulation desk and workroom

TOTAL 2,250

3. PUBLIC SEATING

180 Reading seats at 30 sf

5,400

4. RECEIVING AREA

400

5. CHILDREN'S ROOM

18,000 Books
6 Staff at 125 sf
1 Supervisor's office
60 Seats at 20 sf
Story Hour
2 Toilets

TOTAL 4,200

6. AUDIO-VISUAL

10,000 Recordings
2,000 Films
Art Reproductions - 20 seats
Listening facilities, 2 booths
Books (4000), Score (1000), files
Work area
Office
Film circuit office
Film preview area
Printing and displays

TOTAL 4,500

7. BUSINESS AND ADMINISTRATION

4 Staff at 125 sf
Storage room
Directors office
Assistant director's office
Board room
Switchboard

TOTAL 1,300
8. EXTENSION AND BRANCH OFFICE

9. TECHNICAL PROCESSES

5,000 Books
10 Staff at 125 sf
Catalog supervisor's office
Catalog and furniture
Equipment
TOTAL

10. MEETING-CONFERENCE SPACE

1 Large area
2 Small areas
2 Conference areas
TOTAL

11. INDIANA HISTORY

5,000 Books
20 Reader seats at 25 sf
Microfilm + 1 Reader

12. STAFF CONVENIENCES

Lunch-lounge, toilets, lockers

13. BOOK STORAGE

150,000 Books (Gov't Docs)

14. MECHANICAL

15. UNASSIGNED

COMPLETE BUILDING TOTAL

DESCRIPTION OF FACILITIES

THE ENTRY: The entrance should be located at or near the area of greatest street activity. If the library is at an intersection, an entry at or near the corner will serve both streets. Place the entrance as near as possible to the principal pedestrian traffic to avoid a long walk to the door.

The library must welcome everybody. The entrance must be inviting to all and should be especially accessible to the aged and the handicapped, including those in wheel chairs.
For this reason, do not have steps leading to the entrance.

The use of a double door vestibule is recommended to prevent drafts and heat losses. Any secondary exit must be located so that the desk has full view of it - yet located so that its use is discouraged. The hardware must permit people to exit without allowing anyone else to enter.

THE EXHIBIT AREA: Displays and exhibits are best located in an area through which everyone will have to pass, and therefore where everyone will see them. The ideal location for the displays is between the entrance and the desk.

Since the area between the entry and desk is one of activity, the displays can act as baffles for the more quiet areas. In addition, their placement can be used to control the traffic movement to and from the desk.

THE READING ROOM: It is essential, in the planning of this space, that all related activities be as close to each other as possible, while those which conflict are as far apart as possible. Thought must be given to putting everyone as close to the material he will use as possible, to economize on traffic space, avoid unnecessary movement, and save time. The books must be near the readers and the readers near the librarian and the librarian near the books.

THE CIRCULATION DESK: The routine desk activities include the charging and discharging, registration and the collection of books. The desk should be centrally located and in control of the entrance. The desk must have circulation space around it and must be kept away from the areas requiring most mental concentration. Furthermore, the desk should be close to the catalog, stacks and the work area. The desk clerk must answer inquiries from the adults readers, young-adult and the children's areas in addition to the reference section.

THE INFORMAL READING AREA: The browsing or informal area is for leisure reading or study as well as for readers who drop in for relaxation and a brief interlude in a busy schedule. It is an important area of introduction to the library, and provides a means to make converts from those of the public who may not be familiar with the library facilities. Furthermore its location must be convenient for coming and going without disturbing the main reader's area. Its proximity to the entrance and desk area is desirable. The area can be used as a sound buffer between activity and noise and the more quiet areas.
THE CATALOG: The catalog is used by everyone. It must be located in an area easily accessible to the circulation desk, the books, and the readers. It is an area of activity and noise. Space should allow for circulation around the catalog; post directions for its use nearby.

ADULTS AND YOUNG ADULTS: Young adults need the guidance and supervision of the desk more than the older adults. This dictates that they be located near the circulation desk. For the protection of the more quiet readers, the young adult area should at least be separated by bookshelves. At the same time, it is desirable to have both areas physically juxtaposed, with the barrier between them flexible and open so that a natural transition between them is encouraged.

CHILDREN: The children's area must be accessible from the main entrance, and children must pass the desk to reach their section without crossing adult areas. Moreover, the area must be as far removed from the adult area as practical. The areas should be visually separated from each other, if the shape of the building permits.

THE MEETING ROOM: Where space can be provided for a separate meeting room, whether on the main floor, in the basement, or on a mezzanine, it is important that traffic to it will not conflict with regular library operation. Access to the meeting room should be possible without going through the main library, since either may be in use when the other is closed. Provisions should also be made for the showing of films and slides. These include storage for the equipment, and ideally a screen should be installed so that it slides into the ceiling when not in use. An electric outlet and a light switch near the projectionist will be a convenience which everyone will appreciate.

REFERENCE AREA: The reference area is the section in the library where the greatest concentration takes place, it is important to plan it as a dead-end type of area, with little or no traffic through it to any other part of the library, and at the same time to keep it as far removed and separate from the popular reading and browsing area as possible.

THE LIBRARIAN'S OFFICE: This is one of the only rooms in the building where the librarian can find the privacy to work, to interview and to discuss problems with patrons and the staff. The room should be easily accessible from the reading room conveniently located to the desk and work room.
THE WORK ROOM: Locate the work room convenient to the circulation desk and directly accessible to the service entrance. To determine the shape, size and layout, it is best to define the activities in each area and to trace the route of a book from the delivery truck to the bookshelf. Some of the major functions of the room include: the receiving, mending, and preparation of the books and magazines to go to public shelves; typing and other business chores not done at the desk and which require space or quiet concentration; storage for a variety of material and working space to spread out work.

THE STAFF ROOM: The staff room should be located near the work room, on an outside wall with a window and direct access to the staff toilet. This is where the staff can get away from it all. Furthermore, eating facilities should be provided in the staff room.

THE JANITOR'S SPACE: Locate this important room as centrally as possible; where space problems are critical, the space may be combined with the utility room.

THE WASHROOMS: Since complete elimination of toilets is not practical and is sometimes illegal, the problem of control must be simplified by placing washrooms where the doors can be seen from the desk. They should not open directly off the main room, and should be so located that children have easy access to them without crossing adult readers' areas. Toilet rooms must be soundproof.

OWNERSHIP AND FUNDING

One of the earliest decisions, to be taken in planning a new Central Library Facility for Muncie, should determine the form of organization for the ownership, operation, and funding of the Library once it is built.

It is recommended that the ownership of the Library be vested in a public authority. Preference would be for City-County ownership to ensure the broadest possible tax base and in recognition of the fact that the Library is designed to serve a constituency larger than that of Muncie alone. Public ownership will allow the library to qualify for various forms of assistance under present and future federal legislation for specific program activity.

The Library Board of Trustees has projected a budget of $1.6
million for a new central facility. That figure will be used as the basic budget for this project. Furthermore, the financing of the project will be by bond issue, as is the normal method for financing most public building projects. The steps for obtaining funds by public bond issue follow:

1. The circulation of a petition for public signatures supporting the bond issue.

2. Processing the petition and the waiting period.

3. Process of issue and sale of bonds:
   a. Ordinance of issue
   b. Printing the bonds.
   c. Advertising for bids to purchase the bonds
   d. Contracts of purchase.

OPERATING AND MAINTENANCE

The following estimates represent a very approximate assessment of what it might cost to carry out the full operation when the building program is complete. The figures presented assume that:

1. The City-County owners of the Library, will assume the cost of all outside maintenance.

2. The City-County owners will assume all insurance costs on the building itself.

3. No amount has been set aside for depreciation on the assumption that the City-County owners will make provision for this.

ESTIMATED OPERATING BUDGET

<table>
<thead>
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<tr>
<td>Director</td>
<td>$</td>
</tr>
<tr>
<td>Assistance Director</td>
<td>$</td>
</tr>
<tr>
<td>4 Staff</td>
<td>$</td>
</tr>
<tr>
<td>Total Salaries</td>
<td>$</td>
</tr>
<tr>
<td>Administrative Costs - 33% of Salaries</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>

Maintenance Cost for the Library includes utilities, maintenance supplies, maintenance staff costs, repairs, some freight at $1.50 per sq. ft.
SITE RELATION TO CBD

WHEELING
FRANKLIN
GILBERT
WASHINGTON
MAIN
JACKSON
ADAMS
CHARLES
HOWARD
SEYMOUR
VICTOR
R.R.
PROJECT CONTEXT

CITY HALL

A.E. BOYCE

EAST JACKSON

EXISTING
LIBRARY

INDIANA
BELL

THE SITE

SOUTH JEFFERSON ST

PARKING
APTS

FIRST
BAPTIST
CHURCH

YMCA

SOUTH ELM ST

EAST ADAMS

N
PARTIAL BIBLIOGRAPHY

GENERAL


PROGRAMMING


BUILDING TEAM


FURNITURE AND EQUIPMENT LAYOUT


HEATING AND AIR CONDITIONING

Cooke, T.C. "Heating and Air Conditioning For Libraries." *Southeastern Librarian*, XL (Summer, 1961), 103-5.

SHELVING

SITE SELECTION


SOUND CONTROL


LIGHTING


COLOR