

**CHAPTER 400: LIBRARY SERVICE**

1 PURPOSE AND SCOPE ..... 400-2

2 DEFINITIONS..... 400-2

3 OPERATING RATIONALE AND BASIS OF CRITERIA ..... 400-5

4 INPUT DATA STATEMENTS (IDS) ..... 400-6

5 SPACE PLANNING CRITERIA..... 400-6

6 PLANNING AND DESIGN CONSIDERATIONS..... 400-14

7 FUNCTIONAL RELATIONSHIPS..... 400-14

8 FUNCTIONAL DIAGRAM ..... 400-15



## 1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 400: Library Service. It applies to all medical facilities at the Department of Veterans Affairs (VA). The Library Service includes total space for Health Science and Patient Education Resource Center (PERC) / Patients' Libraries.

The Library Service includes total space for Health Science and Patient Libraries.

- A. The Health Science Library is used primarily by physicians, dentists, dietitians, nurses, residents, interns, and clinical support staff, students, trainees, and administrative support staff.
- B. The Patient Library facilities are provided as a service to patients and may also be used by facility staff.
- C. The Media Conference Room is provided primarily for staff and student training and continuing education programs.

## 2 DEFINITIONS

Basic Shelving: Basic (reference) shelving is double-faced stack section for current and bound, microfilm, monographs, reference collections, and audio / visual software collections are stored and displayed.

Health Care Delivery / Support (HCD/S) Staff: Total number of FTE positions authorized for the facility in the following categories:

- A. Number of FTE (Full-Time Equivalent) Title 38 Employees.
- B. Number of House Staff Based on MTOT (Maximum number of house staff typically on duty at any one time.) includes all residents, interns, and fellows.
- C. Number of FTE Clinic Support Staff - includes all technicians, social workers, psychologists, vocational/rehabilitation counselors, LPN/LVN/nursing assistants, audiologists/ speech pathologists, PhDs, pharmacists, rehabilitation therapists and assistants. Also included are secretarial/clerical personnel assigned to those services/ activities which provide direct patient care.
- D. Number of Students and Trainees Based on MTOT (Maximum of Students / Trainees Typically on Duty at Any One Time).
- E. Number of FTE Administrative Support Staff - includes service chiefs, assistant chiefs, administrative assistants, management analysts, secretaries, and clerks assigned to services which do not provide direct patient care.

Health Science Library: A space used primarily by physicians, dentists, dietitians, nurses, residents, and interns, and to a lesser degree by clinical support staff, students, trainees, and administrative support staff to access authoritative information with which to make clinical and administrative decisions.

MTOT: Maximum of Staff / Students / Trainees Typically on Duty at Any One Time.



Patient Education Resource Center (PERC): A space used by patients, their families, and health care facility staff to access consumer health information. If the PERC is managed by Services other than Library, there should be a strong liaison/coordination between the PERC and Library Service.

Patient Library: A facility that provides therapeutic recreational and educational materials to patients and their families and may also be used by facility staff for personal growth and development.

### **Space Planning / SEPS**

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose combined time commitment equals that of one full-time employee (i.e., 40 hours per week).

Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.

Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.

Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.



Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

PG-18-12: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements, and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDSs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making



full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VA RF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VA RF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. that is processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

### 3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space Planning parameters and metrics in this document are based on the Library Service Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA Library Service site would require; the quantity and NSF for each room is calculated based on the facility number of Health Care Delivery / Support (HCD/S) staff Level authorized organized in four ranges.
- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of Health Care Delivery / Support (HCD/S) staff Level is included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Library Service project shall develop a baseline Program for Design (PFD) in SEPS.



- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.20** for Library Service and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet (BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.

#### 4 INPUT DATA STATEMENTS (IDS)

- A. Is Health Care Delivery / Support (HCD/S) Staff Level A authorized? (M)
- B. Is Health Care Delivery / Support (HCD/S) Staff Level B authorized? (M)
- C. Is Health Care Delivery / Support (HCD/S) Staff Level C authorized? (M)
- D. Is Health Care Delivery / Support (HCD/S) Staff Level D authorized? (M)

#### 5 SPACE PLANNING CRITERIA

##### A. FA 1: HEALTH SCIENCES LIBRARY CIRCULATION AREA

- 1. **Health Sciences Circulation Desk Area, Lbry Svc (SC501) .....180 NSF (16.8 NSM)**
  - a. *Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*

The Circulation Desk area provides space for charging and discharging materials to and from the library. Many libraries use an online public access catalog (OPAC) for this function, requiring a computer and printer. User questions are answered and directional information is provided.

- 2. **Health Sciences Computer Reference Workstation, Lbry Svc (SC506) ..... 24 NSF (2.3 NSM)**
  - a. *Provide five if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide ten if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide fifteen if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide twenty if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*

Clinical and administrative staff access e-books, journals, and databases and mandatory and Continuing Medical Education (CME) web-based training and Digital Video Discs (DVDs).



- 3. Health Sciences Card Catalog Area, Lbry Svc (SC511) ..... 50 NSF (4.7 NSM)**  
*a. Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*

This card catalog is a bibliographic index of the resources of the library. It contains a record of the books, journals, and audiovisual materials that are included in the collection.

- 4. Health Sciences Audiovisual Room, Lbry Svc (SC516) .....250 NSF (23.3 NSM)**  
*a. Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*  
*b. Provide one at 325 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*  
*c. Provide one at 400 NSF if ([Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*

The audiovisual area provides space to shelve and use a wide variety of media material. The user selects appropriate software from the audiovisual stacks and then proceeds to the electronic carrels provided. Shelving for Veterans Integrated Service Network (VISN) locations will be added to this area. Additional space for these software locations can be added to the NSF (NSM) provided for this room, based on a project by project justification.

- 5. Lbry Svc Health Sciences**  
**Computer Training Room, Educ Svc (SS146) .....545 NSF (50.7 NSM)**  
*a. Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*

Allocated NSF accommodates sixteen task chairs @ 7.5 NSF each, eight 5'-0" x 2'-0" tables at 10 NSF each, one credenza @ 8 NSF, one lectern @ 9 NSF, and circulation; total sixteen people. This area provides space to train library users on the efficient utilization of the latest electronic books, journals, and databases used to make clinical and administrative decisions and on web-based systems which provide mandatory training and Continuing Medical Education (CME).

- 6. Lbry Svc Health Sciences**  
**Conference Room, Educ Svc (SS101) .....240 NSF (22.3 NSM)**  
*a. Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized])*  
*b. Provide one at 300 NSF if ([Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*



Allocated NSF accommodates six conference chairs @ 7.5 NSF each, two 5'-0" x 2'-0" tables at 10 NSF each, one credenza @ 8 NSF, and circulation; total six people. Area provides space for groups to interact as they collaborate and plan joint projects.

**7. Health Sciences Microfilm / Print Room, Lbry Svc (SC521) ..... 80 NSF (7.5 NSM)**

- a. *Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized])*
- b. *Provide one at 100 NSF if ([Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*

The photocopy area provides a bond copier to accommodate the needs of those library users who must have photocopies of library materials. An onsite photocopier also relieves the pressure of removing materials from the library. This area may also house the microfilm / reader printer at 35 NSF. A book truck, occupying approximately 8 NSF, will be located in this area for placement of books and journals that will be re-shelved after photocopying.

**8. Health Sciences Seating Area, Lbry Svc (SC524) .....300 NSF (27.9 NSM)**

- a. *Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
- b. *Provide one at 600 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
- c. *Provide one at 900 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
- d. *Provide one at 1,200 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*

**B. FA 2: HEALTH SCIENCES LIBRARY SHELVING AREA**

Basic shelving consists of double or single-faced stack section on which current periodicals, bound periodicals (hard bound volumes and microfilm), monograph collection, and the reference collections are stored and displayed.

**1. Health Sciences Current Periodicals Area, Lbry Svc (SC531) ..... 15 NSF (1.4 NSM)**

- a. *Provide two if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
- b. *Provide four if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
- c. *Provide six if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
- d. *Provide eight if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*

**2. Health Sciences Bound Periodicals Area, Lbry Svc (SC536) ..... 30 NSF (2.8 NSM)**

- a. *Provide two if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
- b. *Provide four if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
- c. *Provide six if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
- d. *Provide eight if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*





- 3. Health Sciences Microfilm Area, Lbry Svc (SC538) ..... 15 NSF (1.4 NSM)**
  - a. Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide two if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide three if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]
  - d. Provide four if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]
- 4. Health Sciences Monograph Collection Area, Lbry Svc (SC541) ..... 15 NSF (1.4 NSM)**
  - a. Provide four if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide eight if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide twelve if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]
  - d. Provide sixteen if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]
- 5. Health Sciences Reference Collection Area, Lbry Svc (SC546) ..... 15 NSF (1.4 NSM)**
  - a. Provide 6 if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide 12 if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide 18 if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]
  - d. Provide 24 if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]

**C. FA 3: PATIENT EDUCATION RESOURCE CENTER (PERC)**

- 1. PERC Circulation Desk Area, Lbry Svc (SC551) .....180 NSF (16.8 NSM)**
  - a. Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized])
  - b. Provide one at 240 NSF if ([Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])

The Circulation Desk area provides space for changing and discharging materials to and from the library, dictionary stand, magazine racks, book carts, newspaper rack, etc. User questions are answered, and directional information is provided. This area should not be needed if the PERC / Patient Library is adjacent to the Health Sciences Library.

- 2. PERC Shelving Area, Lbry Svc (SC553) .....150 NSF (14.0 NSM)**
  - a. Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide one at 300 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide one at 450 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]
  - d. Provide one at 600 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]



Basic shelving consists of double-faced stack section on which nonfiction and fiction, general literature, history volumes, and consumer health education books and audiovisuals are stored and displayed.

- 3. PERC Reference Area, Lbry Svc (SC561) ..... 100 NSF (9.3 NSM)**
  - a. *Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide one at 200 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide one at 300 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide one at 400 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*

Allocated space for Atlas stand, display case, handouts, newspaper rack, and paperback book racks.

- 4. PERC Seating Area, Lbry Svc (SC565).....300 NSF (27.9 NSM)**
  - a. *Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide one at 600 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide one at 900 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide one at 1,200 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*
- 5. PERC Computer Reference Workstation, Lbry Svc (SC571)..... 24 NSF (2.3 NSM)**
  - a. *Provide three if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide six if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide nine if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide twelve if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*
- 6. PERC Storage Room, Lbry Svc (SC574) ..... 100 NSF (9.3 NSM)**
  - a. *Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide one at 240 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide one at 320 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide one at 400 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*



**D. FA 4: STAFF AND ADMINISTRATIVE AREA**

- 1. Health Sciences Library Chief Office, Stff Sprt (SS204) ..... 100 NSF (9.3 NSM)**
  - a. *Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*
- 2. Lbry Svc Clerical / Technician Workstation, Stff Sprt (SS218) ..... 56 NSF (5.3 NSM)**
  - a. *Provide two if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide four if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide six if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide eight if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*
- 3. Lbry Svc Printer Station, Stff Sprt (SS258) ..... 20 NSF (1.9 NSM)**
  - a. *Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized])*
  - b. *Provide two if ([Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])*
- 4. Lbry Svc Staff Breakroom, Stff Sprt (SS262) .....120 NSF (11.2 NSM)**
  - a. *Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide one at 180 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide one at 240 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide one at 300 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*
- 5. Lbry Svc Female Locker Room, Stff Sprt (SS282) ..... 100 NSF (9.3 NSM)**
  - a. *Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]*
  - b. *Provide one at 120 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]*
  - c. *Provide one at 140 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]*
  - d. *Provide one at 160 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]*

Provide locker space only for those FTEs without assigned office or workspace. For less than five FTE combine Locker Room facilities with adjacent department or sum in chapter 410.



- 6. Lbry Svc Male Staff Locker Room, Stff Sprt (SS282) ..... 100 NSF (9.3 NSM)**
  - a. Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide one at 120 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide one at 140 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]
  - d. Provide one at 160 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]
- 7. Lbry Svc Female Toilet, Bldg Sprt (SB191) ..... 60 NSF (5.6 NSM)**
  - a. Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])
- 8. Lbry Svc Male Toilet, Bldg Sprt (SB191) ..... 60 NSF (5.6 NSM)**
  - a. Provide one if ([Health Care Delivery / Support (HCD/S) Staff Level A is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level B is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

**E. FA 5: SUPPORT AREA**

- 1. Audiovisual Equipment Storage Room, Lbry Svc (SC576) .....200 NSF (18.6 NSM)**
  - a. Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide one at 300 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide one at 400 NSF if [Health Care Delivery / Support (HCD/S) Staff Level C is authorized]
  - d. Provide one at 500 NSF if [Health Care Delivery / Support (HCD/S) Staff Level D is authorized]
- 2. Staff Workroom, Lbry Svc (SC581) .....240 NSF (22.3 NSM)**
  - a. Provide one if [Health Care Delivery / Support (HCD/S) Staff Level A is authorized]
  - b. Provide one at 280 NSF if [Health Care Delivery / Support (HCD/S) Staff Level B is authorized]
  - c. Provide one at 440 NSF if ([Health Care Delivery / Support (HCD/S) Staff Level C is authorized] or [Health Care Delivery / Support (HCD/S) Staff Level D is authorized])

Space allocated is for processing books and interlibrary loans, storage cabinets, scanner with computer, fax machine, sink, and shelf list.



#### **F. SEPS IMPORTER SHORTCUTS**

The following shortcuts are used in the Room Criteria Statements in the Library Service Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

1. *Health Care Delivery / Support (HCD/S) Staff Level A is authorized:* [Is Health Care Delivery / Support (HCD/S) Staff Level A authorized?]
2. *Health Care Delivery / Support (HCD/S) Staff Level B is authorized:* [Is Health Care Delivery / Support (HCD/S) Staff Level B authorized?]
3. *Health Care Delivery / Support (HCD/S) Staff Level C is authorized:* [Is Health Care Delivery / Support (HCD/S) Staff Level C authorized?]
4. *Health Care Delivery / Support (HCD/S) Staff Level D is authorized:* [Is Health Care Delivery / Support (HCD/S) Staff Level D authorized?]

### **6 PLANNING AND DESIGN CONSIDERATIONS**

- A. The PERC / Patient Library should be adjacent to the Health Science Library. This permits staff access to both through a common circulation area.
- B. In order to achieve maximum control over the resources of the library, there should be one single point of entry and exit from each library. The Circulation Desk Area should be located at the entrance / exit, in order to provide visual as well as mechanical / electronic control. Where feasible, consideration should be given to one entrance to both libraries with a common circulation desk.
- C. The card catalog or electronic access to Card Catalogue should be seen directly upon entering the library and in proximity to the Circulation Desk.
- D. Current periodicals are in high demand and should be housed relatively close to the entrance of the library and be easily identifiable. The current periodicals should be contiguous to the bound periodical collection.
- E. Most material to be copied will come from the current or bound periodical collections, so the Photocopy Area should be close or contiguous to both. The Photocopy Area should be a three-sided space with heavy sound attenuation. This area also needs to include space or a cabinet to hold copier paper and a work area for tools such as staplers.
- F. Light levels in the Microform Area should be rheostatically controlled. Windows should be eliminated from this area.
- G. Library seating should be arranged in a manner that offers seating options close to each of the collection areas.
- H. The Audiovisual Room should be in visual contact with the circulation desk and adjacent to the Media Conference Room.



- I. The Media Conference Room and Computer Training Room will require special acoustical treatment to isolate noise from other areas of the library.
- J. The Workroom / Technical Services Area location should provide access to the librarian who supervises the technical processing activities. It should also be located between the two libraries for easy access by the library staff.
- K. The ideal location for the Chief, Library Service's Office is contiguous to the Circulation Desk and the Workroom / Technical Services Area.
- L. The Clerical Space should be immediately adjacent to the Chief, Library Service's Office and close to the Circulation Desk.
- M. Computers and printers will require special wiring needs and telecommunication ports.
- N. Shelving should be at least 18 inches below the ceiling to meet fire code standards. Consideration should be given to the impact which compact shelving has upon the floor's weight bearing tolerance.
- O. Aisles, carrels, and doorways should meet Americans with Disabilities Act requirements.
- P. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library ([www.cfm.va.gov/til/](http://www.cfm.va.gov/til/)) for additional technical criteria.

**7 FUNCTIONAL RELATIONSHIPS**

Relationship of Library Service to services listed below:

**TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX**

SERVICES	FUNCTIONAL RELATIONSHIP
STFF SPRT: Education: Nursing Training	2
STFF SPRT: Education: Laboratory	2
CLNCL SPRT: R&D: Clinical Services	2
IP: ICU PCUs	3
IP: MS PCUs	3
IP: PRC: PCU	3
IP: SCI: AC PCU	3
IP: MH PCUs	3
VET SPRT: PHRM Svc: Outpatient	3
VET SPRT: PHRM Svc: Inpatient	3
STFF SPRT: Education: Auditorium	3
CLNCL SPRT: R&D: Rehabilitation	3
CLNCL SPRT: R&D: Health Services	3

**Legend:**

- 1. High
- 2. Moderate
- 3. Minimal



**8 FUNCTIONAL DIAGRAM**

