

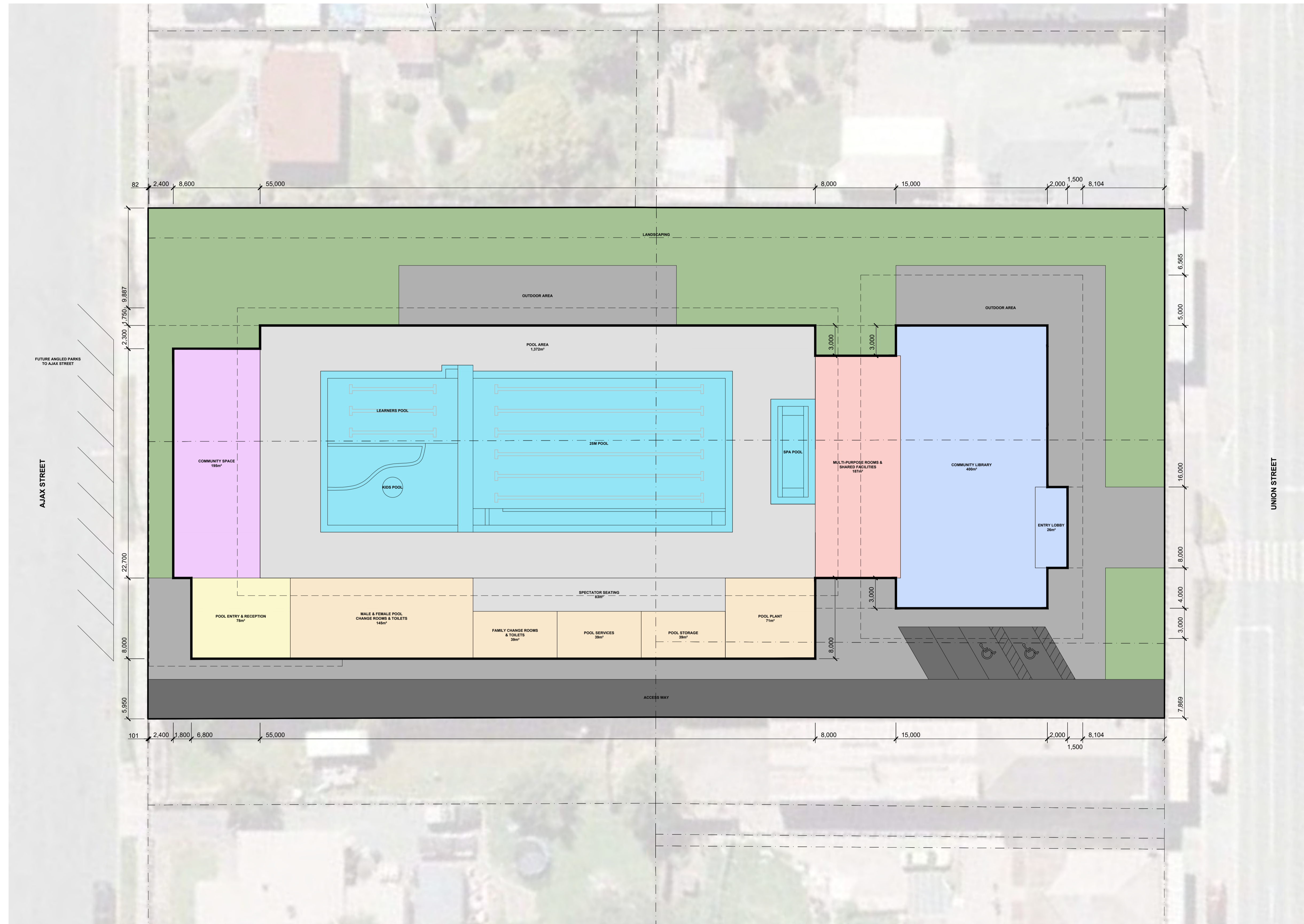
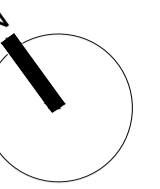
BRUCE COMMUNITY FACILITY

Supporting Documents

**For Clutha District Council
Consultation 2022**



Proposed Bruce Community Facility - Option 1 with a 6 Lane Pool Facility Plan



Site/Building Areas:

Community Library	400m ²
Multi-purpose & Shared Facilities	187m ²
East Entry	26m ²
Pool Entry / Reception	78m ²
Pool	1,791m ²
Community Space	195m ²
Building Area	2,677m²
Landscaping / Paving	2,408m ²
Total Site Area	5,085m²

Proposed Bruce Community Facility - Option 1 with 6 Lane Pool Facility



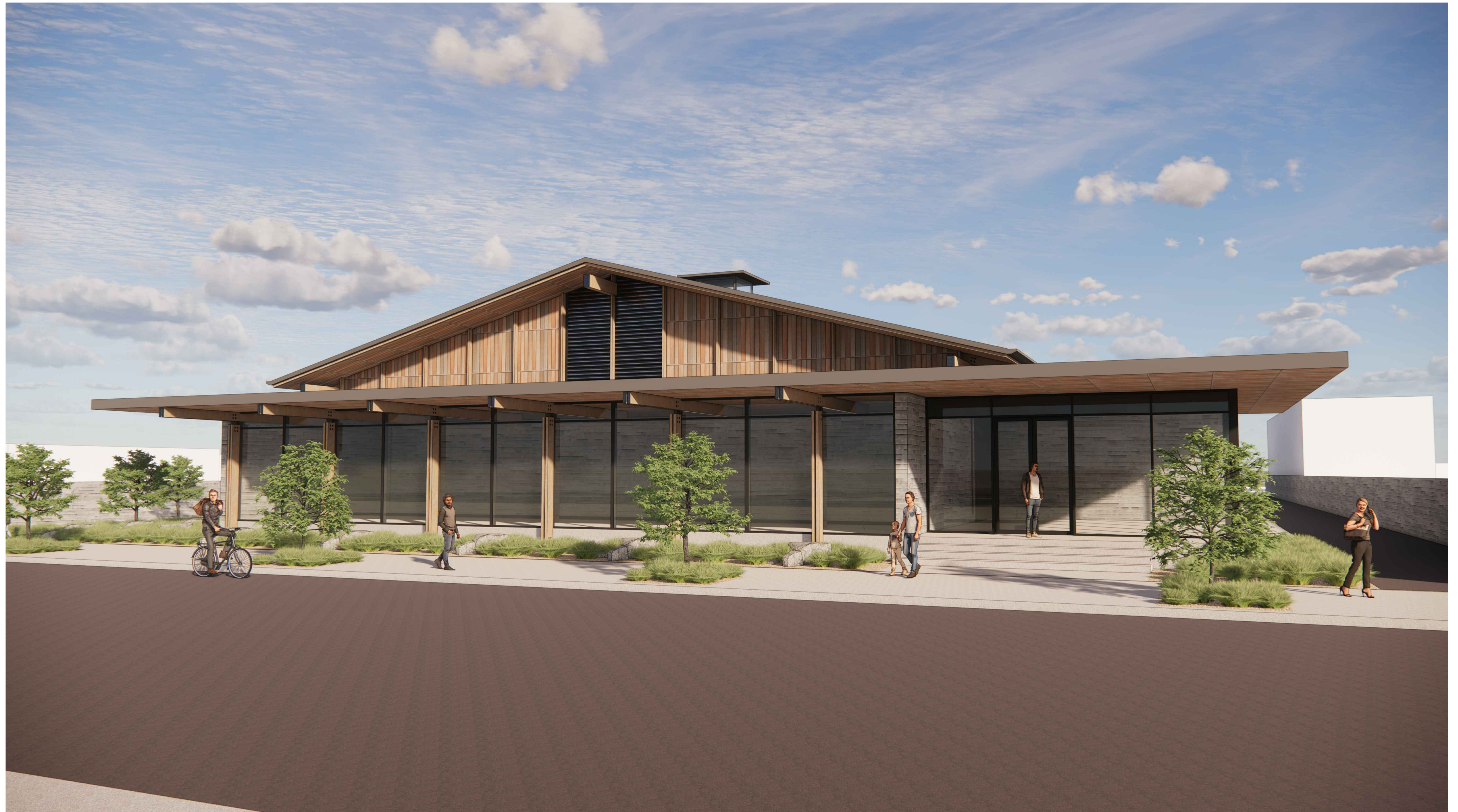
Proposed Bruce Community Facility - Option 1 with 6 Lane Pool Facility



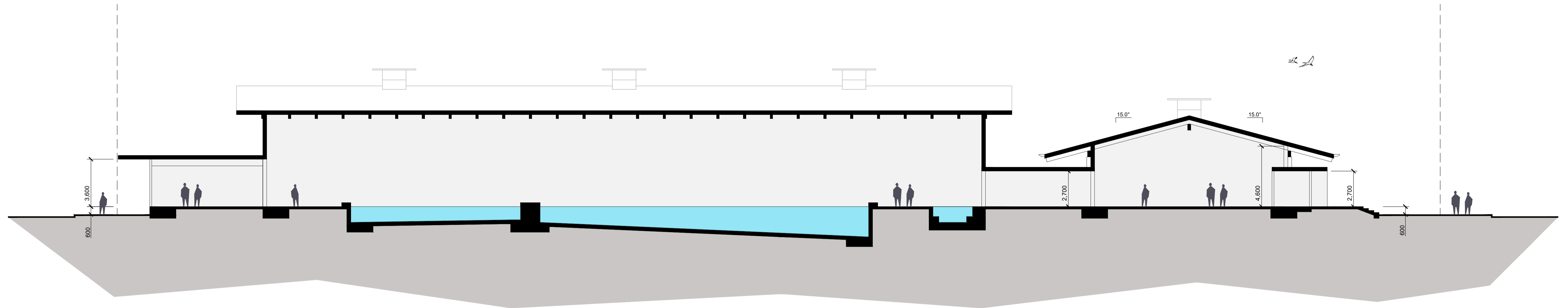
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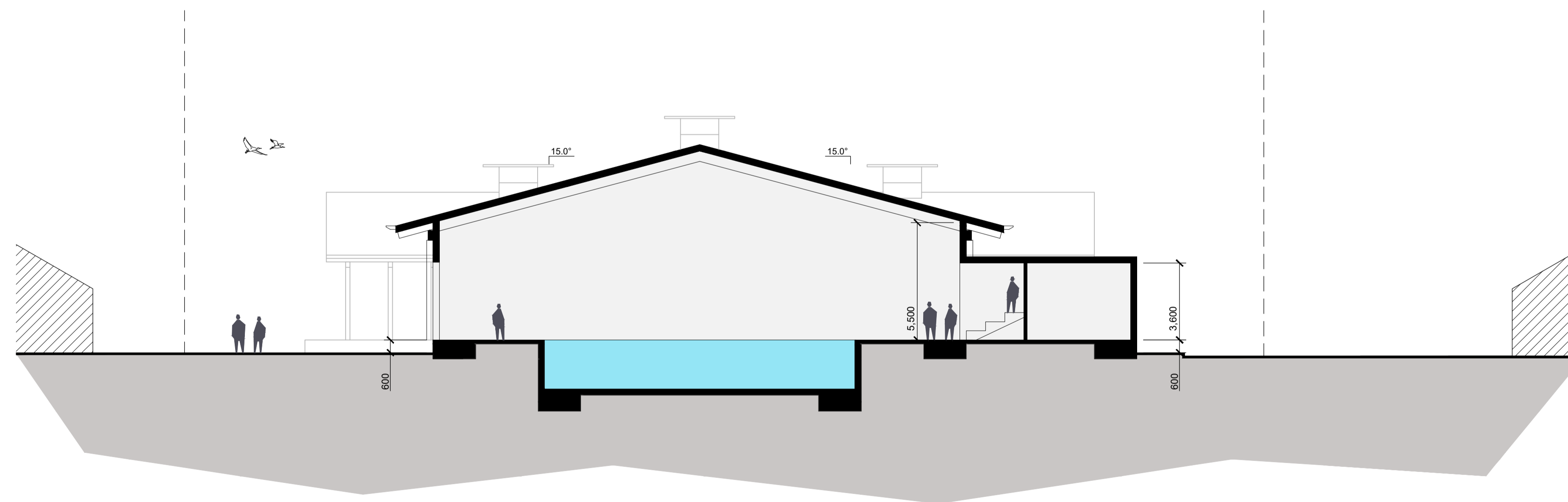
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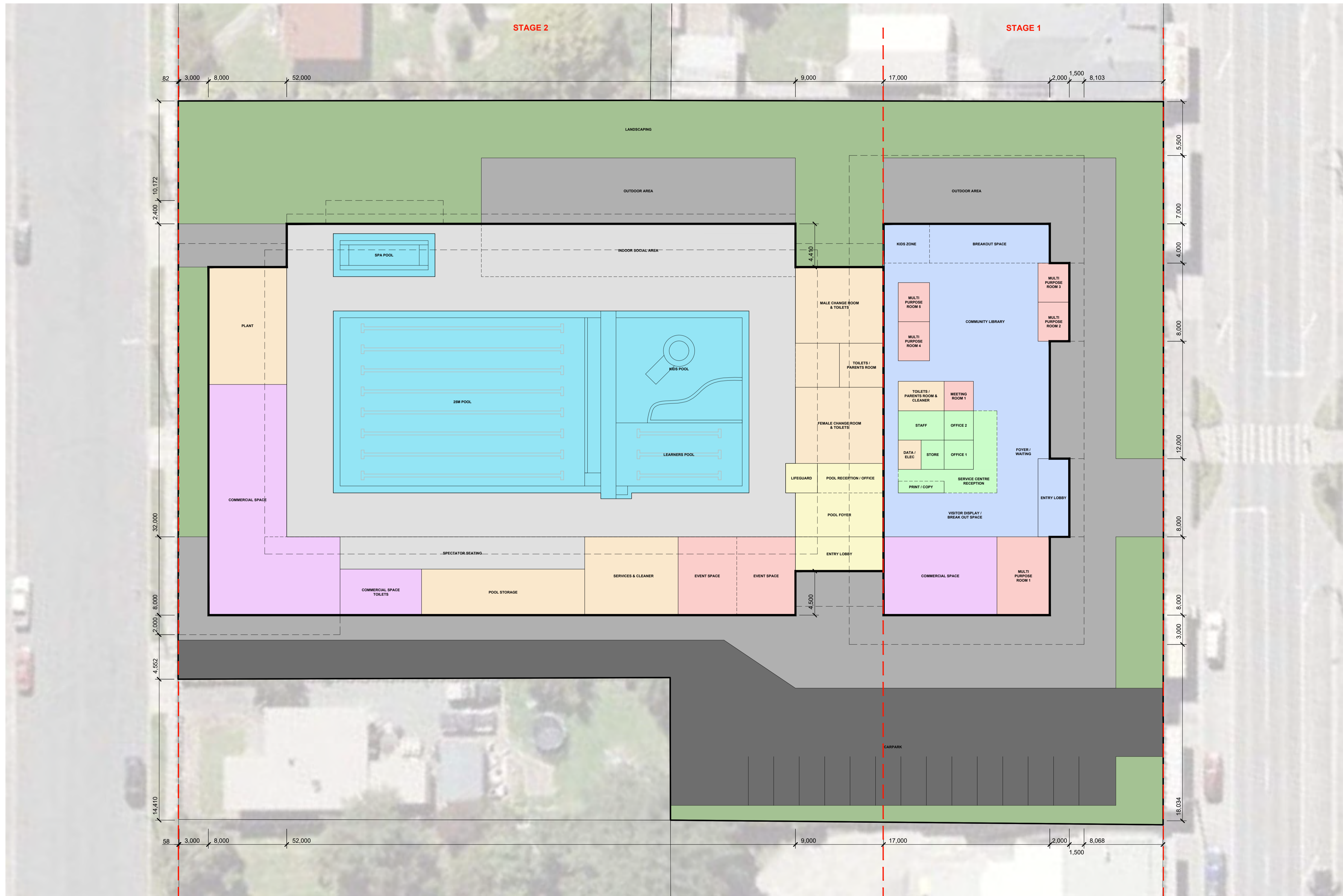
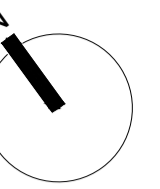


Long Section - Service Centre & Pool
Scale 1:150 @ A1



Cross Section - Pool
Scale 1:150 @ A1

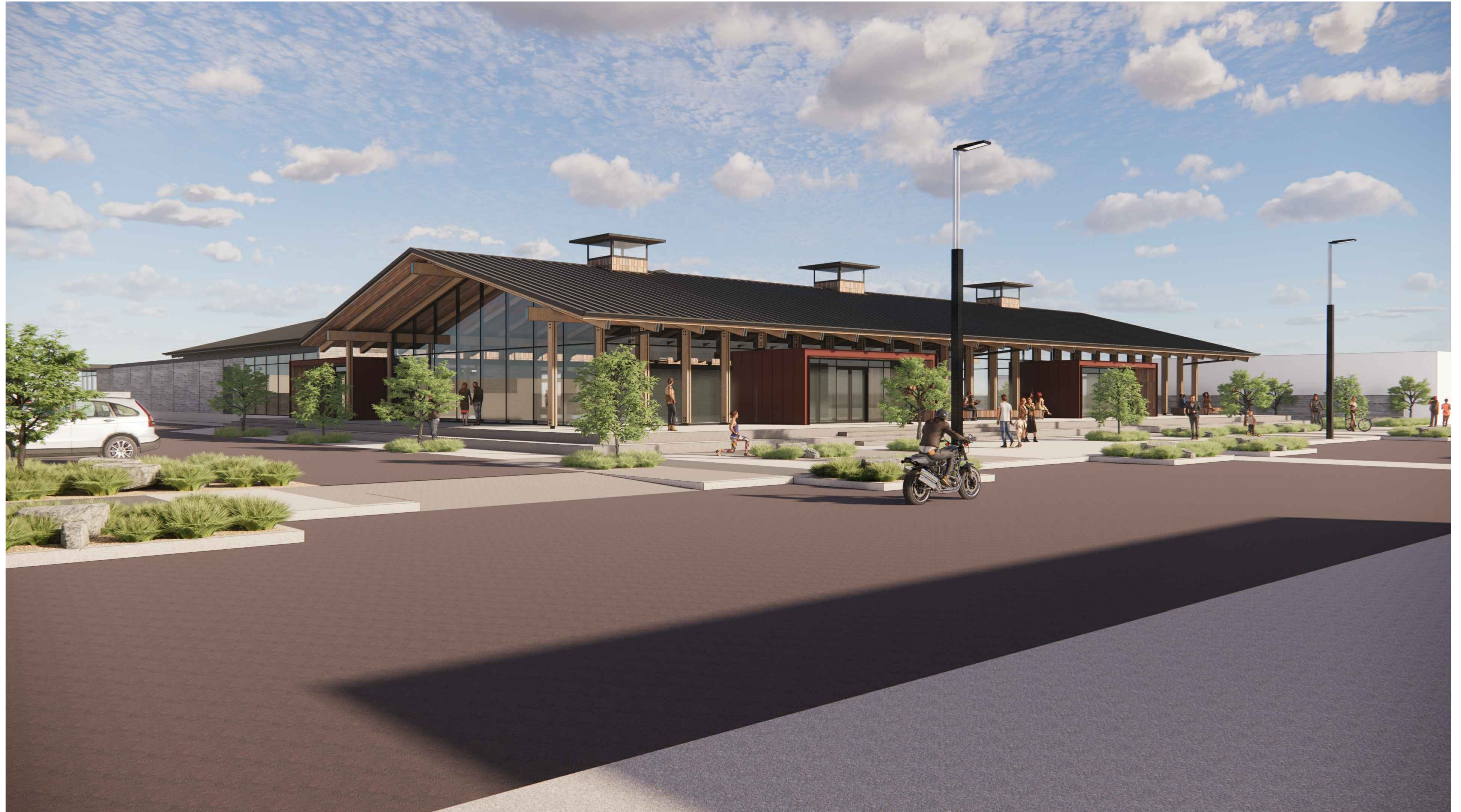
Proposed Bruce Community Facility - Option 2 with an 8 Lane Pool Facility Plan



Proposed Bruce Community Facility - Option 2 with 8 Lane Pool Facility



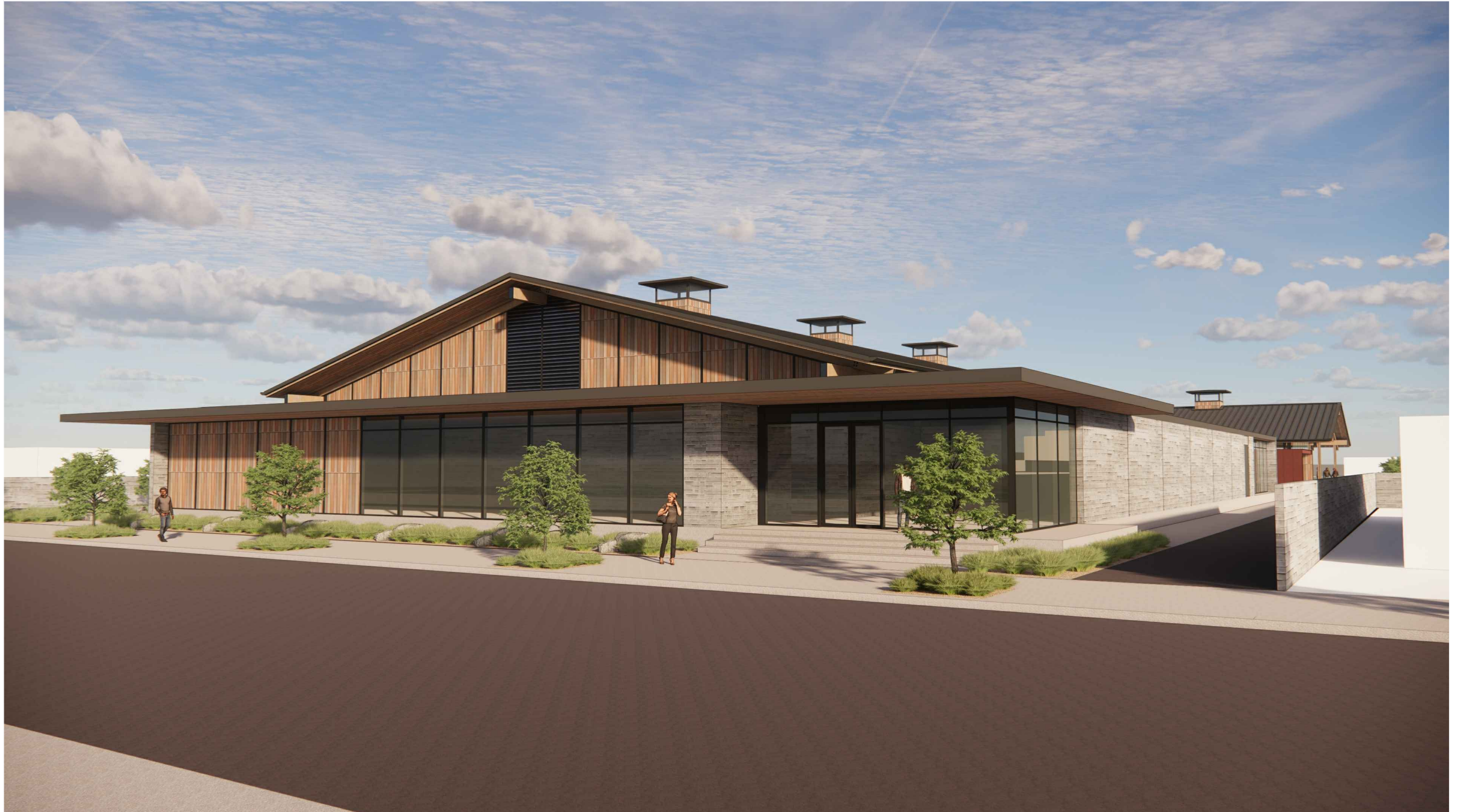
Proposed Bruce Community Facility - Option 2 with 8 Lane Pool Facility



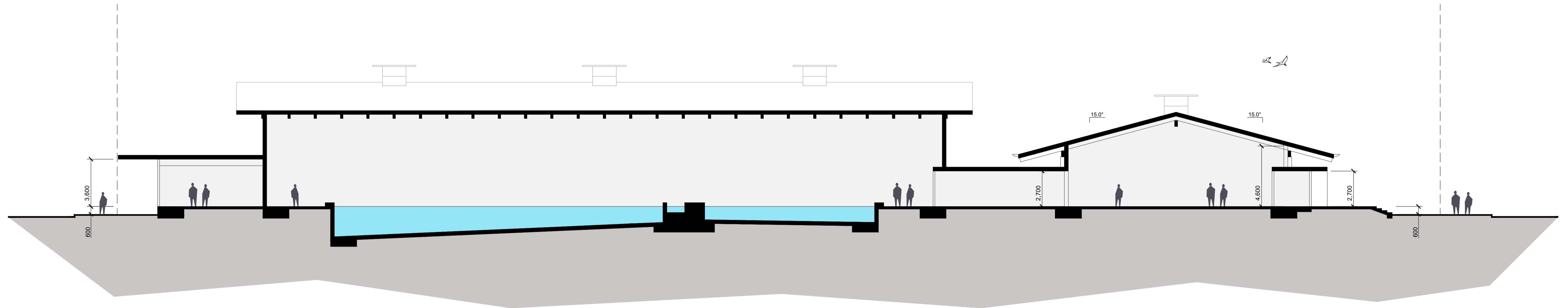
Proposed Bruce Community Facility - Option 2 with 8 Lane Pool Facility



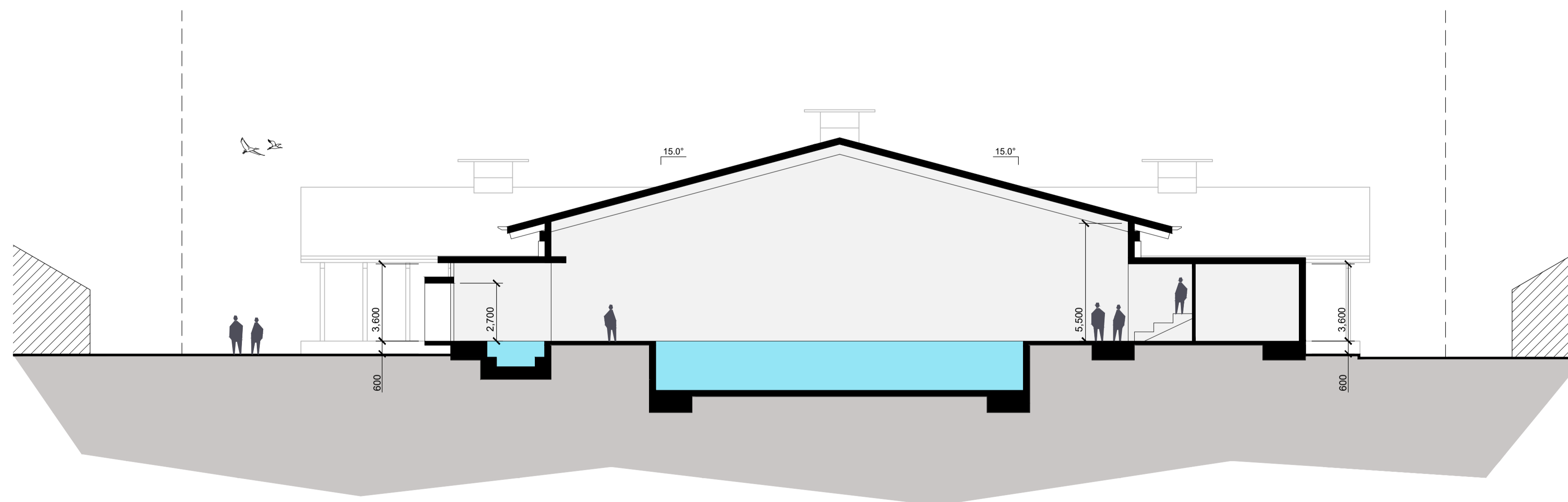
Proposed Bruce Community Facility - Option 2 with 8 Lane Pool Facility



Proposed Bruce Community Facility - Option 2 with 8 Lane Pool Facility



Long Section - Service Centre & Pool
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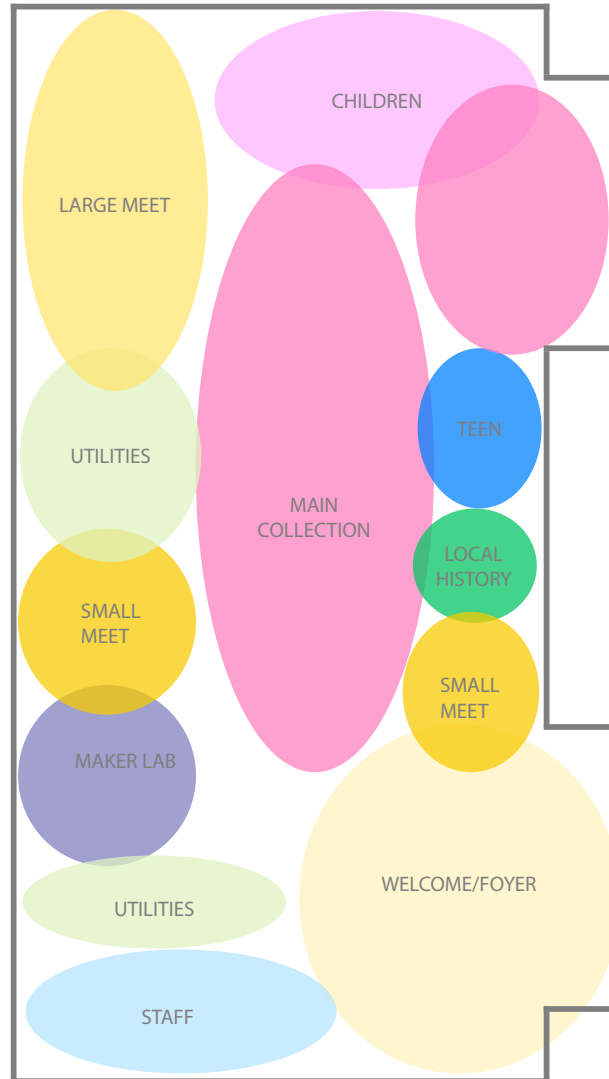


Cross Section - Pool
Scale 1:150 @ A1

GHDWOODHEAD
creativespaces



Architecture
Interior Design
Planning
Urban Design
Landscape Architecture



Clutha District Libraries

Milton Library Spatial Design Brief



October 2021

Acknowledgements

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Introduction

Background

Clutha District Council is planning to build a new community library in Milton to replace the existing building which has earthquake issues. The intention in the long term is to combine the library and service centre on this site along with a community swimming pool. The service centre/library component of the project is fully loan funded across the district through a uniform charge (the uniform annual general charge or UAGC). The funding for the swimming pool component is only 50% loan funded with the balance to be raised in discussion with the community to reduce the cost to ratepayer. This funding is not yet available, however, the Council wishes to proceed with the library and service centre building. The planning for this building will need to take account that a swimming pool will at a future time be built alongside and adjoining.

Purpose of the brief

The purpose of this brief is to document the rationale and requirements that will be needed for the new community library. This includes:

- Placing the library service within its local context to understand the potential impacts of the changing environment
- Outlining the changes happening in libraries both in New Zealand and internationally
- Briefly describing the services that will be delivered from the building
- Outlining the different types of spaces and the amount of space required for the different functions and spaces, and any adjacencies
- the technology needed

The brief has been prepared using information supplied by Clutha District Libraries. No community consultation was required at this stage of the process.

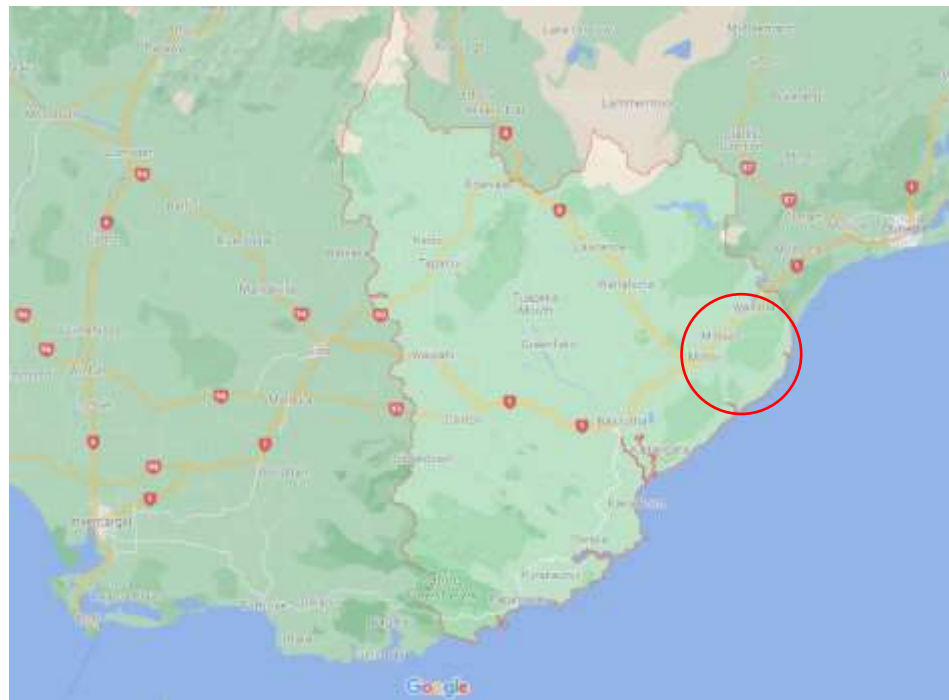
Section 1: Context

Demographics

The Clutha District's resident population is estimated to be 18,300 in June 2020¹. The catchment for the Milton library is Milton itself, Waihola, Taieri Mouth, Toko Mouth and Chrystalls Beach and the rural areas in the area as shown on the map.

The population for these areas is projected to be 3040 by 2028. Given that the life of the building should be at least 50 years we have allowed for a population of up to 4000 which will include the rural areas surrounding these population areas.

Area	Population 2018	Projected Population 2028
Milton	2157	2300
Waihola	399	460
Taieri Mouth	280	280
Total	2836	3040



The Clutha District is supported by a strong farming and agricultural industry with some of the country's leading companies such as Fonterra and Silver Fern Farms having bases here. Forestry is another key contributor to the economy. Milton is fast becoming an important industrial hub, while Balclutha remains an epicentre for primary sectors like farming. Tapanui continues to be a real rural success story².

The district is growing rapidly as a visitor destination, with many visitors heading to The Catlins and the Clutha Gold Trail, which goes through Lawrence and is being extended. The new \$9.6million section of the Clutha Gold Great Ride Cycle Trail will expand the length of it from 73km to a total of 136km, adding a new section that runs from Lawrence to Waihola via Milton. This will have a significant impact on the number of visitors both on cycles and possible accompany vehicles stopping and passing through Milton. Cyclists are likely to stop for refreshments, catch up on social media (possibly using wifi) and use public toilets.

¹ <https://ecoprofile.infometrics.co.nz/Clutha%20District/Population>

² <https://www.cluthanz.com/clutha-development/economy/>

The Council's Long term Plan for 2021-2031 outlines the Council's aspirations and priorities for the coming ten years. One of the Council's key documents is the Living and Working Strategy which has three key outcomes:

- Clutha has vibrant rural towns and communities
- Clutha is connected and collaborative, and
- Clutha has a healthy and sustainable environment.

These outcomes are tailored to achieve the Council's goal to promote the economic, environmental, social and cultural well-being of communities. There are seven priority work areas where Council has an important role to play. These relate to housing, business and workplace development, the environment, climate change, infrastructure, healthy safe communities, and culture and heritage. The new Milton Community Library will be a significant improvement of community infrastructure, and will provide a healthy, safe and welcoming environment for lifelong learning and access to information, culture and heritage.

The library network

Milton is one of five libraries that serves the Clutha District, its catchment being in the northeast of the district and sharing a boundary with Dunedin City. The other four libraries are in Balclutha (the district library headquarters), Lawrence, Tapanui and Owaka. All of the libraries except Balclutha also provide council customer services and some act as information centres as well. The libraries are on a path towards modernisation to meet the changing needs of customers and communities.

Public Libraries nationwide provide an extensive range of resources, programmes and access to a wide number of services – including Council and other organisations and agencies. The digital revolution has had a significant impact on individuals and communities with content and services moving to online platforms. For many the ease of finding information and community on a digital device provides greater opportunities and levels of independence. For others digital exclusion is becoming a major social and economic issues. Digital exclusion is caused by a range of factors: access, lack of skills, cost. Over the past twenty years libraries have been helping to bridge this digital divide and this work is ongoing.

Today's libraries are helping address social exclusion by providing welcoming and safe spaces. They have moved from being the traditional storehouses and gatekeepers of knowledge where the book held primacy, to places for people to **discover**, **connect** with, **create** and **experience** new media, the power of ideas and each other. They are community places, open to all regardless of race, gender, economic status or education and are a cornerstone for democracy, learning and equality in the world.

The current building is no longer adequate to meet the changing needs of users and the range of services that are to be provided.

LIVING & WORKING IN CLUTHA FRAMEWORK



The current area is not adequate for programming, and there is little room for users to study, read, or use the wifi. There is no staff back office that is easily accessible from the counter area and the office and meeting room spaces are shut away. When dealing with Council business there is no easy way to move aside to a private space should the nature of the business require this. The children's story time area cannot cope with more than 10-12 people (adults and children) and there is no room for children's buggies. Overall the building works for the storage and accessibility of collections, although even here, one or two of the stacks are too high for easy access and the shelves are too close together creating a rather claustrophobic feeling.

The demands for different types of spaces to meet changing needs will continue. Flexibility is key in that spaces can be easily reused as and when needs change. Lighting, décor, furniture, colour, shelving and digital technologies can be used to create spaces within a larger framework.

Benefits

The new Milton Community Library will contribute significant benefits to the community:

- A modern fit for purpose community facility that will add value to the look and feel of the main street developments in particular and the area in general
- Multi-functional meeting and activity spaces available for both library and community use during the day and after hours
- Enable greater programming and creative events which are now part of a modern library offering
- Cater for the information and digital needs of locals and tourists
- Offer hands on and tactile learning opportunities through providing access to digital and artisan tools and technologies
- Act as a focal point for community groups with interests in heritage, local history, family history,
- Support children and young people's literacy and learning by encouraging reading for pleasure as well as learning through play
- Provide improved access to reading with more retail type display and merchandising of materials (more face out display will be possible)



Kaipoi Library, Ruataniwha Centre



Picton Library

Section 2: What is needed

Vision for the future

The vision for Milton Library and Service Centre is:

To develop a vibrant, contemporary multi-purpose community facility which fosters appreciation for a healthy, balanced and enriched lifestyle

This will be a place where visitors and the people of Tokomairiro and the Bruce District can relax, learn, play, engage and connect. The objective is to create an innovative space which celebrates, activates and complements learning and knowledge. This project is underpinned by the following values:

- **Accessible:** To treat everyone with dignity and strive to ensure people feel safe and valued, that they have equal opportunities and access and are accepted in a caring, welcoming and non-judgmental manner.
- **Responsive:** To work with our community with integrity, warmth and humility, acknowledging and embracing the ideas, skills and needs of individuals, groups and the wider community.
- **Progressive:** Continuously strive to meet the changing needs and expectations of the community going forward whilst acknowledging our heritage.
- **Resilient:** Provide a facility which promotes and strengthens opportunities for people to be connected and empowered thus supporting the growth of a resilient community.
- **Inclusive:** Create an inclusive space which celebrates diversity and encourages participation of all through providing an environment that is non-judgemental, safe and welcoming regardless of gender, cultural and socio-economic background, religion, age or sexuality.



Public spaces

Foyer/Welcome zone

The foyer (or lobby) is the transition zone between the outside and the inside forming a weather barrier in inclement times. Two sets of automatic doors, possibly offset to prevent wind tunnels are needed for ease of access, particularly by those with disabilities. Depending on the size of the foyer it can provide other services such as community noticeboards and seating. Immediately adjacent to the entry there should be safe parking for children's scooters.

Once you enter from the foyer you are in the **Welcome zone** of the library. This area is where people get help with enquiries and transact business (both library and council). Books can be returned and items borrowed. People will be able to collect the items they have on hold. Provision needs to be made for future installation of RFID self-issue kiosks so that in the future this can be easily installed without requiring major alterations to floor channelling and electrics and data cabling. This might also be where the library has a quick picks area, or returned today shelves for people who want to get items easily and quickly. The items may be on retail type displays rather than traditional shelving.

Service Centre requirement: Because of the need to take cash, it is likely the service desk will mean transacting business across a counter rather than side by side which many libraries have moved towards. The other factor that is changing that approach is the impact of Covid-19 with the need for social distancing and the use of perspex screens for staff and customer safety. At the time of detailed design these considerations will need to be assessed as to the expected risk from Covid. Council business can include the need to consult large maps or cemetery records and their needs to be sufficient space to one of side of the service desk where this activity can take place. Privacy is also important for some Council business and ideally there should be a small shielded area near the counter where this business can be conducted. There also needs to be provision for some seating for people waiting for service, or to be collected.

Library requirements: there needs to be storage for book crates for stock arriving and/or going to other libraries in the network.

The staff work space needs to be adjacent (see staff work areas below). Good visibility into the rest of the library is important so that navigation is intuitive rather than requiring a proliferation of signage.



Service area, Oxford Library

Key Features

- Customer Service area
- Retail look with face-out display of any items
- Seating for people waiting

Design Considerations

- Open, welcoming area
- Easy to see what the facility provides upon entry
- Weather tightness of foyer

Activities

- Check-out and return of books and media
- Get help with enquiries and computer use
- Transact business with Council

Technology

- Catalogue computer (OPAC)
- staff computers, issue technology, Provision for future self-issue machine
- Digital signage

Adjacencies

- Public computers
- Public toilets
- Staff work space

Space requirements

- 60m²
-

Children's area

This area caters for children from 0-8 years and provides collections, play space, a space for programmes including story times and comfortable seating for both children and adults. Larger group activities would take place in the large multi-function space (see below).

The collection of books and other media are housed on a range of shelving types to cater for the different materials. Shelving should be mostly on wheels so that it can be moved aside to accommodate larger events. Room for up to 10 buggies is needed nearby.

A range of seating types, both child sized and suitable for a parent to snuggle with a baby or toddler to read to them are required. If possible the creation of some niche seating, or hideaway space that a child can climb into would be great. Children aged 1-3 years are mobile and need safe play areas that are partly enclosed if possible. This can be done by the clever arrangement of shelving and seating. Children of this age need to be able to find and use preschool collections with increasing independence; shelving needs to be at child height, and parents need to have good line of sight from where they might sit with a baby to watch their toddler.

The first years of kindergarten and school (4-8 years) are ones of discovery requiring a dynamic, interactive environment. If possible educational games that will appeal to this age group can complement the collection. Encouraging reading for pleasure and beginning the lifelong habits of enquiry means having collections for leisure and learning with strong ties between the physical collections and eCollections for children.

Play is an important part of learning and an area for lego and duplo and other educational toys needs to be accommodated.

An outdoor play area or deck, accessible from the children's library but secured with pool type fencing is a great addition allowing outdoor reading and play when the weather is suitable.

Key Features

- Area for storytelling and children's programmes
- Collections – most shelving moveable
- Play area, with lego, duplo and other educational toys
- Variety of seating types - niche

Design Considerations

- Vibrant and stimulating – create a sense of excitement
- Distinctive area, safe and secure
- Noise – good acoustics
- Child friendly – including for those with a disability

Activities

- Reading and story reading
- Smaller group activities and programmes
- Family visits
- Making and creating things for younger children

Technology

- Wifi
- Tablets and/or chrome books for children
- Touch screens library catalogue (OPAC)

Adjacencies

- Close to toilet with baby changing table
- Room for buggy parking (up to 10)
- Possibly opening to outdoor play area

Space requirements

- 23m² plus shelving & seating



Tweens and Young adults

This area will primarily cater for young people from 9-13 year olds (often referred to as Tweens). Young people of this age require opportunities to use more sophisticated technology for learning and creativity. This age group might use chrome books or tablets to search information or play games. A furniture setup that makes it easy for children to work together is important. This age group likes the floor so bean bags may be one answer. Older teens are well served by an excellent school library. However, they may still use the young adult collections and the library for study but it is anticipated that this will likely occur in the sitting areas set aside for that purpose by all ages who are studying.

This space houses the young adult collection and could possibly house the older children's fiction (or it could be nearby). As well as reading and using computers/laptops the area can provide some relaxation space for young people who like gaming, either on play station or computers. Activities such as programming and coding, robotics, making videos, using virtual reality technology and 3-D printers, which will be of interest to both the 9-13 and up to 16 years, will be available in the Maker Lab (see below).

Key Features

- Young Adults collections
- Group study tables
- back pack friendly

Design Considerations

- Area needs to be distinct from children
- Décor and colour could distinguish the zone
- Noise – good acoustics

Activities

- Reading
- Studying
- Playing games
- Using computers

Technology

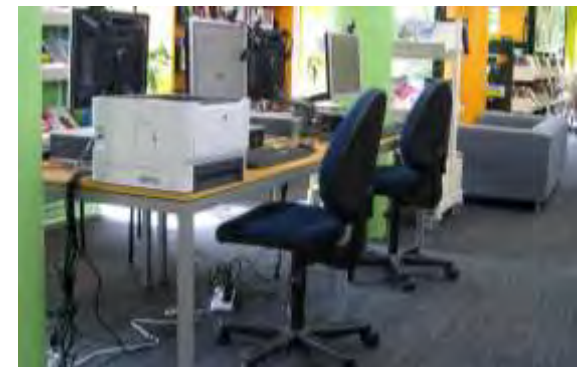
- Tablets and computers
- TV and gaming station
- Touch screens

Adjacencies

- Children's older fiction
- Maker Lab

Space requirements

- 14m2 plus shelving & seating



Public computers

APNK computers (up to 5) need to be accommodated. In addition some space should be set aside for people to use their own devices either at bench seating or customers may use their device anywhere there is power. This area needs to be adjacent to the Welcome Zone so that staff can easily provide assistance. This area will also house a photocopier, printer and scanner. Total space allowed is 30m2.

Local History

There are a number of local groups within the community that have an interest in the heritage of the area, including the Tokomairiro Museum. The opportunity exists to work more closely with these groups and the wider community in assisting with the digitisation of relevant photographs and items of historical interest for inclusion in the Libraries' Clutha Heritage repository. These collections would be made available through a large digital touch screen and be complemented by the Libraries' printed local history collections.

Key Features <ul style="list-style-type: none"> • Large digital screen • Study table and seating 	Activities <ul style="list-style-type: none"> • Browsing and reading • Family history research 	Adjacencies <ul style="list-style-type: none"> • Non-fiction collections particularly local history and NZ materials
Design Considerations <ul style="list-style-type: none"> • Placement of large screen • Possibility of small display area 	Technology <ul style="list-style-type: none"> • Large screen and keyboard • PC access to internet resources 	Space requirements <ul style="list-style-type: none"> • 12m²

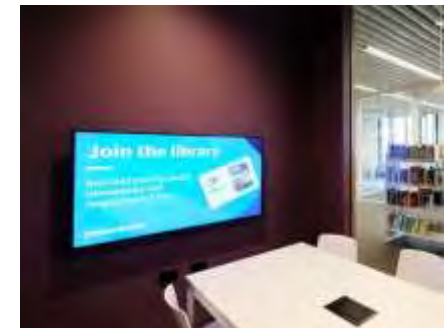
Milton Railway Station, Alexander Turnbull Library



Multi-purpose activity/Meeting/learning spaces

Provision has been made for one large multi-purpose room with storage for stack chairs and folding tables and a small kitchen facility 'in a cupboard'. This area could be hired out to users or used for large library and/or community lead events and programmes. Two smaller multi-purpose rooms are also needed. One is the size of an office and could be used as that by any Council staff who need to work there on a temporary basis, or for small groups of 4-6 to meet, or to provide a JP Service. The other would accommodate 10-12 people and be used for meetings or smaller programmes.

Key Features <ul style="list-style-type: none"> • Hideaway kitchen in large multipurpose room • Storage for stack chairs, foldaway tables • Glass fronted to library 	Activities <ul style="list-style-type: none"> • Events, meetings and interviews • Community led activities • Workshops and programmes using technologies and equipment • Office space for Council staff & JP service 	Adjacencies <ul style="list-style-type: none"> • Near to external entry to the building for after hours • Public toilets
Design Considerations <ul style="list-style-type: none"> • Excellent acoustics and lighting • Floor coverings and surfaces • After-hours access to large multi-purpose room 	Technology <ul style="list-style-type: none"> • Smart Screen or projectors in all multipurpose rooms • Wireless enabled • Power points 	Space requirements <ul style="list-style-type: none"> • Large multi-purpose room 75m² • Small meeting rooms (2) 1 x 20m² and 1 x 12m²



Maker Lab

The maker movement in public libraries is now mainstream. Libraries provide a variety of ways of learning through doing, making, creating and experiencing stuff. The space needs to meet multiple creative needs from using sewing machines to creating things on a 3D printer. Virtual reality (VR) goggles, small programmable robots, electronic microscopes may be some of the technologies used.

The space will need a storage cupboard although it is anticipated that most of the more robust items would be permanently out and available for use, e.g. sewing machines, over-locker, 3D printer.

Tables and adjustable chairs will be required.

Key Features

- Storage for equipment
- Glass fronted to library

Design Considerations

- Good ventilation
- Floor coverings and surfaces
- Running water

Activities

- Workshops and programmes using technologies and equipment
- Individual use

Technology

- Tech such as 3D printers, VR headsets
- Sewing machines
- Wireless enabled
- Power points

Adjacencies

- Tweens area

Space requirements

- 30m²



Functional space requirements

Adult collections and seating

The collections form the basis of areas primarily used by adults. Older adults in particular will use the large print collections. They also tend to be the newspaper readers so a table large enough to take an open newspaper is needed. Comfortable seating for reading in the library with the possibility of groups of chairs around a small table provides areas for friends to stop and have a chat. The space allowance for the adult areas is listed within the amount of space for collections and seating.

Collections

The collection for the Milton Library will be approximately 9,200 items. The breakdown of the different categories is attached as Appendix 1. Points to note are:

- On average 20% of items will be out at any one time. The majority of collections will not grow significantly and that as new stock is purchased older, dated stock will be withdrawn;
- The balance of the collections may change over time with some non-fiction collections reducing in size and fiction increasing;

- For accessibility purposes and better visual display, where possible free standing shelving will be no more than 4 shelves high. Outward facing display shelving may be a 5th top shelf, particularly if mounted as wall shelving;
- Children's shelving for some areas will be 3 high; some children's stock will be in 'low to the ground' bins
- Flexibility is key - shelving in Children's and the Tween area should be on wheels for flexibility;

Shelving does not need to be in linear rows, although this can be a more economical way of shelving materials. Curved shelving is now available and can be used to create 'rooms' so that people can actually sit amongst the areas they want to browse.

A total of 136m² is required for collections based on an allowance of 1.5m² per single bay of shelving. This amount of space approximates the recommended standard which is 25% of the total GFA for collections in a standalone library.

Technology

Technology will evolve quickly over the 30-50 year timeframe being considered for this building. Key to keeping abreast of the changes is to have a good technology backbone with quality wifi available for both public and staff use. The public network should be separate from the staff network. Currently APNK provides this separation of networks. Electric power outlets need to be near study desks – ideally located along wall edges as getting power to floor boxes is more expensive. Multi-purpose rooms will be equipped with internet enabled smart boards/TVs – whatever is the latest technology at the time of fit out. Five APNK computers for public use should be sufficient and there are chrome books and tablets that customers can use in the library. Computers to access the catalogue (OPAC) will be strategically placed: in the welcome zone but also one in the children's area and one elsewhere in the library.

Seating and study space

Approximately twenty six seats are recommended for a library of this size. There needs to be a mix of lounge chairs, upright chairs for ease of access for older people, possibly one or two group study tables with chairs, or study benches with chairs as these are more usable spaces rather than people sitting opposite sides of a table. Children's sized chairs in the children's area with some niche seating in tweens and children's areas. Other than the specialist areas described above, other seating will be arranged throughout the building where there is good natural light. Depending on the layout of the collections some squabs or stools could also be provided between shelves for people to use as they browse the collections. Alongside some of the chairs there might be a small coffee table, or 'hangover' tables for individual use.

The space allowed for seating is estimated at 85m² –grouped through the building in association with the spaces above.

Staff area

A small work area for staff easily accessible from the service counter, needs to accommodate two work spaces with sufficient space to work with documents as well as use a computer with two screens. Storage for stationery and other supplies is needed. A staff tea room should be separate with an under bench fridge, microwave and hot water facility. Good natural light, and possible access to the outdoors is desirable for the staff tea room. Depending on the layout this area could serve as the staff 'bolt hole' in a security incident and an entrance to the outside would provide an escape route. The total space for staff areas and storage is 45m². This does not include the staff toilet which is counted for in building services and utilities below.



Building services and utilities

44m² is allowed for toilets, cleaner's cupboard, server area, garbage storage etc. Matters to consider are:

- **Lighting:** can make a significant difference to the ambience of a space and is a specialist design service. It may include provision for wall washers and spotlights. Lux levels need to meet intended uses as outlined in AS/NZS 1680.2.3. Use of natural light where possible but also screening for winter sun particularly if it falls on areas where computers are being used.
- **Toilets:** The number of public toilets will be set by the building code. Consideration should be given to the use of gender neutral toilets. At least one public toilet should be an accessible one that can be used by either sex, with a baby changing facility included. Quality fittings must be used in public toilets that are easy to clean and resistant to graffiti and damage. A separate staff toilet is required which could be associated with the staff tea room.
- **Floor covering:** a mix of hard flooring and carpet is expected to be used as appropriate. Carpet tiles are easily replaced if a section gets damaged
- **Cleaner's cupboard:** with running water and a sink at lower levels. Storage for mop, a vacuum cleaner and supplies
- **Server and communications:** the Council's IT department can advise on the appropriate size and space required
- **Security:** consideration will also need to be given to what level of external security is needed and if there is to be any. Given that cash is taken it is advisable to have security cameras in this area. There may be limited numbers of staff on at any one time in the building and a panic button to call for help is advisable.
- **Accessibility:** NZS 4121:2001 provides the requirements that need to be met for an accessible building, and AS/NZS 1428.4.1:2009 provides standards for the visually impaired. If there is a Disability group operating in the district it may be a good idea to seek their advice at the planning stage.

Exterior

Points to consider in placing the building on the available land are:

- Good visibility from the street
- Easy access, particularly from the accessible park(s)
- Parking for bikes that does not impede foot traffic – given that this is on the Clutha Gold Cycle trail there could be groups of as many as 10-12 to accommodate
- Outdoor library space if used by children needs to be secure
- A loading door with covered entry and space to store rubbish bins etc is needed. The door could also be used for bringing in book cartons from the other libraries.

Total space requirements

A summary of the required spatial area is as follows:

Space	m2	% of GFA
Foyer/Welcome zone	60	10%
Children's area	23	4%
Young adults area	14	2%
Local History	12	2%
Multi-purpose areas	107	18%
Maker Lab	30	5%
Public computers, copiers, printer	30	5%
Collections	136	23%
Seating	85	15%
Staff work area & storage	45	8%
Utilities, toilets etc	44	8%
Total	586m2	100%

There is no New Zealand standard for the required building size. However, the State Library of NSW in Australia has produced a comprehensive guide to new buildings called *People Places*³ which is increasingly being used by New Zealand libraries and architects to help develop specifications and briefs. *People Places* includes a calculator tool for assessing the required size according to population served, collections size and a range of other factors. The calculator tool is attached as Appendix 2. It gives an estimated size of 578m². It should be noted that this tool does not allow for the aspect of Council customer service which the Milton Community Library includes. A total size of 586m² is therefore considered a reasonable size to meet the needs of the Milton and surrounding areas for the next 50 years.

The measurements provided in this spatial brief are a guide only. Once the architect begins to layout the design, looking at such things as adjacencies, shape of the land etc some areas may require a little more space and some less. However, it is not expected that overall the total area will reduce.

A bulk and location plan for the Milton Community Library and pool was produced by Calder Stewart (2018-003 (Milton Community Centre) 20210920-2). This plan had approximately 712m² of space for the library which included approximately 96m² of potential commercial space leaving a total of 616m² for library. This additional 30m² would be a welcome addition to the spaces described in this spatial brief allowing for more storage, more space in the service counter area and staff workroom and generally more circulation space in the foyer and welcome zone.

³ People Places: a guide for planning public library buildings. State Library of New South Wales. <https://www.sl.nsw.gov.au/public-library-services/people-places>

Appendices

Appendix 1: Collection numbers

Collection	# of copies	Total	%of total	# on shelf	Estimated no of shelves	Total	No of bays	# shelves in bay
Adults								
Fiction	3,257			21	155			
Non Fiction	1,255			26	48			
Large Print	390			22	18			
Talking Books	51			26	2			
Mills & Boon	8			27	0.3			
Western	59			30	2			
Adult Graphic Novels	17	5,037	55%	20x3	1	226	58	4
Teen	144	144	2%	24	6	6	2	4
Children's								
Children's Beginner Reader	314			35x4	3		1	3
Children's Fiction	1,086			40	27		7	4
Children's Non Fiction	526			88	6	36	2	4
Children's Board Books	509			36x2	14		7	2
Children's Picture Books	966				39		10	2
Children's audio books	25				2	2	1	2
Sophisticated Picture Books	43			25x3	1	1	0.5	2
Children's Graphic Novels	68	3537	39%	22x4	1	1	0.5	2
Other								
DVD	52				1			
Jigsaw	7	59	1%		1	2	1	
Magazines								
Adult Titles	23				11		1	
Kid's titles	3				2			
Total issues on shelf	550	350	4%		350			
News papers	2 to 3				2 to 3			
Totals		9,127	100%			272	92	
M2 rate per bay is 1.5 meters							136	m2

Service Based Calculator

To start using the service based calculator, please enter the following values:

Catchment Population	4,000
Collection Size	9,200
% Books	96.0%
% Periodicals	4.0%
% Non-Print	
% Virtual & Digital	

Base Area	% of Collection	No. of items	% out on loan	Adjusted no. of items	Items per sqm	Floor Area
Collection size	100%	9,200				
Books & vols on shelves	95%	8,740	20%	6992	70	100
Periodicals	4%	368	20%	294	10	29
Non-print material	1%	92	20%	74	100	1
Virtual & digital	0%	0	30%	0	0	0
Collection floor area						130 sqm

	No. of items	Sqm per item	Floor area
Area for library computers & personal devices			
Catchment population	4,000		

Recommended public computers	5	5	25
Additional public computers		5	0
Personal devices (desk space)		5	0
Personal devices (lounge space)	5	3	15
Self check units	1	3	3
Computers, tablets & other devices floor area			43 sqm

Total base area 173 sqm

Reading, seating & study areas	Recommended seats	Desired seats
Seating based on population	30.5	26

	Percentage of total	Recommended values		Desired floor area
		Sqm per item	Floor Area	
seating as desks	25%	5	33 sqm	33 sqm
seating as lounges	55%	3	43 sqm	43 sqm
seating as group study	20%	1.8	9 sqm	9 sqm
	100%			85 sqm

Total reading, seating & study areas 85 sqm

Other functional & service areas	Recommended floor area	Desired floor area
Service desk	9 sqm	9 sqm
Returns	9 sqm	9 sqm
Quick picks, display & information	12 sqm	12 sqm
Newspaper & magazine area	9 sqm	9 sqm

Children/youth Areas

Children's story telling	12 sqm	12 sqm
Toy library	0 sqm	0 sqm
Young adult area	12 sqm	12 sqm
Games area/digital media space	12 sqm	12 sqm

Specialist

Specialist genre collection	12 sqm	12 sqm
Local & family history room	12 sqm	12 sqm
Storage for archive/conservation	9 sqm	9 sqm
IT training room	12 sqm	12 sqm

Staff

Staff work, lunch, lockers	17 sqm	17 sqm
Work area storage	9 sqm	9 sqm
Mobile library services area	0 sqm	0 sqm
Central & regional work area	0 sqm	0 sqm

Amenities and ancillary

Foyer, lobby, corridors etc	12 sqm	12 sqm
Vertical circulation (lifts, lift lobby, stairs)	0 sqm	0 sqm
Toilets/restrooms, cleaners	9 sqm	9 sqm
Plant, equipment, maintenance	12 sqm	12 sqm
Server room	9 sqm	9 sqm
Photocopiers, digital equipment	9 sqm	9 sqm
Loading dock, garbage & store	12 sqm	12 sqm
Stack area	0 sqm	0 sqm

Additional services (optional)

Café	0 sqm	0 sqm
Community services	0 sqm	0 sqm

Exhibition space	0 sqm	0 sqm
Community kitchen	0 sqm	0 sqm

Total other functional & service areas **183 sqm**

Meeting Spaces (optional)	No. of rooms	No. of people	Area/Person
Meeting room & storage	1	50	1.5
Small meeting rooms	1	10	2
Small meeting rooms	1	6	2
Makerspaces & associated storage	1	10	3
Multipurpose or training room			2

	Recommended floor area	Desired floor area
Meeting room & storage	75 sqm	75 sqm
Small meeting rooms	20 sqm	20 sqm
Small meeting rooms	12 sqm	12 sqm
Makerspaces & associated storage	30 sqm	30 sqm
Multipurpose or training room	0 sqm	0 sqm

Total meeting spaces **137 sqm**

Total Gross Floor Area **578 sqm**
