

**JOINT SUB-COMMITTEE FOR THE RELOCATION OF THE EMBRUN BRANCH LIBRARY**  
**Embrun Branch Public Library : General Specifications, Standards and Guidelines**  
**November, 2017**

**LOCATION**

- The site should be located in one of the two following general locations:
  1. in the eastern part of the village of Embrun near the schools and expanding residential areas;
  2. in the western part of the village of Embrun, near the intersection of Notre-Dame Street and St-Guillaume Road as it is the main commercial area and on the commuting corridor.
- In the case of a new construction project, a minimum of .5 acres is required.
- The site should be located where it will be most visible and accessible to all members of the community.
- The building should offer direct outside door access to the library.
- The building should offer direct front-street visibility to the library.
- A location close to the New York Central fitness trail and a site encouraging walkable communities could be an asset.
- Convenient and free parking should be available at all times for library users and staff.
- The minimum parking space requirement is 23 including 3 spaces for staff, 2 parking spaces for expectant mothers or families with infants, 2 barrier-free spaces and 1 parking with a rechargeable station for electric vehicles.
- The building should be surrounded by fencing and by practical and suitable landscaping.

**TIMELINE**

- The project should be completed before the end of 2020. Timing is an important element so priority may be given to projects with closer deadlines.

**BUILDING REQUIREMENTS**

- The total area of the library should be approximately 7,500 sq. ft. excluding ancillary spaces (mechanical/electrical/plumbing/janitorial storage rooms, computer room (network access), storage space - minimum 175 sq. ft. - and washrooms).
- The library should be on one ground level floor (no basement or second level).
- The most appropriate and flexible space layout is a rectangle, based on a 5X7 ratio with the least number of structural columns inside.
- The building should be designed with some public areas inside the library visible from the outside to make the building inviting and interesting and outside surroundings visible from the inside.
- The structural floor loading standard is 150 pounds per square foot for all public and staff work areas including areas bearing shelving (no compact shelving will be used).
- The contractor must respect all public building-related and construction-related municipal, provincial and federal legislation and regulations.
- Main access to the library should be independent from any other buildings, institutions or organizations.
- The library must have only one main public entrance.
- The library should be fully accessible and should be located where public patrons, including people with physical disabilities, can easily access it from the parking lot.
- Final layout, disposition of lighting and windows, flooring and interior finishes will be subject to review by senior library and municipal staff.

- Three washrooms should be provided: men's, women's, universal (gender-free)/family. At least one of the washrooms should be wheelchair-accessible. The family washroom should offer facilities for changing babies.
- An accessible drinking fountain should be available close to the washrooms.
- Sound-absorbent walls, ceilings and floor finishes are important in the open public areas for quiet study and concentration. Walls between rooms that necessitate activity and noise (i.e. office area) should be acoustically well insulated.
- Floor covering should be high quality, non-slip, allergy-safe and wheelchair friendly.
- There should be sufficient electrical and telephone outlets to provide efficient service. Senior library and municipal staff will be consulted at the design and construction stages on the exact number and location of outlets as well as on the necessary telecommunications wiring.
- Light switches should be located close to the circulation desk and not in public areas.
- Lighting should be adapted to the floor layout of the library. Natural light should be used as much as possible. If windows are oriented towards the south, measures will have to be taken (ex.: treated glass, blinds) to prevent sunlight from reflecting on computer screens and to reduce heat/sun damage to documents. The 2005 ESNA standards for illumination in libraries range between 20 to 50 foot candles for lighting in "active shelves". These requirements may be adjusted based on materials used and height of shelving as well as other criteria. Artificial lighting is traditionally placed parallel to shelving (fixtures positioned in aisles between shelving and running parallel to the shelving), but with advances in technology, perpendicular and indirect lighting may not necessarily be ruled out. Senior library and municipal staff will be consulted on the disposition of windows and lighting fixtures.
- The library should have a proper ventilation, heating and air conditioning system, complete with an efficient humidity control (between 40-50% humidity).
- Proper fire protection is required.
- Space should be provided for the after-hours book return chute (accessible from the outside close to the front entrance) and for the dump trolley (dump trolley should not be accessible in public areas).
- All public areas should be visible from the circulation desk area.

#### **OTHER SPACE REQUIREMENTS**

- The height of the ceiling should be a minimum of 2.7 meters.
- Interior windows should be installed at 96.5 centimeters from the floor in the Branch Head's office to help ensure that staff have a good view of the library at all times.