Central Library

Development Plan

Regina Public Library

Central Library
Development Plan

by

Resource Planning Group Inc.
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RPG

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GROUP INC

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APPENDICES

BACKGROUND

In the Spring of 2009, the Regina Public Library (RPL) developed a Request for Proposals to review the feasibility of developing the Central branch on or adjacent to its current site. P3 Architects submitted a proposal with a team comprising Nick Milkovich Architects Inc., Resource Planning Group Inc. (RPG) and Harvard Developments Inc., which was selected for this work.

This Development Plan document comprises the work primarily of RPG. Its intent is to identify RPL's requirements for the proposed Central Library, beginning from the foundation of the Library's strategic directions documents, and ending with physical planning concepts. P3 Architects and Nick Milkovich Architects both contributed substantially to Section 3 – Site and Existing Facilities Analysis. All team members were present at the functional modelling worksession with the Library, which led to the development of the various layouts presented in Section 4 – Physical Plan.

This Development Plan is not intended to be a design, nor should it be understood in that light. A significant amount of design work will be required to understand how a Central Library Building could best be accommodated on the site and fulfill the ambitious mandate of providing excellent library services to the residents of Regina, adding to the urban life of the City, and being affiliated with other developments that would add to the urban vitality of the downtown neighbourhood, enhance the experience of going to the library and providing financial support for the Library development.

DESCRIPTION OF THE WORK PERFORMED

RPG initiated work on the Development Plan with a meeting of the Library's Internal Planning Group on May 27th, 2009 to outline the Development Plan process, discuss broad strategic directions and goals for RPL and the Central Library Building. On June 17th, a Visioning Session was conducted with stakeholders from the Library, City and community partners to explore wider aspirations for the project. This was followed up by two further sessions of the Library's Internal Planning Group in June and July to develop and refine the Development Parameters section of this document.

Based on the Development Parameters, RPG conducted a set of user advisory group meetings in August to explore and develop the Master Program information, including space requirements and adjacencies. As RPG documented the Master Program information, it also worked with RPL to complete the collection planning assumptions.

At the beginning of October, RPG conducted a functional modelling worksession that included representatives from every department in the Library. The results of that worksession were documented and presented to the Library Board on October 22nd.

A draft of the final document was assembled and submitted to the Library on November 16th, 2009. Revisions were collected on December 19th and the final document was issued on January 8th, 2010.

PARTICIPANTS   This document is the result of a team endeavour, involving the contribution and efforts of many participants from the Regina Public Library.

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DEVELOPMENT PARAMETERS

INTRODUCTION

This section reviews and documents the overall goals and directions for RPL's Central Library. The various Development Parameters subsections outline the context within which RPL operates and describes the services that will be provided in the proposed Central Library. This section also identifies a target for the overall size of the proposed Central Library. Finally, the Development Parameters indicate the physical organization of the proposed Central Library building, identifying its various functional components. The Parameters also guide user group representatives as they begin to define the physical requirements of each of the functional components in the Master Program.

The Development Parameters includes the following subsections:

- Strategic Parameters, which review existing strategic documents to document salient goals of the Regina Public Library. These goals should be reflected in all planning endeavours. It is important to review planning decisions in light of strategic directions;

- Service Delivery Context, which provides a general background to the context of this project, including a review of trends, the civic context, and demographics;

- Functional Parameters, which describe the current and future role and scope of the Library's public and infrastructure services; and

- Physical Parameters, which identify the physical objectives and constraints within which the project should proceed.

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STRATEGIC PARAMETERS

INTRODUCTION

Strategic Parameters describe goals of the Public Library and the opportunities that are available for the City and the Library in positioning this project within the civic environment.

MISSION

The Mission of the Regina Public Library is as follows:

Regina Public Library enhances the quality of life in Regina by providing access to information for cultural, economic, educational, and recreational development.

VISION

The Vision of the Regina Public Library is as follows:

Regina Public Library services the citizens of Regina by providing an open and accessible environment where:

- *Anyone can access information for work, study, and recreation;*
- *The Library plays its role in the success of the city, its businesses, and residents;*
- *Diverse cultures are represented and respected*
- *Literacy is nurtured; and*
- *Everyone is encouraged to find the joy of discovery, reading, and lifelong learning.*

VALUES

Regina Public Library provides service to the community in the form of resources, programs, and client and staff interaction. The following values are the foundation of our service which we believe should be provided enjoyably and innovatively:

1) **Learning**
   We inspire and support lifelong learning for clients and staff alike, from the fundamental skills of reading and all other forms of literacy, to the full extent of the individual's capability for personal fulfillment;

2) **Access for All**
   We support physical, intellectual and cultural access that is open for all;

3) **Service Excellence**
   We are a client-based organization and are committed to pursuing service excellence for all external and internal clients;

4) **Accountability**
   We are accountable to the community we serve for the

effective and responsible use of resources, and the delivery of service that is responsive to the community's needs; and

5) **Intellectual Freedom**
   By the provision of collections and services, the Library supports the principle.

Dunlop Art Gallery

The Dunlop Art Gallery has developed strategic documentation for its service. The curatorial vision is:

The Dunlop Art Gallery is dedicated to engaging, researching and presenting a diverse range of visual artwork. The main focus is on contemporary culture. The Dunlop Art Gallery enhances the quality of life of its publics by informing the practices and understanding of visual art through activities that include exhibitions, programs, publishing and collecting.

The Mission and objectives of the Gallery are:

The Dunlop Art Gallery serves the local community, Library clients, artists, the visual arts community, and the regional and national cultural community. Its objectives are:

Exhibitions and Programmes

- *To research practices and histories within visual culture, with emphasis on the relationships between cultural production and social context; and*

- *To present the results of its research in informative, publicly accessible formats. These formats include but are not limited to exhibitions, screenings, lectures, programs, publications and extension programs.*

Communications

- *To promote the Gallery's purpose, scope and programs to a broad public; and*

- *To communicate, consult and co-operate with individuals, groups and organizations having similar objectives.*

Interpretation and Education

- *To present and facilitate interpretive and educational programs that enhance intellectual access to visual culture, to encourage visual literacy, and to encourage interpretive and critical skills among members of its publics; and*

- *To maintain a bibliographic resource centre that supports the Gallery's critical orientations, provides comprehensive information about Saskatchewan artists, and is open to the public.*

Collections

Permanent Collection

- *To collect, research, catalogue and preserve works of art of contemporary and historical significance for the people of Regina and Saskatchewan.*

Art Rental Collection

- *To acquire and maintain works of contemporary art for circulation through the Art Rental Service.*

SERVICE PLAN

Regina Public Library conducted a Programs and Services Review in 2007/08 that involved surveys and meetings with community stakeholders and focus groups. The top Service Response choices and strategic steps that have space implications are listed below:
(*For a full discussion, see Regina Public Library Service Plan: Mapping the New Direction – 2009 to 2011*)

Stimulate the Imagination: Reading, Viewing and Listening for Pleasure

Residents seeking materials to enhance their leisure time will find what they want when and where they want them, and will have the help they need to make choices from among the options.

Strategic Steps:

- Users will be able to download and preview material at the Library;

- Collections will be presented so that materials are easy to find;

- Collections will be current, offering a variety of titles from the classics to new releases;

- All locations will offer assistance by phone or in-person to users selecting reading, viewing and listening materials;

- Services and materials will be provided that meet the needs of homebound and visually impaired borrowers;

- The Library will facilitate and support more book clubs;

- The Library will enhance its role as an integrated cultural institution by hosting more programs and events featuring authors, storytellers, artists and filmmakers;

- The Library will offer leisure reading programs to children, teens and adults;

- The Library will offer mentoring opportunities through writer/artist/critic-in-residence programs;

- The Dunlop Art Gallery's collection and services will be integrated at all locations;

- The Library will host community-based art projects; and

- The interests and needs of the whole community will determine Film Theatre programming and use.

Create Young Readers: Early Literacy

Children from birth to age five and their parents/caregivers will have resources, programs and services to ensure that every child is ready to read.

Strategic Steps:

- Early literacy resources, including instruction on their use, will be available in the Library;

- Computer workstations offering early literacy resources will be available in the Library for family use;

- The Library will offer themed kits of books, toys and other items for borrowing;

- The Library will expand its offerings of early literacy programs;

- The Library will offer learning opportunities to parents and caregivers about early literacy in the Library;

- The Library will offer program options to families with children of different ages;

- Picture books and early literacy will be featured in all relevant programs;

- Picture book and early literacy collections will be current, attractive and in good condition;

- Parents/caregivers and children will have access to collections that are easy to locate and reach;

- All early literacy programs will incorporate the principles of "Every Child Ready to Read";

- Library programs will model reading/literacy behaviours for parents and caregivers;

- The Library will offer programming emphasizing the importance of early literacy for parents and caregivers; and

- The Library will distribute book lists and tips on reading to children at home, in print and online.

Visit a Comfortable Space: Physical and Virtual Spaces

Residents will have safe and welcoming physical spaces to meet and interact with others, or to sit quietly and read, and will have open and accessible virtual spaces that support networking.

Strategic Steps:

- External RPL signage and internal wayfaring will be improved at all locations;

- The Library will develop guidelines for functional plans for the design of new facilities and the re-design of existing buildings. Community led consultation will contribute to the functional planning process;

- Areas for young adults will be enhanced at Central Library;

- Outdoor spaces will be provided at Central Library;

- Comfortable, moveable furnishings will be provided, and food and drink will be permitted;

- The Library will offer a safe, easy-to-navigate environment with a variety of interactive opportunities;

- Children will have dedicated areas able to accommodate family activities, with age-appropriate design and furnishings; and

- Quiet, comfortable seating areas will be provided.

Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Strategic Steps:

- Collections will be current, and presented and arranged so that materials are easy to find;

- Collections will offer a variety of titles, including the classics, but with an emphasis on new materials;

- Collections will be featured in programming;

- The Library will deliver Aboriginal programming throughout the Library system;

- The Library will deliver cross-cultural programming;

- The Library will deliver programs and services that meet the needs of the small business community; and

- The Library will provide programming for genealogists.

An additional theme that consistently ranked highly was technology.

PRINCIPLES

Regina Public Library has identified a list of principles that attach to the various areas of service and responsibility. Principles that have a significant impact on space requirements are listed below:

General Customer Service Principles

- All users will be acknowledged by a welcoming, friendly and approachable staff;

- All users will find convenient service: access to staff and tools will be where and when users need them with minimal referrals; and

- Physical facilities will be easy to navigate so that users can find the information that they need.

Collection Principles

- Collections will strike a balance between system and local needs;

- Collections will comprise a wide variety of media;

- All cataloguing and processing will be handled through Technical Services;

- Weeding will be carried out on an ongoing basis to ensure the attractiveness and currency of the collection;

- Consistent practices for collection arrangement and display will ensure that users' are able to easily locate materials; and

- Collections will be presented so that materials are easy to locate at all times.

Programming Principles

- A system-wide approach will be taken for the development and delivery of program ideas; and

- Programs will be scheduled to meet community needs.

ROLE OF THE CENTRAL LIBRARY

It is important to understand the role of a Central Library in supporting the library system. The role of a Central Library is crucial and multifaceted and includes the following:

Service Enhancement of the Library System

Within a library system, the size of the components (community branches, Central Library, etc.) relates to the role those components play in delivering library services.

Branch libraries generally may be characterized as local and the Central Library may be said to be metropolitan. Neighbourhood branch libraries are akin to neighbourhood convenience stores, providing frequently sought after items from a nearby location. Area or full service branches serve the residential communities of a number of branches with a heightened level of services.

Branch libraries serve their catchment area with services defined by that catchment area, and become, in effect, boutique branches that may offer specialized services and collections to meet the unique interests of the community served.

The Central Library presents the broadest range of collections and services in the system. It also acts, in many instances, as an operations centre for the whole system. The Central Library provides system-wide services. It may also serve as a community branch to its immediate community.

Together, branches and Central Library are elements of a single library system that provides access to all system resources at all locations or entry points. Any circulating item can be, and is, moved as needed to residents at their chosen entry point.

The Central Library supports circulation of materials at the branch libraries through the sharing of its wider and deeper collection and the provision of specialized resources and expertise.

A Permanent Addition to the Urban Landscape

Central Library buildings typically provide a distinguished city landmark, a symbolic presence and a sense of civic identity.

Although this expectation also exists for branch libraries, the Central Library is expected to be more prominent, providing a highly visible gathering place within the urban fabric of the city.

Multi-Purpose Family Destination

A Central Library provides a full spectrum of library services, involving specialized resources and expertise that cannot be provided at branch locations due to staffing, facilities, and operational limitations.

Due to the range of materials, and scope of program activities, including those for children and teens, and the special facilities and services provided, the Central Library functions as a unique and multifaceted destination for families.

A Destination for Artistic and Cultural Activities

Many of the resources provided in the Central Library provide extensive support for diverse artistic and cultural activities taking place in the community. Many complex synergies exist between library programs and arts and cultural programs.

Home of a Comprehensive Collection

The Central Library is distinguished by its more comprehensive collections, which cannot be duplicated at each branch location. These include materials and resources in all subject areas, including local history, and multilingual materials.

The availability of the enhanced collection means that the Central Library is a resource for the entire system; the Central Library can be expected to have resources that other branches will not have. The presence of comprehensive materials removes the need to replicate similar materials throughout the system, and making those materials available to the whole system

Because of the specialized and unique materials in its collection, it is reasonable to expect that some components of the Central Library collection may have lower circulation statistics than the library branches.

Coordination Point for Specialized Services

The Central Library is generally distinguished by the extensive and comprehensive expertise of its professional staff, an expertise that could not be duplicated at each library location.

This expertise includes specialized knowledge in all subject areas, including reference services, technology design, application and maintenance, special collections, multilingual materials, children's programs and services, teen services, and services for those with special needs.

The availability of these services at the Central Library acts as a resource for the entire system. For example, central information and children's services provide momentum for system-wide services in these areas.

Staff members at the Central Library take a lead role in the development and ongoing implementation of programs involving system-wide staff training.

Coordination Point for System-Wide Operations

The Central Library is the coordinating and operations centre for the distributed Library system; it manages services that are used throughout the system, including program delivery, materials distribution, collection growth and development, staff training functions, and electronic and technological services.

Branch Library for Downtown Residents, Workers and Commuters

The Central Library is not only the coordinating centre for the system; it is also the local neighbourhood branch library for the adjacent community. This community comprises those who live in the area, those who work in the area and those who commute into the City centre.

In the future, it is anticipated that more people will be residents of downtown Regina and that a there will continue to be a considerable commuter population. For residents, workers, and commuters, the Central Library will serve as a daytime branch library.

Home of Unique Physical Facilities

Many library programs require unique resources and spaces. These spaces include auditorium and exhibition space, seminar facilities, children's and teen programs areas, language and literacy laboratories, technology training facilities, and also special services (e.g., assistive technology labs), and music labs, among others.

These spaces are typically accommodated in a Central Library since they could not be provided at all locations throughout the system.

SERVICE DELIVERY CONTEXT

INTRODUCTION

Information presented in this section provides a general backdrop to current and future directions for service delivery for the Library. It includes a brief historical background, general descriptions of social trends and trends in information systems and technology, the civic context including current and future demographics. Many of these factors have been accounted for in the Library's Strategic and Service Plans, described in part in the previous section.

BACKGROUND

Regina was first settled in the late 1800's in conjunction with the development of the Canadian Pacific Railroad. Regina was incorporated in 1903; three years later it was proclaimed the provincial capital. The City grew very quickly through the early years of the last century both in terms of population and economic indicators, with a number of historically significant buildings constructed during that time. The Depression, which began in 1929, had a large and lasting impact on the City, significantly tempering the pace of development. In many respects the City never regained the momentum of its early years.

While the population of Saskatchewan had grown to almost 1,000,000 by the early 1930's, the remainder of the 1930's and 1940's saw a steady decline in population. Two periods of growth ensued: the 1950's to mid-60's saw growth correlating to the baby boom, and the mid-70's to mid-80's saw growth due to inter-provincial migration. Since a peak population of just over 1,000,000 in the mid-80's, the population of the province has been fairly steady until the last few years, at which time a significant rebound has occurred.

Figure 1: Components of Population Change for Regina, 1976 to 2031

Note: that the projections developed by the City of Regina and presented In the above chart were surpassed in 2008 and 2009.

![Regina Public Library logo] **RP** **Regina Public** **LO** **Library** *Central Library* **SERVICE DELIVERY CONTEXT**

Section 2: Development Parameters

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The population of Regina, on the other hand, has seen marked growth since the mid-70's. Population growth peaked in 1996 at approximately 184,000. The growth was largely driven by intra provincial migration, as residents moved from rural parts of the province to the City. However, the population fell to a low of just over 180,000 around 2001. Since that time, due to a strong economy based on high commodity prices for oil, potash and uranium, the populations of both Saskatchewan and Regina has again surged, largely due to inter-provincial migration. Population growth in 2008 and 2009 exceeded the rates forecast as recently as 2007.

In the last fiscal year, Saskatchewan was the only province in Canada that did not post a fiscal deficit.

SOCIAL TRENDS

Key social trends that affect the relevance of libraries or affect service needs include:

1. Information as a commodity: the general population is accustomed to immediately accessing and processing vast amounts of information;

2. Information accessible to all: members of the public expect to access information independently, with the intervention of an expert only when required;

3. Increased leisure: there is a marked increase in the amount of time for leisure;

4. Increasing number of single person households: single person households are dependent on public and quasi-public spaces and vehicles for opportunities to socialize;

5. Increasing number of newcomers: there is an increasing number of newcomers to the community as international immigration and inter-provincial immigration increases;

6. Users with special needs: there is an increasing sensitivity to users with special needs and a need to ensure all are contributing members of society;

7. Early literacy and parenting programs: there is an increasing trend for caregivers to participate in early literacy and childhood education programs;

8. Need for user-friendly services: information consumers expect that information resources will be highly accessible, self-directed and user-friendly;

9. Consumer-driven services and activities: information providers must provide service and convenience if they

are to compete successfully for public support and attendance;

10. Accelerating change: a sense of the ever-increasing pace of change has led to a renewed interest in and attachment to the past;

11. Life-long learning: individuals expect to pursue ongoing cultural, intellectual and creative interests through self-directed research and study;

12. An aging and well-established population: many baby-boomers are now well established financially, socially and educationally; they have time and money to devote to cultural and educational pursuits;

13. Time and task compression: the public, especially teens and young adults, has learned to use information systems for simultaneous study, work, and play;

14. Empowerment through technology: the public is increasingly empowered to undertake or publish and distribute research;

15. Greening and sustainability: the public expects new projects to demonstrate leadership in safeguarding the health of the environment and the health of the users of the building; and

16. Global interdependence: there is increasing global interaction, interdependence and global connectivity through communications systems.

TRENDS IN INFORMATION MANAGEMENT

Key trends for information systems that affect the relevance of libraries or affect service needs include:

1. Proliferating information: the amount of available information is exponentially increasing due to research and development, transparency, the interconnection of databases, and the ubiquity of access systems and devices;

2. Assimilation of information: the rate of translation of information into new knowledge and knowledge into new forms is continuing to increase;

3. Ability to connect information: Librarians have become not so much content specialists as information managers, using strategies such as mashups to assemble information from various sources into consumer friendly forms;

4. Balance of print and non print information: the use of computer databases and access to networked computers has changed the nature of libraries and will continue to do so in the future, with increasing portions of collections available in a digital format. Nevertheless, print materials will continue to grow in selected areas;

Certain collection resources, i.e., reference databases, catalogues, indices, music and video are more compatible with electronic technology; other collection resources, i.e., literature, biography, history, fiction, etc. are more compatible with print formats; format change will have an impact on the rate of growth of physical collections; and

The library's world of knowledge may now be characterized as an info-sphere comprised of a shifting combination of physical and virtual/electronic information sources.

The following illustration shows the info-sphere:
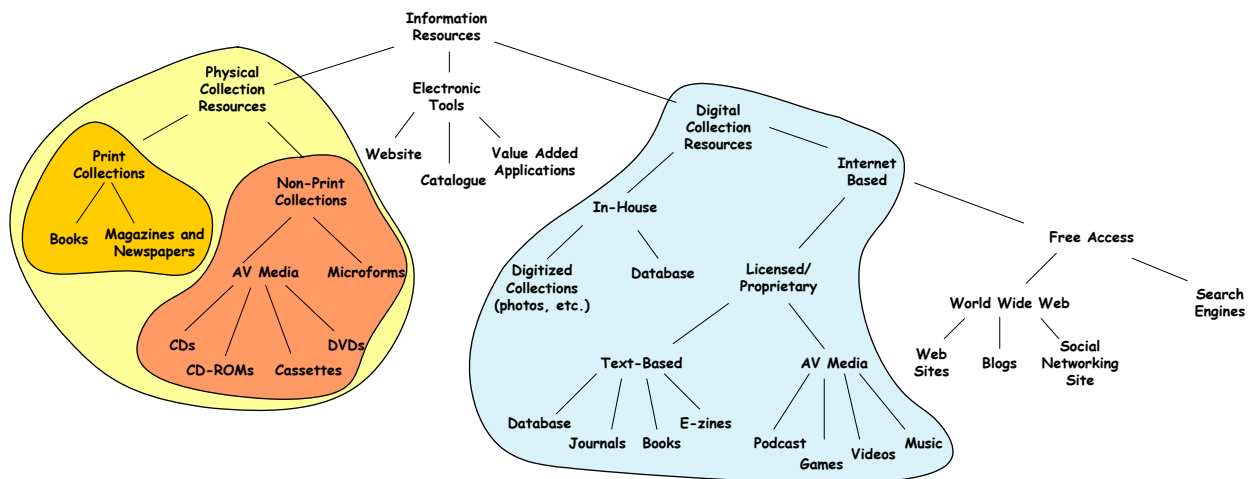
1. Emergence of the electronic book: the electronic book is now a reality. The library anticipates its gradual assimilation into general use;

2. Demystification of esoteric information: information that was previously difficult to find, one-of-a-kind, and highly specialized is accessible to the amateur now where it once was available only to the expert. Elitist approaches to the delivery of library services are now ineffective;

The introduction of systems of chaotic and freely associated information challenges the validity of traditional compartmentalized collections. Because of

the ability to interconnect pieces of information and bodies of knowledge, the availability of extensive cross-referencing effected via multiple search engines, and the introduction of full text searches, a case can be made for the rearrangement of traditional classifications of knowledge;

Concurrently, increased interest in unstructured information (historical photographs, audio collections, and research notes, genealogy materials, etc.) raises questions of how to organize and create links between unstructured objects;

3. Constant availability: electronic information systems are ever-present and not time-specific, this has led the public to expect information to be available at any time;

4. Media convergence: there is a marked convergence of mixed media into integrated Internet solutions;

5. Emerging software systems: new software systems and capacities continue to be introduced; foremost among them are the vehicles for social networking;

6. Privacy and security: there are increasingly complex issues involving privacy and security;

7. Remote and electronic users: electronic access creates the opportunity to dramatically extend the community of potential library users;

8. Open access: There is an increasing availability of open access resources and less licensed control of resources; and

9. Creative commons: Severely restricting copyrights more and more have given way to the creative commons.

TRENDS IN TECHNOLOGY

Information and communications technologies have transformed many aspects of traditional library service, including information organization, storage, collection maintenance, retrieval, processing, display, and communication.

Information and communications infrastructures are ever-present and ever active; they are a new utility, with an importance to educational, cultural and political well being that is analogous to dependable systems of clean water in nineteenth century urban settings.

Points below indicate the impact and service implications of technology in the modern library:

1.   Assimilation of technological change: the population consists of people who are in various stages of assimilating technological change. The Library will be well positioned to assist some in this process;

2.   Access to electronic systems: an increasing percentage of the public has access to computer and Internet systems;

3.   Technical dexterity: the public continues to acquire ever-increasing competency with technical systems, devices and interfaces;

4.   Software dexterity: the public continues to acquire ever-increasing dexterity with multiple, diverse software programs and web-based resources;

5.   Web-based dexterity: the public has access to increasingly powerful electronic search, retrieval, and dissemination systems;

6.   Adaptation to new technologies: the public readily masters ever more complex devices;

7.   Portability: there is a pronounced trend toward the use of multi-purpose portable devices as opposed to fixed technology. As a result both wired and wireless systems are required throughout facilities;

8.   Versatility: devices are becoming more versatile; one appliance can perform multiple functions, often simultaneously;

9.   Smaller technology: technical devices are getting smaller as evidenced by hand-held devices, flat screens and central processing units;

10. Existing and emerging technology: older technologies do not automatically disappear; new technologies must be integrated with older technologies that are still preferred or required to store and access information: as a result, the scope of expertise required is expanding;

11. Exponential decay: the rate at which new technologies emerge, are adopted, and replaced is increasing rapidly, challenging the resources of library systems;

12. Gateway to the local community: electronic access allows the Library to be a gateway to the branch Library system and local community resources;

13. Gateway to the world: electronic access allows the Library to be a gateway to provincial, national, and global resources;

14. Ubiquity of technology: buildings must have a ubiquitous information infrastructure and appropriate environments to operate the range of technologies. Information and communications technologies are an essential aspect of a building's performance requirements. While they critically impact building design, space planning and ergonomics, technologies are also rapidly changing. Just as CRT monitors have given way to flat screen monitors, saving space and power and reducing heat, Organic Light Emitting Diode (OLED) monitors and interfaces will have a profound impact on power needs and the look of technology. It can be expected to be integrated into furniture and into novel applications such as bendable "posters". For example, all tables may be technology stations, wherein the tabletop becomes a computer touch screen, providing a high technology interface;

15. Enhancing Library service: new technologies enhance service delivery by providing librarians with powerful tools that free them from service desks and ease the administrative tasks associated with the collection; and

16. A service in itself: technology is now a service in itself, not only a means for obtaining a service.

CIVIC CONTEXT

Regina is the capital of Saskatchewan and, with a population of just over 187,000, is Saskatchewan's second largest city. Regina is also home to the University of Regina, which includes the First Nations University of Canada, and a campus of the Saskatchewan Institute of Applied Science and Technology (SIAST). As an administrative centre and university town, Regina has a well-educated population.

Demographics

This information presented in this subsection is based on the information provided in the report *Focusing on People…a social and demographic profile of the Regina community – 2008 Edition.* A number of the anticipated impacts for libraries, noted in italics, are from the presentation *Saskatchewan Demographic Trends and their Impact on the Libraries and Librarians.* It should be reviewed in conjunction with the demographic information presented there.

Accurate population figures for Regina are developed by Statistics Canada Census data, which is captured every five years, along with information of the Census Metropolitan Area and the covered population, which is available from

Saskatchewan Health and related to the population with a valid health card.

As in almost every area of Canada, the growth of the natural population of Regina (based on the combination of death rates to birth rates) is slowing and in the longer term there will be a net decline. Immigration, including intraprovincial, interprovincial and international are the primary drivers of population change. While a number of other cities in Saskatchewan lost population in the early part of this decade, Regina had modest growth, mainly caused by intraprovincial growth.

Very recently, there has been a significant trend of in-migration that is likely to continue due to the favourable economic conditions.

Compared to the remainder of Saskatchewan, Regina has a higher percentage (16% compared to 13%) of its population in the 20 – 29 year age group. This is likely due to people attending the University of Regina as well as young Aboriginals moving to the City.

With the exception of the Aboriginal population, the general aging of the population and the lower birth rates of women has resulted in a decline in the number of children in all age groups. *Historically, the overall aging of the population has had a negative impact on library demand, as use is lower for older age groups. This is likely to change as more highly educated baby boomers age, adding to library demand.*

Regina has a significantly higher number of women than men, which is evident from the young adult age group onward. This may be due to higher participation rates in post secondary education and lower mortality rates in the upper years. *This has a positive impact on library use as women are higher users of the library than men.*

The total number of households is increasing more rapidly than the population as the number of residents in each household decreases. This is in part due to the aging population, increase in the number of lone parent families and decreasing percentage of people who are married. *This has a negative impact on library service, as two parent families with children tend to be the highest users of library services.*

The number of post secondary graduates has increased significantly over the past 25 years to almost 50%. The number of high school graduates has also increased. The percentage of people who have less than grade 12 dropped by over 20% in the past 25 years and will continue to decrease as older and less educated people pass away. *There is a strong correlation between advanced levels of education and increased library use.*

In line with the decline in the number of children, enrolment is falling in the K-12 system. However in the last two to three years there has been a higher non-participation rate.

Compared with the province, Regina has a relatively high proportion of international immigrants, although they only make up 8% of the City's population. Where immigrants come from is changing with a greater portion coming from Asia, and fewer coming from Europe. Despite these changes the greatest number of immigrants continue to arrive from the UK.

The number of people who report being Aboriginal is increasing, and in the last census was 9.3%. Birth rates are higher than the general population and the number of children and young adults is higher than the general population.

Future Growth

Population is the primary driver of library service need. In line with a planning horizon of 25 years for the Central Library, the following demographic projections have been developed by the City of Regina based on information from 2007. Growth rates are based on lower levels of out-migration and assume the levels of growth experienced in the 1970's.

Due to the variation in planning horizon dates between the City's projection (2031) and these Development Parameters, which is 2034, the population has been extrapolated for an additional three years based on the average annual growth of the preceding five years.

This results in a projected population of just under 248,000 people, as shown in the graph below:

Regina Population Projections in 25-Year Planning Horizon
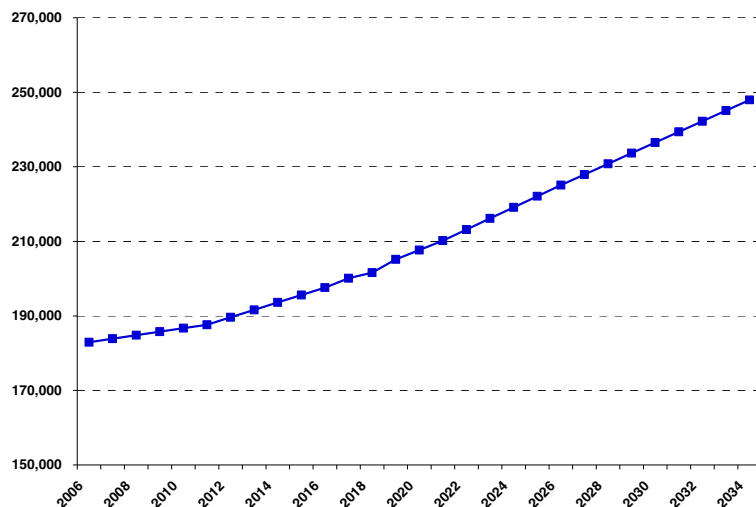
GEOGRAPHY

Regina is a relatively compact city and is largely urban. It has a density of approximately 4,350 people per square mile. This compares to Saskatoon, which has a population density of 3,050 people per square mile.

The bedroom towns of the Census Metropolitan Area (CMA) have a population that is approximately 8% of the population of the City of Regina and are growing more quickly than the City. The people of the CMA, particularly those who work in Regina, make use of the Library.

Regina has a historic downtown area that the City is looking to revitalize with the City Square project, which is the first initiative that has come out of the WOW project for the downtown core. The Central Library, located on Victoria Park, which is at the core of the City Square project, is an important contributor to the revitalization.

CLIMATE

Regina has a semi-arid climate with warm summers and cold dry winters. Temperature averages range from a summer daily maximum of 27.5°C in July to a winter daily minimum of –21.6°C in January. Average annual precipitation is approximately 390 mm, or just over 15 inches, with most precipitation occurring in the warmer months.

Due to the flat landscape and general absence of trees across the region—all trees have been planted—wind is a significant factor. The predominant wind is from the Southeast and averages around 20 km per hour throughout the year. Maximum wind speeds are fairly consistent throughout the year, at just under 100 km per hour, with maximum wind speeds from the West, Northwest and Southwest. Gusts of between 120 and 155 km per hour can occur in any month of the year. See http://www.climate.weatheroffice.ec.gc.ca/climate_normals

HISTORY OF THE REGINA PUBLIC LIBRARY

A Regina municipal bylaw establishing a free public library in Regina was enacted in 1908, followed by the appointment of the first Library Board. By 1909, the Library was provided with space in the new City Hall. Using a Carnegie grant for funding, a new Central Library was opened in May 1912. Six weeks later the building was damaged by a tornado and was reconstructed.

In 1913, the Library began opening branch libraries, first in what is now the city centre and later in the surrounding neighbourhoods. By 1990, there were eight branch libraries, five of which were full service libraries and three of which were neighbourhood branches, serving the inner city.   In addition to the branch libraries, the Library operated a book trailer service

between 1954 and 1991, with as many as three trailers and 13 stops at the peak of the service.

By the late 1950's the Central Library had outgrown the original Carnegie building and the current Central Library facility was opened in 1962, following the approval of a money bylaw by the residents of Regina.

Throughout its history, the Regina Public Library has had a history of being a progressive Library that interpreted its mandate widely. In 1974, the Library's Policy Statement identified the Library's objective as, "to provide education, information, research, aesthetic appreciation and recreation for the entire community". In 1994 this was replaced with the equally broad mission to enhance "the quality of life in Regina by providing access to information for cultural, economic, educational and recreational development". The Library has an Art Gallery, a Film Theatre, a Prairie History Room a Literacy Unit, and provided collections in multiple formats.

Regina Public Library is governed by The Public Libraries Act, 1996. This document identifies the geographic boundaries, roles and duties of the Library within the Saskatchewan system of libraries.

COMPARATOR AND BENCHMARK LIBRARIES

To provide a sense of perspective regarding Regina Public Library's services, funding and activity levels, selected measures of Library service and resources were compared to those of nine other North American city library systems. The comparison group is composed of city library systems serving populations ranging from 180,000 to 360,000. The comparison systems all operate in a municipal library context, and have a Central Library and a number of branches.

The following table presents selected service parameters and performance measures determined for the library system comparison group:

City, Province/State	Population	Geog. Area (sq.miles)	Collection Size	Holdings per Capita	Operational Budget (Expenditures)	Circulation (Total)	Circ. per Capita	Visits (Total)	Visits per Capita	Library Registrations	Staffing (FTE)	Branches	Book Mobiles
Salt Lake City, UT	178,858	111	816,719	4.57	$ 12,624,070	3,363,907	18.8	3,533,155	19.8	165,123	156.3	5	-
Regina, SK	**187,000**	**43**	**580,651**	**3.11**	**$ 16,816,752**	**2,639,971**	**14.1**	**1,350,426**	**7.2**	**90,674**	**156.0**	**9**	**-**
Des Moines, IA	198,682	90	463,130	2.33	$ 7,406,352	1,552,412	7.8	1,389,530	7.0	145,896	109.0	5	-
Spokane, WA	202,900	60	533,251	2.63	$ 7,507,671	1,698,037	8.4	816,305	4.0	160,457	93.2	5	1
Burnaby, BC	205,477	37	689,668	3.36	$ 10,320,900	3,680,199	17.9	1,864,140	9.1	275,436	115	3	1
Saskatoon, SK	207,200	68	854,266	4.12	$ 14,024,213	3,681,567	17.8	1,284,556	6.2	155,703	181.8	6	-
Kitchener, ON	213,304	50	601,629	2.82	$ 10,119,816	2,276,152	10.7	1,126,599	5.3	95,717	121	4	-
Windsor, ON	216,473	111	587,647	2.71	$ 9,053,952	1,249,831	5.8	1,059,344	4.9	103,337	94.0	9	-
Lincoln, NE	261,742	839	919,346	3.51	$ 8,098,013	3,134,704	12.0	1,891,572	7.2	193,761	121.7	7	1
London, ON	355,596	163	906,831	2.55	$ 19,775,099	3,533,500	9.9	2,766,895	7.8	181,766	228.5	15	1
Average	222,723	157	695,314	3.17	$ 11,574,684	2,681,028	12.3	1,708,252	7.7	156,787	137.6	7	0

	Canadian Library System

Sources: All information for systems except Windsor is from Public Library Data Service Statistical Report 2008; Windsor information from CULC 2006

Notes: All Operational Budget figures except Windsor's are in $US.

Review of this information indicates the following:

- With the exception of Burnaby, Regina Public Library serves the city with the highest density, in terms of population per square mile;

- The Regina Public Library branches serve a significantly smaller geographic area than most other systems; each branch serves an average catchment of 4.8 square miles, whereas most systems have branches that serve a catchment area of approximately 10 to 12 square miles;

- RPL's overall collection of 580,650 holdings results in a per capita figure of 3.1, which is almost equal to the average of the comparator institutions;

- RPL's overall circulation is approximately 15% higher than the average of the group in terms of circulation per capita; and

- The number of registrations as a percentage of overall population for RPG is 48%, which is on the low side; the average of the comparator systems is 72% and Saskatoon Public Library is 75%.

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FUNCTIONAL PARAMETERS

INTRODUCTION

Functional Parameters describe the role of the library system and the scope of public, circulation, information, and operational services, public programs, and collection resources to be accommodated in the proposed building.

OVERALL FUNCTIONAL GUIDELINES

Planning Horizon

A 25-year planning horizon (year 2034) has been established for determining collection and facility need, with provision for expansion beyond that time frame.

It is important to note that this is different from the planning horizon that is assumed to be appropriate for the structure and shell of the building, which should be seen as permanently functional. Subsystems of the building that must respond to future functional changes should be easily modified.

Initially, the Library will not require all the space provided. Expansion space should be provided as part of this project and used for other leased/partner functions and services until such time as the Library requires expansion into the space.

Notwithstanding these considerations, planning must proceed on the assumption that the future facility and location will in fact be the permanent home for the Central Library.

Plan for Increased Use

The primary driver for library facilities is the number of people the library serves. Since 1962, when the existing Central Library building opened, the population of Regina has doubled. The library system and its individual physical components must be designed to respond to population growth using an elegant and streamlined approach to efficiently distribute visitors to services within the facility.

Recent experience with the commissioning of new central libraries has illustrated that numbers of visits and circulation rates of material for the Central Library increases two to three-fold. This likely will result in an average of 6,000 visitors per day. In addition use of the entire system increases as the profile of the library system is enhanced.

Create an Integrated Library System

The Library consists of both physical resources including facilities, and virtual resources, including the Library's website. Every decision around facilities, programs, and collections, both physical and electronic should add to a sense of RPL as a fully integrated library. Programs, physical resources and electronic

resources must work together to create a unified and integrated library experience.

Plan for Self Service

Patrons appreciate the option to conduct routine tasks independently. Therefore, along with strong staff service concepts such as roving staff and accessible and permeable service desks, there should be a focus on the provision of self-service mechanisms throughout the Library. Self-service concepts must be intuitive and easy to use.

Plan for Technology Savvy Patrons

As technology is adopted by society at large, there will be increasing demand by patrons for the Library to provide access to leading edge technologies, such as the ability to create music and movies, to play computer games and to create computer games, to publish, to create new mashups, etc. Some patrons will require additional support from staff; others will be individually adept or will bring their own "expert".

Increasingly sound will be an element of technology use, with strategies required to personalize and maintain the confidentiality of auditory devices.

As technology increasingly permeates the lives of patrons, the Library must be designed to accommodate their personal devices, for data access, storage, and display.

New and Emerging Technologies

New and powerful technologies are just now on the horizon, such as organic light emitting diodes (OLEDs) that likely will have a significant impact on communications devices, particularly the format of computer interfaces and monitors, signage and lighting. It will impact the look and feel of computer/technology stations, heat loads and energy demands.

Other emerging technologies include Voice Over Internet Protocol (VOIP), which will allow more flexibility in providing staff communications access; increased computerization of everyday objects along with the ability for everyday objects to gather and relay information, as a way to collect data; and applications that respond to the habits and patterns of use of individual users.

Whatever technology is planned for and adopted, it will be superseded—multiple times—during the life of the facility.

Storage Systems

Collection storage concepts will address a range of merchandizing approaches, including models drawn from successful retail environments as well as those typically found in conventional library layouts. Collection storage systems will include display, low, and medium shelving. General shelving will be approximately 1.5 metres high, with a raised bottom shelf.

Materials Handling Systems

There will be an automated sorting system for distribution, as well as an automated material handling system that connects all floors vertically. This system will terminate in designated spaces on each level. The materials drops will connect by a material handling system to the sorting room.

A radio frequency identification (RFID) collection materials inventory system will be used.

Capacity for Partial Operations

The building must allow for flexible opening and closing of selected services. The concourse, meeting rooms and auditorium, gallery, Browsing Library should each be separately accessible when the Library is closed. Leasable space should be accessible when the Central Library and meeting rooms are closed. The parking facility and future expansion/leasable space should be capable of operating independently.

Single Entry to Materials Security Zone

While a number of functions that are part of the library facility may have their own entrance and be capable of independent operation, there should be a single entrance into the library's materials security zone. This will serve to simplify wayfinding and create a clear understanding of the building. It also simplifies operations.

A Flexible Adaptable Facility

There will be an increased focus on the evidence-based decision making and delivery of services throughout the Library. As a result the Library should be flexible to adapt to changes in service delivery that respond to the changing needs of the residents of Regina. These changes will be continuous through the life of the building.

In addition to changes in patterns of use, technology will change. This suggests a technical and physical infrastructure that is flexible and adaptable, where changes can be made easily with a minimum of disruption. A raised floor that allows rerouting of

power and data in patron and staff areas with provision for ample capacity of both is required. Power and data should be sufficiently separated to reduce "noise" in the transmission of data.

An Attractive, Functional and Interactive Facility

An attractive high quality, highly visible facility will be a destination for members of the community. The facility should include expanded study and group areas with contemporary technology access, meeting spaces, space for displays and exhibits, and quality workspace for staff.

The Library must be a welcoming place where the public feels comfortable, and where people can benefit from experienced staff members as proactive service providers.

A Multipurpose Destination

The Library must serve the diverse and multiple needs of patrons, who will use it to both access the latest information available only on electronic or digital formats and to find timeless wisdom in books; to create new information and technological pieces and to listen to classic symphonies; to gather together with like-minded individuals and to escape to a place of refuge; for recreation and for work. The environments of the Library must support all of these activities simultaneously with minimal disruption from each use to the other.

Ensure the Safety and Security of Patrons and Staff

The facility must ensure that patrons and staff feel safe and secure both inside the Library and as they access it from the surrounding streets. This should be accomplished primarily through design that contributes to personal security and safety rather than through the use of technology.

Build a Civic Presence and Precinct

The Central Library would benefit from the strategic partnering with other cultural and educational enterprises to create a significant downtown destination. The City Square project and the Recreation Facility Plan are initiatives that are contemplated or now underway that can create some important synergies.

Planning for the Central Library should include functions that are closely affiliated with the Library and its services as well as general services and functions. Services with a close alignment include a library store, used book sales, café and printing facility. Adjacent services and functions may include the full spectrum of commercial, educational, civic, office and retail facilities.

Maintain the Library's Identity

While there are opportunities to partner with other organizations in terms of programming and facilities, it is important to maintain a strong, distinct and distinguished identity and physical presence for the Library.

Weather Protected Space

The Regina climate can be harsh, with cold temperatures and strong winds. Planning should create weather-protected space, both external and internal, with protected connections between the Victoria Park and the City Hall, including the provision of a significant concourse/wintergarden.

Notwithstanding the internal and weather protected connections, care must be given to protecting a dynamic urban fabric.

A Separate Technical Services Facility

There are advantages and disadvantages to a separate Technical Services facility, which are outlined below:

Advantages of separate Technical Services facility

- Not all new materials are moved into the heart of the downtown for processing, when many of these materials are destined for the branches;

- The facility could be built on land that was less expensive than that located near the City's downtown;

- It is possible to locate the materials handling functions at grade level, thereby eliminating the need for vertical movement systems within the building. It is impossible to do this in a Central Library due to competition for ground level space;

- The possibility of optimal functional layout is enhanced due to a larger footprint made possible by lower land costs;

- It is easier to provide daylight to technical services workstations, whereas competition for daylight space in the Central Library may make this more difficult; and

- This solution places less stress on the Central Library project by reducing physical and operational demands on loading dock and truck parking facilities, and to a certain extent, processing facilities within the building.

Disadvantages of a separate Technical Services facility:

- There is some loss of professional synergy due to the physical separation of technical services staff from the operation of the Central Library;

- Additional land must be acquired by the Library;

- There would be design and administrative costs associated with an additional project;

- Technical services will have a relatively small footprint of the facility; and

- A significant volume of material will be going to the Central Library.

PUBLIC SERVICES

Introduction

This section reviews the role and scope of services of each of the public service departments and functions of the Central Library to understand how these may change in the future.

Orientation and Information Services

Orientation and Information Services is a new service that will create an introduction to the facility and direct the public to appropriate areas. It will ensure that the Library is seen to be a professional and welcoming place.

The Orientation and Information Service Centre is the first point of contact of the public with the Library; it is the gateway to the network of service points located on each level of the building. The Orientation and Information Service Centre will accommodate security services, which will provide monitoring and security control of the Library facility. It will include the First Aid room and lost and found.

Children's Services

Children's Services enables children and their caregivers to create a strong foundation of literacy and helps them develop patterns of lifelong learning. The existing service provides a range of resources and programs appropriate to children of all ages. With separate access and its own checkout functions, it operates relatively independently of the remainder of the Library.

The Children's collection comprises materials of interest to children to the age of 13 years and to the adults who care for them. The collection parallels the range of media provided in the adult collection, including popular printed materials, videos, audio books, CDs, periodicals, and resources in French.

Children's programming is extensive and will be increasingly integrated across the system. Young users from throughout the Library system attend programs provided at the Central Library. Programming includes class visits to the Library during the

school year, and story times and drop-in programs year around. Children regularly visit the Library in groups.

Children's Services requires special informational resources and collection storage systems, décor and furnishings that are scaled to children's physiology, and specialized staff expertise. In addition, Children's Services must accommodate adults who have a professional interest in child development and children's literature.

In the future, Children's Services will be integrated into the Central Library, in that access will be gained through a main common entrance. Children's Services should have a separate and distinct atmosphere from the balance of the facility but should be visible so that people can see the activities taking place without putting children on display. It will not have its own circulation services area but will have self-check stations (of multiple heights).

Children's Services collections will include:

- Board and picture books;
- Chapter books and fairy tales;
- Fiction;
- Non-fiction;
- Audiovisual materials;
- Parenting collection;
- Materials for children with visual disabilities;
- International languages resources;
- Magazines; and
- Electronic collections – resources that are available online.

The collections will have greater *overall* depth and range than the branch libraries, although some branches may maintain niche collections.

Program areas will be integrally linked with collections and will be organized in an age specific progression. Services may be provided simultaneously for children of different ages in single and group settings.

Children's Services will act as a place of discovery and exploration, innovation and creativity for children, parents and their caregivers, and will provide a leadership role in the exploration of progressive ways of providing service. It will act as a supporting resource for families and caregivers, with the facility planned and designed as an interactive and stimulating destination for families and children with caregivers to interact and to spend time.

Children's programming will be enhanced and will include:

- Storytelling;
- Early literacy;
- Children's theatre;
- Puppet shows;
- Electronic access;
- Community outreach;
- Author visits;
- Art, crafts and cultural programs;
- Lectures; and
- Tours and school visits.

Young Adult's Area

The Young Adult's (YA) area addresses the informational and social needs of those primarily in grades 8 through 11. This group can be generally characterized as having special social and economic concerns, special areas of interest, unique educational needs, and the simultaneous need for autonomy and guidance. Young adults are among the first to assimilate new technology.

Young adults require a sense of identity as a group if they are to feel at home in a large community facility.

In the future, there will be a separate YA area. It will be a visible base for YA services and will include programs that are particularly pertinent to youth, such as career development and social orientation. The YA service will pay close attention to the diversity within this group and the varying need of its younger and older members.

The YA area will serve principally as a "connecting point" for young adults and for "bridging" the transition to adulthood by way of access to current and relevant information, programs and services. It will include selected magazine titles, fiction and non-fiction items.

The area should appeal to young adults that are in a stage of transition in their lives and need a place in the Library where they are free to be themselves. This area should allow them to learn, grow and explore new ideas in an anonymous, encouraging and responsive way, with opportunities for both group and individual activities.

YA services will include the following:

- The YA collection that includes:
    - fiction (particularly paperbacks),
    - true crime,
    - graphic novels and comics,
    - anime,

- some duplicate copies of high interest titles found in other collections, and
- electronic collection resources available online;

- Extensive electronic access, facilitating standard Library services as well as gaming, social networking and emerging innovative applications that may include an exploration centre;

- A separate identity and location from Children's Services;

- A study area; and

- A welcoming, safe, comfortable and adaptable area that is attractive to young adults; it will be contained but visible.

Adult Services-General

Adult Services includes the balance of the collection and Public Services resources at the Central Branch not included in Children's Services and Young Adults area. In the future, the Library will provide enhanced services that recognize the age, language and ethnic diversification of the adult group.

Browsing Library

The Central Library will feature a Browsing Library that showcases newer or current interest titles found throughout the Library. This component may also serve as a branch library for the downtown community in the future. The Browsing Library includes browsing material that acts as a transitional function that connects to the remaining collections and services of the Library.

Reference/Readers' Advisory Services staff will be located at an approachable service desk, as well as roving throughout the area to interact with patrons in a reader's advisory role. Patrons are invited to leisurely and independently explore this area. Extensive display and marketing techniques will be essential to create and maintain this character.

The Browsing Library will include the following materials:

- New and popular fiction and non-fiction, circulating titles;
- Popular magazines and newspapers;
- CDs and DVDs;
- Current favourites;
- Multiple copies of many materials; and
- Topical or timely material, not necessarily new.

The Browsing Library will be defined by the following:

- A collection designed for self-directed users;

- A location near the Library entrance;
- An emphasis on effective display;
- Careful maintenance and regular stocking;
- Comfortable seating; and
- Access to a café services and seating.

The World News Centre will be located in association with the Browsing Library and in close proximity to the newspapers. It will feature multiple TV monitors that are broadcasting live news in a number of international languages.

Reference and Readers' Advisory Services

The Central Library's Reference Services supports face-to-face, telephone and electronic reference and patron information management services. These services not only support the face-to-face enquires of patrons at the Central Library, but also augment the services provided through the Library branches.

Staff provides basic Reference and Readers' Advisory Services supported by in-depth resources in all formats, including print, non-print and electronic formats. Mashups will allow staff to combine information to provide customized information that addresses a patron's unique needs.

Reference/non-circulating collection resources will be interfiled with circulating collections to ensure expedient and efficient access by both staff and the public. Specialized reading and study areas will permit the public to acquire information through either assistance from staff or through self-study.

Reference and Readers' Advisory Services will offer the following:

- Orientation and support in using electronic resources and technology;

- Provision of information problem solving services, assistance and referrals;

- Remote answering of queries via online and a help phone;

- Outreach services to community, training in the use of information resources and online resource literacy;

- Research assistance, including in-depth assistance by appointment; and

- User education classes, including instruction in use of Library resources and research strategies.

One service point, which will act as a base for roving staff, will be provided in each collection area.

On each level of the building that accommodates collection, there will be a computer field.

Fiction Collection

A substantial portion of the Central Library's collection consists of fiction print and non-print materials that have a broad recreational and cultural interest, including novels, mysteries and literature. These materials are as eclectic as the range of the public's interests, abilities and backgrounds. Literature, novels and genre fiction of all types are in high and constant demand. In the future, this area will also include collection display and storage using bookstore as well as conventional storage systems typically requiring more floor area, online technology, public seating and staff workspace. The collection area will accommodate book groups in open areas, as well as have meeting rooms to support small group work. The collection is supported by Readers' Advisory Services.

Non-Fiction Collection

The Non-Fiction Collection will continue to form the largest part of the Library's collection. It encompasses the full spectrum of knowledge and information in print and non print formats and will be arranged according to the Dewey Decimal Classification System, with some opportunities to highlight collection areas. This collection consists of both non-circulating and circulating material and is the primary information service resource for the Library system and, as such, establishes the quality of the Library system collection as a whole. This is an area of quiet research and study. This collection is supported by reference services.

Newspapers and Magazines

Newspapers and Magazines includes newspapers and bound, unbound and digitally stored periodicals and magazines. Typically, the content of the collection parallels that of the non-fiction collection. All resources circulate with the exception of the current issue and archives issues. Archived issues, for a few titles are kept in non-public shelving and retrieved by staff.

The public uses these materials for research and study, recreation, and access to topical and current information.

In the future, increasing portions of the collection will be available online and available throughout the Library/Library system. The print collection materials will be primarily associated with the Browsing Library, with selected titles located with non-fiction focus areas associated with a comfortable reading area.

Adult Services – Special Service Centres

A number of specialty adult services will be provided, including Outreach Services, a Prairie History and Genealogy Centre, and a Literacy Centre.

Outreach Services

Outreach Services provides special services to people who cannot read regular printed materials or who are homebound and unable to access the library in person. Outreach Services conducts consultations to determine the needs and interests of patrons. All collections are accessed by clients of Outreach Services. The only collections that are accommodated within Outreach Services are the Talking Books, DAISY readers and CDs and Program Kits. Patrons must be eligible and register to borrow Talking Books.

Outreach Service includes in-person services, homebound service and institutional and private care home service. Walk-in services include the selection and retrieval of resources and delivery to the most convenient branch.

Homebound service supports those who cannot visit a branch library by providing the delivery of items to the person's home.

In the future, Outreach Services will be more integrated with the entire Library. People with disabilities will be served as much as possible in each of the various service areas of the Library. Where technologies require centralization, they will be located with the Library technology exploration centre.

Prairie History Room

The Library currently operates the Prairie History Room, which is a specialized non-circulating collection of community history and genealogical sources. The focus of the collection is fairly wide, covering the history and peoples of the Northern Great Plains.

In the future, the resources may be more focused on Regina and surrounding areas and will include materials supporting genealogical research, collections and programming. Provided in association with collection resources are microfilm readers, printers, computer stations and photocopiers.

Resources include books, newspapers (currently on microfilm), census records, vital records, immigration and border entry records, city directories, phone books, maps, business histories and annual reports, and Aboriginal and Métis Genealogy.

International Languages/Literacy Services

Collection resources in international languages are expected to grow to reflect the growing diversity of Regina's residents.

The Literacy Centre will focus on providing services and support to the needs of patrons for whom English is an additional language (EAL). Services may include one-on-one tutoring, and special programs.

The collection will include a range of fiction and non-fiction print, non-print and electronic collection materials that address the linguistic heritage and informational needs of specific cultural communities in the City as well as special high interest literacy materials. The collection will be supported with the creation of a dynamic community reading area, a language lab and interview rooms that support tutor-learner pairings.

International language resources for children will be located in Children's Services.

Business Services

Business Services assists individuals who are wishing to start a new business, develop a business plan or research companies by providing special resources and information sources, including directories, databases, books, DVDs and magazines.

In the future, this area will continue to be provided.

Library Programs

The community expects branch libraries to serve as community meeting places. This is also true for the Central Library.

The Central Library will continue to sponsor cultural and information programs and exhibits for various audience sizes and ages. Programs will vary in terms of scope and resources required.

Program activities will support the following public expectations:

- The Library as community gathering place for arts and cultural events;

- The Library as a support centre for lifelong learning, literacy and reading for all;

- The Library as a public forum and a place for interaction and socializing;

- The Library as a place to view contemporary and alternative cinema;

- The Library as provider of information on the City and the region;

- The Library as a destination for an art gallery experience;

- The Library as a destination for social interaction and recreational activity; and

- The Library as a host for other organizations that present programs of their own.

Programs will include:

- Literature discussion groups, such as authors visits, poetry readings, book discussions;

- Art exhibits and displays, including local and visiting exhibits;

- Performance oriented programs, such as dance, music, drama, films;

- Writers-in-residence;

- Artists-in-residence;

- Lectures on a variety of topical interests and current affairs;

- Conference, meetings, and seminars, including workshops in community service topics;

- Screening of contemporary and alternative films;

- Video and teleconferencing and interactive programming;

- Social and recreational programs, including casual discussion, topical focus groups;

- Programs for clients of all ages, from children to seniors;

- Tours of the Library;

- Special events and occasions;

- Technology training and research workshops;

- Visual art related programs, including workshops and hands-on creation of visual artworks;

- Hands-on writing and creative arts projects; and

- Children's preschool and early literacy programs.

Program functions have been centralized for the entire Library system and as a result the programs will increasingly have a system-wide focus. In addition, there will be a continued focus on ensuring that programs are strongly connected to the collections and resources of the Library.

Collections

This section summarizes, for the purposes of planning, the projected collection size, organization and content. The planning horizon utilized is 25 years, to 2034.

Collection Organization

The arrangement of the collection will create logical adjacencies that connect the collection together as a whole and enhance its accessibility for the public. The following collection organization will be provided:

- The Adult Non-Fiction collection will be organized in a straight Dewey run;

- Special focus materials will be housed in association with relevant call number of the Dewey run focus areas may include business, travel, cooking, and gardening;

- Other collection areas will include:

    – Fiction,
    – Children's Services,
    – Young Adult's,
    – Browsing Library, which will include new and popular materials from all collection areas,
    – Newspapers and Magazines, which will be located with the Browsing Library,
    – Outreach collection,
    – Literacy,
    – Local History and Genealogy,
    – Prairie History Room collection, and
    – Multilingual collection materials will be located with the relevant Fiction and Non-Fiction collections;

- Non-circulating collections will include the following reference material:

    – Reference material largely interfiled with Non-Fiction collection,
    – Selected Newspapers and Magazines, and
    – Selected materials in the Prairie History Room;

- Organizational principles include:

    – Audiovisual collections for children will be located in the Children's area,

    – Multilingual collection materials will be located with the Non-Fiction and Fiction collections as appropriate,

    – Audiovisual collections will be located with the Browsing Library, and

    – Non-print collections for children will remain in the Children's area.

Collection Profile

Specific areas of collection growth and change are summarized in the following narrative and the table that follows:

1. The Adult Fiction collection is projected to grow by 105% from its current size of approximately 31,145 items to approximately 63,750 items;

2. Adult multilingual materials are projected to grow by 37% from its current size of 6,700 items to 9,150 items to reflect the changing demographics of the community;

3. The Children's collection is estimated to grow by 75% from its current size of approximately 47,530 items to approximately 83,205 items;

4. Adult Non-Fiction materials will grow by 77% from 71,461 items to approximately 126,650 items;

5. The Newspaper and Magazine collections will increase in size very slightly by about 4.1% reflecting the move to digital formats;

6. Large print collections will increase by 41% from 5,326 items to 7,500 items;

7. The reference materials, will decrease by approximately 43% from the current figure of 14,667 to 8,350;

8. Non-Print collections now comprise videocassettes, DVDs (film and educational), cassettes and compact discs (including audio books), and CD-ROMs. New formats that are replacing the current technologies are increasingly digital, including MP3 files. As a result, the Non-Print collections are anticipated to grow modestly (about 10%) from 18,795 items to 20,650 items;

9. Currently, there are approximately 14,507 items in the Prairie History collection. The Library will retain an appropriate blend of materials and acquire others for a total future collection of 20,800. The majority of these materials will form a special collection of Regina History, which will provide current and historical information about the City and area as well as an expanded Aboriginal collection;

10. Young Adult fiction is projected to increase by 100% from the current level of approximately 1,411 items to 2,800 items and will be marketed in a refreshing and appealing manner. Popular AV, magazines, graphic novels and comics will also be included; and

11. Other collection will include multilingual and French collections, Aboriginal collections, Prairie History collections, Dunlop Art Gallery collections, Literacy and Outreach collections. The table below provides details:

Collections	Existing	Future	% Change
Multilingual	6,701	9,150	37%
Aboriginal/Prairie History	14,507	20,800	43%
Dunlop	3,745	4,560	22%
Literacy	3,581	5,000	40%
Outreach	5,300	6,000	13%

Composition and Size

As the information presented in earlier sections indicates (see Comparison with Benchmark Systems), the size of the Regina Public Library system's collection is consistent with other library systems serving generally comparably sized populations and who possess generally comparable levels of financial resources.

Regina Public Library will continue to provide a collection at the Central Library that has the depth and comprehensiveness appropriate to the demands of the community served but with a focus on popular high demand materials.

Regina Public Library Collection Projections to 2034

Collection	Existing Collection	Future Collection	*Percent Change*
Children's			
Non-Fiction	17,643	23,105	*31%*
Beginning Readers	1,916	3,300	*72%*
Fiction	31,642	39,000	*23%*
Christmas/Seasonal Collections	2,566	4,900	*91%*
Toys	380	500	*32%*
Newspapers and Magazines	1,996	1,800	*-10%*
Multilingual	3,383	4,500	*33%*
AV Materials	5,264	6,100	*16%*
Reference	383	-	*-100%*
Total Children	**47,530**	**83,205**	*75%*
Young Adults			
Non-Fiction	118	-	*-100%*
Fiction	1,411	2,800	*98%*
Graphic Novels and Comics	685	1,250	*82%*
Newspapers and Magazines	168	168	*0%*
AV Materials	81	-	*-100%*
Total Young Adult	**2,345**	**4,218**	*69%*
Adult			
Non-Fiction	71,461	126,650	*77%*
Government Documents	740	500	*-32%*
Biographies	1,005	1,850	*84%*
Fiction	31,145	63,750	*105%*
Graphic Novels and Comics	685	1,250	*95%*
Reference	14,667	8,350	*-43%*
Large Print	5,326	7,500	*41%*
Newspapers and Magazines	10,867	12,000	*10%*
AV Materials	18,795	20,650	*10%*
Other Collections	33,834	45,510	*35%*
Total Adult	**188,525**	**288,010**	*53%*
Total Central Library	**238,400**	**375,433**	*57%*

Acquisitions/Cataloguing and Processing

Acquisitions, which falls under the purview of Collections, together with Cataloguing and Processing are often referred to as technical services. These functions work to ensure the timely integration of physical resources into the collection. Services include:

- Working with collection development staff around the selection of materials;

- Receiving of materials and comparing materials to orders;

- Cataloguing of materials; and

- Labelling and security treatment of materials.

These functions are similar in that they deal with high volumes of materials moving into and out of workstation spaces. Some are centred around specialized software modules.

The various areas utilize sequential workflows to facilitate materials flow and handling. Each team has a primary focus but may assume some crossover of tasks.

In the future, these functions will continue to be conducted in-house. These technical services functions may continue to be provided at the Central Library or may be moved to an off-site location.

Virtual Services

Virtual Services is a centralized service that supports library patrons in their use of technology. The service provides a robust suite of electronic tools for patrons wherever they are located.

Virtual Services works in conjunction with Information Technology to manage, operate, maintain and develop Library IT assets. Within the physical branches of the Library, Virtual Services provides support for patron library information technology assets, manages computer/portable device access (including wired and wireless access) and self-service technologies including self-checkout.

RPL's online services extend the services of the Library to patrons when they are not in the Library. The Library's website extends access to the physical materials of the Library, allowing patrons to request materials from any of the branches and have them transferred to their home branch, and through specialized services for Library patrons including downloadable audio books and specialized reference databases, web-based subscriptions, etc. Virtual Services provides front line support to Library users from home.

Virtual Services will continue to develop self-service options to empower users. Virtual Services will develop new services in a lab environment, which provides a mechanism to test the interrelationships between various technologies and to test new developments using independent networks.

In the future, a technology innovation lab will be developed in close association with Virtual Services to provide Library patrons with specialized technologies to innovate and interact with technologies. It is anticipated that there will be continuing demand to develop new technological supports and virtual connections to and within the Library.

Circulation Services

Circulation Services manages the circulation of Library materials throughout the Library system. Functions include checking out materials to Library clients, checking in returned materials, overdues and other notices, administration of holds materials for

client pick up and the movement of materials within the Central Library, including reshelving of materials and shelf checks. Circulation Services issues library cards, overdue and other notices to Library patrons, and assesses and collects fines and fees.

Circulation Services is centralized in the Central Library. Materials are checked in and out by staff using automated scanning equipment that interfaces with the Library's automated catalogue and client information system.

In the future, Circulation Services must be planned to manage the number of clients entering and leaving the building with Library materials, the volume of materials entering and leaving the building independent of the number of visitors (including materials moving to and from the branches) and the volume of materials requiring movement to and from the collection shelving areas within the building. Inter-Library Loans will be integrated with Circulation Services staff and share the service desk. There will be increased use of self checkout throughout the Library, self check-in and self pick up of holds, with design facilitating efficiency and effectiveness, i.e., materials handling and moving, etc. Circulation Services will be responsible for the loaning of equipment, including laptops, and other portable devices, such as e-book readers. An RFID system is anticipated.

Dunlop Art Gallery

The Dunlop Art Gallery includes a formal gallery, curatorial workspace, and a collection of materials on the visual arts, and office areas for staff. The rental art collection is also accommodated and displayed.

In the future, the Gallery will mount exhibitions that it cannot now show due to the security and environmental limitations of the existing facility. An art creation studio will be provided, as well as a widening of the visual arts capabilities, to include electronic art, projection, multimedia art, etc. The Gallery will continue to be integrated with the Library, although some of the Gallery's program spaces may be accessible after the Library's regular hours of operation.

LIBRARY INFRASTRUCTURE SERVICES

Introduction

This section reviews the role and scope of services of each of the Library infrastructure service departments and functions of the Central Library to understand how these may change in the future.

Library infrastructure services include:

- Library Director's office;
- Human Resources;
- Marketing and Communications;
- Finance and Administration;
- Development office;
- Information Technology; and
- Physical Plant.

Library Director's Office

The Library Administration is responsible for providing overall direction and assessment of the Regina Public Library. Personnel include the Library Director, Deputy Library Director, Assessment Librarian, Executive Assistant and Administrative Support. These individuals will be housed in the Central Library along with a boardroom/meeting room.

Human Resources

Human Resources is responsible for organizational development, staff recruitment and training and staff development, as well as administering benefits and overseeing labour relations.

Marketing and Communications

Marketing and Communications has overall responsibility for the Library's internal and external marketing and communication activities.

Responsibilities include communicating operational issues to Library clients such as general hours of operation and holiday closures, increasing Library membership and usage and partnering with community organizations on projects and activities that increase awareness about Library resources and that help enhance the quality of life enjoyed by the citizens of Regina. Marketing and Communications also liaises with the Managers of Collections, Programming, Public Service Units, and Virtual Services to promote the Library's wide array of collections, programs and services.

Marketing and Communications works with local media to help facilitate news coverage about Library events and activities. The department is responsible for producing all promotional materials.

In the future, working closely with the Development office, Marketing and Communications will have an enhanced public profile, and will continue to raise awareness about the many ways that Library clients and the corporate community can support and enhance their library system through philanthropic gifts. Graphics and signage will be controlled from here and switchboard services may be delivered from here.

Finance and Administration

Finance and Administration is responsible for payroll and business office functions, including budgeting, accounting and

purchasing. The service administers contracts, documents fundraising efforts, reports on the organization's charitable status, and oversees the mailroom, physical plant, and shipping and receiving.

In the future, the role of this service will be unchanged. The number of staff is based on the size and complexity of the overall RPL system.

Development Office

The Development office is responsible for assessing the feasibility of fundraising campaigns as well as organizing fundraising events and supporting all fundraising efforts, such as the Buy-a-Book campaign.

In the future, additional staff are anticipated to support this increasingly important function.

Information Technology

Information Technology is responsible for assessing staff technology needs, acquisition of IT equipment and software applications, maintaining systems and networks. Information Technology is centrally located at the Central Library but is responsible for all branches. Information Technology liaises with Virtual Services around public needs.

In the future, as use of information technology increases throughout the Library, including the use of downloadable materials, and smarter technologies associated with RFID, the role of Information Technology services will likely expand. This area must support additional workspace and storage space.

Physical Plant

Physical Plant is responsible for all Library facilities; maintenance of buildings and grounds; movement of materials, including collection materials to branches; centralized storage for Regina Public Library, including the Dunlop Art Gallery and IT; security; and janitorial services. Physical Plant is also responsible for maintaining furniture and oversees the construction of new library facilities.

In the future, the Physical Plant may incorporate security services, which is now a contracted service. Workload and staffing needs are based on the size, age, use, design and finishes of the Library's facilities. The additional traffic and use of the Library will have a significant impact on janitorial needs. Staffing and role and scope of services are also dependent upon partnership opportunities and procurement methods for any new facilities, including the Central Library facility. Climate controlled loading bays/docks are required.

**OTHER SERVICES AND
FUNCTIONS**

Introduction

This section reviews the role and scope of services of services and functions that support the Library and add to the dynamic nature of the civic precinct.

Parking Services

The availability of adequate parking is a fundamental element of Library accessibility for the future. To serve the Library's needs, area for parking for approximately 200 cars and bike racks must be provided in a convenient on-site location, preferably underground with direct elevator/stairway access to the Library concourse. The total number of stalls for the Library will be reviewed in the context of local building code and development bylaws, and specific conditions adjacent to the Library site.

Detailed local area planning will take into consideration the needs of not only the Library, but also the long-range development plan for the area.

Parking may be provided by the Regina Public Library, the City of Regina or a private developer.

**Public and Private Sector
Site Partners**

The development of the Central Library will provide opportunities for the inclusion of retail, private sector and public institutions that will enhance the presence of the new Central Library and ensure the new Library's role as a "destination" point for clients.

Some services can be included inside the Central Library, while others will be more suitable adjacent to the Library.

Opportunities for private sector development will be explored as a separate part of the current study. However, to determine market viability it is important to note whether the activity is suitable to be located inside the proposed Central Library, adjacent to but outside of the Central Library, or in the nearby vicinity.

The following may be compatible functions and services:

Inside the Library:

- Library copier and printing services; and
- Café.

In the Building but Outside the Library:

- Auditorium and conference facility with internal connection;
- Dunlop Art Gallery with internal connection;
- Wintergarden;
- Library store;

- Restaurant;
- Personal services (ATM, etc.);
- News/magazine sales;
- City client service centre;
- Community partnership space;
- Copy centre;
- Visitors centre; and
- Long term expansion.

In Adjacent Development:

- City/Provincial Archives;
- Commercial enterprises;
- Office space;
- Hotel;
- Residential, including high end condominiums and low cost housing;
- Daycare;
- Post secondary educational facility;
- Bookstore; and
- Kiosk for police department/social services for downtown area.

PHYSICAL PARAMETERS

INTRODUCTION

Physical Parameters identify the physical objectives and constraints within which the project should proceed. It includes design challenges, a sense of the overall size of the proposed Central Library based on library planning standards and benchmarking of comparable systems, a brief description of functional components to be accommodated and the identification of any other planning standards that should be taken into account.

DESIGN OBJECTIVES

Seven interrelated design objectives should govern the design of the library facility.

1. **Architectural and Civic Presence**

    The building should be a permanent addition to the fabric of the City, a destination revered and maintained by future generations.

2. **Human Physical Health**

    Design of the facility should promote the physical health of those who work in the building and those who visit the building.

3. **Public Safety**

    Design of the facility should promote the safety and security of all occupants and visitors.

4. **Human Psychosocial Health**

    Design of the facility should promote civic pride and personal well-being in those who work in the building and visit the building.

5. **Functional Suitability**

    Design of the facility should optimize efficient functional delivery of all library services and operations.

6. **Environmental Sustainability**

    Design of the facility should demonstrate leadership in sustaining local, regional and global physical environments.

7. **Integrated Design**

    Design should be undertaken using an interdisciplinary approach; design solutions will simultaneously integrate challenges originating from multiple functional and technical requirements.

1.   <u>**Architectural and Civic Presence**</u>

The Central Library is intended to be a permanent, dynamic, accessible, and symbolic community resource. Conditions that will identify the building as permanently meaningful to the community include:

1. *Image*

   The building image should be timeless, dignified, and striking;

2. *Dignity*

   The building must reflect the "formality" of a civic building and the "informality" of the inclusive community setting as an integrated civic landmark;

3. *Technical Innovation*

   The facility will demonstrate the principles of technical innovation and "green" sustainable building systems in an urban setting;

4. *Scale*

   The building will be a large institutional facility, yet it will also present a human scale to staff and the public;

5. *Legibility*

   The facility will provide a hierarchy of functional and attractive spaces from public areas to individual study areas; and

6. *Practicality*

   The facility will be characterized by visual and physical accessibility, yet it must at the same time be an environment that is carefully managed and securely controlled.

2.   <u>**Human Physical Health**</u>

The following conditions will promote human physical health:

1. *An Environment Involving No Pathogens*

   Environmental systems and operational protocols must minimize contaminants in the air, water, and/or materials in the building environment;

2. *Temperature and Air Movement*

   Passive and active environmental systems shall be designed to maintain thermal and respiratory comfort;

3. *Light*

   Design shall approximate natural light conditions by providing a variable balance of natural and artificial light;

4. *Acoustics*

   Ambient and incidental human and mechanical noise will approximate acoustical conditions found in nature;

5. *Ergonomics*

   All furnishings and fittings must reflect the physiology and dynamics of human form and human factors;

6. *Environmental Control*

   Environmental systems will allow individuals to control respiratory, thermal, visual, and ergonomic environments;

7. *Frequent Movement*

   The layout of spaces will allow multiple opportunities for frequent whole-body movement and exercise; and

8. *Shelter from Inclement Weather*

   The design of the building will include exterior features and conditions which provide ample shelter from wind, rain, snow and ice, exterior features which optimize public safety, and interior features which provide a public gathering place and refuge in inclement weather.

3. Public Safety

The building will include large and complex interior spaces. Staff and public safety must be a priority.

To this end, design solutions throughout interior and exterior spaces will integrate principles of Crime Prevention Through Environmental Design (CPTED). These are grouped into categories as follows:

1. *Territoriality*

   Design will clearly establish which spaces are private, semi-private and public;

2. *Natural Surveillance*

   Every space will be visible to some degree by people in adjacent spaces;

3. *Access Control*

   Each staff and public areas will include visible paths and approaches with controllable points of entry;

4. *Activity Support*

    Natural surveillance will be provided by activities taking place in or near the space; and

5. *Maintenance*

    Lighting systems, access control systems, and furniture and storage systems layout will be maintained to reinforce the preceding principles.

4. Human Psychosocial Health

Design components which promote well-being include, but are not limited to:

1. *Beauty*

    Beauty is essential to human well-being. Permanent and temporary works of art must be integrated throughout public and staff interiors and the general exterior environment.

    Aesthetically pleasing integrations of scale, proportion, form, colour space, and technology create psychologically uplifting experiences which:

    - validate the worth of every individual,
    - inspire the imagination,
    - promote use of the facility,
    - build a sense of ownership and stewardship, and
    - promote civic pride;

2. *Social Diversity*

    For many users, the Library will be the most public environment encountered in the course of their daily lives, a place which creates an opportunity for each visitor to feel a part of something greater.

    Design features should optimize contact with the wide variety of experiences offered throughout the building, including:

    - the very large numbers of people present in the building,

    - the presence of a range of abilities, ages, literacy levels, ethnicities, and cultures,

    - the sense that the scope of information includes all cultural and intellectual topics, and

    - the presence of individual interactive social activities;

3. *Individual Autonomy*

The user must be able to choose between participation in a vast social setting and the relative security of smaller scaled personal spaces, between levels of stimulation varying from the private to the interactive;

4. *A Sense of History*

The Library will be part of the age-old continuum of knowledge as well as the ongoing history of the City. Many users will have a sense of personal history that involves libraries and books. The Library will be expected to include the treasured old and the innovative new;

5. *Visual Diversity*

Space must not be visually or spatially monotonous. It must balance general and local imagery, and include:

- visual connectivity provided by sight lines, near and far views of interior and exterior activities,

- visual variety provided by spaces, forms, colour, patterns, and texture,

- visual harmony provided by complementary forms, colours, pattern, and texture, and

- visual continuity provided by consistent layouts and features that create a sense of predictable order;

6. *Non-Intrusive (but ubiquitous) Technology*

The Library will involve an extremely sophisticated technological environment. Services and workstations must be seamlessly woven into workspaces, as follows:

- technology must not compromise the elegance and functionality of adjacent spaces,

- technology must be conveniently located throughout collection areas and public workspaces,

- technology must not compromise space required for non-technological activities in staff workstations, and

- workstations allowing people to work individually or in groups;

7. *Environmental Equity*

Design will ensure that all building occupants enjoy the same quality of light, air, and comfort;

8. *Spatial Diversity*

Design will provide a hierarchy of spaces from the vast to the particular, offering experiences ranging from gathering and inspiration to seclusion and refuge;

9. *Sense of Interior Place*

Design must ensure that all users are provided with a clear sense of orientation, including:

- an intuitive layout of spaces,

- a consistent approach to vertical circulation systems,

- views of key interior places and features, and

- legible pathways, interior streets and squares and destinations; and

10. *Sense of Exterior Place*

The Library is a key participant in the cultural and intellectual and recreational life of the City of Regina. It must also provide users with a sense of participating in the urban life of the city. Design must provide:

- visual contact with ephemeral natural conditions and processes: human and plant life, changing light and weather conditions, and

- visual contact with changing urban conditions and activities.

5. Functional Suitability

Functional suitability will be achieved through the following:

1. *Functional Clarity*

User confidence and self-direction must be optimized by a transparent functional layout, including:

- self-evident, convenient and predictable locations and layouts of key functional elements, resources and service points, and

- self-evident predictable locations of key building elements- stairs, elevators, and washrooms;

2. *Security of Collection Resources*

    Design will ensure the technical proficiency of all storage and materials handling spaces and systems required to preserve and protect Library collection resources;

3. *Spatial Suitability*

    Location, scale, dimensions and environmental qualities of all spaces must support the functions for which those spaces are intended.

    Workspaces must be sufficient to avoid overcrowding.

    Design must provide optimal efficiency of all materials handling systems and supporting processes;

4. *Anticipation of Change*

    Design will include space that will allow for short term tenant occupancy and future Library expansion.

    Design solutions will allow for future modifications that can be achieved without compromising the functional integrity and permanent systems of the original building;

5. *Appropriate Building Systems*

    Design must assess the complex functional requirements of all building systems and ensure that systems address all performance conditions inherent in those requirements; and

6. *Operations and Maintenance Efficiency*

    Operation and maintenance efficiency must be considered as an essential feature of the design starting in the schematic design phase.

6. Environmental Sustainability   The Library desires to incorporate principles of environmental sustainability in its facilities and various building systems.

Environmental sustainability may be addressed through consideration of the following:

1. *Use of natural energy sources*, including:

    - available natural light,

    - available renewable energy, such as passive energy acquired through building massing and orientation; and active technologies, which may involve combinations of cladding, smart glazing, shading panels, curtain walls and rain screens, and

- traditional and non-traditional energy sources; and a green roof system;

2. *Inclusion of:*

   - water and solid waste recycling and reduction systems and programs,

   - natural ventilation and computer-driven HVAC systems designed to balance heat generated by people, lighting, computer equipment and natural sources in order to reduce costs for heating and cooling, and

   - motion sensitive lighting controls;

3. *Materiality*

   Considerations around building materials include:

   - minimum amount of material required to address any particular design and functional requirement,

   - avoidance of any substance with ozone depletion potential in excess of 0.05,

   - materials selected with full consideration of embodied energy and toxicity involved in extraction, manufacture and transportation,

   - natural materials used in their natural condition,

   - water-based adhesives,

   - paints without fungicides or biocides,

   - a minimum of fixed partitions and structural capacities which allow for optimal flexibility and reorganization,

   - sustainable harvested woods,

   - non-toxic materials,

   - reclaimed and recyclable materials, and

   - regionally originating materials.

4. *Energy Efficient Systems*

   Design should meet the requirements of ASHRAE/IES 90.1 and C-2000.

   Compliance of the design relative to requirements should be determined using computerized energy simulations.

The annual purchased energy cost of the C-2000 building may be no more than 50% of ASHRAE 90.1 requirements for office buildings.

The annual source energy consumption of C-2000 buildings, where a source energy adjustment factor of 3.0 is applied for electricity, may be 50% of ASHRAE 90.1 requirements. A source energy requirement is intended to take into account the environmental impact of producing electricity;

5. *Construction Impact*

   Impact of construction should be taken into account including:

   - site decontamination and restoration,
   - site ecosystem protection,
   - ozone layer protection,
   - minimization of water use,
   - construction waste reduction and management, and
   - minimized emissions during construction;

6. *Longevity of Building Systems*

   Design should include systems with proven long life spans.

   Design should consider minimizing the impact of future solid waste disposal and the amount of materials required for the replacement and renewal of building systems; and

7. *Life Cycle Costing*

   Life Cycle Costing should be considered to evaluate and optimize the effects of environmental system, using a comparison between a base building and the proposed building.

   Assumptions should be clarified outlining the capital and operating costs of the base building and proposed building.

   Assumptions should be clarified regarding the lifespan of systems of the base building and proposed building.

7. Integrated Design

The building, and its constituent building systems, should be conceived of as an integrated, synergistic organic whole, in which each system is evaluated, selected and designed to be, greater than the sum of the parts.

The design process may be characterized by the following:

1. *Design Process*

    Architectural concepts should not be developed in isolation from standards and objectives for general building and individual library component operations and technical systems design and performance.

    Technical sub-consultant expertise should be included from the outset in the assessment and affirmation of project objectives, determination of design solutions, performance standards, systems evaluation, and impact of building systems on each other; and.

2. *Design Solutions*

    Schematic design and detailed design should develop solutions that aesthetically and operationally blend functional, architectural, spatial, and environmental systems.

FUNCTIONAL SPACE TYPES

Eight functional spaces types are under consideration:

Community Forum

1. Community gathering space;

Library Space

2. Public accommodation and e-access;
3. Collection (includes storage, display);
4. Art Gallery;
5. Staff workspace;

Ancillary Space

6. Leasable space;
7. Expansion space; and

General Support

8. Parking.

GROSS SPACE REQUIREMENTS

Preliminary gross space requirements calculations have been undertaken prior to master programming. These calculations include both formula-based library planning standards as well calculations based on benchmarked libraries.

It should be emphasized that formulae and standards generate preliminary approximations only, and do not necessarily account for recent library planning trends and the unique features of the proposed Central Library such as the Dunlop Art Gallery, the need for major public auditoria/meeting facilities, the Film Theatre, Prairie History Room, equipment intensive activities, leasable space, expansion space, etc. In addition, the Library is used by non-residents of Regina.

In addition, the wide range in space grossing factors that result from different designs cannot be accurately reflected in formula-based calculations.

Calculations

In order to reflect projected library collection size and a growing City population, a Central Library building should be planned to accommodate growth to a planning horizon of at least 25-years (to 2034). The following general formula can be used to approximate the overall size of a Central Library:

Gross space required = projected population x 0.60 gross ft^2 per capita where the Central Library coordinates a distributed system with a number of branches but has an expanded mandate for visual arts associated with the Dunlop Art Gallery, and is the central focus for a public meeting area. This represents a warranted increase from the commonly used 0.45 to 0.60 gross square feet per capita.

Gross space required = 250,000 people x 0.60 gross square feet per capita = 150,000 gross square feet.

Benchmark Comparisons

A comparison of benchmark library systems indicates that the Central Library of approximately 150,000 square feet is reasonable.

The following table provides a comparison of library systems with a population between 150,000 and 355,000. Of the 10 systems only Salt Lake City, Utah and London, Ontario have had recent Central Library projects.

City, Province/State	Population	Geog. Area (sq.miles)	Central Lib. Area (sq. ft.)	Area per Capita (Central)	Branch Lib. Area (sq. ft.)	Total Area (Central + Branch)	Area per Capita (Cent + Branch)	Branches	Book Mobiles
Salt Lake City, UT	178,858	111	240,000	1.34	54,500	294,500	1.65	5	-
Regina, SK	**187,000**	**43**	**73,000**	**0.39**	**81,500**	**154,500**	**0.83**	**9**	**-**
Des Moines, IA	198,682	90	110,000	0.55	66,650	176,650	0.89	5	-
Spokane, WA	202,900	60	87,405	0.43	58,059	145,464	0.72	5	1
Burnaby, BC	205,477	37	61,000	0.30	38,000	99,000	0.48	3	1
Saskatoon, SK	207,200	68	78,000	0.38	65,368	143,368	0.69	6	-
Kitchener, ON	213,304	50	81,850	0.38	44,590	126,440	0.59	4	-
Windsor, ON	216,473	111	101,467	0.47	55,206	156,673	0.72	9	-
Lincoln, NE	261,742	839	67,910	0.26	188,400	256,310	0.98	7	1
London, ON	355,596	163	188,179	0.53	125,000	313,179	0.88	15	1
Average	222,723	157	108,881	0.50	77,727	186,608	0.84	7	-
Suggested Future Regina	250,000		150,000	0.60	104,320	254,320	1.02		
Change From Existing	34%		105%	54%	134%	101%	72%		

[pink box] *Canadian Library System*

Sources: All information for systems except Windsor is from Public Library Data Service Statistical Report 2008; Windsor information from CULC 2006

Notes: All Operational Budget figures except Windsor's are in $US.

The table shows that:

- The average area per capita of the comparator systems <u>central libraries</u> is 0.50 square feet, about 60% of the overall per capita average for the comparator <u>systems</u>, which is 0.84 square feet;

- Regina Public Library <u>system</u> per capita area is just shy of the average of the systems. The per capita area of RPL's <u>Central Library</u> is about 20% less than the per capita average of the Central Libraries and is over 30% smaller than the average size of comparator libraries.

FUNCTIONAL COMPONENTS

The following functional components, which are described more fully in the Master Program, are proposed for the Central Library:

A.   Community Forum and Conference Facility

A.1   Concourse/Wintergarden

Concourse atrium and Wintergarden with multiple access points and entrance to the Library, to auditorium and meeting rooms, to the Dunlop Art Gallery and access to leasable space;

A.2   Film Theatre (Auditorium) and Seminar Facility

Congregating space for Library programming and community events, including cinematic theatre, presentations, and productions;

B.   Library Services

B.1   Orientation and Information Services

Arrival, orientation and departure functions, including internal Library foyer, book/non-print materials drops, registration, check-in, checkout, self check-in and out, inter-library loan/holds pick up, information and orientation services, community notices and security checkpoint;

B.2   Browsing Library

New and popular titles from all subject areas, reader's advisory service, multiple bookstore displays, AV collection, the majority of magazines and newspapers, Library café, Global news centre fireplace and reading area;

B.3   Children's

Children's collection, program areas, including reading, technology and activity spaces, service desk and staff workspace, and early literacy centre;

B.4   Young Adults

Teen collection, services and resources, and program areas, reading, technology and activity spaces, reference service point and staff workspace;

B.5   Literacy and Outreach Services

Literacy collection, program area including small meeting rooms and Literacy Services staff area, Outreach collection, service point, and Outreach Services staff area;

B.6   Fiction Collection and Services

Fiction collection, informal reading, technology and activity spaces, readers' advisory service point, Writer-in Residence, writers lab and staff workspace;

B.7   Technology Centre, IT and Virtual Services

Reading, technology and activity spaces, reference service point and staff workspace, media and emerging technology laboratory and training room computer room, staging and repair space and

Information Technology, Virtual Services and Marketing and Communications staff workspace;

B.8   Non-Fiction Collection and Services

Straight Dewey run with focus areas for business, languages and literacy and travel, biographies, selected magazines, reading, technology and activity spaces, reference service point(s) and staff workspace;

B.9   Prairie History Room

Includes special collections and local history collection in open and closed spaces, secure reading, technology and activity spaces, service point and staff workspace;

B.10   Dunlop Art Gallery

Art gallery, public workshop space, bibliographic collection, office area, and secure storage;

C.   Support Services

C.1   Library Director's Office

Office and office support for Library system and Central Library administration and management, as well as for the Library board;

C.2   Administration and Staff Amenities

Office and office support space for the Business office, Human Resources, Programs and Development office, as well as staff lounge and small gym;

C.3   Collections Development, Acquisitions/Cataloguing and Processing

Office and Support space for Collections Development, Acquisitions, Cataloguing and Processing;

C.4   Operations and Maintenance

Building operations, shipping and receiving, sorting room, mailroom, circulation services marshalling areas, short term storage, and long term storage;

D.   Ancillary Space

D.1   Retail and Community Services

Services and functions that add to the dynamic civic environment and support the needs of Library patrons

and residents of Regina, including Library store, food services, copy services and commercial enterprises;

D.2   Long Term Expansion Space

Office oriented space, with separate access that provides future expansion potential for the Library with full integration; and

E.   General Support Space

E.1   Parking

For 250 vehicles, including Library delivery vehicles, and outreach vehicles.

INTRODUCTION

This section reviews the existing site and Central Library facilities. This section is useful to determine the scope of opportunities for redevelopment of the existing site as well as the redevelopment of the existing Library facility for either the new Central Library or for other developments.

The Site Analysis provides:

- An overview of the urban context, both in terms of surrounding development and current and future traffic flows;

- A sun study;

- A review of the opportunities and constraints presented by the site; and

- A functional analysis of the site.

The Existing Facilities Analysis section provides:

- An overview of the building systems analysis, the full study provided in Appendix A – Central Branch Interim Existing Facility Analysis; and

- A functional analysis of the facility on a floor-by-floor basis, indicating both strengths and weaknesses of the facility to support library functions.

The Existing Facilities Analysis indicates that while the existing Central Library has been well maintained, the Library Building suffers functionally, primarily due to overall building layout and the vertical circulation systems. For instance, a single elevator is used for the public and staff and as a service elevator. It is also used as a through-corridor, linking the loading dock with the main public floor. The elevator is located within the Library's security zone, yet must serve functions that operate outside of the Library's hours of operation.

SITE ANALYSIS

Surrounding Development   The diagram on the following page provides a preliminary review of the surrounding buildings, to gain an appreciation of site context.

Regina Public Library
- constructed in 1965
- split level main floor
- example of international style of architecture

Regina Telephone Exchange
- 1912, Storey and Van Egmond
- Sask Sport offices
- a designated Heritage Property

Sasktel Switching Station Building
- highly secure 1970's construction
- no street engagement

Bank of Canada Building
- part of the 6 storey urban wall around Victoria Park
- constructed in 1962

City Hall Parkade
- Proposed retrofit to include the City Transit Centre
- Possible expansion to provide additional parking or possible development

McCallum Hill Tower 1, 1983.
- a landmark tower on the park

City Hall
- Designed in the 1970's
- forms a wall to pedestrians along Smith St.

Masonic Temple
- Masonry construction
- Not a designated Heritage Building
- Classic stone detailing at windows and entry

Canada Life Building
- constructed in 1992
- Post modern addition to the urban fabric

CRA Building
- Houses Canada Revenue
- not a significant public building
- very unfriendly facade along Smith St.

The Balfour Building
- a designated Heritage apartment building that has been converted to condominiums.
- Masonry construction with stone detailing in excellent condition
- 1929 Storey and Van Egmond

Knox Met. Church
- a designated Heritage Building and significant cultural entity in Regina
- West addition in tyndall stone is a poor architectural addition to the facility

First Baptist Church
- forms part of the "heritage" centre of Regina
- Classical Revival Style from 1906
- a designated Heritage Building

Land Titles Building
- completed in 1910
- home of the Sask Sports Hall of Fame
- designated Hertitage Building

Hotel Saskatchewan
- the south "urban wall" to the park
- a designated Heritage Building

WOW PROJECT

Regina Public Library- Urban Context Study
The Library Environs

Regina Public Library

*Central Library
Development Plan*

Section 3: Site & Existing Facilities Analysis

SITE ANALYSIS

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Pedestrian and Vehicular Traffic   The following diagram identifies pedestrian and vehicular traffic flows in the immediate area.
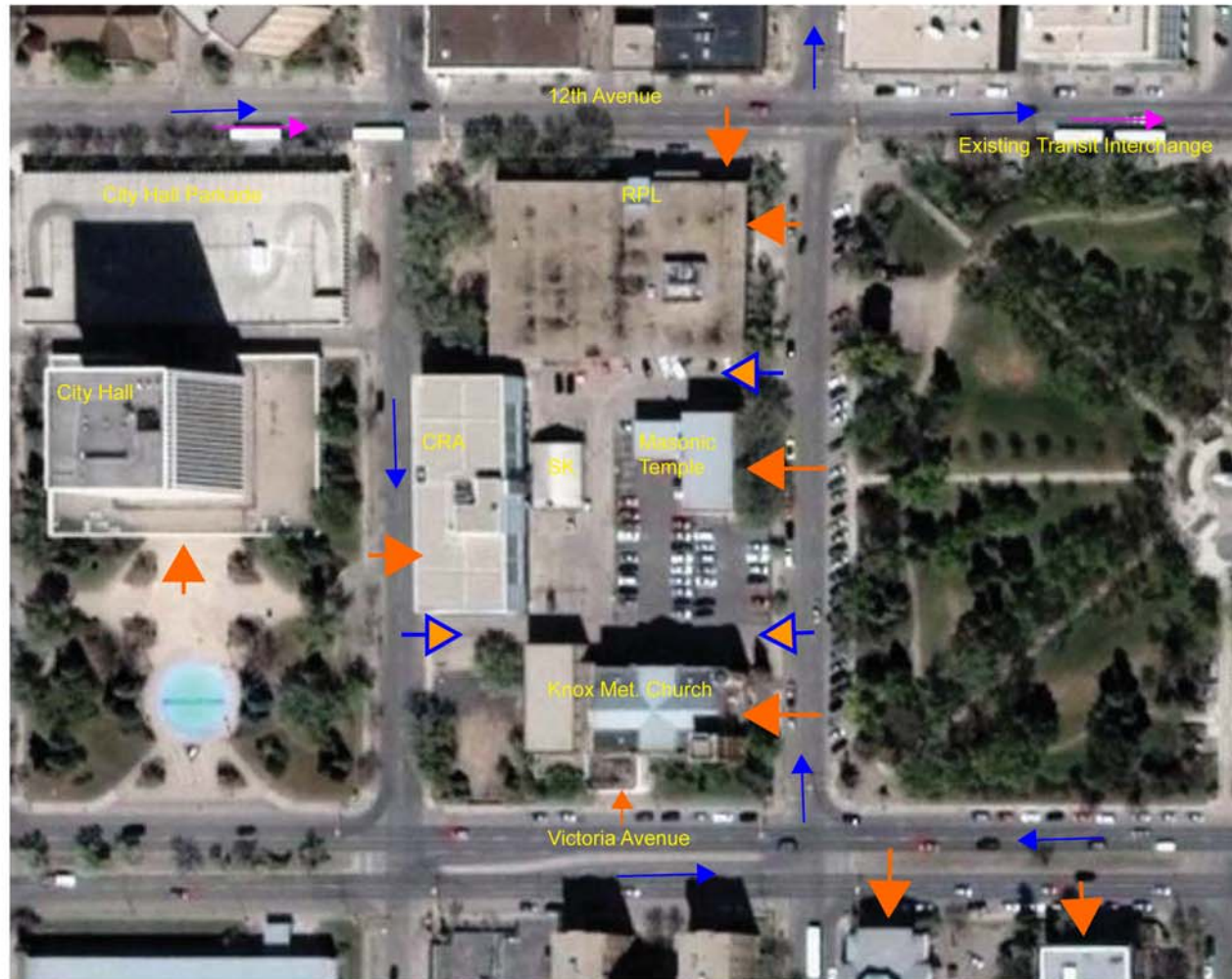
Satellite Image
Existing Site Conditions
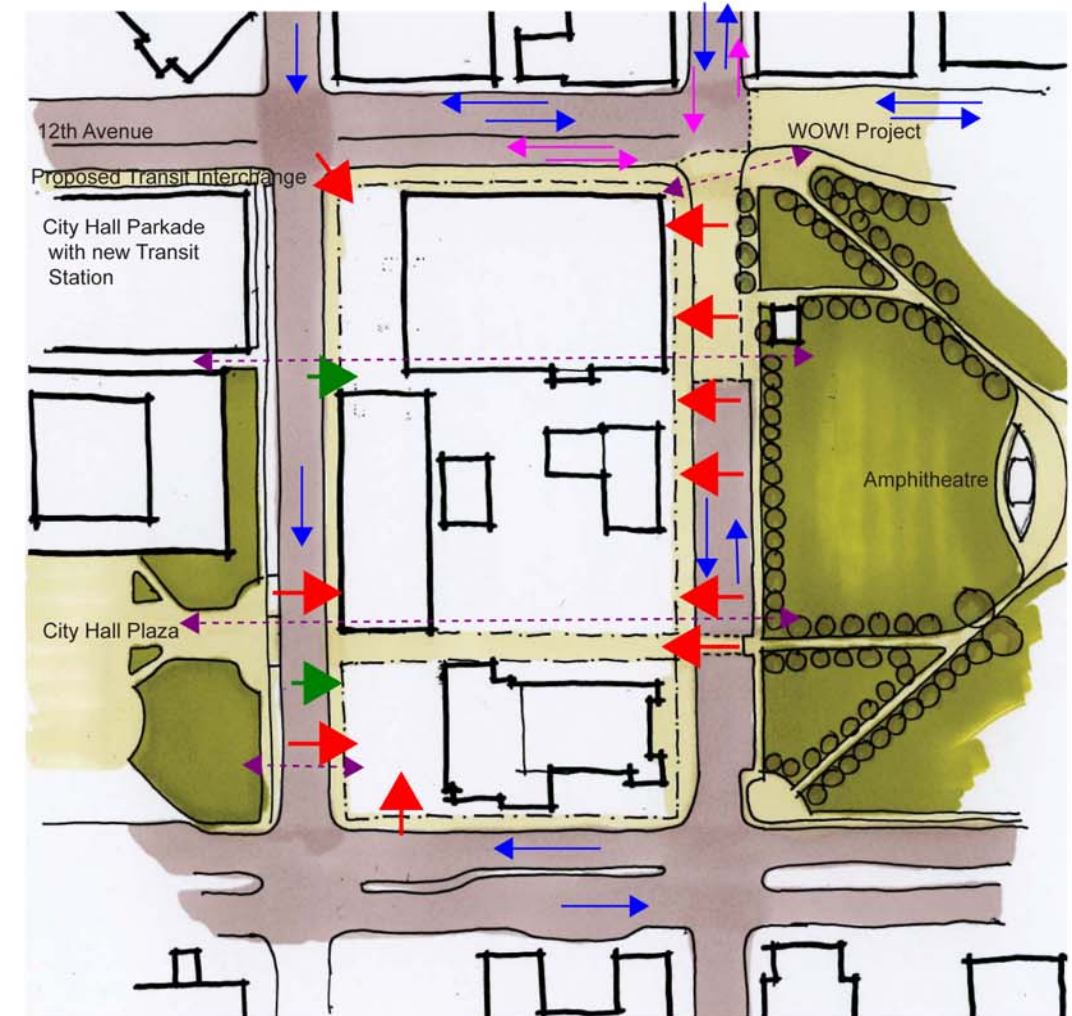
Concept Sketch
Proposed WOW! Project
and
Traffic Revisions

Notes
- 12th Avenue becomes a two way street
- the existing transit interchange moves west on 12th Ave. and is located to the north of the RPL and City Parkade blocks
- the transit interchange divides 12th Ave. into segregated bus/ vehicular traffic lanes
- Smith St. remains one way
- Lorne St. becomes a two way street
- Lorne Street is now a multipurpose street with tamed traffic
- angle in parking on Lorne is eliminated in favour of "nose-in" and parking on the west side of the street is eliminated

Key

Vehicular Traffic (arrow indicates direction of travel)	Possible Future Site Access Points — Pedestrian
Bus Traffic	Vehicular
Existing Building and Site Access Points — Pedestrian	Critical Connections
Vehicular	

Regina Public Library- Urban Context Study
Parking, Site Access, Traffic and Bus Study

Sun Study

The following diagrams indicate the availability of sunlight at various times of day in Summer and Winter.

Winter Morning

Summer Morning

Satellite Image
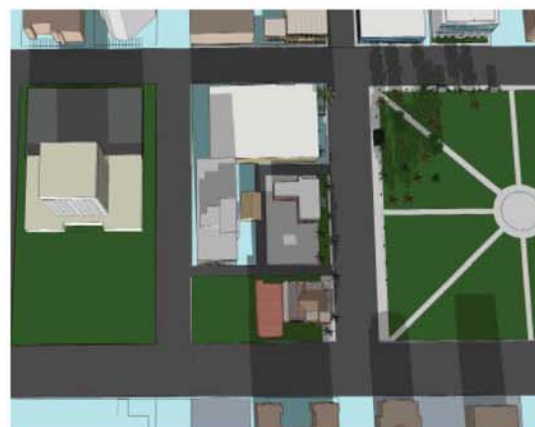
Winter 12 Noon

Summer 12 Noon

Winter Afternoon

Summer Afternoon

Summer Late Afternoon

Regina Public Library- Urban Context Study
Sun Study

Regina Public Library

*Central Library
Development Plan*

Section 3: Site & Existing Facilities Analysis

SITE ANALYSIS

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Site Constraints And Opportunities

The Site Constraints and Opportunities diagrams identify possible impediments to development as well as opportunities for future development to accommodate both the Library Building and other site development.

Site Plan - Constraints
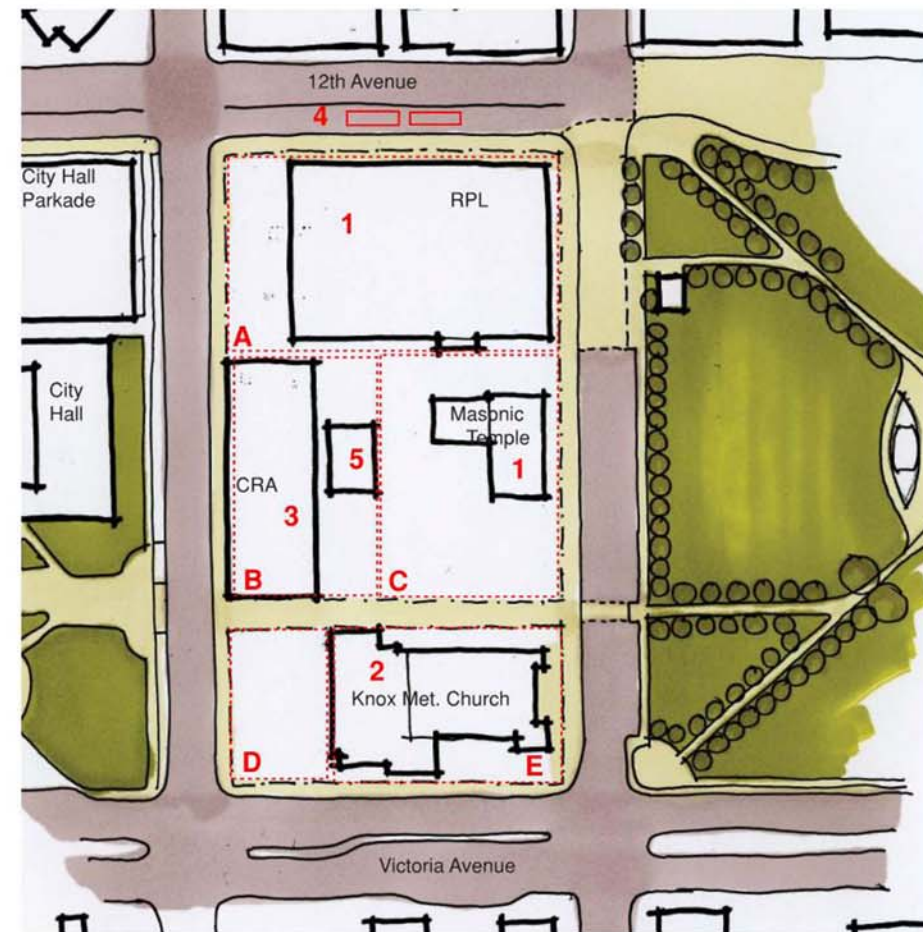
Notes: (Constraints)
1. The existing block contains buildings with possible heritage value, including the Masonic Temple and the existing RPL building.
2. Knox Metropolitain Church is a designated Heritage Property, however the Annex is not.
3. The existing CRA Building has had significant investment by the Federal Government in interior upgrades over the last 10 years, including mechanical and electrical upgrades.
4. The proposed Transit Interchange on 12th Ave. between McIntyre St. and Lorne St. will create standing buses with stops varying from 2 to 5 minutes.
5. The Sask Power switch Station will require removal or will have to be moved to a subgrade location on the site.
6. The Block is currently owner by 5 different owners, not including the Sask Power Switch station (identified as A,B,C,D,E on the above plan.

Site Plan - Opportunities
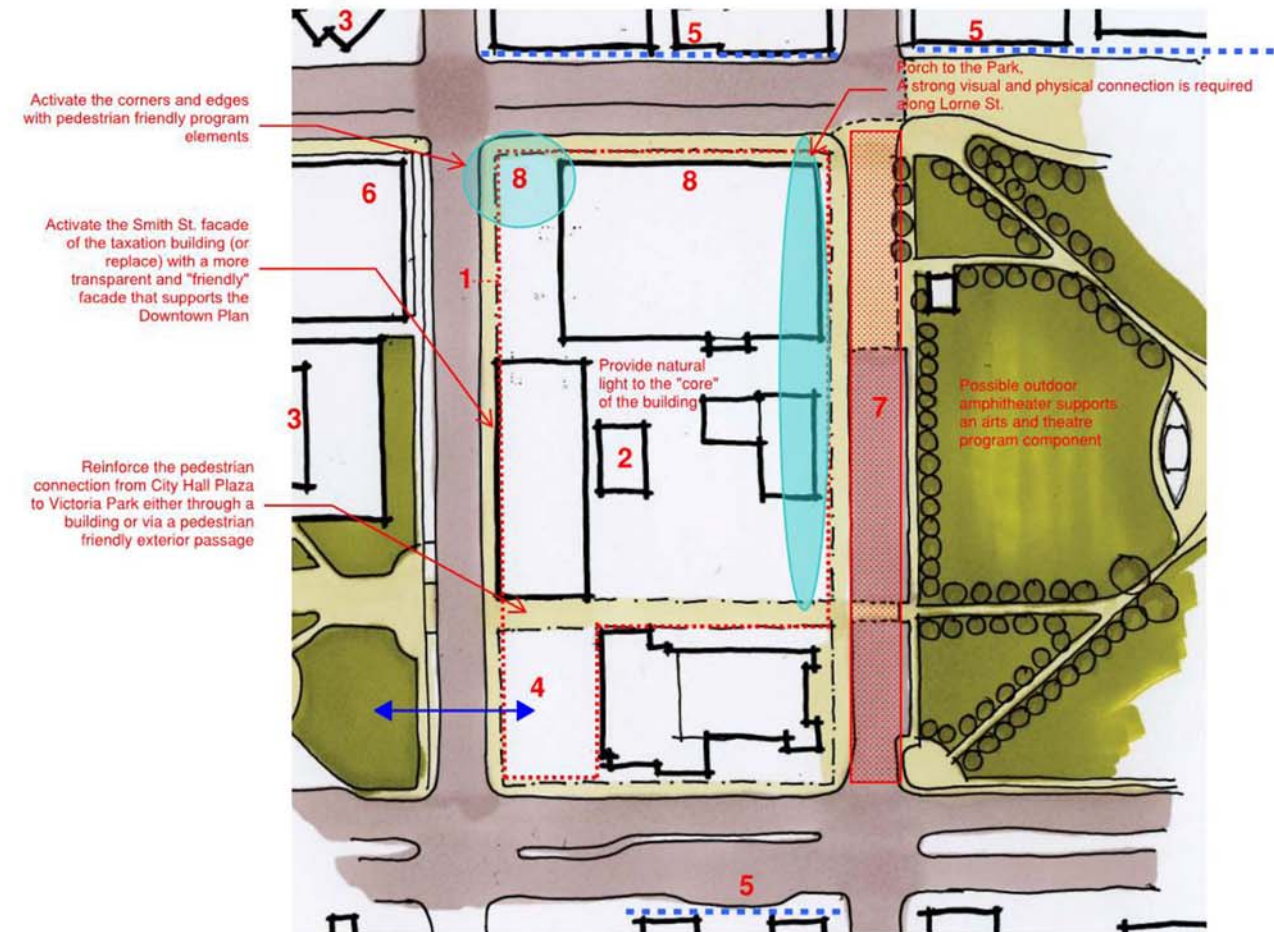
Notes: (Opportunities)
1. The overall site, excluding the Knox Met. buildings provides an overall footprint of approximately 115,000 s.f., which will accomodate over 300 underground parking spots on one level.
2. The Sask Power switch station equipment is past its life expectancy and indications are that Sask Power would like to replace this equipment and move it to a sub-grade location.
3. The adjacent towers (City Hall, Triannon, as well as the towers on Scarth St.) set a precedent for vertical development.
4. The south west corner of the site provides an opportunity to connect to City Hall Plaza with a building that could house some City operated space.
5. The adjacent buildings surrounding Victoria Park form a 3-6 storey (minimum) urban "wall" defining the Park space. The RPL site can accomodate a comparably sized development and be withing the Downtown Plans development density guidelines.
6. Additional development above the City Hall Parkade is possible, with a "plus 15" connection to the RPL site.
7. Lorne St. can be developed as an urban plaza with tamed parking, extending the WOW! project south to include a plaza in front of Knox Met. complete with on street parking that can be closed during events.
8. CRU's along 12th Ave. could be very successful if supported by the transit interchange.

Regina Public Library- Urban Context Study
Site Constraints and Opportunities

Regina Public Library

*Central Library
Development Plan*

Section 3: Site & Existing Facilities Analysis

SITE ANALYSIS

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Site Functional Analysis

This section reviews the functional qualities of the existing Library site.

Building makes little contribution to *urban fabric* along 12th Avenue

Open-air covered entrance collects refuse and is not well used

Wheelchair access is lengthy and not weather protected

Poor access with confusing location of external materials drop

Library entrance is not oriented to park

No covered bike parking available

Outdoor space is not well programmed and does not relate to any entrances

Poor placement with orientation of loading dock to public view

Loading zone too small and undefined

Insufficient parking for staff and no public parking

Service access conflicts with pedestrian traffic and staff parking area

12 Avenue

Smith Street

Lorne Street

EXISTING FACILITIES ANALYSIS

BUILDING SYSTEMS ANALYSIS

P3 Architecture assembled an Existing Facility Analysis report based on previous studies and documentation (refer to Appendix A: Regina Public Library – Central Branch Interim Existing Facility Analysis (P3A Architecture). As noted, the report was prepared prior to results of the overall Central Branch programming analysis and development expansion options being completed and only deals with the existing conditions. This report provides an architectural assessment of the Central Regina Public Library including building envelope and building code requirements, exterior finishes, and interior constructions. Mechanical, structural, and electrical systems were also included. Possible solutions to resolve current issues/ deficiencies are provided.

Modification to recommendations may occur in the final report, depending on the direction selected for the redevelopment of the Central Branch.

FACILITY FUNCTIONAL ANALYSIS

To contribute to the Existing Facility Analysis, RPG prepared the following diagrams in order to provide a functional analysis of the existing Regina Public Library facility. This functional analysis provides comments related to a functions location and adjacency to other Library functions, material and patron flow information, as well as general observations regarding the library's existing functional strengths, weaknesses and potential areas for improvement.

Floor Level 0

Theatre stage is too high for many functions and only accessible from the audience side

Theatre IT does not easily support computer presentations

Cataloguing & Processing workflow and access is adequate

Staff on Level 0 have limited access to daylight or views (int./ext.)

Wheelchair access to viewing areas in Theatre is limited

Theatre storage not accessible when stage in use

Access to IT IT can only be accessed by going through other functional areas

Size of elevator is too small for movement of materials

IT area needs to grow to accommodate Virtual Services

No easy wheelchair/ elevator access to auditorium when the Library is closed

Children's washroom is a feature but small for children needing assistance

Office areas should be on one floor or stacked vertically

Noise interference between Film Theatre and Children's Library

Self-checkout station is not provided

Stroller access to Children's Library only via outdoor ramp then elevator

Limited views to exterior

Service elevator is remote creating difficult access to workshop and storage for DAG and RPL

Should only need one staffed check-in/out counter not two

Collection and program area too crowded

Poor ventilation and acoustics around Puppet Theatre

Main access to Program room is through collection area – should be closer to entrance

C2, C4, A2, C3, C2, B7, B2, C3, C1, A2, C2, C3, A1, B8, C2, C4, A3, C2, C4, B3, A3

Floor Level 1

Circulation Desk is large and impenetrable; Internal materials drop and sorting works well

Loading dock/stating – and the mail rooms do not work well; they are small and crowded

Prairie History Room would be better suited to Floor Level 2 location

Only one elevator for public and service functions

Overflow Circulation desk is confusing; poor security

There is no public washroom on this Level

The Business Office is in prime public location

Non-Fiction Collection is well organized around the perimeter – insufficient opportunities for displays of materials

Outreach Service's entrance is not well oriented to patrons; closed stacks are in prime public location with views to park

Lobby area is under-programmed and under-used

Views only to dead wall

Lobby area is not air-conditioned

Functions on this level (Level 1) should be on Level 2

Lobby noise interferes with adjacent meeting room space

Library entrance is too small and creates cross-traffic flow issues

Stairwells connecting Level 1 and 2 are not easily visible

External material drop interferes with Library access and looks messy when full

Fiction Collection is crowded and has no patron seating

Self-serve checkout is located too close to the exit

Escalators are not visible from Library entrance

More power outlets are needed for laptop use

DAG is nicely visible from entrance but there is no provision to control access to the remainder of the library during office hours events

Open area creates noise control issues

Young Adults is very small; no patron seating or program area

Entrance passage way is long and narrow, constraining traffic flow

C2 · C4 · C4 · B9 · C2 · B5 · B1 · B8 · A1 · A3 · B4 · B6

Floor Level 2

Computer Lab is not well ventilated; it does not support programming

Meeting rooms cannot be accessed after hours and are not visible to those outside of the meeting rooms

The Literacy Collection should include small breakout rooms and computer access

Views to the park should be given to the public

Writer-in-Residence office should be with Fiction area

Office areas could be all on one floor or stacked vertically

Circulation through Literacy is limited/congested

Boardroom acoustics suffer from noise from lobby below

Open area to floor below creates noise control and material flow issues

Single elevator is used for both public and staff, brings public to centre of administration area; means long distance for moving materials for reshelving

Magazine display limits views within the library and has limited seating options

Staff washrooms should be provided

Many of the functions on this Level should be on Level One

A2 B7 B8 B6 C1 B2 B5 C2 B7 MECH C2 B2 B1 B6

INTRODUCTION

This section includes General Planning Criteria and Component Planning Criteria. Together, the General Planning Criteria and Component Planning Criteria provide the directions for physically organizing the various functional components of the Central Library on a site.

The information was developed with participants from Regina Public Library in a series of user group meetings.

The following table provides a summary of component areas in component gross square feet (CGSF):

Summary of Master Program

Component	CGSF
A Community Forum	
A1 Concourse/Wintergarden	7,050
A2 Film Theatre (Auditorium) and Seminar Facility	9,905
B Library Services	
B1 Orientation and Information Services	2,775
B2 Browsing Library	9,625
B3 Children's	14,435
B4 Young Adults	3,465
B5 Literacy and Outreach Services	4,090
B6 Fiction Collection and Services	10,525
B7 Technology Centre, IT and Virtual Services	9,090
B8 Non-Fiction Collection and Services	22,615
B9 Prairie History Room	3,220
B10 Dunlop Art Gallery	10,560
C Infrastructure Services	
C1 Library Director's Office	2,990
C2 Administration and Staff Amenities	6,255
C3 Collection Development, Acquisitions/ Cataloguing & Processing	3,935
C4 Operations and Maintenance	6,875
Library Total Component Area	**127,410**
Library Total Building Area	150,000
D Ancillary Services	
D1 Retail & Community Services	5,280
D2 Long Term Expansion Space	30,000
E General Support Space	
E1 Parking	45,000 to 90,000

The chart identifies the relative size of each component that is integral to the Central Library building. Not included in the chart are components D2 Long Term Expansion Space and E1 Parking.

Regina Public Library

Central Library
Development Plan

INTRODUCTION

Section 4: Master Program

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Chart Indicating Master Program Areas

Pie chart labels (clockwise):

- D1 Retail & Community Services
- A1 Concourse/Wintergarden
- A2 Film Theatre (Auditorium) and Seminar Facility
- B1 Orientation and Information Services
- B2 Browsing Library
- B3 Children's Library
- B4 Young Adults
- B5 Literacy and Outreach Services
- B6 Fiction
- B7 Technology Centre, IT and Virtual Services
- B8 Non-Fiction
- B9 Prairie History Room
- B10 Dunlop Art Gallery
- C1 Library Director's Office
- C2 Administration and Staff Amenities
- C3 Collections Development/Cataloguing & Processing
- C4 Operations and Maintenance

GENERAL PLANNING CRITERIA

The criteria described in this section have been developed as a guide to the planning and design team for use in subsequent stages of the project. These criteria are not intended to describe specific design solutions nor are they considered to be all-inclusive, but they do attempt to highlight key functional, operational and contextual principles that should influence planning and design. They are concerned both with general qualities and specific requirements that should be considered priorities for incorporation in the planning and design process.

The General Planning Criteria are organized and presented under the following headings:

- Site Design Criteria;
- Building Criteria; and
- Operational Criteria.

SITE DESIGN CRITERIA

The following site design criteria are intended to assist in the evaluation of block master planning alternatives, and to assist the Library design team in the development of schematic and detailed design.

Criteria are subdivided as follows:

1. Site Conditions;
2. Building Configuration;
3. Building Orientation;
4. Building Visibility;
5. Urban Integration;
6. Mixed Uses;
7. Access; and
8. Exterior Space Components; including:

- Parking and Sub-Grade Public Spaces,
- Sidewalk Interfaces,
- Forecourts and Main Plaza,
- Secured Exterior Spaces,
- Signage,
- Lighting, and
- Exterior Services.

1. **Site Conditions**

Geotechnical conditions must support delivery access and underground parking if approved, as well as the structure of the Central Library building.

The building must be light-filled. Daylight must be regarded a critical site resource. All design concepts for habitable space must consider the impact on the availability of natural light and the possibilities of capturing, deflecting and filtering sunlight and ambient light.

The site must be developed to allow opportunities for the cultivation of significant vegetation and landscaping.

Care should be taken to avoid the creation of inhospitable microclimate areas, including areas where snow can accumulate, where dense shade is created, or where strong winds are generated.

Site planning must minimize interference created by adjacent noise-generating activities.

2. **Building Configuration**

Configuration of the site should support both formal approaches appropriate for a facility with high civic value, and practical approaches required to serve complex materials handling functions.

Views to and from the Library's portion of the building should be maximized. These will be critical to the image of an open public destination.

The building must have at least one prominent façades facing Victoria Park.

Highly public Library spaces, both active and passive, should face the surrounding streets.

Traffic patterns within the site must be configured to maximize safety and minimize noise exposure in public areas.

3. **Building Orientation**

The orientation of the Central Library will be critically important for the following reasons:

- The surrounding buildings and streets may present unique opportunities for visibility and architectural interface;
    - the importance of exterior public space to the success of the Central Library may affect the siting of the building itself, and
    - the orientation of the Central Library must optimize access to sunlight on a year-round basis, ensuring that light will not be blocked by existing or future development;
- Similarly, the massing of the Central Library will require alignment with natural sources of daylight and solar energy;
- To meet the goals of energy-efficient sustainable design, each façade may require individual design treatment based on the degree of exposure to ambient solar energy;

- Smaller windows should be placed on the north side and larger windows on the south side to minimize heat loss and maximize solar gain during the winter;

- South-facing windows will require shade during warmer summer months to minimize solar gain during the cooling season;

- Sunshade devices must be designed to admit the low winter sun while blocking the higher summer sun;

- Deciduous trees may be used to admit light in winter and providing dense shade in summer for lower floors; and

- East and especially west-facing windows should be kept to a minimum; the sun is low in the morning and evening, creating glare and solar gain.

4.   **Building Visibility**
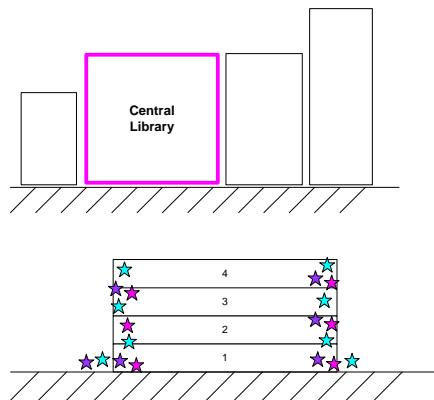
The Central Library should be situated to maximize its visibility from surrounding streets and from adjacent buildings. If part of a development it should have a strong building identity.

The Central Library must be prominent in the downtown core, along major view planes, and along major adjacent vehicular routes.

The world at large should be able to see into the Central Library and have a sense of the range of activities taking place (both during the day and at night).

The public and staff in the Central Library must also have a sense of the larger world about which they are learning and engaging. Views to adjacent buildings and streets will demonstrate this relationship.

The Central Library should be designed as a visual focal point in the urban environment and as a landmark within its urban context.

5.   **Urban Integration**

The scale of the Central Library will present a major challenge in terms of integration with the life and activity on the adjacent streets.

Regina Public Library

Central Library
Development Plan

GENERAL PLANNING CRITERIA

Section 4: Master Program

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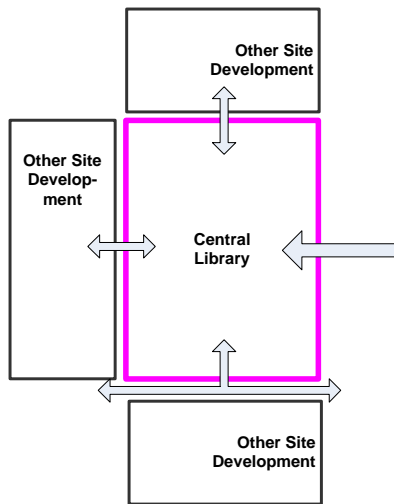
Every effort must be made to connect the activity of the Library, visually and physically, to the streetscape and block interior areas in order to increase the accessibility of the Library services and activities, to avoid monotonous and inactive perimeter spaces on street and sidewalk frontages, and to advance the notion of the Central Library as a major Regina destination.

The Central Library may provide a transitional experience between the downtown business/commercial community, the civic centre, and more residential/lower scale commercial neighbourhoods. This unique role should be carefully considered in terms of pedestrian flow through the block and the inter-relationships between the Library and other nearby activities/facilities.

6. **Mixed Uses**

This facility may incorporate leasable space at the ground level. Ground level space will include both retail/commercial activities adjacent to the street or through-block walkway.

Leasable space may provide the Library with a source of revenue and with active and vital neighbours that complement the Library's services.

Leasable spaces may have full sliding glass partitions that open the space fully to the adjacent concourse. Leasable spaces should have access from the surrounding sidewalks and walkways and extensive glazing at the sidewalk edge.

Synergistic activities may include:

- Transit station;
- Parking facilities;
- Library store;
- Restaurants, food services; and
- Additional small-scale public and retail services.

7. **Access**

The Library provides a free public service and therefore, the siting of the building must promote "universal accessibility". The building should be accessible and identifiable from as many approaches possible.

Despite the consideration that the Central Library should include a single controlled entry point, every effort must be made to develop a facility that is identifiable, approachable and accessible from all directions.

An anticipated potential of 4,000+ Library users per day may visit this building, as well as members of the community accessing the anticipated transit hub adjacent to the site.

Design should explore concepts that allow the main floor of the Central Library to be used as a major internal pedestrian corridor. Care must be taken to ensure that the security to the collection and Library resources are maintained and that operational costs are sustainable.

Pedestrian Access

Pedestrian traffic must flow easily into the building via sidewalk and plaza space leading to entrances into potential leasable retail space and the concourse of the Central Library facility.

Pedestrian routes to and from transit stops must include clear and appropriately scaled paths to public spaces in the Library building.

Public safety will be a pre-eminent concern. Principles of Crime Prevention through Environmental Design (CPTED) must govern the design of all exterior spaces.

Vehicular Drop-Off

Site development must include (in addition to the transit stop), taxi stands, bus stops, bicycle access and vehicle drop-off points for users.

Delivery Vehicle Access

The Central Library is the major hub of the Library system. There will be considerable movement of materials and staff between facilities, resulting in a requirement for a two-bay delivery access for the handling of materials on a daily basis.

Generally, 30-foot cube vans will be used, but there may also be semi-trailer deliveries to this building, depending on associated activities on-site.

There will be dedicated vehicular access to shipping and receiving underground delivery bays, and underground recycling and (secure and refrigerated) garbage marshalling areas. All vehicular movement areas should have a clear height of 13' 6".

An emergency electrical generator and fuel storage tank should be located in a sound-insulated enclosure at the shipping and receiving level, with exhaust vented to the roof levels. Fuel tanks, if required, will be filled from an exterior spout located away from pedestrian paths.

Private Vehicle Access

Dedicated access will be required to an underground public parking, and underground bicycle storage facility.

Regina Public Library

Central Library
Development Plan

GENERAL PLANNING CRITERIA

Section 4: Master Program

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8. **Exterior Space Components**

Parking and Sub-Grade Public Spaces

- Limited underground parking may be provided for users, staff, non-Library tenants and the general public. There will be no surface parking on the site.

- Underground structured parking should be explored with a parking capacity, if feasible, for at least 250 cars. Dedicated parking spaces should be provided including parking for the following:

    – persons with disabilities;
    – ambulance/police/emergency vehicles;
    – fleet trucks;
    – selected staff and volunteers;
    – selected Library staff;
    – garbage collection vehicles; and
    – bicycles.

- Sub-grade public spaces should be designed as attractive hospitable spaces, with features similar to above grade public spaces, including high lighting levels, and strong visual connections to grade levels and clear wayfinding.

Sidewalk Interfaces

- Grade level conditions adjacent to all sides of the building must protect the public from weather and invite visual contact with the main floor interior of the Central Library.

- Wider sidewalks, intermittent seating and vegetation should be used to create an animated zone between glazed ground floor interiors and adjacent sidewalks not directly adjacent to plaza spaces.

- Glazed units at sidewalk level should allow light to penetrate to the materials handling spaces in the lower level of the building.

Forecourt and Main Plaza

- Covered, weather protected forecourts must extend out from the main public entrances.

- Covered rain and snow protection must be provided at the separate staff entrance and entrance to any upper level leasable space. This entrance/exit will also function as the access and marshalling point for fire and emergency services.

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Section 4: Master Program

GENERAL PLANNING CRITERIA

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- Overhangs must be designed to deter the formation of icicles and remove potential threats to public health and safety.

- Sheltering overhead rain and lateral wind protection systems will cover some part of each of the major surrounding pedestrian pathways.

- Covered rain and lateral wind protection systems must be provided immediately adjacent to entrances to individual shops and services located in grade level leasable space.

- These features should not create a monotonous image or detract from the animation of the street frontage.

- Waiting areas must be provided at the forecourts adjacent to each entrance.

- A drive-by book drop connected to the interior sorting area should be considered; exterior book drops should be provided that connect to the sorting area on either side of the main Library entrance.

- Ramps and steps must be provided as required by accessibility codes with approved materials for wheelchairs.

- If possible, at least one programmable plaza area must be provided, allowing a public gathering of 150 standing people without interrupting pedestrian traffic in and out of the Library. This feature should be perceived as contiguous with the floor of the interior foyer.

- A prominent wind driven and/or illuminated landmark, iconic, Library sculpture/symbol should be considered.

Secured Exterior Spaces

- Secure bicycle storage areas must be located adjacent to main entrance plazas.

- Exterior spaces could include an enclosed and secured children's exploratory landscape area and a story amphitheatre.

- An exterior seasonal conservatory or roof terrace would be desirable adjacent to the staff lounge.

- There could be an exterior seasonal conservatory, roof terrace or observatory adjacent to Library boardroom.

Signage

- Large-scale signage should identify the "Regina Public Library Central Library" fixed in an appropriate location,

illuminated at night, and readable from a distance along main approaches.

- Electronic signage will announce current Library events and be visible from 200 feet away.

- Fronting plazas should feature at least four 10-foot tall electronic community event kiosks.

- Parking facility signage and access directions will be provided at grade.

Lighting

- The architecturally outstanding elements of the building should be illuminated.

- All lighting will be designed according to CPTED principles.

Exterior Services

- All services to the building and other parts of the site should be located underground.

- Exits will be required to the plaza(s) from underground parking, if provided.

- Pathways will be required leading to and from building emergency exits.

- Storage areas must be provided for equipment and supplies required to maintain the exterior including vegetation, irrigation systems, snow removal equipment, window washing equipment, fuel for snow blowers lighting and urban features.

- Landscaped and/or architectural enclosure must accommodate and conceal ventilation exhaust ducts serving underground parking areas.

- Peripheral service areas must be provided to accommodate equipment required for service access to the roof and the exterior envelope of the building.

BUILDING PLANNING CRITERIA

The following building criteria are intended to assist in the evaluation of block master planning alternatives, and to assist the Library design team in the development of schematic and detailed design.

Criteria are subdivided as follows:

1. Zoning of Public Floors;
2. Minimize Number of Public Floors;
3. Vertical Zoning of Building;
4. Consistent Organization of Floors;
5. Vertical Zoning;
6. Service Components;
7. Views for Wayfinding;
8. Provide for Independent Operation of some Functions;
9. Staff Work Areas;
10. Long Term Expansion;
11. Information Systems Infrastructure;
12. Flexibility; and
13. Avoid Disruptions in the Floorplate.

1. **Zoning of Public Floors**
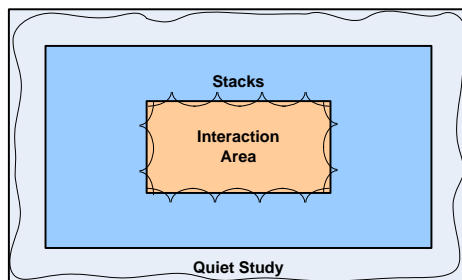
All public floors should be zoned with the public vertical circulation system central to the floor. Highly active and noisy functions, such as the photocopy centre, computer fields and service points, should be placed adjacent to the vertical circulation systems. Materials stacks should surround this area with quiet study areas at the edges. This will help to animate the edges and provide the range of environments patrons seek.

Stacks

Interaction Area

Quiet Study

2. **Minimize Number of Public Floors**

The number of public service floors in the Central Library should be minimized to reduce operational costs. Public service floors should be organized so that if multiple collections are situated on a single floor, staff of one of the service points can monitor activities across the entire floor, particularly at those times of lower patron demand. Staff cannot easily monitor areas of over 40,000 square feet on a floor.

3. **Vertical Zoning of Building**
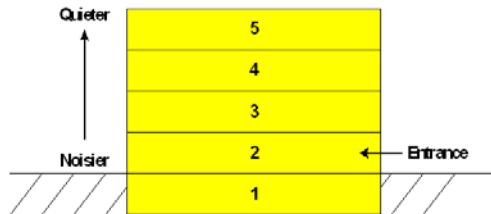
The Central Library should be organized with noisier, high demand activities on the lower levels and quieter, less accessed activities on upper floors. This will help to create the range of environments that patrons are seeking at the Library.

4. **Consistent Organization of Floors**
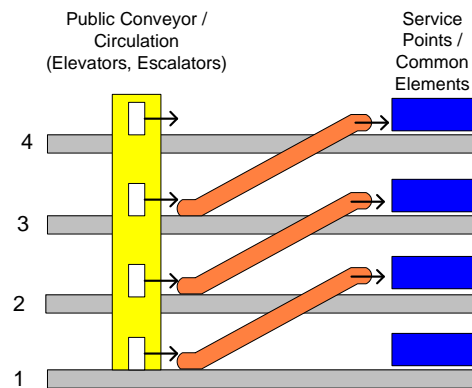
Each publicly oriented floor should have a similar organization and layout, with vertical circulation located in the same place on each level. Support functions, such as washrooms, photocopy centres and service points, should be also located consistently on each floor level.

5. **Vertical Zoning**
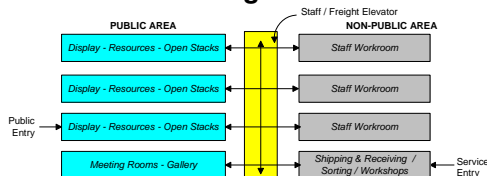
The Central Library should be organized to create a public vertical zone and a staff zone. Each zone should be served by separate vertical circulation systems. The staff elevator core should be adjacent to the public zone to facilitate the movement of materials.

6. **Service Components**

Functions of the Central Library that require use of the loading dock and shipping and receiving should be located in close proximity, and should be connected to the loading dock area by way of straight corridors with a minimum of turns or changes in elevation. The service elevator should be located in proximity to the loading dock to facilitate the transfer of materials and equipment to other levels of the building.

Regina Public Library

Central Library
Development Plan

GENERAL PLANNING CRITERIA

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7. **Views for Wayfinding**
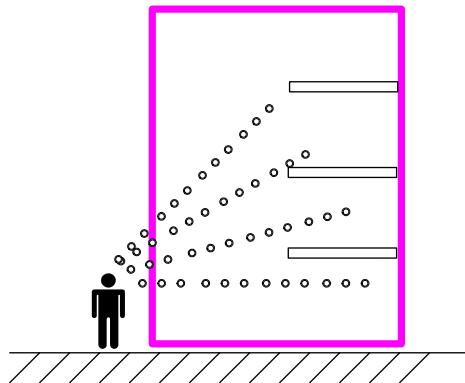
Patron wayfinding will be enhanced by providing views into the facility, making the various collections and public-oriented areas legible from the exterior and as patrons move through the entrance sequence. Concourses and open areas should be developed to provide patrons and visitors with views across and through the facility.

Views should be provided of all next steps in the arrival sequence: as patrons enter the Concourse they should be able to see the various destinations; as they enter the Central Library, they should be able to see entrances to the Ground Level public areas, as well as the elevator and other vertical circulation systems.

8. **Provide for Independent Operation of Some Functions**
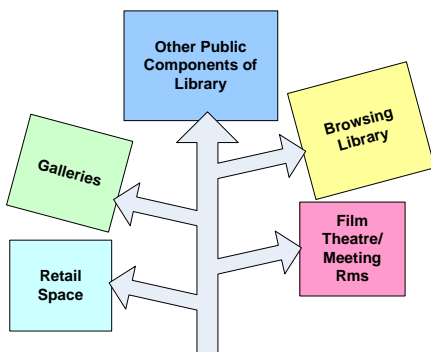
The Central Library should be organized to facilitate the operation of some functions when the remainder of the facility is closed. Functions that require access after typical Central Library hours of operation include the Film Theatre and public meeting rooms, the Dunlop Art Gallery's main gallery, and the Browsing Library.

9. **Staff Work Areas**

Staff should not only be organized in a stacked vertical zone, they should have access to natural light and views over a distance from their workstations. To maximize access to natural light, staff who work from workstations should be located adjacent to windows. Staff who work in offices should be located closer to the building core, with natural light available through the open office (workstation) environment. Other support spaces, such as meeting rooms, copy rooms and storage rooms should be located in the central core and away from windows.

10. **Long Term Expansion**
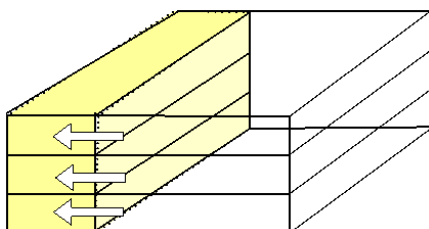
The Master Program anticipates the need for longer-term expansion of the Central Library, after the 25-year planning horizon of this study. While it may be easier to locate long term expansion on an additional floor above the proposed Central Library, for staffing efficiency, it is preferable to provide horizontal long term expansion space, so that each floor can be expanded, without the need to create more public service points. Any expansion should be contiguous with the floor plates of the proposed Central Library.

11. **Information Systems Infrastructure**

While the Central Library will feature wireless connectivity, it will be important to ensure that the facility can easily adapt to new technologies. The Central Library should also be flexible, allowing the easy reconfiguration of spaces. One of the easiest ways to achieve this is with a raised technology floor and carpet tiles.

12. **Flexibility**

One can be certain that through the life of the Central Library, renovations and reconfigurations will be required. This can be facilitated by creating consistent floor load capacity across the public floors, so that collections can be relocated. Stack areas will be more flexible if lights are perpendicular to the direction of the stacks, and preferably directed upward, reflected off white coved ceilings. The use of consistent room sizes for various functions will also assist in long term flexibility.

13. **Avoid Disruptions in the Floorplate**

Large spaces, such as atriums, that penetrate the centre of the public service floors add to a feeling of spaciousness and can assist with patron wayfinding by providing views to other Library functions. They can also be used to bring light into the centre of large floorplates. However, they should be used carefully with consideration given to the following:
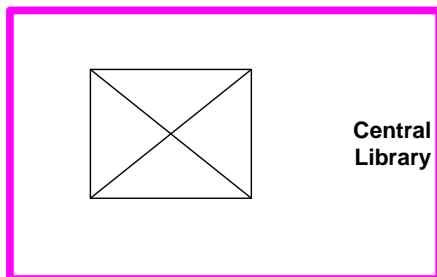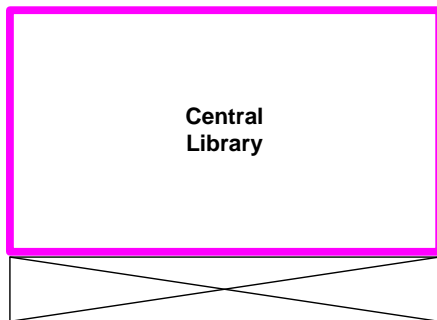
NOT THIS

- The logic of the collection should be maintained;

- The movement of materials for reshelving should be straightforward, and should not require significant "detours" around the atrium;

- Noise readily travels through atrium spaces and can disrupt the quieter activities that are usually placed on upper floor levels

- There may be code issues related to the kinds of activities that can be placed at the bottom of the atrium space; for example, some jurisdictions do not allow collections to be placed at the base level of an atrium; and

THIS

- An atrium in the centre of the floor may reduce the degree of long term flexibility that is sought after.

COMPONENT PLANNING CRITERIA

INTRODUCTION

The Component Planning Criteria determine the key elements of each component of the building as well as general profile of activities and area allowances. As the project moves forward, this information should be further developed and described in detail in a subsequent Functional Building Program.

Information below presents spaces grouped together into sixteen blocks or functional components for the Library and three ancillary general support components. Space quantities have been assigned subsequent to discussions with the Library. Those discussions focused on confirming appropriateness of the functional concepts and the functional groupings, identifying where possible the factors that will determine the space required – numbers of visitors, workstations, numbers of staff, collection size, equipment requirements, etc.

A building grossing factor has been added to the total net space to allow for building structure, movement spaces and systems, mechanical and electrical spaces, etc.

The components include:

A.   Community Forum

    A1   Concourse/Wintergarden
    A2   Film Theatre (Auditorium) and Seminar Facility;

B.   Library Services

    B1   Orientation and Information Services;
    B2   Browsing Library;
    B3   Children's;
    B4   Young Adults;
    B5   Literacy and Outreach Services;
    B6   Fiction Collection and Services;
    B7   Technology Centre, IT and Virtual Services;
    B8   Non-Fiction Collection and Services;
    B9   Prairie History Room;
    B10 Dunlop Art Gallery;

C.   Infrastructure Services

    C1   Library Director's Office;
    C2   Administration and Staff Amenities;
    C3   Collection Development, Acquisitions/ Cataloguing and Processing;
    C4   Operations and Maintenance;

D.   Ancillary Space

D1   Retail and Community Services;
D2   Long Term Expansion Space; and

E.   General Support Space

E1 Parking.

Regina Public Library

Central Library
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Section 4: Master Program

A. *Community Forum and Conference Facility*
A1 CONCOURSE/WINTERGARDEN

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A1 CONCOURSE/WINTERGARDEN

GENERAL DESCRIPTION

This component accommodates the main entrance space and lobby for the entire facility. It includes a multi-storey atrium with entrances from the street, and access to underground parking, entrance to the Central Library, entrances to the individual components of Retail and Community Services, entrances to the Auditorium and Conference Centre.

Functions and features include:

- Wintergarden with large scale vegetation and water features
- Book returns
- Events signage
- Public art
- Public presentations and functions
- Seasonal book sales

- Donor recognition
- Community information kiosk
- Exhibits
- People watching
- Informal socializing
- Storefronts and retail access
- Movement to & from all components of development project

Factors determining size include:

1. Movement of up to 4,000 people daily through the concourse;
2. Informal seating for 50 people;
3. Security kiosk; and
4. Information kiosk.

EXISTING AREA   1,665 CGSF

FUTURE AREA   7,050 CGSF

AFFINITY CRITERIA

Concourse/ Wintergarden	1 — Adjacent Streets
	2 — Library Entrance in Orientation and Information Services
	3 — Film Theatre (Auditorium) and Seminar Facility
	4 — Dunlop Art Gallery
	5 — Retail and Community Services
	6 — Underground Parking

1. Provide <u>direct</u> access by <u>general</u> circulation to Adjacent Streets for the movement of visitors, patrons and staff.

2. Provide <u>direct</u> access by <u>general</u> circulation to the Library Entrance in Orientation and Information Services for the movement of visitors, patrons and staff.

3. Provide <u>direct</u> access by <u>general</u> circulation to the Film Theatre (Auditorium) and Seminar Facility for the movement of visitors, patrons and staff.

4. Provide <u>direct</u> access by <u>general</u> circulation to Dunlop Art Gallery for the movement of visitors, patrons and staff.

5. Provide <u>convenient</u> access by <u>general</u> circulation to Retail and Community Services for the movement of visitors and patrons.

6. Provide <u>convenient</u> access by <u>general</u> circulation to Underground Parking for the movement of visitors, patrons and staff.

![Regina Public Library logo] *Central Library*
Development Plan
Section 4: Master Program

A. Community Forum and Conference Facility
A2 FILM THEATRE (AUDITORIUM) & SEMINAR FACILITY

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A2 FILM THEATRE (AUDITORIUM) AND SEMINAR FACILITY

GENERAL DESCRIPTION

This component accommodates the auditorium and meeting room complex that supports both library programming functions and community events.

Functions and features include:

- Regular screening of films
- Recitals and music events
- Presentations and receptions
- Author readings
- Gaming
- Community meetings

- Exhibits and public art displays
- Beverage and snack sales
- Catering of events
- Administrative activities associated with meeting rooms
- Access to washrooms

Factors determining size include:

1. Large multipurpose lobby;
2. Information display/kiosks;
3. Coat check room;
4. 200-seat tiered auditorium with flat proscenium performance space, 40-foot curved screen;
5. Projection technician's booth;
6. Multipurpose room (for 90 at tables; sub dividable);
7. Meeting rooms (1 for 50 people, 2 for 25 each);
8. Washrooms;
9. Catering kitchen;
10. Parent's room;
11. Change rooms and green room; and
12. Equipment and furniture storage.

EXISTING AREA

2,555 CGSF

FUTURE AREA

9,905 CGSF

AFFINITY CRITERIA
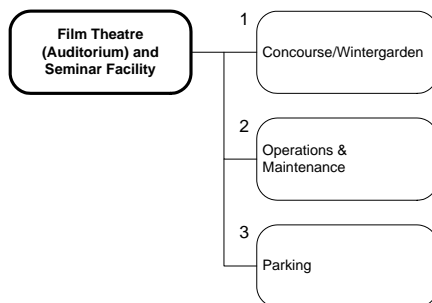
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┌──────────────┐      1  ┌────────────────────┐
│ Film Theatre │─────────│Concourse/Wintergarden│
│(Auditorium) and│       └────────────────────┘
│Seminar Facility│
└──────────────┘      2  ┌────────────────────┐
                │────────│ Operations &       │
                │        │ Maintenance        │
                │        └────────────────────┘
                │     3  ┌────────────────────┐
                └────────│ Parking            │
                         └────────────────────┘
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1. Provide <u>direct</u> access by <u>general</u> circulation to Concourse/ Wintergarden for the movement of visitors and patrons.

2. Provide <u>convenient</u> access by <u>internal</u> circulation to Operations and Maintenance for the movement of food and materials to the meeting room and backstage service space.

3. Provide <u>convenient</u> access by <u>general</u> circulation to Parking for the movement of visitors and patrons.

![Regina Public Library logo] *Central Library* *Development Plan* B. *Library Services*
B1 ORIENTATION AND INFORMATION SERVICES
Section 4: Master Program

0916/Final/4-MP Components.doc

**B1 ORIENTATION AND
INFORMATION SERVICES**

GENERAL DESCRIPTION

This component accommodates arrival, orientations and departure functions, including the internal Library foyer, book/ non-print materials drops, self check-in and check-out, interlibrary loans/holds pick up, information and orientation services, community notices and security checkpoint.

Functions and features include:

- Patron administration activities
- Self checkout of materials
- Storage and access of holds materials
- Access of computer stations to check personal account information
- Self-sorted materials drop area

- Access of public components
- Marshalling for public tours
- Workshop activities
- Administrative activities for Interlibrary loans
- Administrative activities for Circulation Services

Factors determining size include:

1. Library service desk (2 stations);
2. Self checkout stations (5);
3. Holds storage (10 bays);
4. Computer stations (6);
5. Photocopiers;
6. Consult alcove;
7. Security gates/lost and found;
8. Self sort materials drop area (4);
9. Automated materials handing system;
10. Marshalling area for public tours;
11. Staff meeting room and workroom;
12. ILL area and worktable;
13. Circulation Services staff area (6); and
14. First Aid Room.

EXISTING SPACE   3,240 CGSF

FUTURE SPACE   2,775 CGSF

AFFINITY CRITERIA
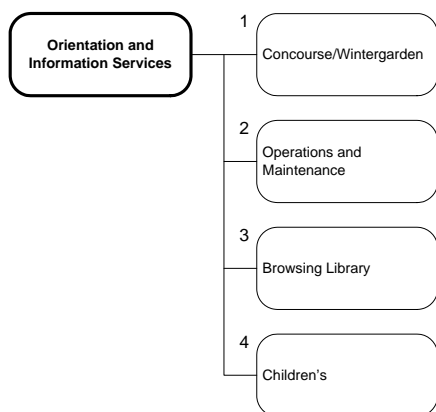
1. Provide <u>direct</u> access by <u>general</u> circulation to the Concourse/Wintergarden for the movement of visitors and patrons.

2. Provide <u>convenient</u> access by <u>internal</u> circulation to Operations and Maintenance for the movement of materials (via automated system) and staff.

3. Provide <u>convenient</u> access by <u>general</u> circulation to the Browsing Library for the movement of patrons and visitors.

4. Provide <u>convenient</u> access by <u>general</u> circulation to Children's for the movement of patrons.

![Regina Public Library logo] *Central Library*
Development Plan

Section 4: Master Program

B. Library Services
B2 BROWSING LIBRARY

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B2 BROWSING LIBRARY

GENERAL DESCRIPTION

This component accommodates the Browsing Library, which includes new and popular titles, the audiovisual collection and the newspapers and magazines collection. Materials will be accommodated on bookstore-type display units. This component also includes the Library café.

Functions and features include:

- Service point with roving staff
- Self checkout of materials
- Topical display of materials
- Storage, display and access of:
    - new and popular materials from all collections
    - quick picks
    - newspapers and magazines
    - AV materials
- Quick stop computer access
- Informal reading
- Fireplace lounge
- Listening and viewing stations
- Printing and photocopying
- Viewing televised world newscasts/ sporting/cultural events
- Base for telephone services
- Group study

Factors determining size include:

1. Arrival and orientation;
2. Service point (1 station);
3. Self checkout station (2);
4. Print/copy centre;
5. Coffee bar with seating for 20;
6. Computer field (30 computers);
7. Browsing collection (16,575 items on 135 bays with 25 to 35% circulation factor), informal seating for 25 and individual table seating for 15;
8. Coffee counter;
9. AV collection (20,650 items with 30% circulation factor on 73 display units), and 15 listening and previewing stations;
10. Magazines (450 titles on 33 display bays), informal reading area for 20 in enclosed fireplace lounge and 15 individual tables;
11. Display area (4); and
12. Enclosed World News Centre (seats 25 in informal seating).

EXISTING SPACE

3,775 CGSF

FUTURE SPACE

9,625 CGSF

AFFINITY CRITERIA
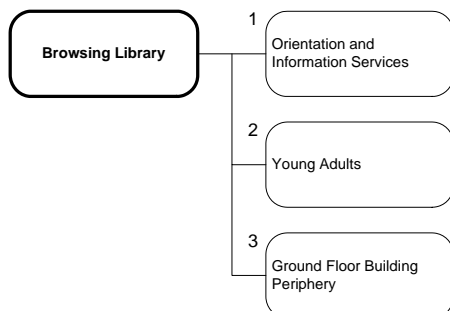
1. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of patrons.

2. Provide <u>convenient</u> access by <u>general</u> circulation to the Young Adults for the movement of patrons.

3. Provide <u>direct</u> access to Ground Floor Building Periphery to provide views of the surroundings and ensure the visibility of Library activities.

Central Library
Development Plan
Section 4: Master Program

B. Library Services
B3 CHILDREN'S

0916/Final/4-MP Components.doc

B3 CHILDREN'S

GENERAL DESCRIPTION

This component accommodates the collection and program areas associated with the Children's Services, including reading, technology and activity spaces, service desk and staff workspace.

Functions and features include:

- Service point with roving staff
- Self checkout of materials
- Topical display of materials
- Storage, display and access of:
  - Juvenile audiovisual materials
  - Children's fiction/non-fiction
  - Parenting collection
  - Children's & parenting magazines
- Computer access
- Parent & child reading/exploration
- Discovery centres
- Program activities such as puppet theatre, story-time, arts and crafts
- Listening and viewing stations
- Printing and photocopying
- Tween area with separate access

Factors determining size include:

1. Entrance feature;
2. Arrival and orientation;
3. Stroller parking/mustering;
4. Service point (2 stations) and self checkout stations (2);
5. Print/copy centre;
6. Children's print collections by age group with associated program areas adjacent (74,800 items with 5% to 25% circulation factor and average of 136 items per bay);
7. AV collection (7,100 items with 10% to 40% circulation factor);
8. Listening/viewing stations (6);
9. Magazines (7 display bays);
10. Toy display and storage;
11. Story time reading area;
12. Child & caregiver reading areas (10);
13. Play areas (2);
14. Computer field (20 computer stations for 2 each);
15. Group tables (64 children);
16. Small meeting room (3 for 4 to 6);
17. Two program rooms and support (60 and 100 people);
18. Children's staff workspace and workroom; and
19. Public washrooms (3) and nursing room.

EXISTING SPACE

5,070 CGSF

FUTURE SPACE

14,435 CGSF

AFFINITY CRITERIA
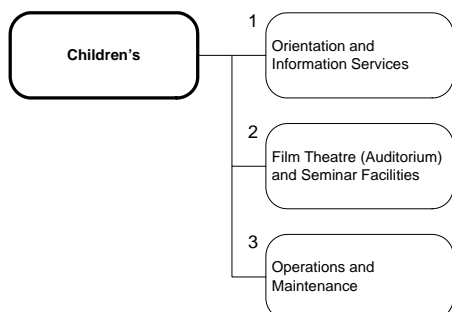
1. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of patrons.

2. Provide <u>convenient</u> access by <u>internal</u> circulation to Film Theatre (Auditorium) and Seminar Facilities for the movement of materials and patrons.

3. Provide <u>convenient</u> access by <u>general</u> circulation to Operations and Maintenance for the movement of staff and materials.

Regina Public Library

Central Library
Development Plan

Section 4: Master Program

B. Library Services
B4 YOUNG ADULTS

0916/Final/4-MP Components.doc

B4 YOUNG ADULTS

GENERAL DESCRIPTION

This component accommodates the collection, services, resources and program areas specifically allocated to young adult patrons.

Functions and features include:

- No formal service point
- Storage, display and access of YA materials
- Informal socializing and study
- Homework activities in group and small group environments
- Gaming

- Quick stop computer access
- Informal reading at group stations
- Printing and photocopying
- Art displays
- Enclosed area with multiple entrances

Factors determining size include:

1. Arrival and orientation;
2. Service point;
3. Print/copy centre;
4. Computer field (accommodates 40 at 20 computer stations);
5. Mobile YA collection (2,800 items on 25 mobile bays with 20% to 30% circulation factor);
6. Display area (2);
7. Gaming area (2 accommodating 4 people each);
8. Informal seating (20 people);
9. Meeting rooms (3 accommodating 4 to 6 people each);
10. Homework/quiet study room (20 people);
11. Vending machines (3); and
12. Program support.

EXISTING SPACE

250 CGSF

FUTURE SPACE

3,465 CGSF

AFFINITY CRITERIA

Young Adults

1 Browsing Library

2 Technology Centre, IT and Virtual Services

3 Non-Fiction Collection and Services
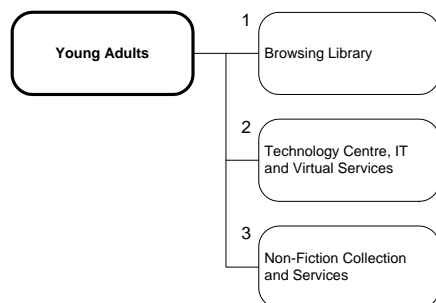
1. Provide <u>convenient</u> access by <u>general</u> circulation to Browsing Library for the movement of patrons and staff.

2. Provide <u>convenient</u> access by <u>general</u> circulation to Technology Centre, IT and Virtual Services for the movement of patrons and staff.

3. Provide <u>convenient</u> access by <u>general</u> circulation to Non-Fiction Collection and Services for the movement of patrons and staff

Regina Public Library

Central Library
Development Plan

Section 4: Master Program

B. Library Services
B5 LITERACY AND OUTREACH SERVICES

0916/Final/4-MP Components.doc

B5 LITERACY AND OUTREACH SERVICES

GENERAL DESCRIPTION

This component accommodates Literacy Services and Outreach Services. It includes collection areas, program areas and staff offices and program support areas.

Functions and features include:

- Shared service point with roving staff
- Self checkout of materials
- Special technology for accessing materials
- Storage, display and access of:
  − Outreach collection
  − Literacy collection
- Photocopying and printing
- Study and reading

- Quick stop computer access
- Reading at individual tables
- Fireplace lounge
- Program area including reading groups and writing groups
- Use of access equipment
- Printing and photocopying

Factors determining size include:

1. Arrival and orientation;
2. Outreach service desk with 2 stations;
3. Self checkout station (1);
4. Print/copy centre;
5. Computer field (10 computers);
6. Literacy collection (5,000 items on 36 bays with 15% circulation factor);
7. Outreach collection (6,000 items on 43 bays with 10% circulation factor);
8. Individual table seating (20 people);
9. Interview Room (2);
10. Meeting room (24 to 30);
11. Staff workspace; and
12. Staff workroom.

EXISTING SPACE

3,205 CGSF

FUTURE SPACE

4,265 CGSF

AFFINITY CRITERIA
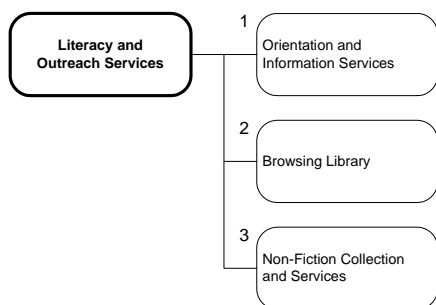
Literacy and Outreach Services
1 — Orientation and Information Services
2 — Browsing Library
3 — Non-Fiction Collection and Services

1. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of visitors and patrons.

2. Provide <u>convenient</u> access by <u>general</u> circulation to the Browsing Library for the movement of visitors and patrons.

3. Provide <u>convenient</u> access by <u>general</u> circulation to the Non-Fiction Collection and Services for the movement of visitors and patrons.

Regina Public Library

Central Library
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Section 4: Master Program

B. Library Services
B6 FICTION COLLECTION AND SERVICES

0916/Final/4-MP Components.doc

**B6 FICTION COLLECTION
AND SERVICES**

GENERAL DESCRIPTION

This component accommodates the Fiction collection and the patron accommodation required to access and enjoy the collection. It is more informal and casual than the non-fiction area.

Functions and features include:

- Service point with roving staff
- Self checkout of materials
- Topical display of materials
- Storage, display and access of:
  − Fiction collection
  − Large Print Fiction collection
  − International Languages Fiction
- Writer-in-Residence

- Quick stop computer access
- Reading at individual tables
- Fireplace lounge
- Program area including reading groups and writing groups
- Use of access equipment
- Printing and photocopying

Factors determining size include:

1. Arrival and orientation;
2. Service point (1);
3. Self checkout station (1);
4. Print/copy centre;
5. Computer field (20 computers);
6. Fiction collection (62,975 items on 464 bays with 10% to 20% circulation factor);
7. Large Print collection (6350 items on 48 bays with 25% circulation factor);
8. Display area (4);
9. Informal seating (40 people);
10. Meeting room (4 for 4 people);
11. Individual tables (25);
12. Writing lab (for 18 people); and
13. Office, Writer-in-Residence.

EXISTING SPACE

4,080 CGSF

FUTURE SPACE

10,525 CGSF

AFFINITY CRITERIA

```
┌─────────────────┐   1  ┌──────────────────────┐
│ Fiction Collection │────│ Orientation and       │
│ and Services      │     │ Information Services   │
└─────────────────┘     └──────────────────────┘
                    │  2  ┌──────────────────────┐
                    │─────│ Browsing Library       │
                    │     └──────────────────────┘
                    │  3  ┌──────────────────────┐
                    │─────│ Non-Fiction Collection │
                          │ and Services           │
                          └──────────────────────┘
```

1. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of visitors and patrons.

2. Provide <u>convenient</u> access by <u>general</u> circulation to the Browsing Library for the movement of visitors and patrons.

3. Provide <u>convenient</u> access by <u>general</u> circulation to the Non-Fiction Collection and Services for the movement of visitors and patrons.

Regina Public Library

Central Library
Development Plan

Section 4: Master Program

B. Library Services
B7 TECHNOLOGY CENTRE, IT AND VERTUAL SERVICES

0916/Final/4-MP Components.doc

B7 TECHNOLOGY CENTRE, IT AND VIRTUAL SERVICES

GENERAL DESCRIPTION

This component accommodates the electronic information access and technology coordination centre of the Library, including an electronic classroom, training space, as well as a technology exploration laboratory featuring leading edge and emerging technology and digitization services. It also includes the office and support space for Virtual Services and Information Technology. This is the coordination point for satellite computer and videoconferencing services located throughout the Library.

Functions and features include:

- Informal service point with roving staff
- Topical display of materials
- Computer-based research and generation of multimedia products
- Exploratory lab for new technology
- Informal socializing and study
- Coordination of Internet, Library IT systems, signage and display, TV and videoconferencing
- Testing of prototypes
- Central data storage area
- Administrative activities associated with Virtual Services, IT and Marketing and Communications graphic production
- Staging and set up of computers
- Printing of materials
- Contact representatives

Factors determining size include:

1. Arrival/orientation and service desk;
2. Print/copy centre;
3. Computer field (80 stations);
4. Accessibility alcove;
5. Electronic classroom (30 stations);
6. Training lab (24 stations);
7. Exploration lab (18 stations);
8. Virtual Services staff;
9. IT staff;
10. Workshop for staging computers, TV/video coordination;
11. Marketing and Communications studio and staff workspace; and
12. Server room with three racks, vertical run to closets on each level.

EXISTING SPACE

4,250 CGSF

FUTURE SPACE

9,090 CGSF

AFFINITY CRITERIA

Technology Centre, IT and Virtual Services

1 — Young Adults

2 — Orientation and Information Services
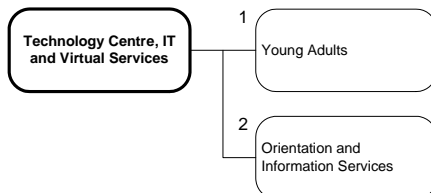
1. Provide <u>convenient</u> access by <u>general</u> circulation to Young Adults for the movement of young patrons.

2. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of patrons.

Regina Public Library

Central Library
Development Plan
Section 4: Master Program

B. Library Services
B8 NON-FICTION COLLECTION AND SERVICES

0916/Final/4-MP Components.doc

B8 NON-FICTION COLLECTION AND SERVICES

GENERAL DESCRIPTION

This component accommodates the Non-Fiction and Collection and Services organized in a straight Dewey run, along with focus areas for business, travel, biographies and the patron stations required to support the collection. It includes a reference service point(s) and the staff workspace required to support the collection.

Functions and features include:

- Service point with roving staff
- Topical display of materials
- Computer-based research
- Storage, display and access of Non-Fiction collection
- Informal socializing and study

- Group meetings
- Individual reading and study
- Printing and photocopying
- Administrative and office activities associated with Reference Services

Factors determining size include:

1. Arrival and orientation;
2. Service desk (1) and self checkout (2);
3. Print/copy centre;
4. Computer field (40 stations);
5. Non-Fiction collection (126,000 items with 5% to 20% circulation factor);
6. Large Print collection;
7. Focus areas including collection display, seating and computer stations (8);
8. Reference collection (6,650 items on low shelving);
9. 100 Periodicals titles on 9 bays of display shelving;
10. Display area (4);
11. Meeting rooms (4 rooms for 4-6 people each and 1 room for 24 people);
12. Informal seating (60);
13. Individual tables (80);
14. Group table (8 accommodating 4 people each);
15. Meeting/project room;
16. Reference Services and Collections staff workspace; and
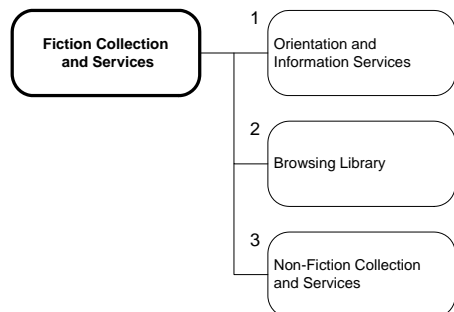17. Workroom.

EXISTING SPACE

6,960 CGSF

FUTURE SPACE

22,615 CGSF

AFFINITY CRITERIA
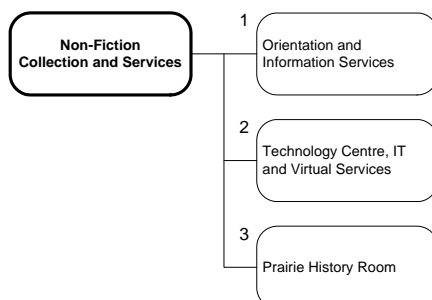
1. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of patrons and staff.

2. Provide <u>convenient</u> access by <u>general</u> circulation to the Technology Centre, IT and Virtual Services for the movement of patrons and staff.

3. Provide <u>convenient</u> access by <u>general</u> circulation to the Prairie History Room for the movement of patrons and staff.

Regina Public Library

Central Library
Development Plan
Section 4: Master Program

B. Library Services
B9 PRAIRIE HISTORY ROOM

0916/Final/4-MP Components.doc

B9 PRAIRIE HISTORY ROOM

GENERAL DESCRIPTION

This component accommodates the local history collection and the patron resources needed to conduct genealogical research.

Functions and features include:

- Service point with roving staff
- Topical display of materials
- Computer-based research
- Storage, display and access of Aboriginal collections and Prairie History Non-Fiction and Reference collections
- Storage and access of microforms

- Small group meetings
- Individual reading and study
- Printing and photocopying
- Workroom activities associated with the Prairie History Room and collection
- Research on computers

Factors determining size include:

1. Arrival and orientation;
2. Service kiosk;
3. Research computer stations (10);
4. Print/copy centre;
5. Research computers (10);
6. Local History collection (15,800 items);
7. Microform reader/printers (2);
8. Microform cabinets (10 for 5,000 items);
9. Display area (1);
10. Meeting rooms (2 for 4-6 people);
11. Group table (4 for 4 people each); and
12. Workroom/project room.

EXISTING SPACE

2,565 CGSF

FUTURE SPACE

3,220 CGSF

AFFINITY CRITERIA
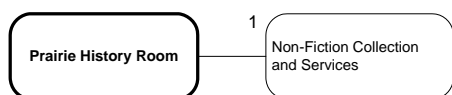
```
┌─────────────────────┐   1 ┌─────────────────────┐
│ Prairie History Room│─────│ Non-Fiction Collection│
│                     │     │ and Services          │
└─────────────────────┘     └─────────────────────┘
```

1. Provide <u>convenient</u> access by <u>general</u> circulation to Non-Fiction Collection and Services for the movement of patrons and staff.

B10 DUNLOP ART GALLERY

GENERAL DESCRIPTION

This component accommodates the art gallery, which will feature visual, audio, electronic and performance art; public workshop space; resource room with bibliographic collection; workshop; secure storage; and office areas for the Dunlop Art Gallery at the Central Library.

Functions and features include:

- Public exhibitions
- Multimedia presentations
- Public workshops and art production
- Display, storage and access of rental collection
- Secure, climate-controlled storage of exhibits and art work pieces
- Access to oversize freight elevator

- Monitoring of exhibits
- Displays/community information
- Workshop activities
- Display, storage and access of bibliographic collection
- Administrative activities associated with Gallery

Factors determining size include:

Area A: Gallery Offices, Exhibit Space and Resource Area
1. Security kiosk;
2. Reception;
3. Exhibition gallery;
4. Community art studio;
5. Display of rental collection;
6. Resource room with access to bibliographic collection (30 bays); and
7. Office area for 8 people.

Area B: Workshops and Storage
8. Workshop and art supply storage; and
9. Storage vault.

EXISTING AREA

5,575 CGSF

FUTURE AREA

10,560 CGSF

AFFINITY CRITERIA
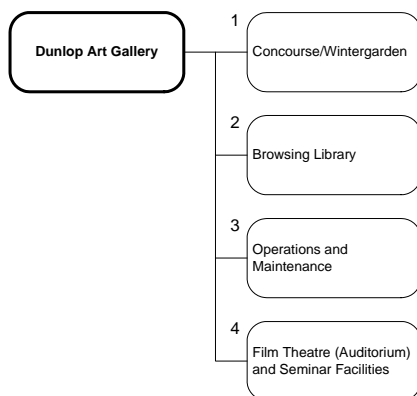
1. Provide <u>direct</u> access by <u>general</u> circulation to Concourse/ Witnergarden to Area A: Gallery Offices, Exhibit Space and Resource Area for the movement of visitors, patrons and staff.

2. Provide <u>direct</u> access by <u>general</u> circulation to the Browsing Library to Area A: Gallery Offices, Exhibit Space and Resource Area for the movement of patrons and staff.

3. Provide <u>convenient</u> access by <u>internal</u> circulation to loading dock in Operations and Maintenance for the movement of exhibits, supplies and materials to Areas A and B, and for the sharing of the workshop.

4. Provide <u>convenient</u> access by <u>general</u> circulation from the Film Theatre (Auditorium) and Seminar Facility to Area A: Gallery Offices, Exhibit Space and Resource Area for the movement of patrons and staff to program spaces.

![Regina Public Library logo]

Central Library
Development Plan
Section 4: Master Program

C. Support Services
C1 LIBRARY DIRECTOR'S OFFICE

0916/Final/4-MP Components.doc

C1 LIBRARY DIRECTOR'S OFFICE

GENERAL DESCRIPTION

This component accommodates the office and office support space for senior administration of the Library.

Functions and features include:

- Reception and waiting
- Administrative activities
- Meetings and project work
- Board and staff meetings
- Printing and photocopying

Factors determining size include:

1. Reception;
2. Waiting (4 people);
3. Staff workspace;
4. Large meeting room (for 30);
5. Medium meeting room (2);
6. Small meeting room (2-6);
7. Project room; and
8. Secure storage.

EXISTING SPACE

2,150 CGSF

FUTURE SPACE

2,990 CGSF

AFFINITY CRITERIA

```
┌─────────────────────┐      1 ┌─────────────────────┐
│                     │────────│ Library Main Entrance in │
│ Library Director's Office │      │ Orientation and        │
│                     │      │ Information Services   │
└─────────────────────┘      └─────────────────────┘
                             2 ┌─────────────────────┐
                               │ All Staff Oriented   │
                               │ Components           │
                               └─────────────────────┘
```
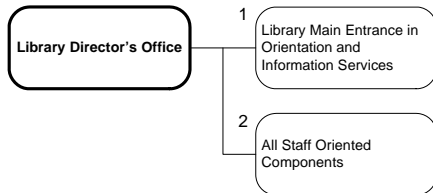
1. Provide <u>convenient</u> access by <u>general</u> circulation to Library Main Entrance in Orientation and Information Services for the movement of visitors.

2. Provide <u>convenient</u> access by <u>internal</u> circulation to All Staff Oriented Components for the movement of staff.

Regina Public Library

Central Library
Development Plan

Section 4: Master Program

C. Support Services
C2 ADMINISTRATION AND STAFF AMENITIES

0916/Final/4-MP Components.doc

C2 ADMINISTRATION AND STAFF AMENITIES

GENERAL DESCRIPTION

This component accommodates the office and office support space for senior administration, Human Resources and Finance and Administration, and Programs. It also accommodates the staff lounge.

Functions and features include:

- Reception and waiting
- Administrative activities
- Meetings and project work
- Staff socializing
- Group meetings
- Secure storage of files
- Printing and photocopying

Factors determining size include:

1. Reception and waiting for 4 people;
2. Office and workstation accommodation for staff of Human Resources, Finance And Administration, Programming, Development;
3. Hotelling workstation (2);
4. Interview room (2);
5. Workroom (2);
6. Medium meeting room (10–12);
7. Project room;
8. Secure storage;
9. Staff lounge (40); and
10. Staff gym.

EXISTING SPACE

3,605 CGSF

FUTURE SPACE

6,255 CGSF

AFFINITY CRITERIA
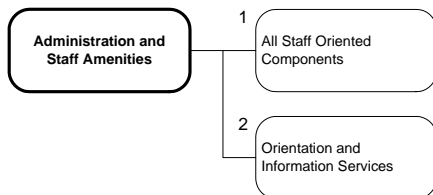
| Administration and Staff Amenities | 1 | All Staff Oriented Components |
| | 2 | Orientation and Information Services |

1. Provide <u>convenient</u> access by <u>internal</u> circulation to All Staff Oriented Components for the movement of staff.

2. Provide <u>convenient</u> access by <u>general</u> circulation to Orientation and Information Services for the movement of visitors.

Regina Public Library

Central Library
Development Plan

Section 4: Master Program

C. Support Services
**C3 COLLECTIONS DEVELOPMENT, ACQUISITION/
CATALOGUING & PROCESSING**

0916/Final/4-MP Components.doc

**C3 COLLECTIONS
DEVELOPMENT, ACQUISITIONS/
CATALOGUING & PROCESSING**

GENERAL DESCRIPTION

This component accommodates the office and office support space for Collections Development, Acquisitions and Cataloguing and Processing. These services are marked by a need for materials flows, and processing materials at workstations.

Functions and features include:

- Selection of collection materials
- Storage and review of gift materials
- Acquisitions
- Checking new shipments with invoices
- Cataloguing of materials

- Processing of materials
- Minor mends and repairs
- Secure storage of unprocessed materials
- Automated materials movement system

Factors determining size include:

1. Book truck parking;
2. Drop-in reviewing stations (2);
3. Delivery staging area;
4. Staff workspace;
5. Processing stations (3);
6. Storage, collection;
7. Unpacking area;
8. Workrooms (2);
9. Meeting room (2 for 4-6 people);
10. Gift storage;
11. Storage; and
12. Secure AV room.

EXISTING SPACE

2,795 CGSF

FUTURE SPACE

3,935 CGSF

AFFINITY CRITERIA

```
┌──────────────┐
│ Collections  │  1  ┌──────────────────┐
│ Development/ │─────│ Freight Elevator/│
│ Cataloguing &│     │ Loading Dock     │
│ Processing   │     └──────────────────┘
└──────────────┘
                  2  ┌──────────────────┐
                ─────│ Operations and   │
                     │ Maintenance      │
                     └──────────────────┘

                  3  ┌──────────────────┐
                ─────│ Administration   │
                     └──────────────────┘

                  4  ┌──────────────────┐
                ─────│ Technology Centre, IT│
                     │ and Virtual Services │
                     └──────────────────┘
```
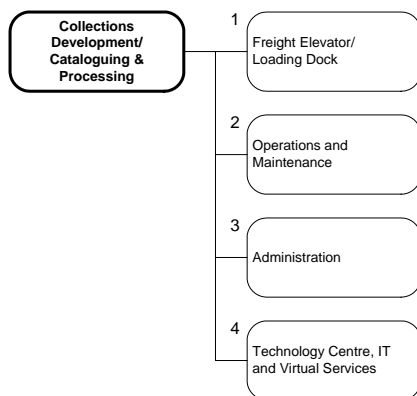
1. Provide <u>direct</u> access by <u>internal</u> circulation to Freight Elevator/Loading Dock for the movement of materials.

2. Provide <u>convenient</u> access by <u>internal</u> circulation to Operations and Maintenance for the movement of materials.

3. Provide <u>convenient</u> access by <u>general</u> circulation to Administration for the movement of staff.

4. Provide <u>convenient</u> access by <u>general</u> circulation to Technology Centre, IT and Virtual Services for the movement of staff.

Central Library
Development Plan
Section 4: Master Program

C. Support Services
C4 OPERATIONS AND MAINTENACE

0916/Final/4-MP Components.doc

C4 OPERATIONS AND MAINTENANCE

GENERAL DESCRIPTION

This component accommodates the Building and Library systems operations functions, including the shipping and receiving, sorting room, mailroom, Circulation Services marshalling area, and short and long term storage.

Functions and features include:

- Administration of RPL facilities
- Monitoring of environmental systems
- Workshop activities, including minor furniture repairs
- Long term storage
- Sorting of collection materials
- Storage of recycling/garbage
- Staging and movement of materials to branch delivery trucks
- Automated materials movement system

Factors determining size include:

1. Office and workstation accommodation for physical plant;
2. Covered loading dock (2 bays);
3. Staging area;
4. Branch bins;
5. Sorting room;
6. Mailroom;
7. Staff mustering area;
8. Janitorial supplies;
9. Shower and change room (2);
10. Recycling storage;
11. Garbage storage;
12. Short term storage;
13. Long term storage; and
14. Workshop.

EXISTING SPACE

1,745 CGSF

FUTURE SPACE

6,875 CGSF

AFFINITY CRITERIA
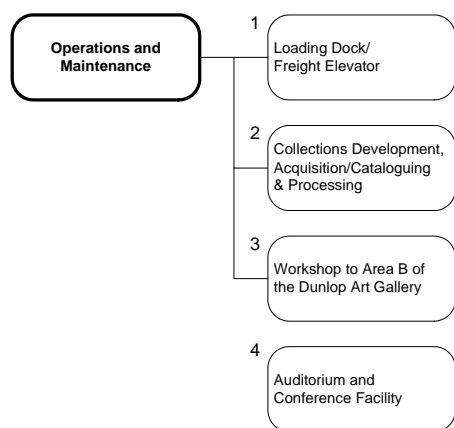
```
┌─────────────────┐        1  ┌──────────────────┐
│  Operations and │───────────│ Loading Dock/    │
│  Maintenance    │           │ Freight Elevator │
└─────────────────┘           └──────────────────┘
                            2  ┌──────────────────┐
                   ────────────│ Collections      │
                               │ Development,     │
                               │ Acquisition/     │
                               │ Cataloguing &    │
                               │ Processing       │
                               └──────────────────┘
                            3  ┌──────────────────┐
                   ────────────│ Workshop to      │
                               │ Area B of        │
                               │ the Dunlop Art   │
                               │ Gallery          │
                               └──────────────────┘
                            4  ┌──────────────────┐
                               │ Auditorium and   │
                               │ Conference       │
                               │ Facility         │
                               └──────────────────┘
```

1. Provide <u>direct</u> access by <u>internal</u> circulation to Loading Dock/ Freight Elevator for the movement of materials.

2. Provide <u>convenient</u> access by <u>internal</u> circulation to Collections Development, Acquisition/Cataloguing and Processing for the movement of materials.

3. Provide <u>convenient</u> access by <u>internal</u> circulation from the Workshop to Area B of the Dunlop Art Gallery for the movement of materials and sharing of equipment.

4. Provide <u>convenient</u> access by <u>internal</u> circulation to Auditorium and Conference Facility for the movement of materials.

Regina Public Library

Central Library
Development Plan
Section 4: Master Program

D. Ancillary Services
D1 RETAIL AND COMMUNITY SERVICES

0916/Final/4-MP Components.doc

D1 RETAIL AND COMMUNITY SERVICES

GENERAL DESCRIPTION

This component accommodates the commercial and retail space associated with the Library development that will add to the dynamic and vibrant nature of the civic space.

Functions and features may include:

- Commercial and retail facilities
- Library gift store
- Food services
- Copy services
- Information technology store

Factors determining size include:

1. 12 400-square foot retail units.

EXISTING SPACE

Not Applicable

FUTURE SPACE

5,280 CGSF

AFFINITY CRITERIA
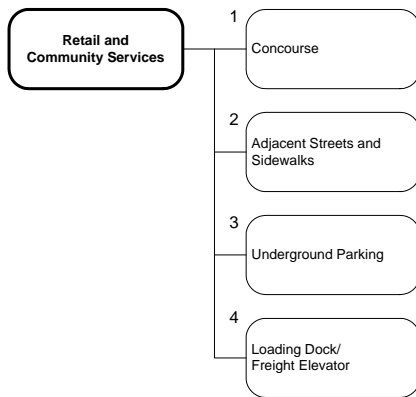
Retail and Community Services		
	1	Concourse
	2	Adjacent Streets and Sidewalks
	3	Underground Parking
	4	Loading Dock/ Freight Elevator

1. Provide <u>direct</u> access by <u>general</u> circulation to Concourse for the movement of visitors and customers.

2. Provide <u>direct</u> access by <u>general</u> circulation to Adjacent Streets and Sidewalks for the movement of visitors and customers.

3. Provide <u>convenient</u> access by <u>general</u> circulation to Underground Parking for the movement of visitors and customers.

4. Provide <u>convenient</u> access by <u>internal</u> circulation to Loading Dock/Freight Elevator for the movement of materials.

![Regina Public Library logo] *Central Library*
Development Plan
Section 4: Master Program

D. Ancillary Services
D2 LONG TERM EXPANSION SPACE

0916/Final/4-MP Components.doc

**D2 LONG TERM
EXPANSION SPACE**

GENERAL DESCRIPTION

This component accommodates the leased space that will be used to accommodate future growth of the Central Library, beyond the 25-year planning horizon. It must have separate access through the leased period and be able to be fully integrated when the space reverts back to the Library.

Access to this space must not interfere with the operational and security integrity of the Library.

Functions and features include:

- Office type facilities
- Separate access
- Integral with the Library
- Does not detract from RPL image

Factors determining size include:

1. Floor plate size of Library.

EXISTING SPACE

Not Applicable

FUTURE SPACE

30,000 CGSF – may vary

AFFINITY CRITERIA

```
┌─────────────────┐   1  ┌──────────────────────┐
│  Long Term      │──────│ Concourse/Wintergarden│
│ Expansion Space │      └──────────────────────┘
│                 │   2  ┌──────────────────────┐
└─────────────────┘──────│ Public Service Floors │
                         └──────────────────────┘
```

1. Provide <u>convenient</u> access by <u>general</u> circulation to Concourse/Wintergarden for the movement of staff and visitors.

2. Provide <u>direct</u> access in <u>long term</u> to all Public Service Floors for lateral expansion of Central Library.

Regina Public Library

Central Library
Development Plan
Section 4: Master Program

E. General Support Space
E1 PARKING

0916/Final/4-MP Components.doc

E1 PARKING

GENERAL DESCRIPTION	This component accommodates the parking for the Library staff and Library patrons as well as accommodating a route to the enclosed loading dock.

Functions and features include:

- Parking stalls; and
- Access to loading dock.

Factors determining size include:

1. 250 parking stalls; and
2. Access to loading dock (100 feet by 20 feet assumed).
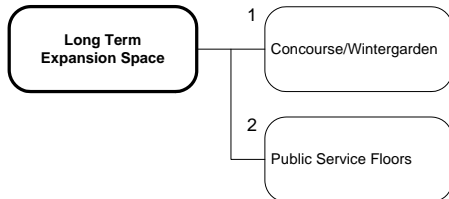
EXISTING SPACE   Not Applicable
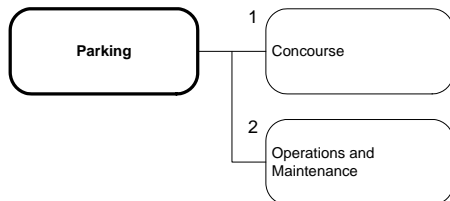
FUTURE SPACE   90,000 CGSF - may vary

AFFINITY CRITERIA

1. Provide <u>convenient</u> access by <u>general</u> circulation to Concourse for the movement of patrons and visitors.

2. Provide <u>convenient</u> access by <u>general</u> circulation to Operations and Maintenance for the movement of Library and Art Gallery materials.

SECTION 5:
PHYSICAL PLAN

INTRODUCTION

Historically, development plans have been prepared to shape physical growth on a particular site so that capital projects work together to ultimately form a cohesive whole. Typically, these plans have been constructed with the belief that it is desirable and possible to firmly fix the shape of long term future development through a single, clearly articulated plan. Too often, plans that have attempted to do this have proven to be constricting, have quickly become obsolete as new priorities arise or new information develops, and are consequently abandoned.

As an alternative, the approach in this study accepts the notion that unforeseen changes are inevitable and that, therefore, future development projections are inherently speculative. At the same time, the approach recognizes that opportunities will emerge in the future and that some means of evaluating alternative development opportunities and making effective decisions must be available.

The approach is intended to provide these evaluation tools, to be sufficiently flexible to respond to change, and to focus on the whole of the site rather than on a single scheme. The plan which includes the General Planning Criteria found in the preceding sections must be understood as a collection of development strategies that are definite as to principle, but not necessarily as to form.

This section includes the following subsections:

- Process to Develop Planning Options;

- Terms of Reference For Planning;

- Ideal Library Building Layout, which provided the optimal physical organization of the Library independent of any site constraints; and

- Contextual Layouts, including

  - Layout as a Stand-Alone Facility
  - Layout within a Comprehensive Development

Regina Public Library

Central Library
Development Plan

PROCESS TO DEVELOP PLANNING OPTIONS

Section 5: Physical Plan

0916/Final/5-Physical Plan.doc

PROCESS TO DEVELOP PLANNING OPTIONS

RPG conducted a functional modeling worksession on October 8th with members of the RPL staff, and which included participation of the P3 Architects team, including Nick Milkovich Architects Inc. and Harvard Development. The functional modeling worksession was a participatory process that involved locating scaled representations of each of the functional components on a 3-dimensional model. This allowed Library participants to create the optimal arrangement for the success of the Library and incorporation of the Library's planned service delivery model and strategic directions.

The functional modeling worksession explored the optimum organization of Library services free of site constraints and then explored various scenarios for locating the facility on the current site, including:

1. Accommodation on the block's east central area, which includes the Masonic Hall, as a new building;

2. Accommodation on the entire Centre of the block from Lorne Street to Smith Street that would include the Masonic Hall and the Revenue Canada building; and

3. Accommodation within a portion of the existing Library site with an expansion to the south and into the east central area.

Site Scenarios Explored

The results indicated that Site Scenarios 2 and 3 did not support the functional requirements of the Central Library. Both Scenarios 2 and 3 resulted in buildings that were overly long and narrow, with Scenario 2 posing the added difficulty of a reorganization of the entrance away from Lorne Street and toward the Walkway that connects Victoria Park with City Hall.

RPG documented the results of the functional modeling worksession and presented the outcomes to the Central Library Steering Committee on October 21st at which time the results were received favourably.

**OBJECTIVES/TERMS OF
REFERENCE FOR PLANNING**

Planning Objectives for the functional modelling worksession included:

- Testing and adjusting of programmatic concepts, including the component structure identified in the Master Program;

- Identifying the preferred overall organization of the Library, internally and in relation to the overall site context;

- Identifying the preferred siting of the Library in relation to any proposed site partners; and

- Ensuring the continued operation of the Library through any development scenario.

Terms of Reference for the functional modelling worksession included:

- Planning is to be based on the latest draft of the Master Program;

- A significant indoor public concourse will be provided that may be generally accessible when the remainder of the Library is closed;

- The main public and symbolic entrance to the development will be oriented to Victoria Park;

- A single entrance to the Library will be provided from the Concourse;

  In Option 2, this traditional precept of library planning is not followed; instead a number of entrances into the Library's security zone are provided. The operation of these multiple entrances will be facilitated with new technologies including RFID. Great care must be exercised in the design development phase to understand and ensure the operational soundness of this break with historically successful library organization and security.

- Entrances to the Dunlop Art Gallery's main public gallery and the Film Theatre and Seminar Facility will be provided from the Concourse, or from the building exterior to allow these functions to operate when the remainder of the Library is closed;

- Access to the Browsing Library will be provided when the remainder of the Library is closed;

- Functions and services in Retail and Community Services and Long Term Expansion Space will be provided with separate access so that the Library's security zone is not compromised and the function's staff and service personnel have access when the Library is closed; and

- A below-grade level will be developed which will accommodate the shipping and receiving and loading dock functions.

Regina Public Library

Central Library
Development Plan

Section 5: Physical Plan

UNCONSTRAINED LIBRARY
BUILDING LAYOUT ON UNCONSTRAINED SITE

0916/Final/5-Physical Plan.doc

**UNCONSTRAINED LIBRARY
BUILDING LAYOUT ON
UNCONSTRAINED SITE**

The unconstrained physical organization of the Library building was developed in the absence of any site constraints to derive a set of criteria with which Regina Public Library could assess subsequent physical planning options and design studies. The layout was developed with participants from the Library based on the criteria developed for and documented in the Master Program.
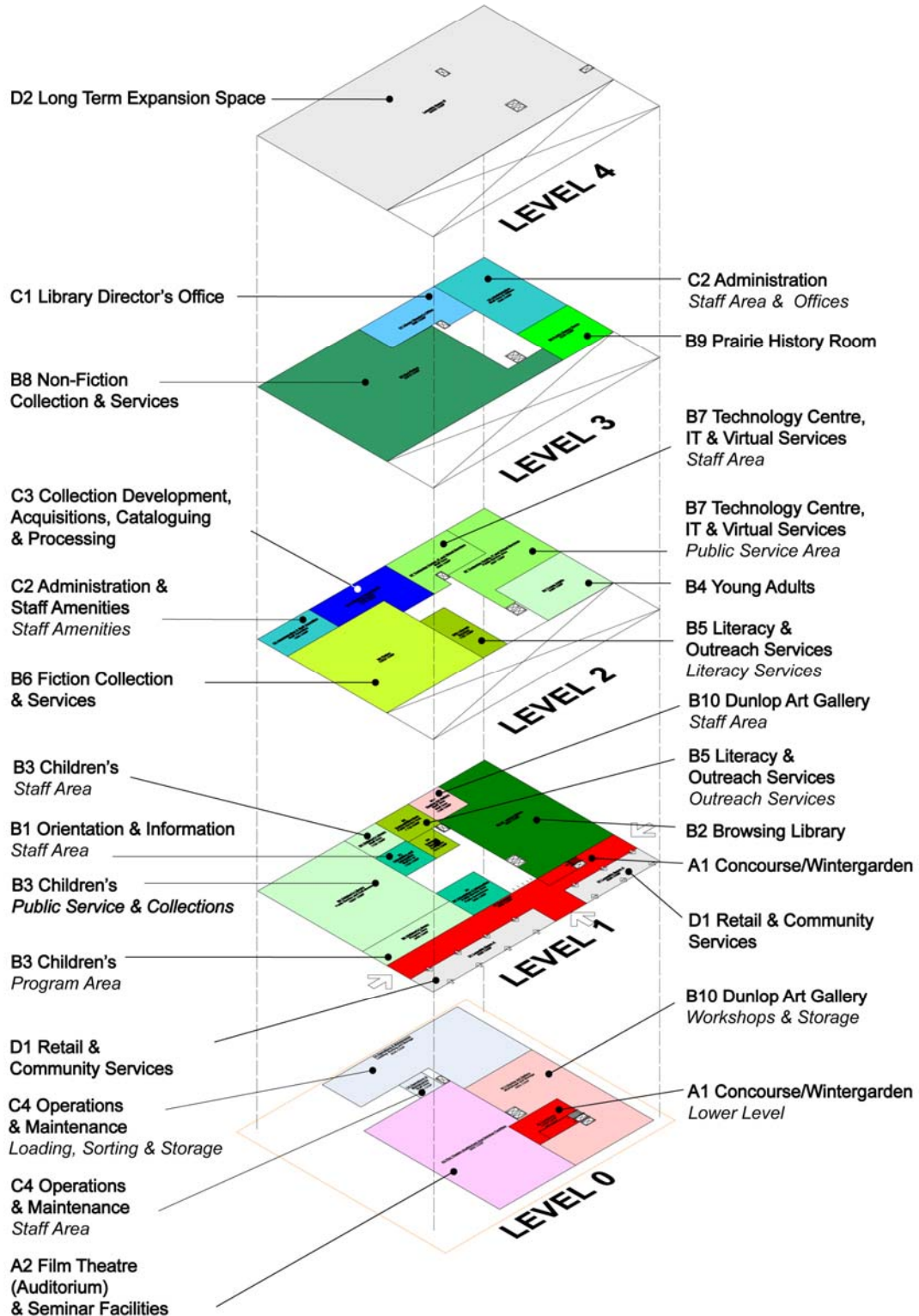
The unconstrained Library Building Layout has the following attributes:

- A large Concourse provides a grand indoor space as a transition to the Central Library. It acts as a collector to bring patrons and visitors from the surrounding block to the various functions that are located adjacent to it, including the Central Library itself, Retail and Community Services, the Film Theatre and other meeting spaces, the public galleries of the Dunlop Art Gallery and Long Term Expansion Space;

- The public service portion of the Library building is accommodated on three floors, Levels 1, 2 and 3, with after hours access provided to selected functions on Level 0, which is below Level 1 and accessible after hours. This low number of publicly oriented floors balances the need to provide the fewest number of public service points with overall oversight of each floor level;

- All floor levels of the Library building are organized into a public zone and a staff-only zone, all of which are stacked consistently. Each multi-floor zone is served by dedicated vertical circulation, with a service elevator and stairs serving the staff-only zone, and a combination of escalators, open stairs or elevators serving the public zone;

- The Film Theatre (Auditorium) and Seminar Facility and Dunlop Art Gallery's public gallery functions should be primarily accessible from outside of the Library collection's security zone. This requires separate vertical circulation from an area that is both outside of the Library collection's security zone and security zone of the remainder of the Library *per se*, to facilitate public access after hours;

- The loading dock, shipping and receiving, workshops and storage facilities are located together on Level 0 to facilitate the movement of materials;

- One floor of Long Term Expansion Space is provided on Floor Level 4 providing long term expansion space for the Central Library. It is served by separate elevator access so that in the interim access does not conflict

Central Library
Development Plan

**UNCONSTRAINED LIBRARY
BUILDING LAYOUT ON UNCONSTRAINED SITE**

Section 5: Physical Plan

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with the Central Library's public or staff vertical circulation systems and security zones; and

- Due to the attempt to distribute component space somewhat evenly over each floor, component B5 Literacy and Outreach Services was divided into Outreach Services on floor Level 1 and Literacy Services on floor Level 2, which is not optional.

Central Library
Development Plan

UNCONSTRAINED LIBRARY
BUILDING LAYOUT ON UNCONSTRAINED SITE

Section 5: Physical Plan

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Unconstrained Library
Building Layout

D2 Long Term Expansion Space

LEVEL 4

C1 Library Director's Office

C2 Administration
Staff Area & Offices

B9 Prairie History Room

B8 Non-Fiction
Collection & Services

LEVEL 3

B7 Technology Centre,
IT & Virtual Services
Staff Area

C3 Collection Development,
Acquisitions, Cataloguing
& Processing

B7 Technology Centre,
IT & Virtual Services
Public Service Area

C2 Administration &
Staff Amenities
Staff Amenities

B4 Young Adults

B5 Literacy &
Outreach Services
Literacy Services

B6 Fiction Collection
& Services

LEVEL 2

B10 Dunlop Art Gallery
Staff Area

B3 Children's
Staff Area

B5 Literacy &
Outreach Services
Outreach Services

B1 Orientation & Information
Staff Area

B2 Browsing Library

A1 Concourse/Wintergarden

B3 Children's
Public Service & Collections

D1 Retail & Community
Services

B3 Children's
Program Area

LEVEL 1

B10 Dunlop Art Gallery
Workshops & Storage

D1 Retail &
Community Services

C4 Operations
& Maintenance
Loading, Sorting & Storage

A1 Concourse/Wintergarden
Lower Level

C4 Operations
& Maintenance
Staff Area

A2 Film Theatre
(Auditorium)
& Seminar Facilities

LEVEL 0

RPL Regina Public Library

Central Library
Development Plan

Section 5: Physical Plan

CONTEXTUAL LAYOUTS

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CONTEXTUAL LAYOUTS

The following block schematic options were developed by participants from the Library following identification of the Unconstrained Library Building Layout and in light of the opportunities and constraints presented by the site.

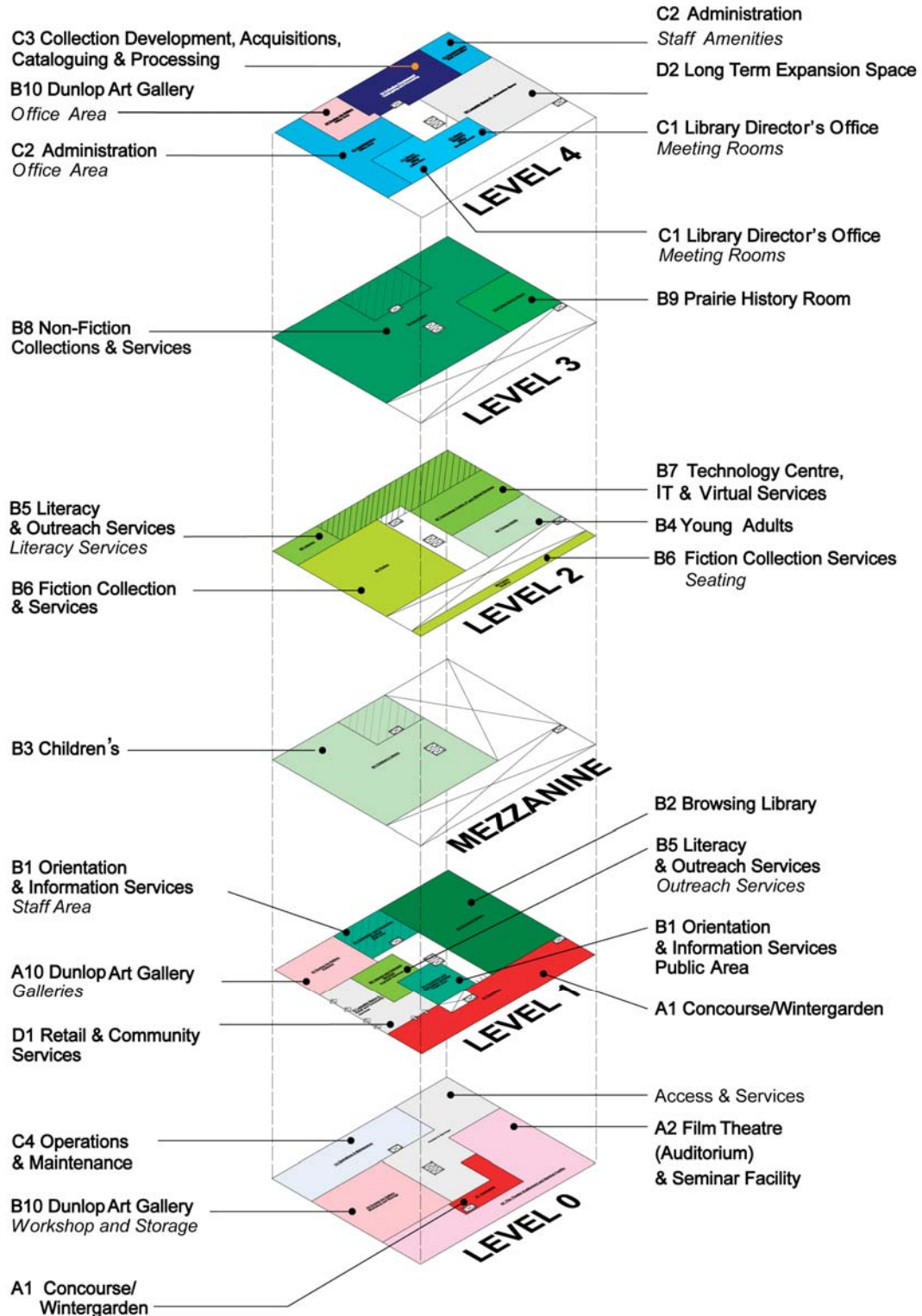**OPTION 1 –**
STAND-ALONE LIBRARY

Option 1 places the Central Library in the East Centre of the block, and assumes the demolition of the Masonic Hall and the removal of the electrical substation. It conceives the Library Building as a stand-alone facility and generally follows the Unconstrained Library Building Layout. Due to the constraints of the site, however, there are some compromises, as noted in the following notes. Overall attributes include:

- A Concourse is provided and forms a significant indoor space as a transition to the Central Library. It acts as a collector to bring patrons and visitors from the surrounding block to the various functions that are located adjacent to it, including the Central Library itself, Retail and Community Services, the Film Theatre and other meeting spaces, and the public galleries of the Dunlop Art Gallery;

- The public service portions of the Library Building are accommodated on four floor levels — Level 1, Mezzanine, and Levels 2 and 3, with Children's on the Mezzanine.

  This number of publicly-oriented floors is higher than the Unconstrained Library Building Layout increasing the minimum number of public service points;

- The ideal vertical building zoning is achieved, with the creation of public zone and a staff-only zone. (the staff zones are hatched in the diagram);

- Meeting room functions (Film Theatre (Auditorium) and Seminar Facility) and the DAG's public gallery functions are accessible from outside of the Library collection's security zone, with a strong visual connection to Level 0 from the Concourse;

- The majority of Library administrative functions are located on Level 4, which is a non-public service floor;

- The loading dock, shipping and receiving, workshops and storage facilities are located together on Level 0; and

- Expansion in this option should take place laterally and on multiple floor levels. Expansion of the Library on an additional floor level would result in operational inefficiencies.

Regina Public Library

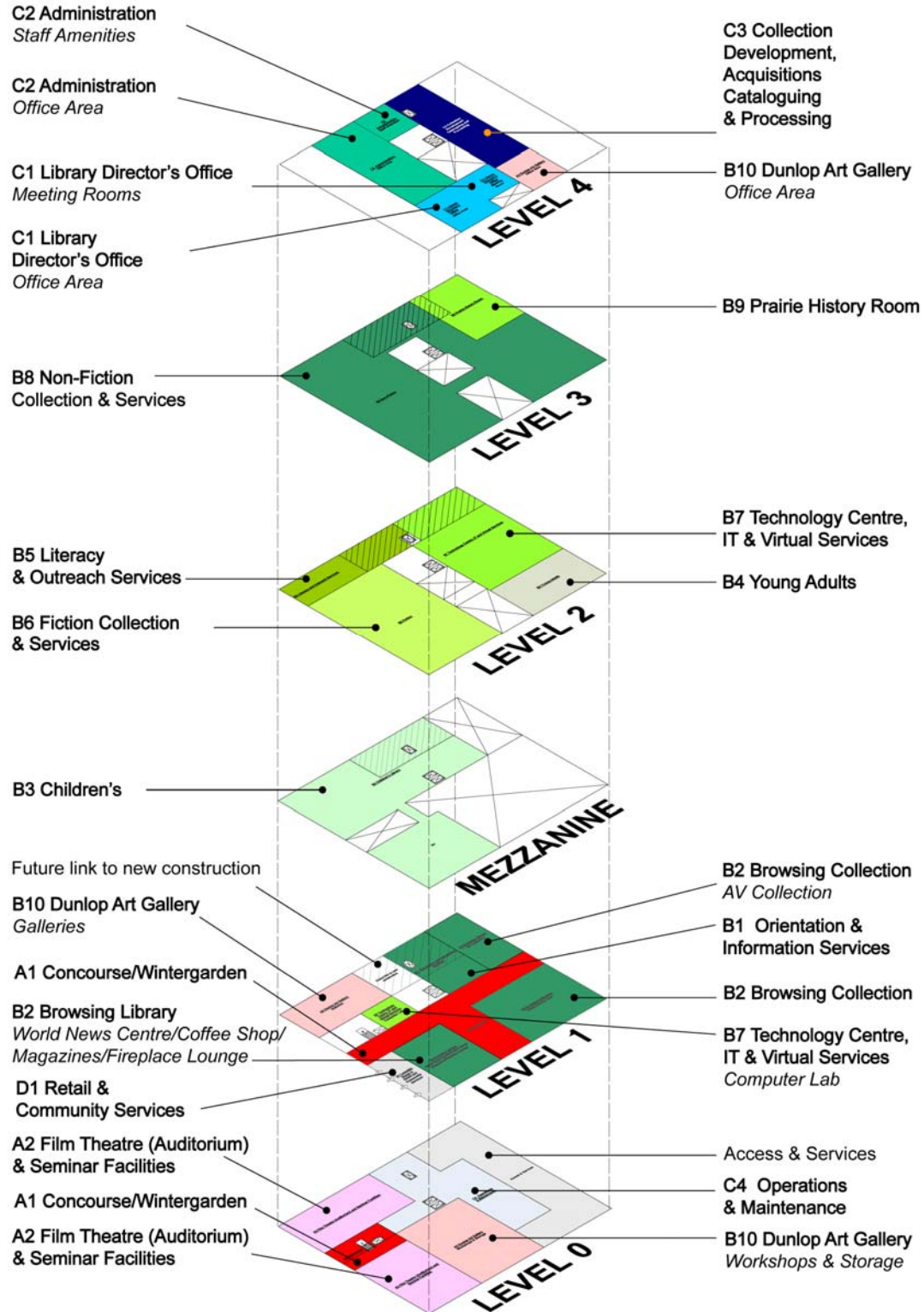*Central Library*
Development Plan

Section 5: Physical Plan

CONTEXTUAL LAYOUTS

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Option 1 – Stand-Alone Library

LEVEL 4
- C3 Collection Development, Acquisitions, Cataloguing & Processing
- B10 Dunlop Art Gallery *Office Area*
- C2 Administration *Office Area*
- C2 Administration *Staff Amenities*
- D2 Long Term Expansion Space
- C1 Library Director's Office *Meeting Rooms*

LEVEL 3
- C1 Library Director's Office *Meeting Rooms*
- B8 Non-Fiction Collections & Services
- B9 Prairie History Room

LEVEL 2
- B5 Literacy & Outreach Services *Literacy Services*
- B6 Fiction Collection & Services
- B7 Technology Centre, IT & Virtual Services
- B4 Young Adults
- B6 Fiction Collection Services *Seating*

MEZZANINE
- B3 Children's

LEVEL 1
- B1 Orientation & Information Services *Staff Area*
- A10 Dunlop Art Gallery *Galleries*
- D1 Retail & Community Services
- B2 Browsing Library
- B5 Literacy & Outreach Services *Outreach Services*
- B1 Orientation & Information Services *Public Area*
- A1 Concourse/Wintergarden

LEVEL 0
- C4 Operations & Maintenance
- B10 Dunlop Art Gallery *Workshop and Storage*
- A1 Concourse/Wintergarden
- Access & Services
- A2 Film Theatre (Auditorium) & Seminar Facility

Regina Public Library

Central Library
Development Plan

CONTEXTUAL LAYOUTS

Section 5: Physical Plan

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OPTION 2 –
LIBRARY INTEGRATED WITH
COMPREHENSIVE DEVELOPMENT

Option 2 also places the Central Library in the centre of the block, and site Option 1 assumes the demolition of the Masonic Hall and the removal of the electrical substation. However, unlike Option 1, Option 2 conceives the Library Building as a facility that is integrated fully into prospective development on the site, including the mid-block Walkway connecting Victoria Park with the City Hall Park, a renovation or replacement of the existing Library facility to the north and a redevelopment of the Revenue Canada Building to the west. The scope of integration is primarily reflected in the layout of Level 1, but also impacts opportunities for future expansion on other floors. Expansion may be either to the west or north.

Overall attributes include:

- The cruciform Concourse connects the ceremonial front door of the Library Building (off Lorne Street) with corridors providing access from the walkway, and redevelopments to the north and south. Security gates are provided at each of these entrances within sight of the Information & Orientation service point. The Concourse creates a significant indoor space through the building. Bridges will connect various collections that span the space on upper levels. Retail and community services functions, are accessed from the walkway;

- As in Option 1, the public service portions of the Library Building are accommodated on four floor levels — Level 1, Mezzanine, and Levels 2 and 3, with Children's on the Mezzanine, overlooking the Browsing Library.

  Again, this number of publicly-oriented floors is higher than the Ideal Library Building Layout;

- The ideal vertical building zoning is achieved, with the creation of public zone and a staff-only zone;

- The meeting room functions in the Film Theatre (Auditorium) and Seminar Facility and Dunlop Art Gallery's public gallery functions are accessible from outside of the Library collection's security zone, by way of the south entrance off the walkway. The galleries are located on Level 1 in this case and the Auditorium on Level 0, with a strong visual connection provided to Level 0 from the Concourse;

- The majority of Library administrative functions are located on Level 4, which is a non-public service floor;

- The loading dock, shipping and receiving, workshops and storage facilities are located together on Level 0; and

- As in Option 1, expansion should take place laterally and multiple floor levels. No expansion space is shown.

Option 2 – Library Integrated with Comprehensive Development

C2 Administration
Staff Amenities

C2 Administration
Office Area

C1 Library Director's Office
Meeting Rooms

C1 Library
Director's Office
Office Area

C3 Collection
Development,
Acquisitions
Cataloguing
& Processing

B10 Dunlop Art Gallery
Office Area

LEVEL 4

B9 Prairie History Room

B8 Non-Fiction
Collection & Services

LEVEL 3

B7 Technology Centre,
IT & Virtual Services

B5 Literacy
& Outreach Services

B4 Young Adults

B6 Fiction Collection
& Services

LEVEL 2

B3 Children's

MEZZANINE

Future link to new construction

B2 Browsing Collection
AV Collection

B10 Dunlop Art Gallery
Galleries

B1 Orientation &
Information Services

A1 Concourse/Wintergarden

B2 Browsing Collection

B2 Browsing Library
*World News Centre/Coffee Shop/
Magazines/Fireplace Lounge*

B7 Technology Centre,
IT & Virtual Services
Computer Lab

D1 Retail &
Community Services

LEVEL 1

A2 Film Theatre (Auditorium)
& Seminar Facilities

Access & Services

A1 Concourse/Wintergarden

C4 Operations
& Maintenance

A2 Film Theatre (Auditorium)
& Seminar Facilities

B10 Dunlop Art Gallery
Workshops & Storage

LEVEL 0

APPENDICES

Appendix A:
Regina Public Library –
Central Branch Interim Existing Facility Analysis

APPENDIX A: REGINA PUBLIC LIBRARY – CENTRAL BRANCH INTERIM EXISITING FACILITY ANALYSIS

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September 16, 2009

Regina Public Library – Central Branch
Interim Existing Facility Analysis

This report has been prepared prior to the results of the overall Central Branch programming analysis and development expansion options being completed. At this time the report only deals with the existing conditions. Modification to recommendations may occur in the final report depending on the direction selected for the redevelopment of the Central Branch.

1.0 Executive Summary

Built environments are a combination of both art and technology. This report deals with the technology component of the Central Branch of the Regina Public Library.

While the library has been well maintained over the years, in general, the technology of the Regina Public Library is outdated and time expired. Constructed in 1962 the building has not had a major general renovation since its original construction. The building was originally constructed of long term durable materials and in general they are in good condition throughout.

The technology associated with our current definition of sustainable building is completely absent in the RPL facility with the exception of the passive solar shades installed on the south, west, and for only aesthetic reasons, the north, facades. Insulation levels for the entire exterior building envelope are very low by today's standards. Mechanical and electrical systems are much more efficient today than the current building equipment and systems.

Structural systems according to recent reports are all in good condition. If suitable for potential redevelopment the structural systems could be reused. Specific investigation on reuse of structural systems will be on hold until further design work occurs on the redevelopment options for the site.

1.1 Background

Originally constructed in 1962 the Regina Public Library comprises approximately 70,000 square feet on 3 levels (basement, main and second). The building area for building code application (main floor foot print) is 26,319 square feet (2445 square metres).

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Central Branch
Existing Conditions Report

2.0 Architectural Assessment

The building has been generally well maintained over the years and at the time of its construction utilized high quality durable materials. In the last 47 years since its original construction the technology that we apply to building construction has changed dramatically. Exterior envelopes in particular are much improved over the current Central Branch. Walls systems incorporating high insulation values, high quality air barriers and rain screen principles are all standard for high quality buildings today. All of these design components are lacking in the existing building.

2.1 Significant Issues

2.1.1 Building Envelope

.1   Wall System Insulation
        All areas of the exterior building envelope have poor thermal insulation values. The existing drawings show the walls having 2 inches of Rockwool insulation supported in a 2"x2" wood strapping system. With an R value of 5 at most, the building wall system has an insulation value of less than 25% of what it should be. Current LEED designed buildings generally have R25 to R30 values of insulation in the walls. There are also significant areas where no insulation occurs on the wall such as at the floor slab edges and roof structure overhangs. (Refer to sketches in section 3.1) The location of the insulation within the wall is also poor as it occurs at the inside of the system. Insulation located nearer the outside of the wall provides more thermal mass inside the insulation line and results in improved wall performance. Refer to section 2.2.1 for additional information on the wall system insulation.

.2   Roofing System
        Roofing is the original built up asphalt roof system that has been patched as required over the years to maintain water tightness. Forty-seven years is long past the expected life of a conventional built up asphalt roof. The original drawings show 2" of insulation. This potentially R6 or R7 insulation value is likely reduced due to moisture infiltration over the years. Typically roofs of LEED quality buildings have approximately R40 insulation values in our climate.

. 3   Windows and Curtain Wall
        Exterior curtain walls – poor frames and poor glass. All seals at their current age will be brittle and not performing as intended. The glass units themselves are

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conventional double glazed sealed units of clear glass. (current glazing offers a minimum of 167% better thermal resistance and 250% better resistance to solar heat load (shading coefficient))

.4   Granite Cladding

In at least 2 locations the granite cladding has fallen off of the building. The Retro-Specs report discusses these events in detail but does not speculate on whether the cause of the failure is a generalized condition throughout the building. In other buildings built during this period the steel elements that support the stone were not typically provided with corrosion protection. Currently steel supports for stone on exterior walls require a minimum of galvanized anchors and many are constructed with stainless steel anchors to prevent support failures. With the supports identified as steel without protection and showing corrosion it is only a matter of time until general remediation is required to the exterior stonework. This would involve removing all the stone and replacing the anchors with stainless steel anchors. Specific site investigation including removal of some of the stone panels will be required to completely assess this situation.

.5   Air Barrier

The existing exterior wall has no air barrier as currently required by the National Building Code of Canada 2008.

.6   Support for Special Interior Environments

In total, the current exterior building envelope system as described above will function to support more conventional office and general environmental requirements but does not effectively support special environments that should be provided for spaces like the Dunlop Art Gallery and any rooms storing significant rare collections. These special spaces need, in particular, very controlled humidity levels that are only economically achievable in spaces with tightly constructed moisture, thermal and air barriers.

2.1.2 Building Code Requirements

This section identifies discrepancies with respect to current building code requirements. The majority of these code deficiencies result from changes in the building codes that have occurred between the original construction in 1962 and the current building codes. The Authorities having Jurisdiction generally only require upgrades to current codes be made during major renovations to a building. Minor renovation work will not generally evoke the requirement to update to current code requirements. It is assumed that the scale of

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renovation contemplated in the current study will require upgrades to the current building code requirements. Major building code issues are advised in the following list

.1 <u>Fire Protection Sprinklers</u>
The Central Branch is classified under the National Building Code of Canada as a Group A2 occupancy. The NBCC 2005 requires that this building type be provided with a complete fire protection sprinklering system per code section 3.2.2.24.

.2 <u>Environmental Envelope</u>
The existing Central Branch building envelope does not meet NBCC part 5 environmental envelope requirements. Minimum energy use performance is also required by the National Model Energy Code and we can say with confidence that the library does not meet these energy use requirements and in fact our current building designs typically use between 30% and 50% less energy than allowed by the model energy code. As an example every LEED certified building must be a minimum of 25% more efficient than required by the Model Energy Code.

.3 <u>Handicapped Accessibility</u>
Most of the high priority handicapped accessibility issues have been addressed over the years of renovations in Central Branch. The building design severely limits opportunities for a thoroughly integrated and accessible building.

.4 <u>Fall Arrest Systems</u>
The current building contains no engineered fall arrest system on the roof. In accordance with Saskatchewan OH&S regulations all buildings require fall arrest systems for workers accessing roof areas.

.5 <u>Exiting</u>
The main building Boiler room is located under main entrance which is an exit for the building. This is not allowed by NBCC 3.6.2.2 if the boilers operate at pressures exceeding 100 kPa.

2.1.3 Exterior Finishes

The exterior finishes of the Central Branch are typically long term high quality finishes. The two main exterior building finishes are granite and aluminum/glass window systems. These materials as finishes are extremely durable and appear to be in good condition throughout

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the building. Refer to section 2.1.1 for information on problems with these materials related to the exterior envelope.

2.1.4 Interior Constructions

The interior construction of any building is typically not the driver to assess the need to conduct a major renovation. Depending on the building type and the initial quality of finishes some facilities will replace soft flooring finishes, soft ceilings and other finishes on a 10-20 year schedule. Some of this work has occurred over the years at the Central Library over its 47 year life span. More long term interior finishes such as masonry and hard flooring surfaces can last indefinitely. The walls, doors, stairs, millwork and similar constructions are often inappropriately located for new programming requirements. As well new mechanical and electrical systems also can have a significant impact on the ability to maintain the existing interior architectural construction of a building.

Removal of the remaining asbestos material located within the building will also have an impact on the ability to maintain any existing interior construction. A final analysis of the interior of the building will be conducted once the program requirements have been defined and whether the new program would be compatible with the existing building layouts.

2.1.4 Other Issues

.1 Hazardous Materials
Asbestos – from the previous reports some asbestos remains in the building. The May 2006 report by Ground Engineering recommended some action with regards to friable asbestos containing materials. It is recommended that all asbestos containing materials be removed from the building during future renovations in order to remove the danger and ongoing maintenance associated with this problem.
Lead Paint – Buildings of this age will contain lead based paints. This will have to be addressed in any renovation plans for the building.

2.2 Issues associated with correction of identified problems

The major architectural issues identified in this report are all potentially correctable under various renovation scenarios. Some of the issues maybe only partially correctable depending on the renovation scenario. This section identifies those issues.

Central Library

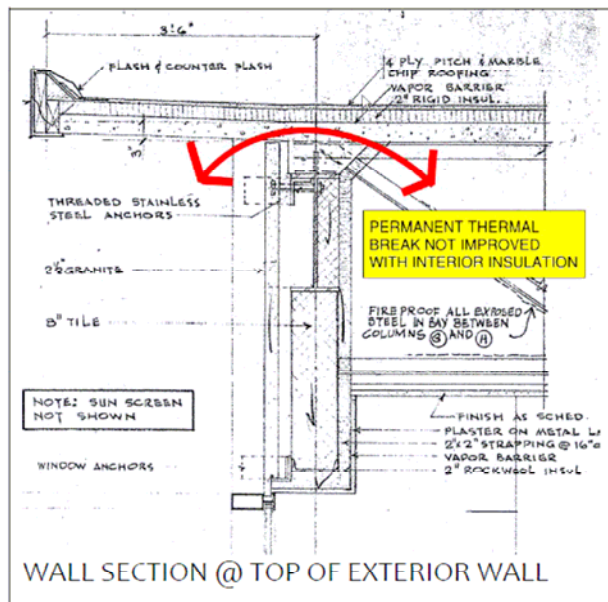**Appendices**

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2.2.1 Building Envelope

The roof replacement and roof insulation upgrade can be conducted effectively under any renovation scenario. The existing roof and insulation would be removed and replaced with a new roof system incorporating appropriate insulation values.

The exterior walls create a bigger challenge to upgrade if all or portions of the exterior walls are to remain in place and be retained in the renovation. The windows and curtain wall areas are fairly straightforward and can be replaced with improved glazing and framings systems independent of other work. The solid portions of the exterior wall, if the exterior finishes are to remain during the renovation, can only be improved by adding insulation on the inside of the wall. This results in the existing thermal breaks that occur at the floors and roof line remaining with no option to improve the condition. See sketches below for additional explanation.

The sketch at right shows the thermal break that will remain if the exterior wall remains in place and additional insulation is provided at the inside of the wall only. The increased insulation on the inside of the wall will increase the potential for frost and condensation to form at the thermal break. i.e. on the inside surfaces of the thermal break.

WALL SECTION @ TOP OF EXTERIOR WALL

Resource Planning Group Inc.   **A-6**   *2010 January 15*

Appendices

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Similar to the sketch above a thermal break at the floor line also occurs and would continue if the exterior walls are left in place.

Another problem with the interior insulation renovation is the lack of a high quality air barrier. Interior insulation can only add a vapour barrier on the inside of the new insulation. A cavity wall system as described below is technically a far superior wall construction that incorporates a vapour barrier and an air barrier into one element that allows proper venting of the insulation space.

PERMANENT THERMAL BREAK NOT IMPROVED WITH INTERIOR INSULATION

WALL SECTION @ BASE OF EXTERIOR WALL
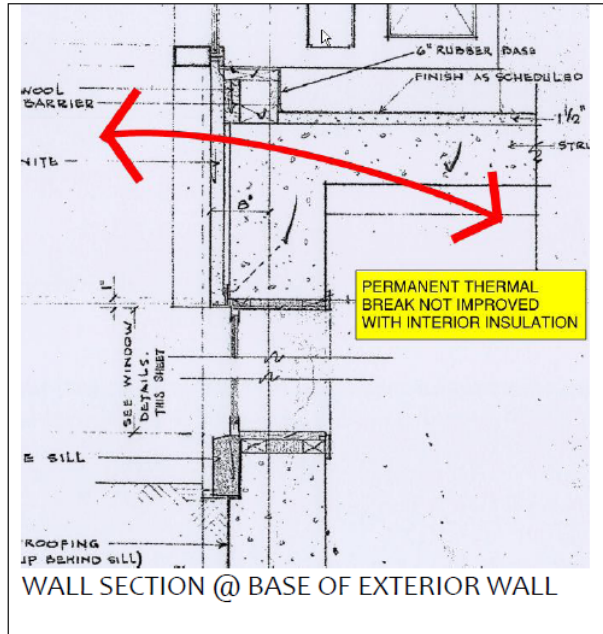
The above noted insulation conditions can only be improved with the implementation of a cavity type wall on the exterior walls. Cavity walls are comprised of an exterior finish, a vented air space, insulation, air barrier and interior wall structure. The existing wall construction can not be retrofitted to a cavity wall without a complete dismantling of the wall and reconstructing a new wall.

3.0   Structural

3.1   Description

The structural systems for the existing Regina Central Library Building consist of both concrete and steel framing. The building is supported on end bearing concrete belled piles with their base at approximately 50 feet below grade. The foundation walls are reinforced concrete and the lower floor system is a 5" thick concrete slab cast on compacted fill. The theatre area consists of a stepped cast-in-place concrete slab supported on concrete beams. The piles support concrete columns that run to the main floor level. The columns support steel columns above that support the second floor and roof systems.

The main floor construction is a cast-in-place concrete slab and beam system over part of the floor and a two-way, flat slab over the remaining area. The second floor

APPENDIX A: REGINA PUBLIC LIBRARY –
CENTRAL BRANCH INTERIM EXISTING FACILITY ANALYSIS

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Public
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is steel framed using steel beams, joists and metal deck. The deck supports a thin concrete slab. The original construction drawings indicate that the second floor design loading is 150 psf.

The roof is framed with steel similar to the second floor. The framing consists of steel beams, joists and metal deck and the deck supports a thin concrete slab. The design load for the roof is 35 psf.

3.2   Inspection

J.C. Kenyon Engineering performed an inspection of the building on July 14, 2009. Our inspection was visual in nature only and no testing or analysis was undertaken regarding the building structure. The basic structural systems were for the most part covered with building finishes and could not therefore be directly inspected.

In general the structural systems for the building appeared to be performing satisfactorily. We did not observe any significant structural distress in the form of major cracks or deflections in any structural members. We did observe some minor cracks in some of the concrete beams below the main floor and in some of the perimeter concrete walls. These cracks appeared to be the result of normal loading conditions.

The one significant issue in the building is the movement of the lower level floor slab. As mentioned previously, this slab is supported on a compacted fill which is subsequently supported on the clay soil below. The slab has settled at the northwest corner of the building and appears to have heaved in other areas. The slab movement is not a structural issue as such but is the result of changes to the supporting soil below it. Slab heaving is common in Regina and results from swelling of the clay soil when subjected to an increase in moisture content. Slab settlement is less common and would normally be caused by subsidence of the backfill.

The slab movement at the Library has resulted in unlevel floors and some cracks in interior wall finishes. We note that soil subsidence has occurred to some extent around the perimeter of the building at grade level.

The exterior of the building includes a stone veneer cladding. The system used for anchoring and supporting the stone cladding is unknown however it likely consists of steel support along the base and pins connected back to structure behind the stone. An inspection of the stone around the building did not reveal any unusual shifting or tilting of the panels. There is one location along the south side of the

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building at the base of the wall where a panel has fallen off. The panels along this wall appear to be braced back to the wall by a clip angle attached to the vertical mullion of the metal screen wall. It appears that at this location the clips may have been omitted.

4.0 Mechanical

4.1 General

Following is a brief assessment of the existing mechanical systems at the Regina Public Library Main Branch. In summary, with the exception of the chiller, cooling tower and related pumps that were replaced in 2007, all mechanical systems have surpassed their predicted service life and are not suitable for reuse.

4.2 Systems Description

Fire Protection: Building is not equipped with sprinklers. The building is equipped with a combination standpipe / firehose system.

The Computer Room is protected with a Halon fire suppression system. Halon systems are no longer acceptable by code.

Ventilation: The building is equipped with multizone constant volume air handling systems. Economizing sections allow the use of outside air free-cooling.

The Gallery area is not equipped with an independent ventilation system and is not able to maintain typical gallery temperature & humidity conditions.

The outside air intakes have been retrofitted so that ventilation air is drawn from roof intakes rather than street facing louvers with the addition of surface-mounted ductwork.

Heating: The building is equipped with two natural gas fired forced draft low pressure steam boilers that are original to the building. Steam to hot water convertors provide heating water for perimeter radiation.

Cooling: The original chiller, cooling tower, chilled water pump and condenser pump were replaced in 2007 with a new 255 ton centrifugal 134A chiller and draw-thru cooling tower.

Humidification: The building is equipped with steam to steam humidifiers which use boiler plant steam as the heat source to provide humidification steam which is injected into the ventilation systems.

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Plumbing: The plumbing systems and fixtures are generally original to the building and not suitable for reuse.

Controls: The building mechanical systems are generally pneumatically controlled.

Site Services: The building is serviced as follows: Storm service: 10" service to storm main in lane.

Sanitary service: 6" service to sanitary main on Lorne St.
Water service: 4" service from water main on Lorne St.
Natural gas service: serviced from gas main on Lorne St.

5.0   Electrical

5.1   Electrical Overview

The majority of the electrical equipment is original to building construction in 1962. The building has a 4160volt electrical service entry from SaskPower which terminates in the main electrical switchgear which is located in the basement electrical room.

Breaker panels are distributed throughout the facility. A 50kVA natural gas generator is located in the boiler room.

The motor control centres, interior lighting, and fire alarm system are at the end of their operable life. The exit signs have been upgraded in the last year and are in good condition.

The building electrical systems are maintained but no major electrical upgrades have occurred since the original building construction.

5.2   Main Electrical Distribution

The main high voltage switchgear consists of 200amp rated main load break switch, SaskPower high voltage metering section, and a 600kVA dry type transformer to step down the voltage from 4160volts to 120/208volts.

The library electrical meter operates at 4160volt which provides a different electrical rate structure through SaskPower. It was normal SaskPower practice at the time of

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building construction to have the customer provide their own step-down transformation.

The 120/208volt distribution consists of molded case breakers and is at full capacity. There is no space for expansion.

The clearance in front of the electrical switchgear and distribution is not sufficient and contravenes the 2009 Canadian Electrical Code (C.E.C.) which requires a minimum of 1.5m for the current electrical room layout.

There is also concern regarding the location of the basement electrical room. The centrally located electrical room requires the 4160volt SaskPower conductors to be installed underground from the south into a small void under the basement. These conductors are non-accessible and would not meet current SaskPower requirements.

5.3   Breaker Panels

The breaker panels are original to building construction and are at the end of their serviceable life. All breaker panels should be replaced.

5.4   Distribution Wiring

The distribution wiring is concealed within walls, above ceilings, and within conduit raceways. There have been no major renovations to the building so it is likely that the majority of the wiring is also original. Considering the age of the building, it is recommended that all distribution wiring be replaced as renovations occur.

5.5   Branch Wiring

The branch wiring is also concealed and could not be visibly reviewed. Replacement of all branch wiring should occur during renovations.

5.6   Wiring Devices

The wiring devices including the light switch and receptacles are aged and should be replaced as renovations occur.

5.6   Emergency Power

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The building has a 40kW (50kVA) 120/208volt 3 phase natural gas emergency generator which is located in the basement boiler room. The unit is in fair condition but is unlikely to meet future needs. An upgrade is recommended.

5.8   Interior Lighting

The interior lighting consists of surface mounted and recessed T-12 fluorescent fixtures. Lighting levels are good but the T-12 fixtures are aged and not energy efficient compared with modern fixtures. We recommend a complete lighting upgrade.

Due to the age of the building, all T-12 fixtures should be reviewed to determine if the ballasts contain PCB.

The low voltage lighting control system was manufactured by GE is also at the end of its serviceable life. Some lights are controlled by circuit breakers which is not the intended use of circuit breakers.

5.9   Exterior Lighting

The exterior lighting consists of metal halide and high pressure sodium type fixtures. There are canopy down lights, wall mounted fixtures above the exit doors, and pole mounted fixtures along the west side of the building. There have been upgrades to the exterior lighting and lighting levels are generally good.

5.10   Fire Alarm System

The Edwards 6500 zoned fire alarm control panel is located in the boiler room with a remote annunciator panel at the main entrance. There is a fire alarm control panel outside the server room which controls the server room fire suppression system.

The fire alarm system is obsolete and should be upgraded as soon as possible. Replacement parts are difficult to source and any repairs will be costly.

5.11   Emergency Lighting

Strategic light fixtures are connected to emergency power to illuminate the means of egress. Some areas had battery power emergency light fixtures to supplement the emergency lighting.

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We were unable to review the emergency lighting coverage without simulating a power outage but this should be closely reviewed with any renovations.

5.12   Exit Signs

The exit signs have been upgraded in the last year and are in good condition. No concerns were noted.

5.13   Telephone and Data System

The telephone system enters the building from the 12th Avenue. A fibre optic service cable has also been brought to the building by SaskTel.

The data system has a mixture of Category 5 and Category 5e type cabling. The main server room is located in the basement.

There were no concerns noted with the telephone or data system as they appear to be well maintained.

6.0   Acknowledgements

The following listed previous reports prepared for the Regina Public Library have been reviewed and utilized in the preparation of this report;

1. Central Library Feasibility Study - 2007 – Stantec
2. Building Envelope Investigation Phase 1 –September 2007 - Retro-Specs Consultants Ltd.
3. Phase 1 Environmental Site Assessment – April 2007 - Stantec
4. Inspection of Asbestos containing Materials – May 2006 - Ground Engineering.
5. Central Library Building Assessment – 1997 – Stone Hutchinson Architects
6. Review of the Regina Public Library Expansion Proposals March 1997 – Regina Chamber of Commerce.
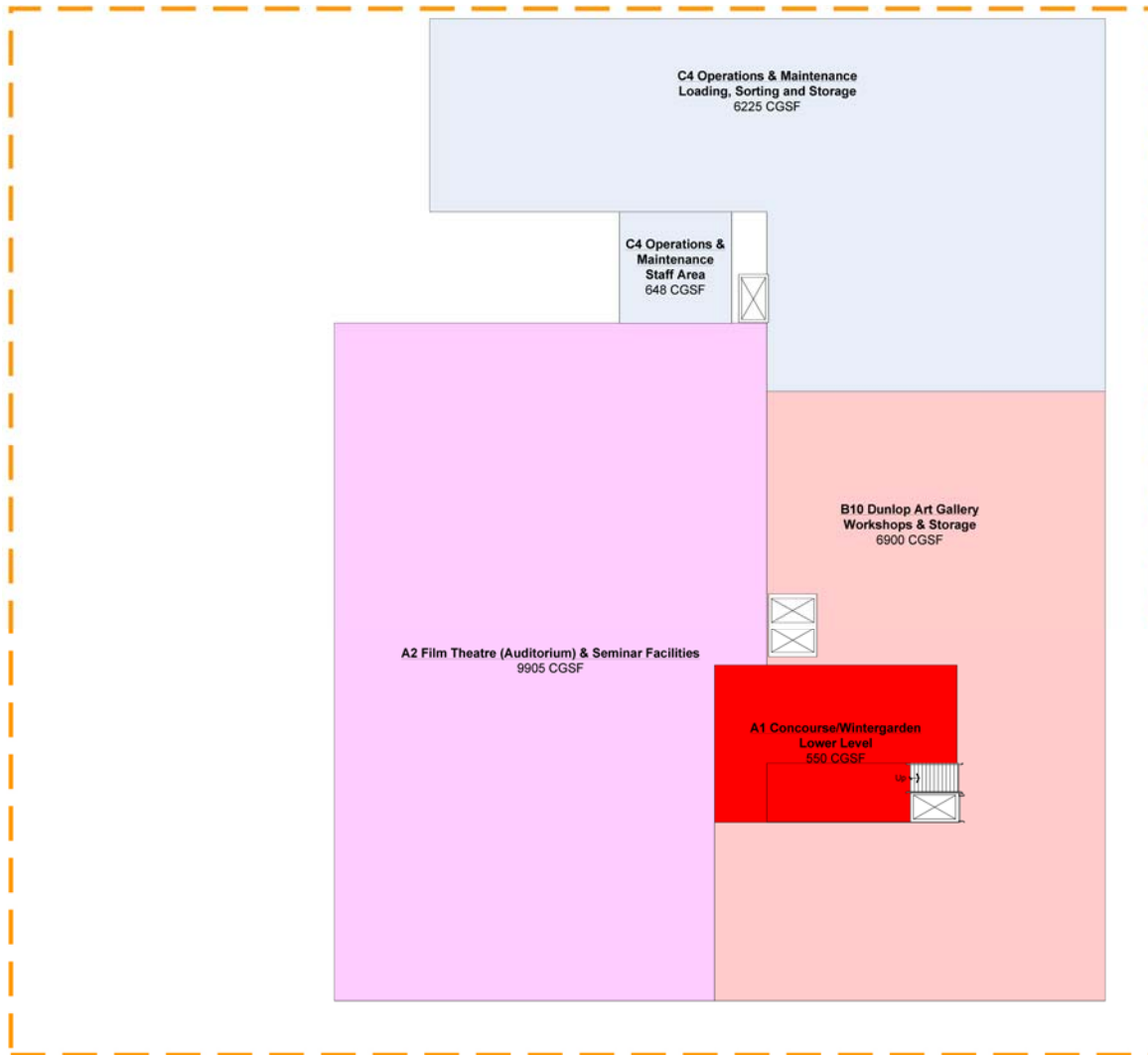7. Building Assessment Study Central Library 1995 – Arnott Kelley O'Connor & Associates.

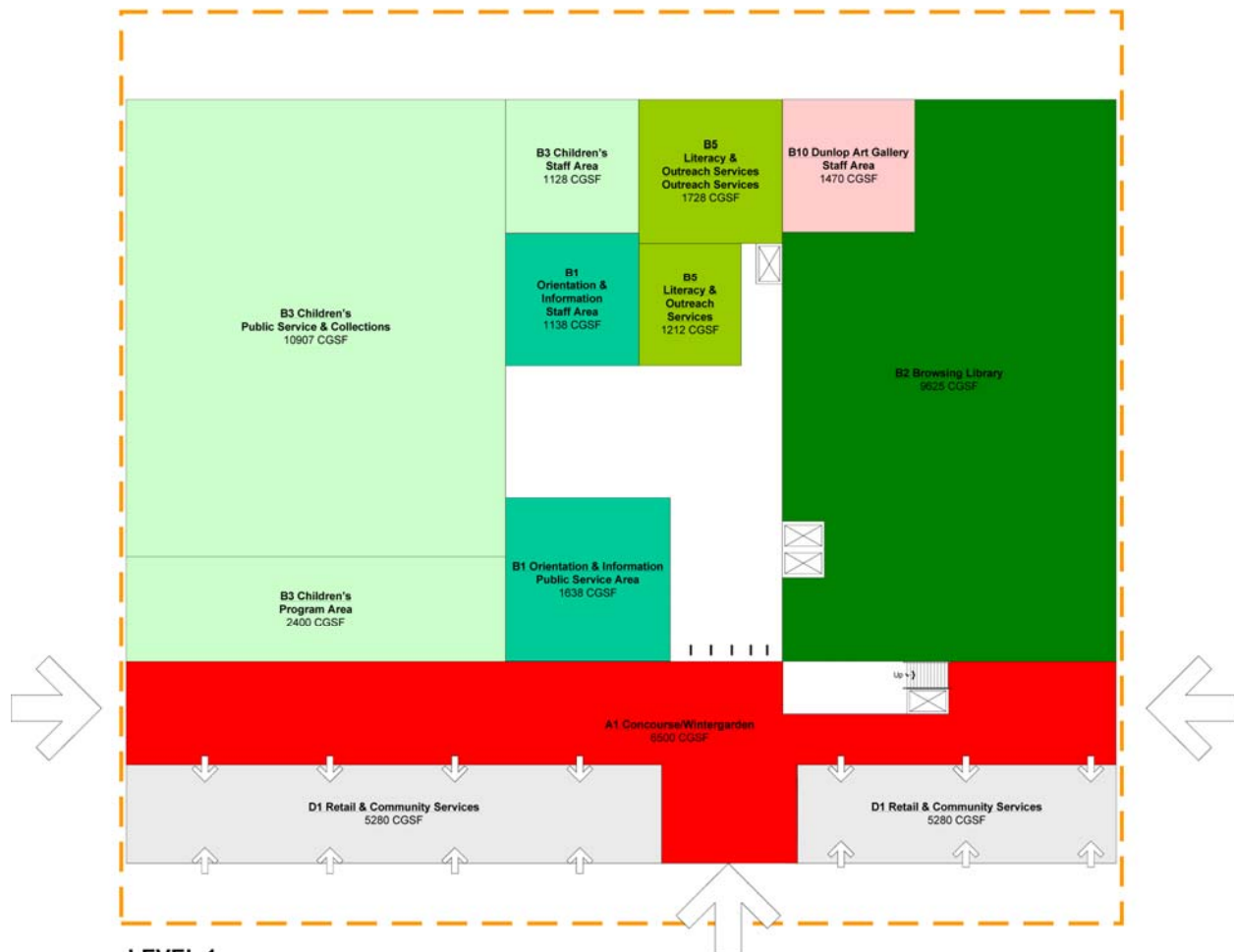*Appendix B:*
Layout Options

APPENDIX B: LAYOUT OPTIONS

### Unconstrained Layout Option

LEVEL 0

Space Summary

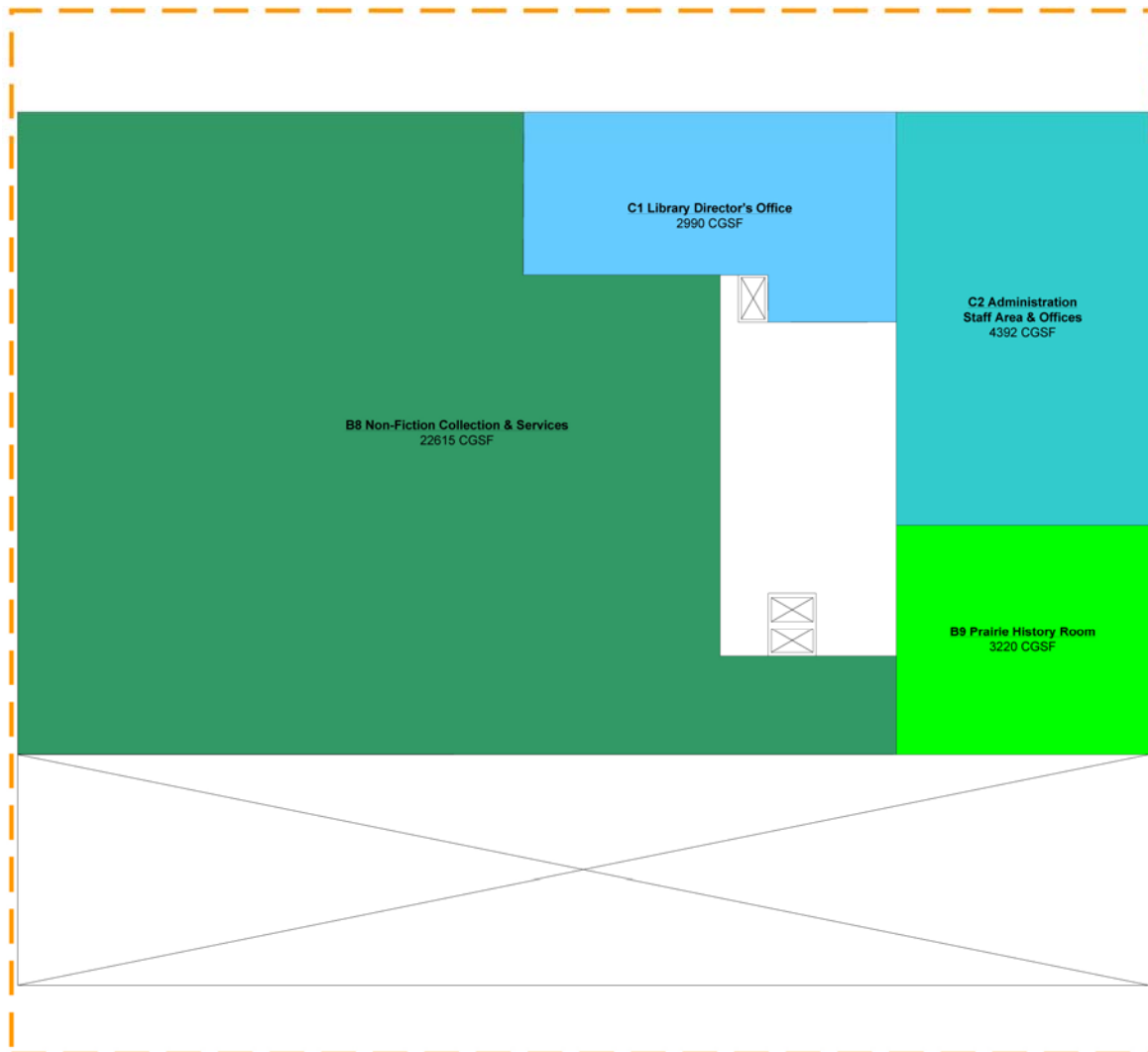| Component	Area – CGSF
A1 Concourse/Wintergarden	1,410
A2 Film Theatre and Seminar Facility	9,905
B10 Dunlop Art Gallery	9,085
C4 Operations and Maintenance	6,875
Total	**27,275**

LEVEL 1

Space Summary

Component	Area – CGSF
A1 Concourse/Wintergarden	5,640
B1 Orientation and Information Services	2,775
B2 Browsing Library	9,625
B3 Children's	14,435
B5 Literacy and Outreach Services	1,765
B10 Dunlop Art Gallery	1,470
D1 Retail and Community Services	5,280
Total	**40,990**
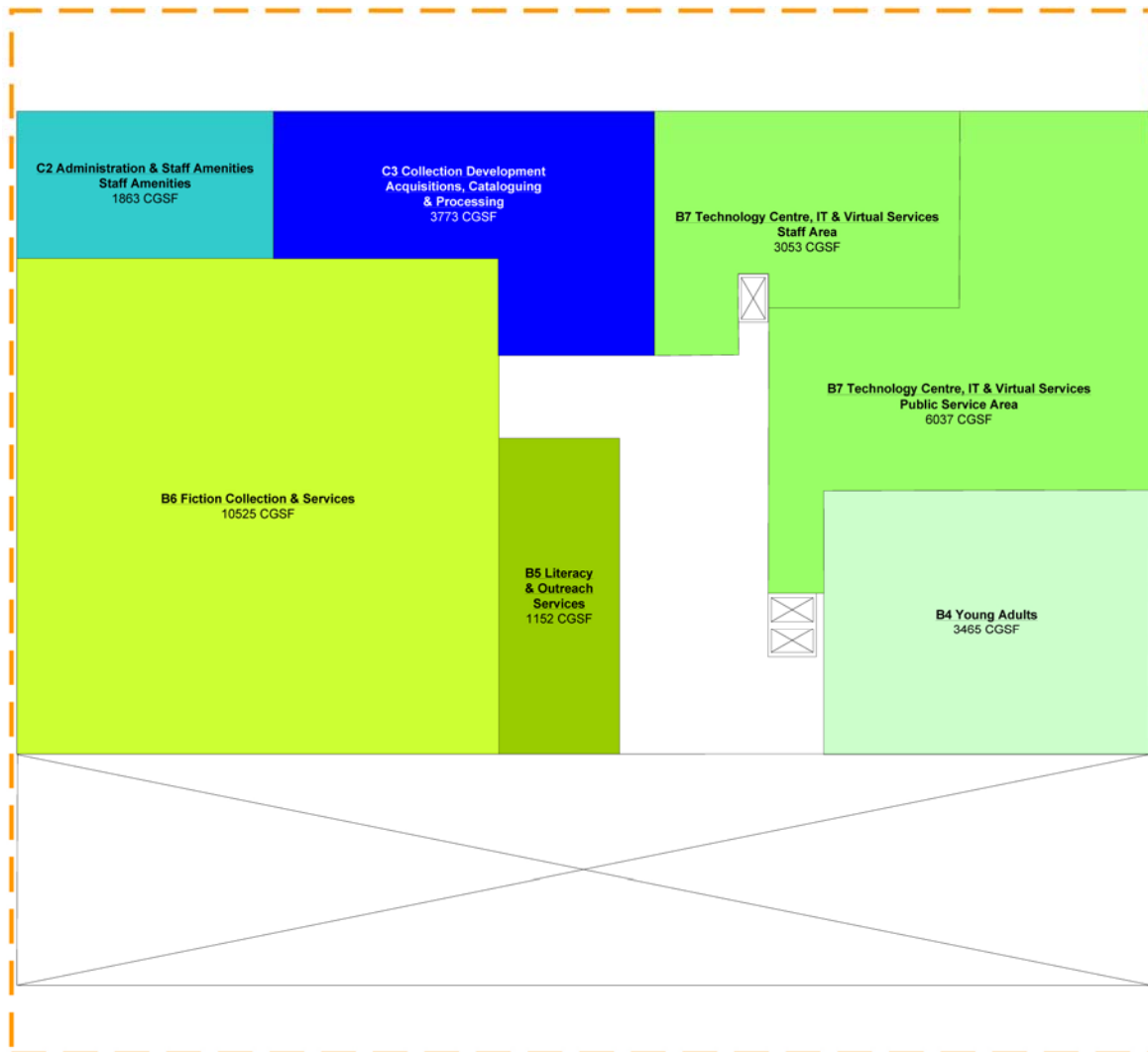
LEVEL 2

Space Summary

Component	Area – CGSF
B4 Young Adult's	3,465
B5 Literacy and Outreach Services	2,325
B6 Fiction Collection and Services	10,525
B7 Technology Centre, IT and Virtual Services	9,090
C2 Administration and Staff Amenities	1,865
C3 Collections Development, Acquisitions/ Cataloguing & Processing	3,935
Total	**31,205**

LEVEL 3

Space Summary

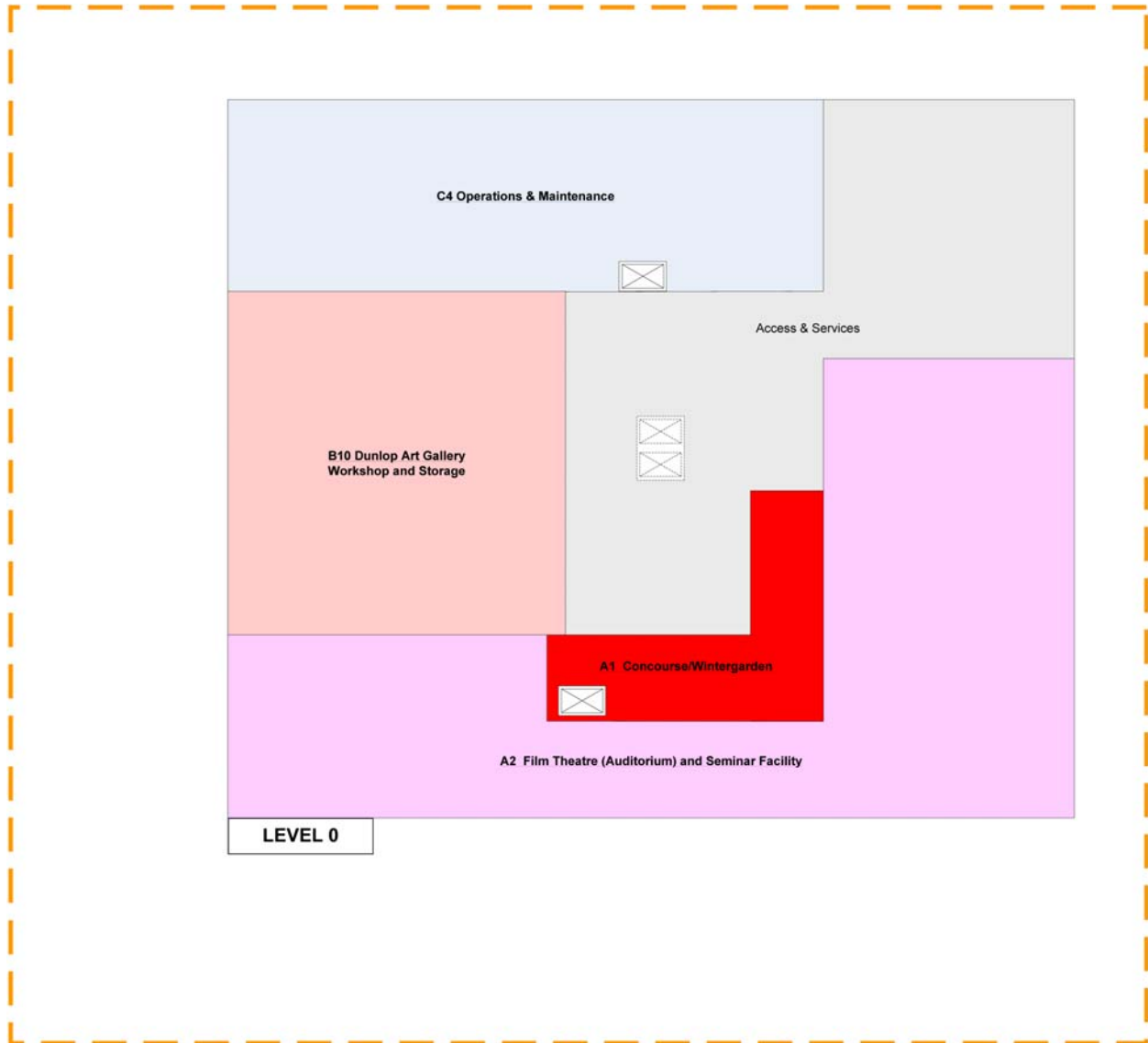| Component	Area – CGSF
B8 Non-Fiction Collection and Services	22,615
B9 Prairie History Room	3,220
C1 Library Director's Office	2,990
C2 Administration and Staff Amenities	4,390
Total	**33,215**

D2 Long Term Expansion Space
30000 CGSF
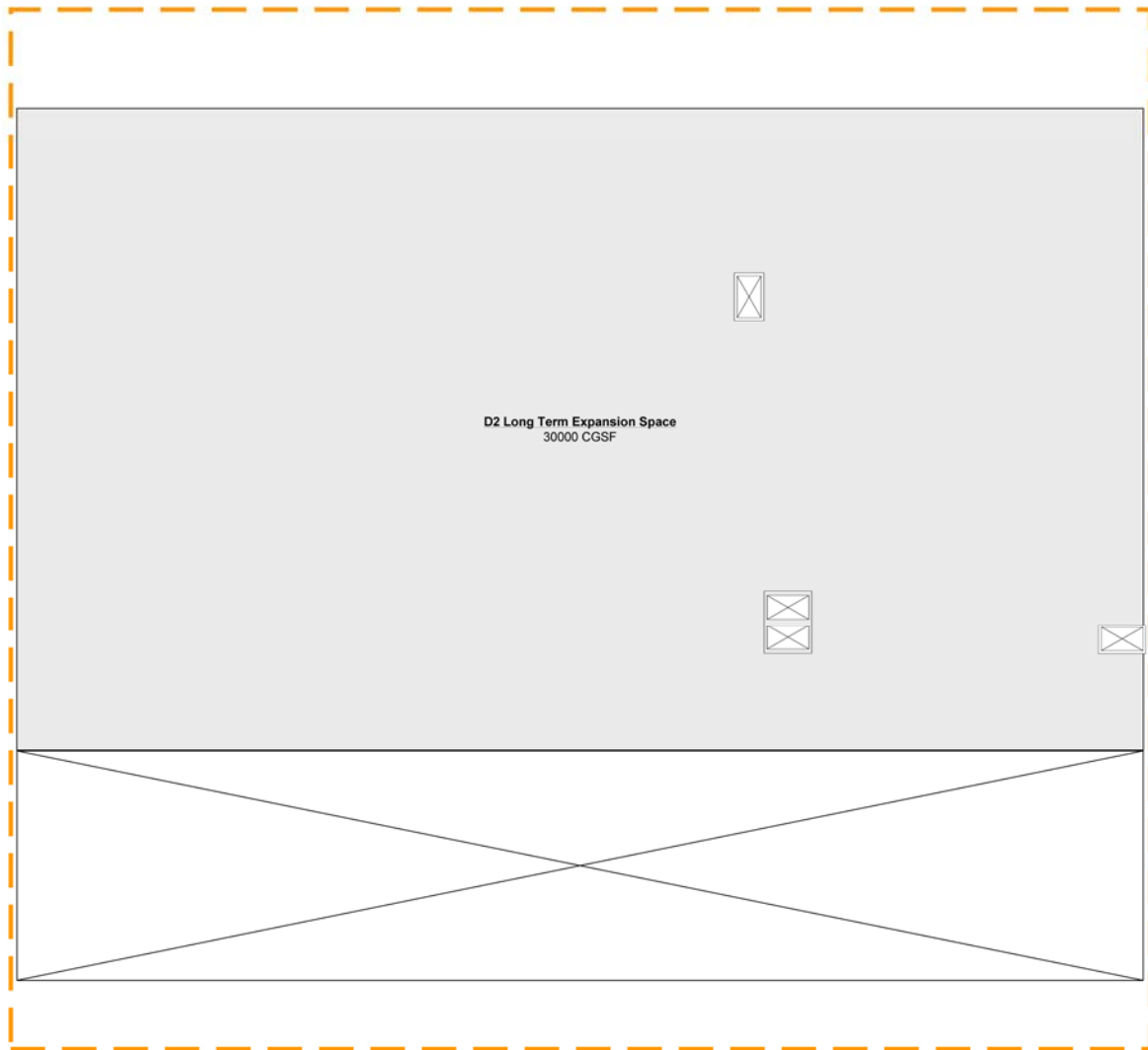
LEVEL 4

Space Summary

Component	Area – CGSF
D2 Long Term Expansion Space	30,000
Total	**30,000**

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Layout Option 1

C4 Operations & Maintenance

Access & Services

B10 Dunlop Art Gallery
Workshop and Storage

A1 Concourse/Wintergarden

A2 Film Theatre (Auditorium) and Seminar Facility

LEVEL 0

Space Summary

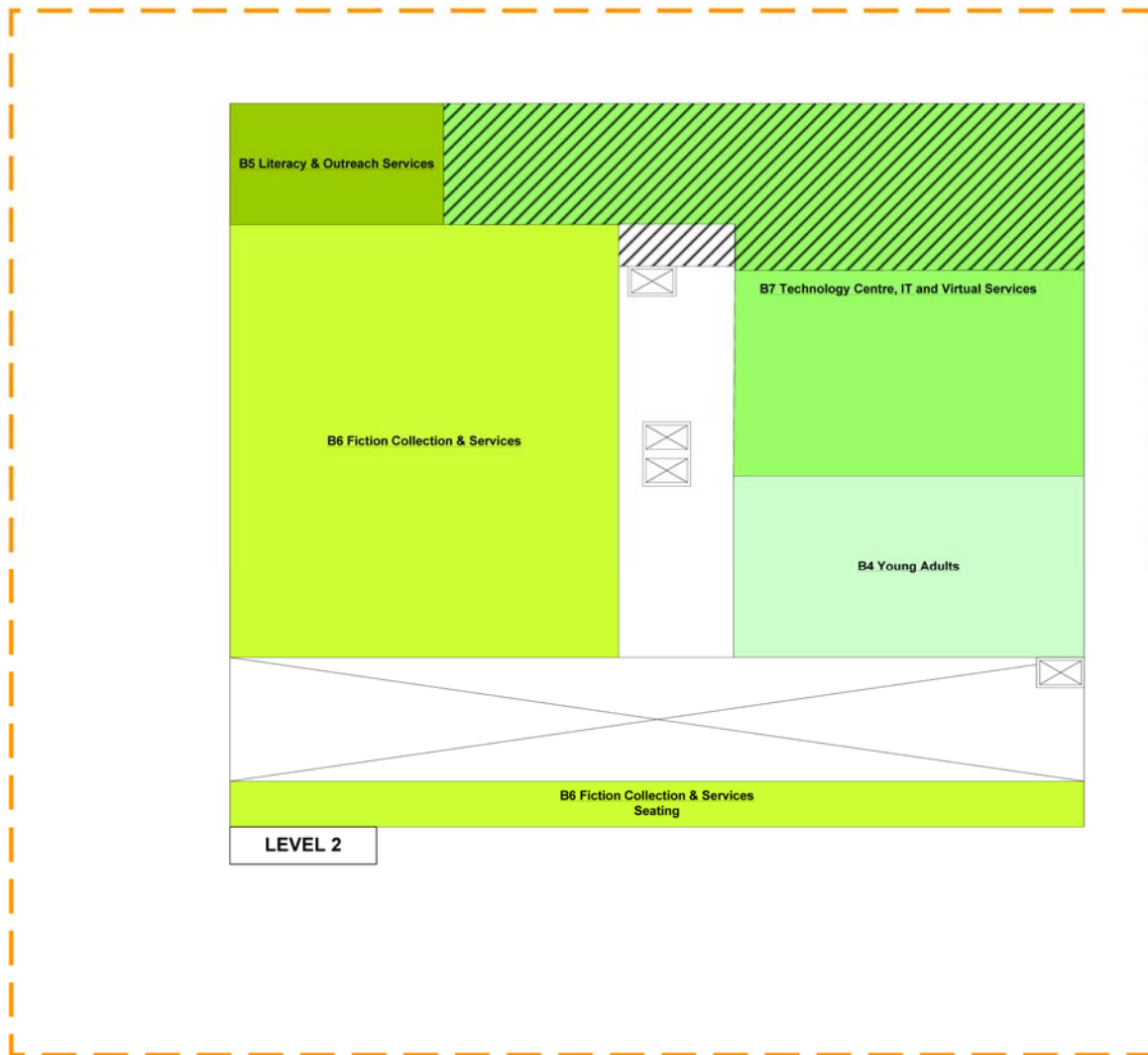| Component	Area – CGSF
A1 Concourse/Wintergarden	1,410
A2 Film Theatre and Seminar Facility	9,905
B10 Dunlop Art Gallery	6,120
C4 Operations and Maintenance	6,875
Total	**24,310**

B10 Dunlop Art Gallery Galleries

B1 Orientation & Information Services Staff Area

B2 Browsing Library

B5 Literacy & Outreach Services Outreach Services

D1 Retail & Community Services

B1 Orientation & Information Services Public Area

A1 Concourse/Wintergarden

LEVEL 1

Space Summary

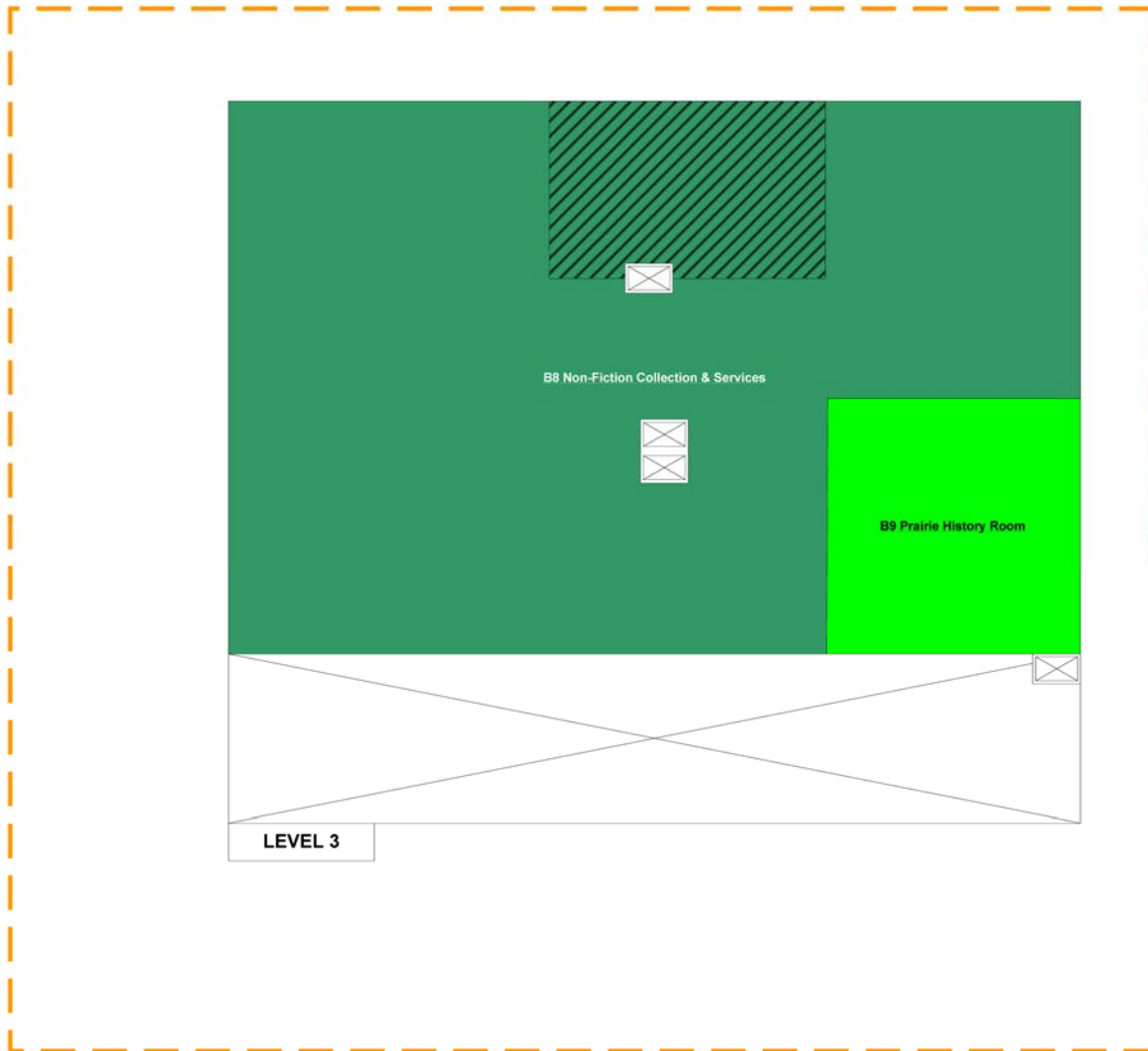| Component	Area – CGSF
A1 Concourse/Wintergarden	5,640
B1 Orientation and Information Services	2,775
B2 Browsing Library	9,625
B5 Literacy and Outreach Services	1,765
B10 Dunlop Art Gallery	2,965
D1 Retail and Community Services	5,280
Total	**28,050**

B3 Children's

MEZZANINE

Space Summary

Component	Area – CGSF
B3 Children's	14,435
Total	**14,435**

B5 Literacy & Outreach Services

B7 Technology Centre, IT and Virtual Services

B6 Fiction Collection & Services

B4 Young Adults

B6 Fiction Collection & Services
Seating

LEVEL 2

Space Summary

Component	Area – CGSF
B4 Young Adult's	3,465
B5 Literacy and Outreach Services	2,325
B6 Fiction Collection and Services	10,525
B7 Technology Centre, IT and Virtual Services	9,090
Total	**25,405**

B8 Non-Fiction Collection & Services

B9 Prairie History Room

LEVEL 3

Space Summary

Component	Area – CGSF
B8 Non-Fiction Collection and Services	22,615
B9 Prairie History Room	3,220
Total	**25,835**

LEVEL 4
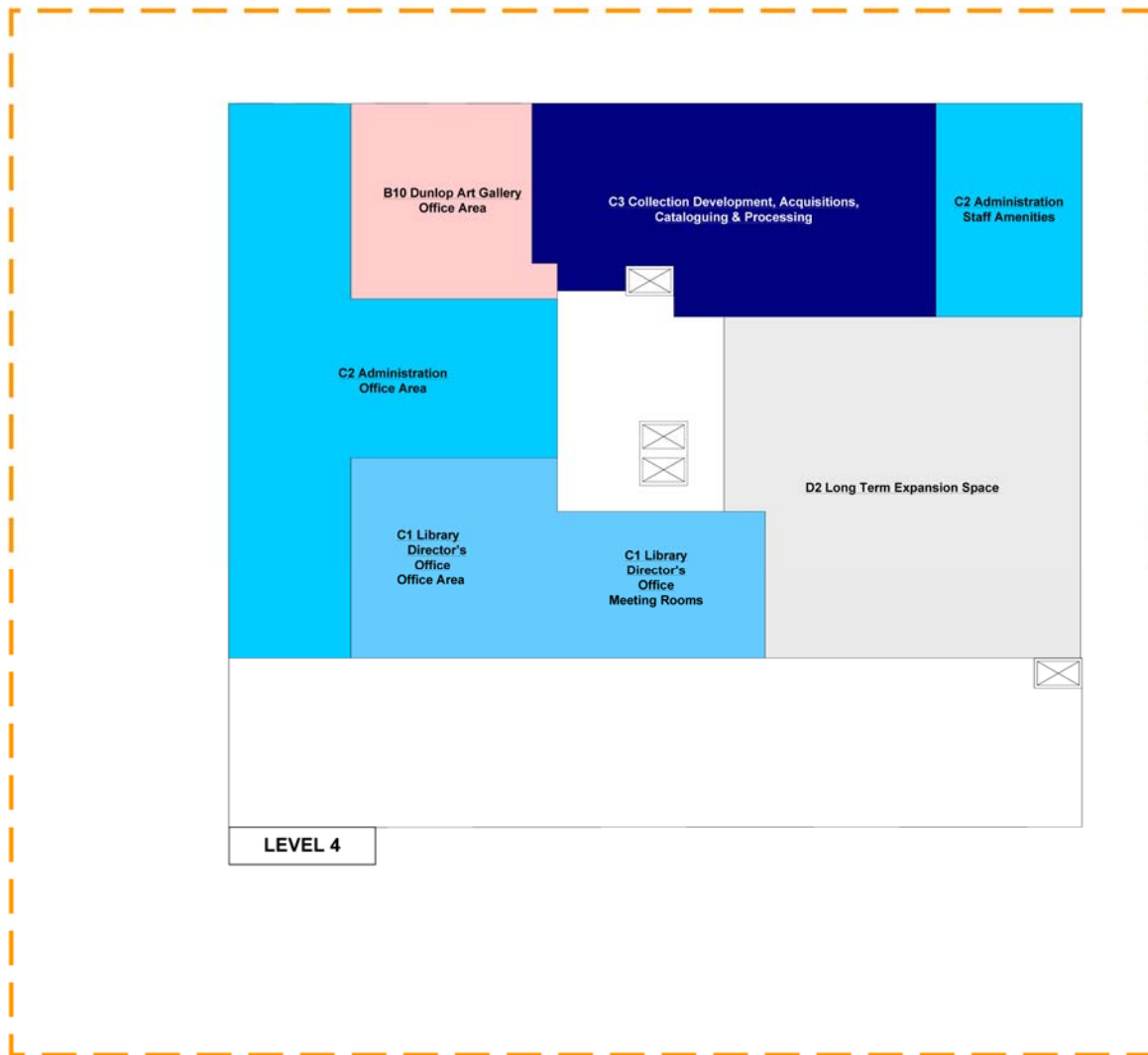
Space Summary

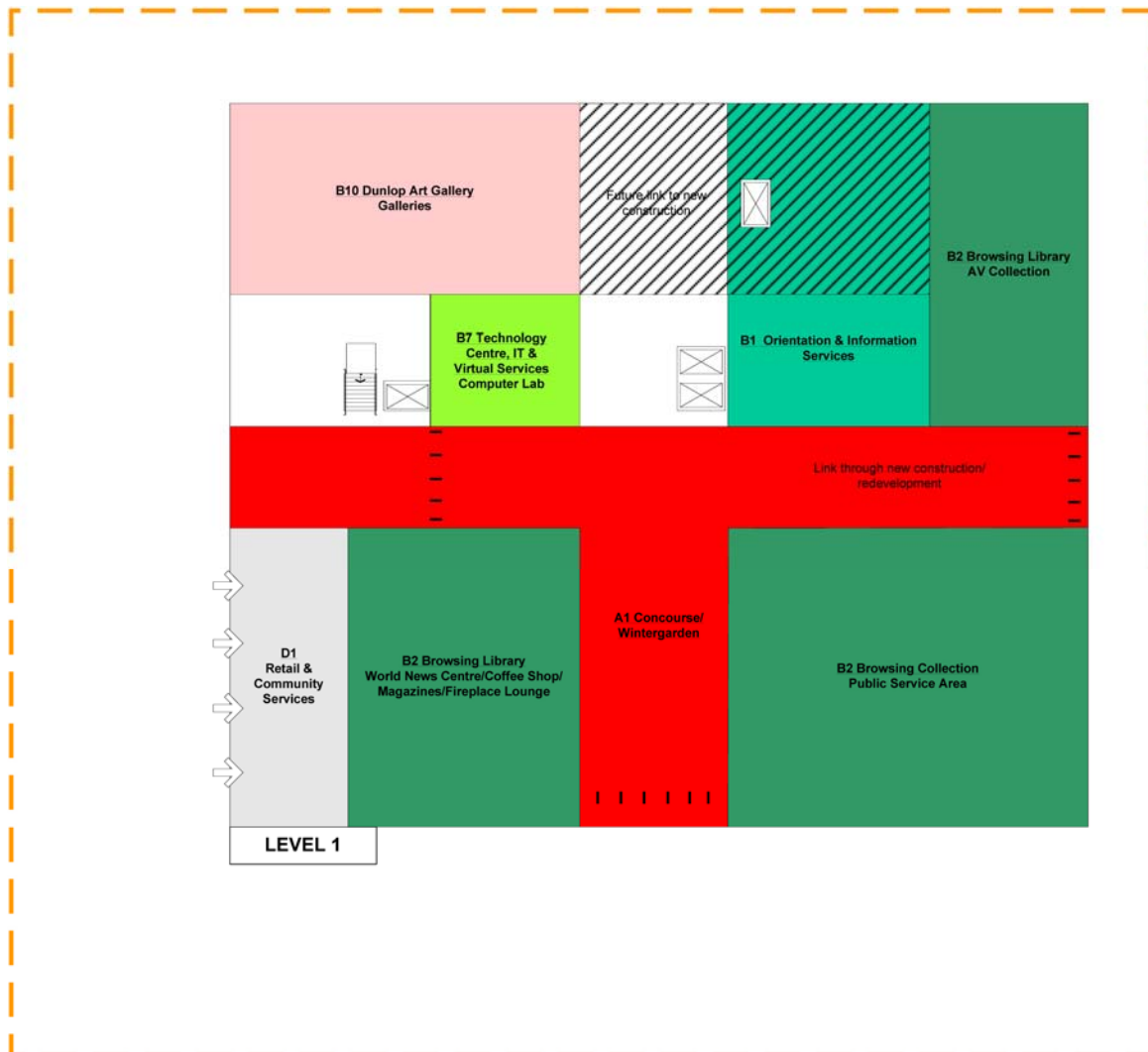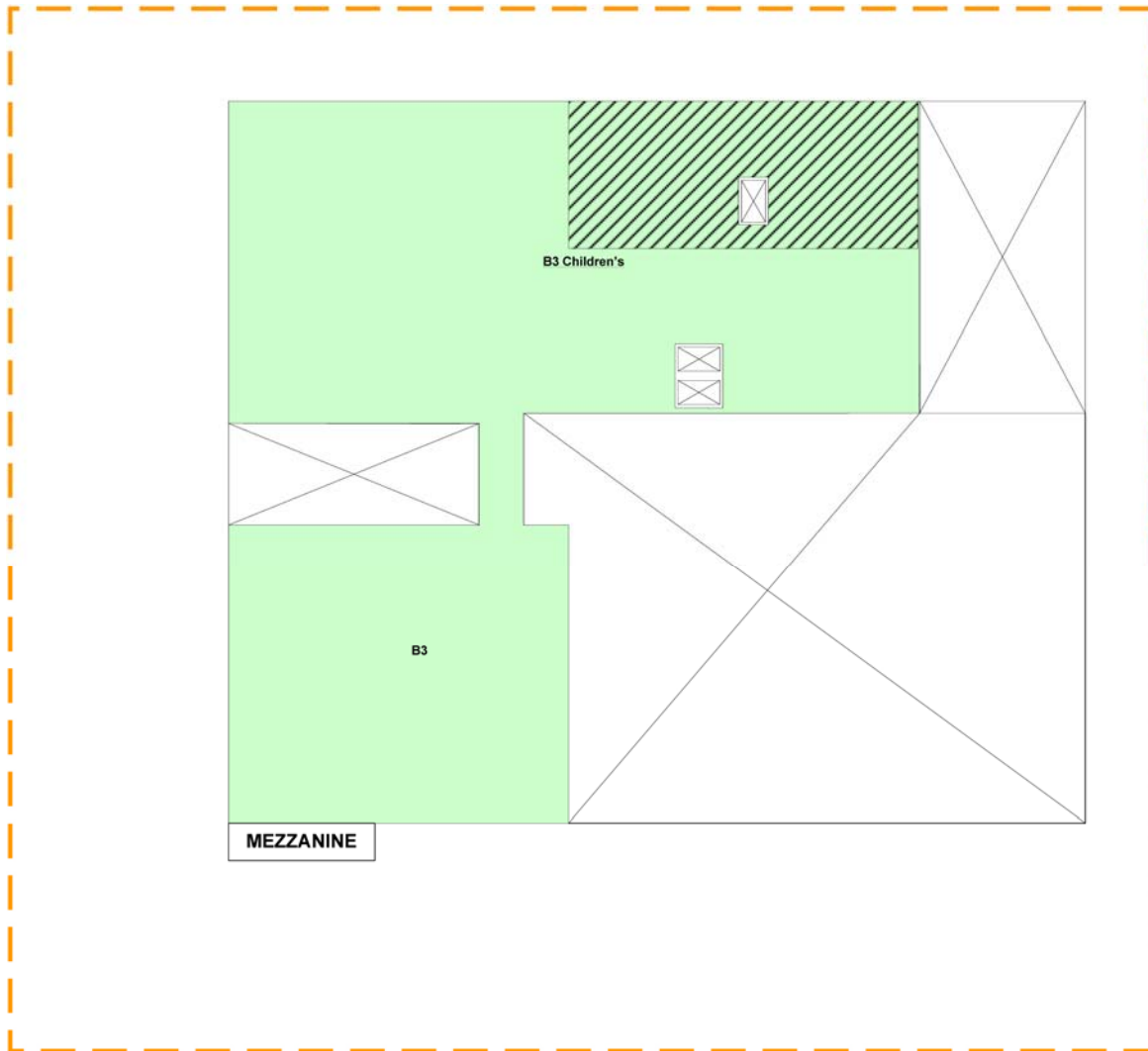| Component	Area – CGSF
B10 Dunlop Art Gallery	1,470
C1 Library Director's Office	2,990
C2 Administration and Staff Amenities	6,255
C3 Collections Development, Acquisitions/ Cataloguing & Processing	3,935
D2 Long Term Expansion Space	10,000
Total	**24,650**

Layout Option 2

A2 Film Theatre (Auditorium) & Seminar Facilities

A1 Concourse/ Winteregarden

C4 Operations & Maintenance

Access & Services

A2 Film Theatre (Auditorium) & Seminar Facilities

B10 Dunlop Art Gallery Workshops & Storage

LEVEL 0
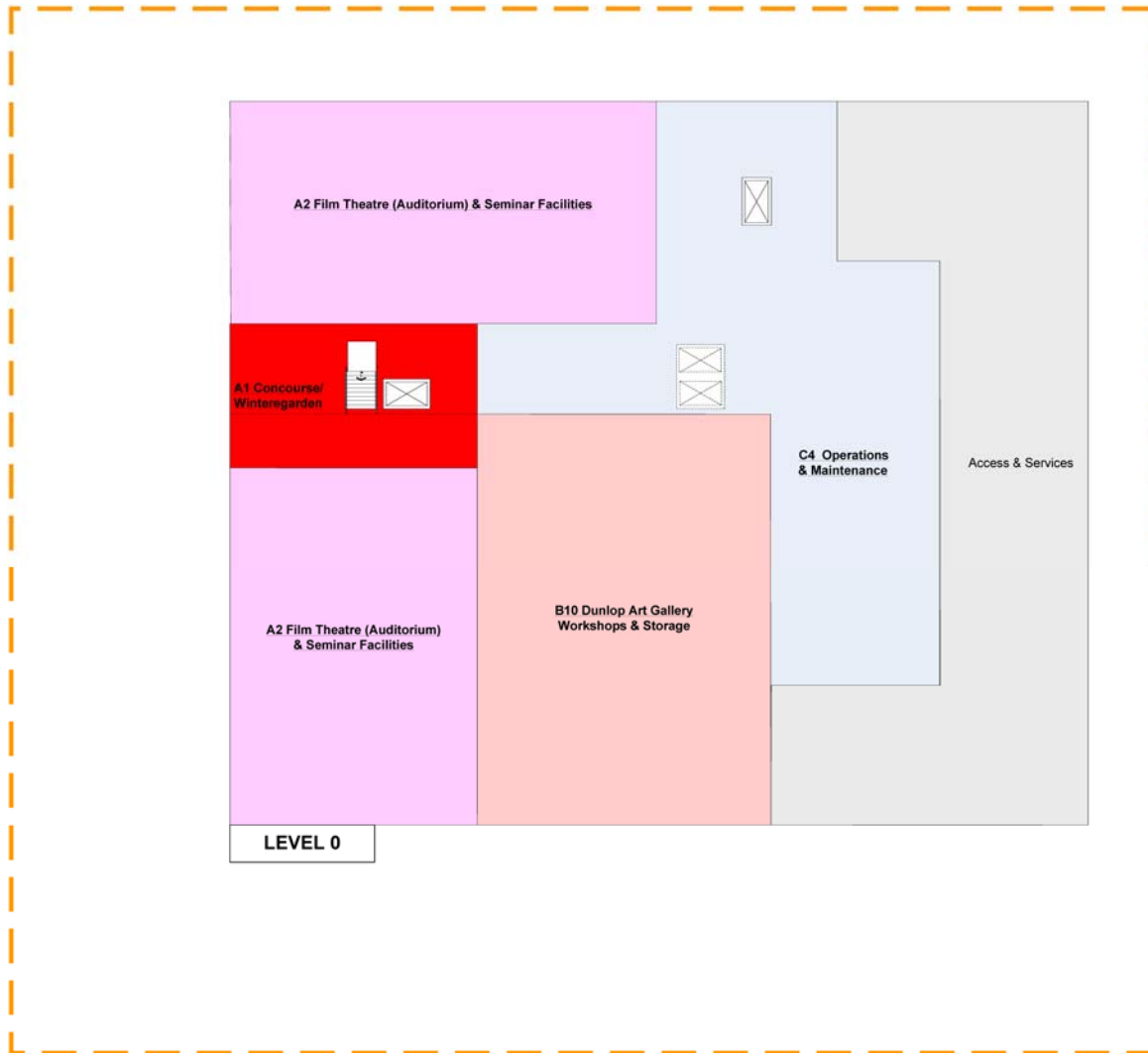
Space Summary

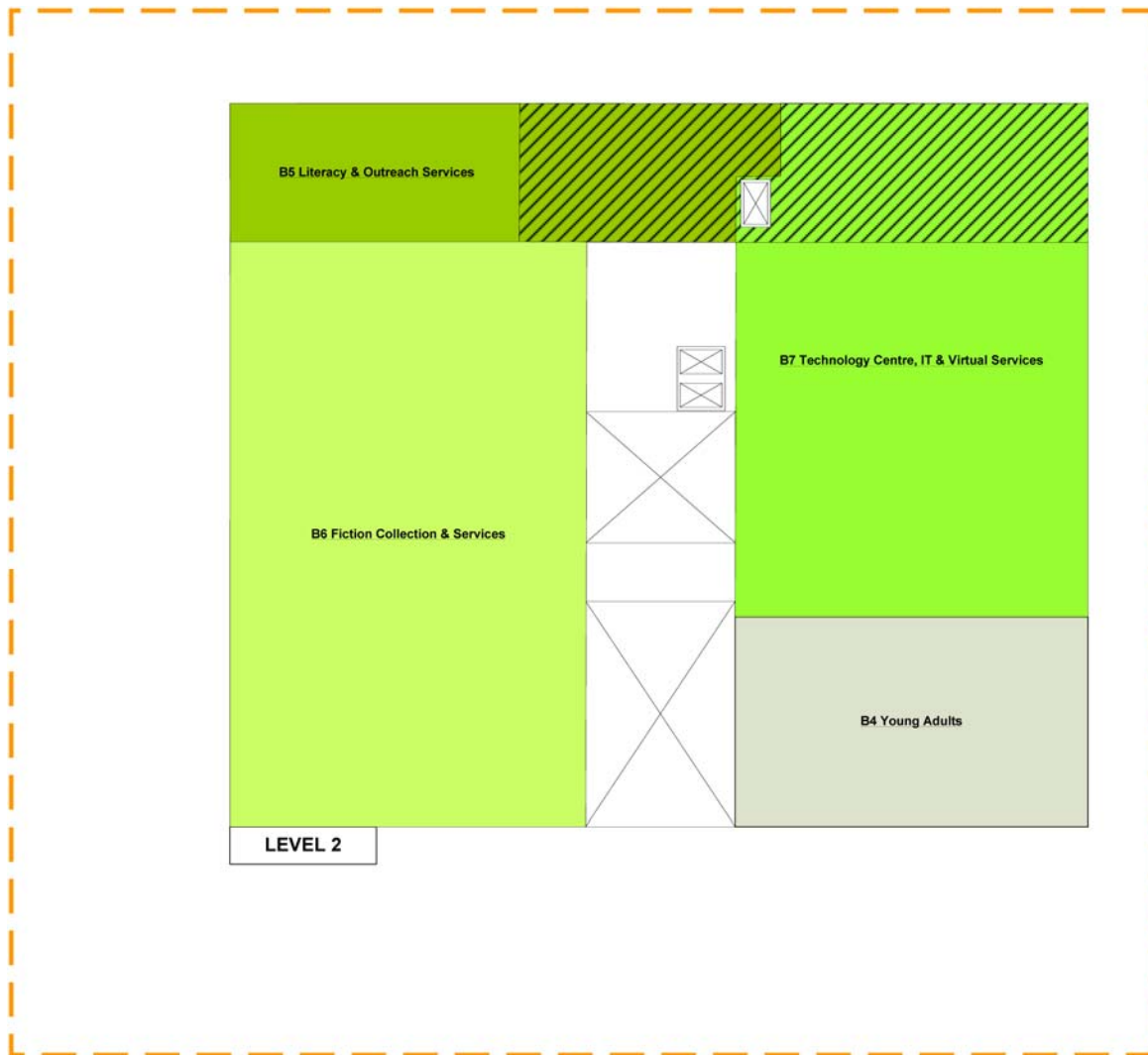| Component	Area – CGSF
A1 Concourse/Wintergarden	1,050
A2 Film Theatre and Seminar Facility	9,905
B10 Dunlop Art Gallery	6,120
C4 Operations and Maintenance	6,875
Total	**23,950**

Space Summary

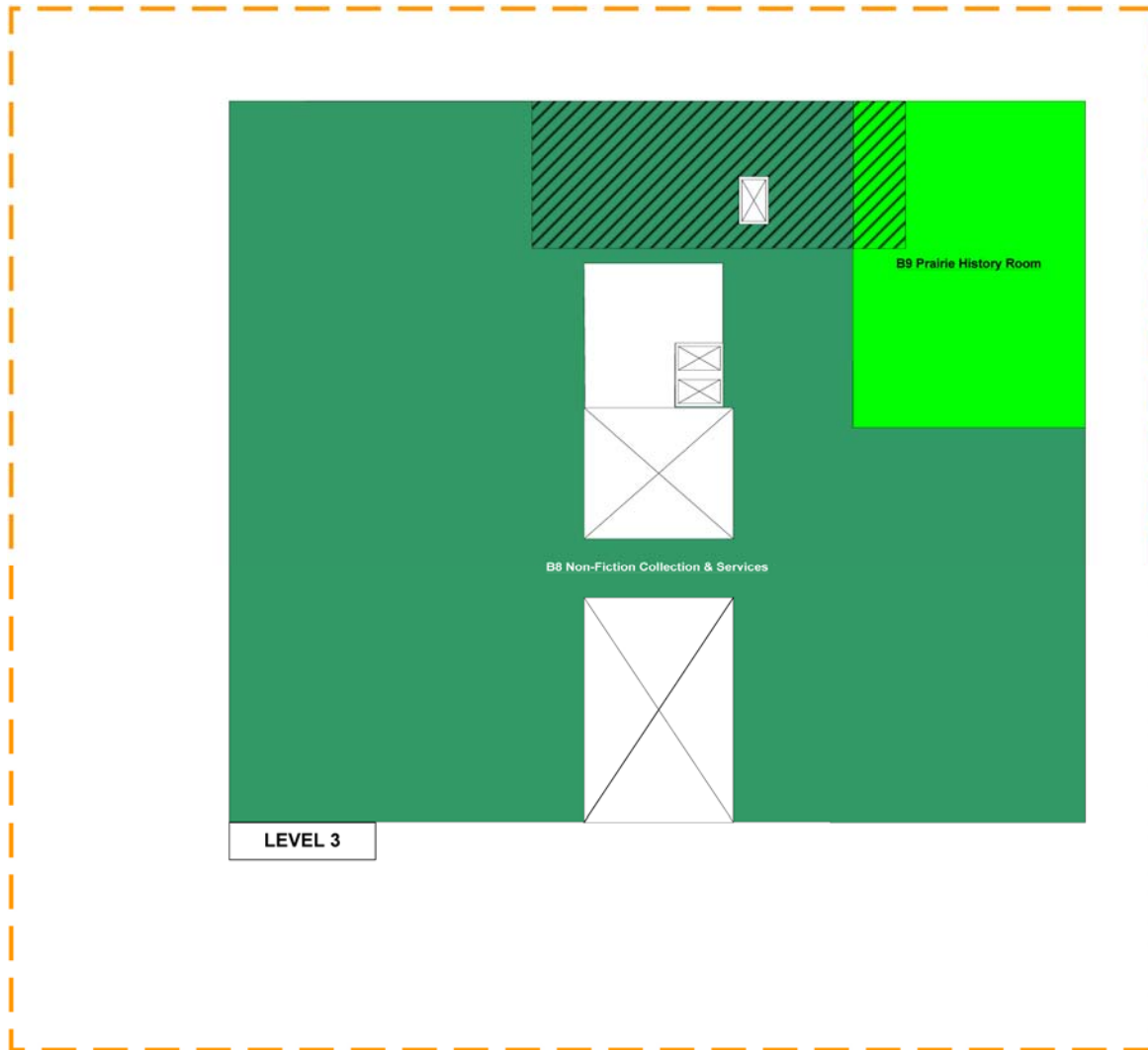| Component	Area – CGSF
A1 Concourse/Wintergarden	7,050
B1 Orientation and Information Services	2,775
B2 Browsing Library	9,625
B5 Literacy and Outreach Services	1,765
B7 Technology Centre, IT and Virtual Services	1,380
B10 Dunlop Art Gallery	2,965
D1 Retail and Community Services	2,500
Total	**28,060**

B3 Children's

B3

MEZZANINE

Space Summary

Component	Area – CGSF
B3 Children's	14,435
Total	**14,435**

B5 Literacy & Outreach Services

B7 Technology Centre, IT & Virtual Services

B6 Fiction Collection & Services

B4 Young Adults

LEVEL 2

Space Summary

Component	Area – CGSF
B4 Young Adult's	3,465
B5 Literacy and Outreach Services	2,325
B6 Fiction Collection and Services	10,525
B7 Technology Centre, IT and Virtual Services	7,710
Total	**24,025**

B9 Prairie History Room

B8 Non-Fiction Collection & Services

LEVEL 3

Space Summary

Component	Area – CGSF
B8 Non-Fiction Collection and Services	22,615
B9 Prairie History Room	3,220
Total	**25,835**

LEVEL 4

Space Summary

Component	Area – CGSF
B10 Dunlop Art Gallery	1,470
C1 Library Director's Office	2,990
C2 Administration and Staff Amenities	6,255
C3 Collections Development, Acquisitions/ Cataloguing & Processing	3,935
Total	**14,650**