



DETERMINING COLLECTION SPACE NEEDS

ILSLEY PUBLIC LIBRARY

2022



COLLECTION SURVEY RESULTS

- The library has six primary collections: Adult New Materials, Adult Old Materials, Pre-K and Kindergarten Materials, Elementary School Materials, Middle School Materials, and High School Materials.
- Library collections are measured in linear feet. To determine the appropriate number of linear feet for each collection, the library staff conducted a survey of each existing collection's size in linear feet; examined usage statistics; and considered long-term trends in collection growth or reduction (Appendix A).



COLLECTION SURVEY RESULTS

- The survey concluded that the library requires 4,910 linear feet of storage, an increase of 9% over the library shelving *currently in use*. (The library has additional linear feet of shelving not currently in use, due to accessibility issues.)
- The 9% increase does not anticipate collection growth; the library's collection size is relatively stable and I do not expect it to increase over the coming years. While there may be a long-term trend towards shrinking print collections, as use of digital e-books and e-audiobooks increases, this trend will be slow moving and I do not anticipate it will impact Ilsley's print collection significantly in the next few decades.



COLLECTIONS SURVEY RESULTS

- **The 9% increase in linear feet is necessary to ensure that the collections are accessible and inviting, that shelves are not overcrowded, and that there is an appropriate amount of display and face-out shelving.** Display shelves and face-out storage shelves are particularly important for young readers, who rely on brightly illustrated front covers to make their selections. Books on overcrowded shelves are less likely to circulate and are harder to access; overcrowded shelves also make it difficult for staff to shelve returned books and require frequent and costly shifting projects.
- The survey found that the library do not need much *more* shelving; it needs *better* shelving. This means shelving in the correct area; at an accessible height; with an appropriate amount of display; and with range alignment that allows users to access the collection in a safe and comfortable way. All of these factors impact the overall square footage required to house each collection.

TRANSLATING LINEAR FEET TO SQUARE FEET

- Steel cantilever shelving is the standard for almost all library materials. A standard, double-sided shelving unit with 10" deep shelves has a footprint of 24" x 36", or 6 square feet. The exception to this is picture book shelving, which at 36" x 36" has a foot print of 9 square feet.
- The height of the shelving unit depends on the collection; for example, shelving for Pre-K and Kindergartners shouldn't exceed 42 inches, while shelving for adult materials can be as high as 66 inches. While the footprint for each shelving unit remains 6 square feet, the number of shelves in each unit (and thus the number of linear feet each unit can accommodate) changes depending on the collection.



TRANSLATING LINEAR FEET TO SQUARE FEET

- Once the number of shelving units per collection has been determined (Appendix B), it is possible to calculate the total number of square feet required to house the collection. This is done by creating range plans. A range is a unit of shelving arranged in parallel rows.
- For accessibility purposes, a row of shelves may consist of up to four shelving units; aisles between rows should be 42" wide, and cross aisles between ranges should be 48" wide. 48" inches of space for user circulation should also be maintained around the outermost row (there can be no dead ends).



COLLECTION SPACE NEEDS IN SQUARE FEET

	Linear Feet	Square Feet
Adult New	273	420
Adult Old	3,172	2,692
Adult Total	3,445	3,112
Pre-K/Kindergarten	265	694
Elementary School	775	1,020
Middle School	260	412
High School	166	254
Youth Total	1,466	2380
LIBRARY TOTAL	4,911	5,492



APPENDIX A

LINEAR FEET SURVEY



LINEAR FEET SURVEY: OVERVIEW

Collection	Current Linear Feet	Linear Foot Increase	% Increase	Linear Feet for Program
Birth-Kindergarten	225	40.8	18%	265.8
Elementary School	622	150.6	24%	772.6
Middle School	200.5	57.725	29%	258.225
High School	154	12.15	8%	166.15
YOUTH TOTAL	1201.5	261.275	22%	1462.775
Collection	Current Linear Feet	Linear Foot Increase	% Increase	Linear Feet for Program
New	284	-11.3	-4%	272.7
Old	3009	163.8	5%	3172.8
ADULT TOTAL	3293	152.5	5%	3445.5
COMBINED TOTAL	4494.5	413.775	9.21%	4908.275

LINEAR FEET SURVEY:ADULT NEW

	Linear feet of collection	Linear feet of display	Total linear feet	Current capacity	Percentage increase needed	Additional linear feet needed	Total linear feet needed
New Adult							
New Fiction	65	61	126	85%	5.0%	6.3	132.3
New Non-Fiction	29	15	44	85%	5.0%	2.2	46.2
New Audio Book	9	0	9	100%	20.0%	1.8	10.8
New DVD	21	6	27	80%	0.0%	0	27
"Library of Things"	6	0	6	80%	0%	0	6
Periodicals	14	40	54	100%	-40%	-21.6	32.4
Newspapers	9	9	18	100%	0%	0	18
Totals			284			-11.3	272.7

LINEAR FEET SURVEY:ADULT OLD

	Linear feet of collection	Linear feet of display	Total linear feet	Current capacity	Percentage increase needed	Additional linear feet needed	Total linear feet needed
Fiction	1149	0	1149	80%	10%	114.9	1263.9
Non-Fiction	756	0	756	80%	0%	0	756
Large Print	132	0	132	80%	10%	13.2	145.2
Audio Book	186	0	186	85%	0%	0	186
DVD	336	0	336	95%	15%	50.4	386.4
CD	51	0	51	60%	-20%	-10.2	40.8
Reference	12	0	12	80%	0%	0	12
Vermont Collection	157	0	157	60%	-20%	-31.4	125.6
Foreign Lanuage	17	0	17	80%	0%	0	17
Graphic Novels	9	0	9	90%	100%	9	18
Poetry	38	0	38	60%	-20%	-7.6	30.4
Oversized	17	0	17	100%	20%	3.4	20.4
Book Club Storage	12	0	12	100%	20%	2.4	14.4
Puzzles	17	0	17	90%	10%	1.7	18.7
Biography	120	0	120	85%	15%	18	138
Totals			3009			163.8	3172.8

LINEAR FEET SURVEY: ADULT NOTES

Notes

1. New Audio Book total linear feet doesn't account for display shelving, but a shrinking collection means display shelving will open up over time.
2. "Library of Things" shelving doesn't currently exist. Will be a way to promote "library of things."
3. Periodicals are a shrinking collection. 30 linear feet = 5 display shelves for 15 magazines displayed face out, and 5 flat shelves for storing back issues.
4. Adult Fiction and Adult Large Print calculations both include an additional 10% for display shelving.
5. Adult non-fiction calculation doesn't include an extra 10% for display because we currently have sufficient space for display shelves; we just don't have display shelves to use.
6. Adult DVD calculation doesn't add anything for display shelving, but since it is a shrinking collection, padding for display isn't necessary.
7. The Vermont Collection calculations combines all the current VT collections (locked and open) and assumes all shelving will be open in the future. No need for display shelving for the Vermont collection
8. Adult Graphic Novels are a growing collection.
9. Book Club storage shelving calculation does not need display shelving.
10. The calculation for Adult Biography includes a 5% increase for space, as well as a 10% increase for display shelving.

LINEAR FEET SURVEY: PRE-K AND KINDERGARTEN

	Linear feet of collection	Linear feet of display	Total linear feet	Current capacity	Percentage increase needed	Additional linear feet needed	Total linear feet needed
Pre-K and Kindergarten							
New Picture + ER	7	0	7	80%	0%	0	7
Picture	123	0	123	100%	20%	24.6	147.6
Easy Readers	65	16	81	100%	20%	16.2	97.2
Board Books	14	0	14	80%	0%	0	14
Totals			225			40.8	265.8

LINEAR FEET SURVEY: ELEMENTARY SCHOOL

	Linear feet of collection	Linear feet of display	Total linear feet	Current capacity	Percentage increase needed	Additional linear feet needed	Total linear feet needed
Elementary School							
New Juv	22	14	36	90%	10%	3.6	39.6
Juv Graphic	42	0	42	100%	40%	16.8	58.8
Juv Fiction	153	0	153	105%	45%	68.85	221.85
Juv Audio	48	9	57	80%	0%	0	57
Juv DVD	70	9	79	80%	0%	0	79
Juv Non-Fic	146	0	146	90%	30%	43.8	189.8
Juv Bio	24	0	24	100%	20%	4.8	28.8
Juv Parenting	12	6	18	80%	0%	0	18
Midd Reads	16	0	16	80%	0%	0	16
Transitional Reads	48	3	51	100%	25%	12.75	63.75
Totals			622			150.6	772.6

LINEAR FEET SURVEY: MIDDLE SCHOOL

	Linear feet of collection	Linear feet of display	Total linear feet	Current capacity	Percentage increase needed	Additional linear feet needed	Total linear feet needed
Middle School							
New Youth	15	9	24	80%	0%	0	24
Youth Fic	131.5	6	137.5	95%	35%	48.125	185.625
Youth Non-Fic	6	0	6	100%	40%	2.4	8.4
Youth Graphic	18	0	18	100%	40%	7.2	25.2
Youth Media	12	3	15	80%	0%	0	15
Totals			200.5			57.725	258.225

LINEAR FEET SURVEY: HIGH SCHOOL

	Linear feet of collection	Linear feet of display	Total linear feet	Current capacity	Percentage increase needed	Additional linear feet needed	Total linear feet needed
High School							
New Teen	10	10	20	80%	0.0%	0	20
Teen Fic	84.5	27	111.5	90%	10%	11.15	122.65
Teen non-fic	7	3	10	90%	10%	1	11
Teen media	12.5		12.5	80%	0%	0	12.5
Totals			154			12.15	166.15

Notes
1. As a general rule, youth collections should have 40% display shelving for new materials and 20% display shelving for old materials.
2. The Juv DVD collection is currently more than 8-% full, but the collection is shrinking. No extra shelving needed.
3. the Midd Reads collection must be 100% forward facing shelving; it is currently 11" deep.
3. The New Picture + Er, Picture, and Board Books must all have 100% face-out shelving; the boxes are currently 13" deep.
4. The Easy Readers must have 25% face-out shelving.



APPENDIX B

SHELVING UNIT CALCULATIONS



APPROPRIATE SHELVING UNIT HEIGHTS BY COLLECTION

Collection	Unit Width	Unit Hieght	Inches b/w Levels	# of Shelves
Adult New Books	36	54	13	4
Adult New Media	36	54	10	5
Adult Mag and News	36	54	18	3
Adult Old Books	36	66	13	5
Adult Old Media	36	66	10	6
Pre-K and Kindergarten	36	42	13	3
Picture Books	36	42	20	2
Elementary Books	36	54	13	4
Elementary Media	36	54	10	5
Middle School Books	36	54	13	4
High School Books	36	66	13	5
High School Media	36	66	10	6

SHELVING UNIT CALCULATIONS

	Unit Height	Shelves/Unit	Linear Feet/Unit	Linear Feet/Collection	Exact Units/Collection	Rounded Units/Collection
Adult New Books	54	8	24	185	7.71	8
Adult New Media	54	10	30	38	1.27	1
Adult Mag and News	54	6	18	50	2.78	3
Adult Old Books	66	10	30	2560	85.33	85
Adult Old Media	66	12	36	613	17.03	17
Pre-K and Kindergarten	42	6	18	111	6.17	6
Picture Books	42	4	12	154	38.50	13
Elementary Books	54	8	24	637	26.54	27
Elementary Media	54	8	24	138	5.75	6
Middle School Books	54	8	24	260	10.83	11
High School Books and Media	66	10	30	166	5.53	6
TOTALS					207.44	208



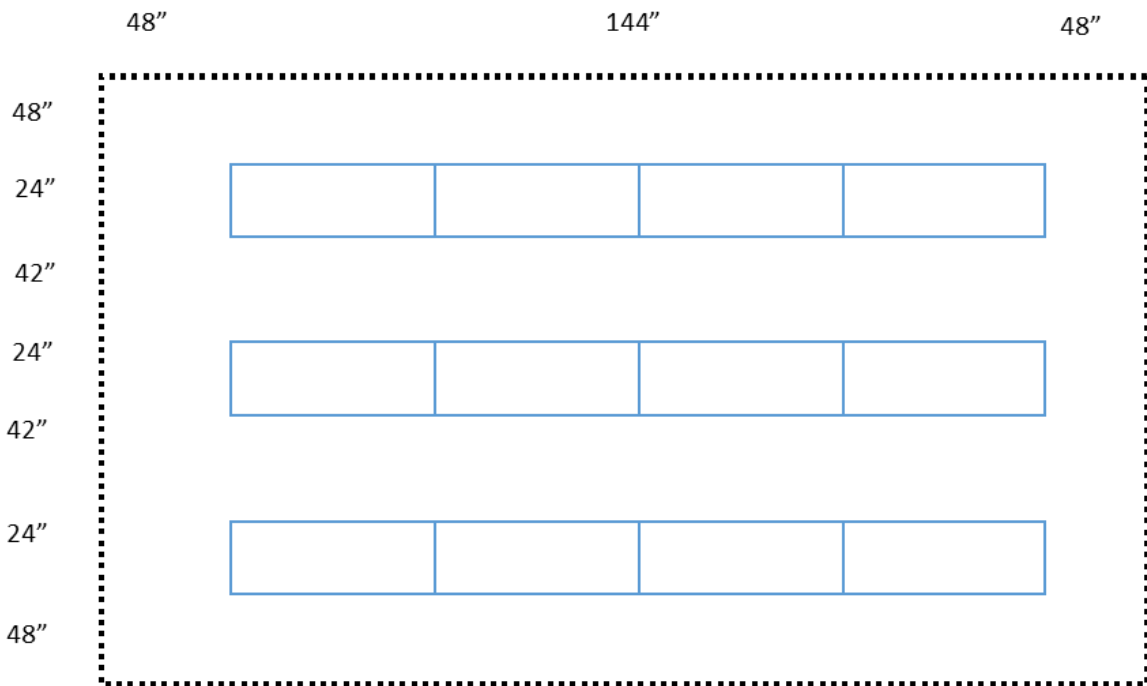
APPENDIX C

RANGE PLANS AND SQUARE FOOT CALCULATIONS



NEW ADULT MATERIALS

273 LINEAR FEET; 12 SHELVING UNITS

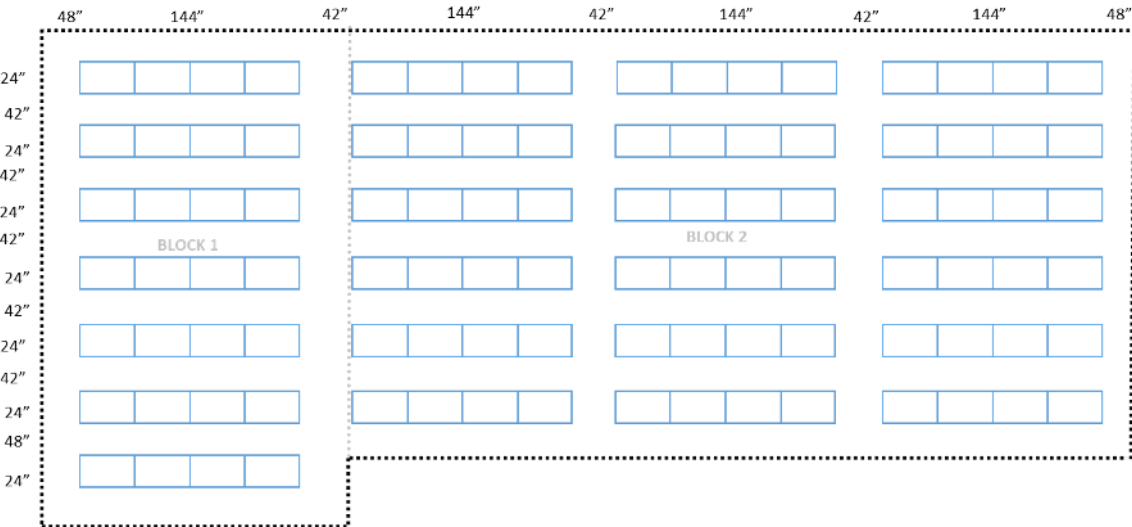


	Inches	Feet
Space Height	252	21
Space Width	240	20

	Square Feet
Total Square Feet	420

OLD ADULT MATERIALS

3,172 LINEAR FEET; 102 SHELVING UNITS

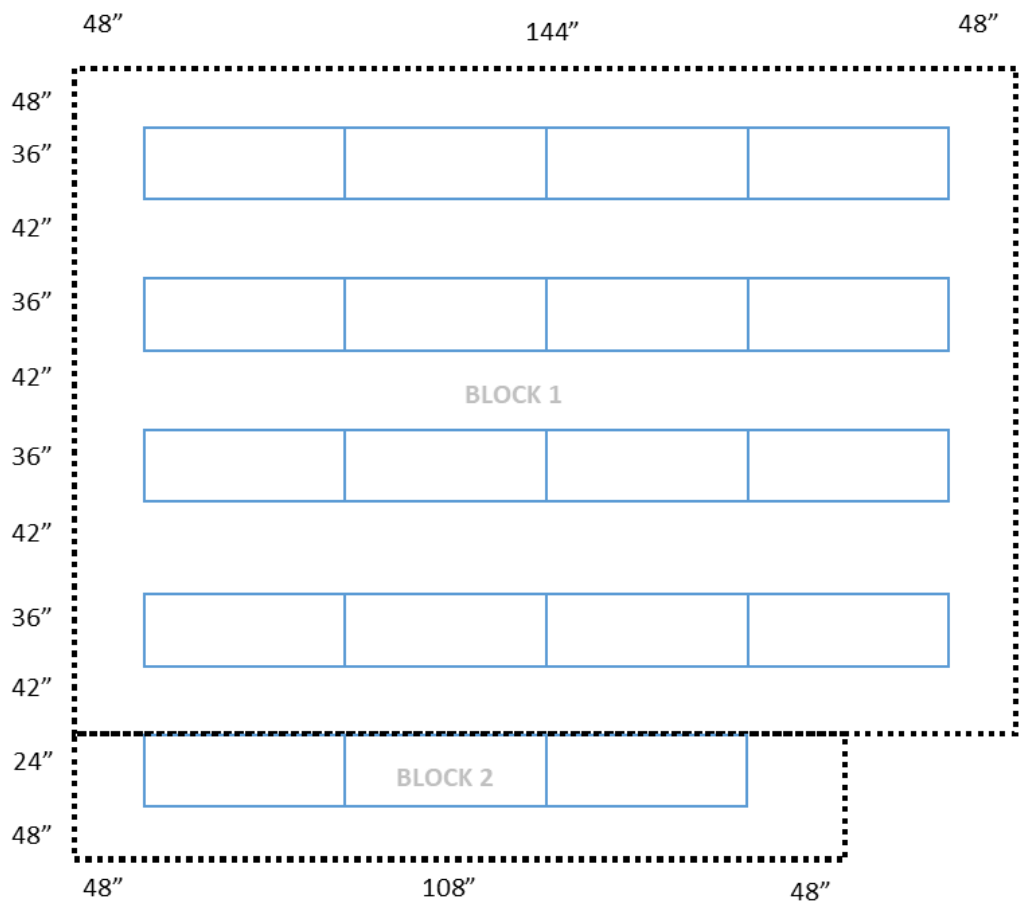


	Inches	Feet
Block 1 Height	516	43
Block 1 Width	249	20.75
Block 2 Height	450	37.5
Block 2 Width	576	48

	Square Feet
Block 1	892.25
Block 2	1,800
Total Square Feet	2,692.25

PRE-K AND KINDERGARTEN

BOOKS: 111 LINEAR FEET; 6 SHELVING UNITS
PICTURE BOOKS: 154 LINEAR FEET; 13 SHELVING UNITS

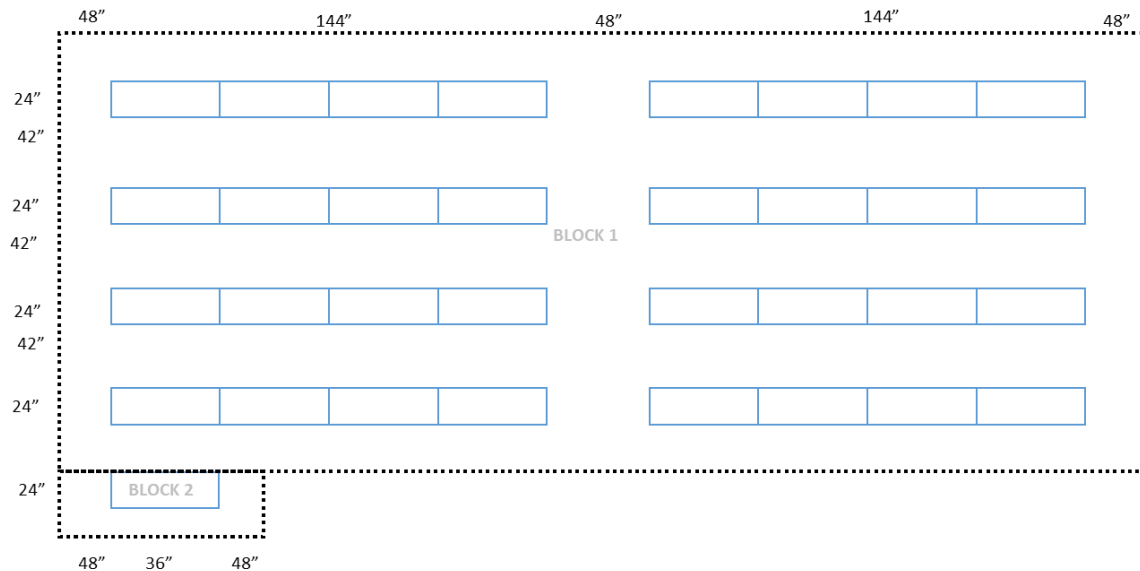


	Inches	Feet
Block 1 Height	360	30
Block 1 Width	240	20
Block 2 Height	66	5.5
Block 2 Width	204	17

	Square Feet
Block 1	600
Block 2	93.5
Total Square Feet	693.5

ELEMENTARY SCHOOL MATERIALS

775 LINEAR FEET; 33 SHELVING UNITS

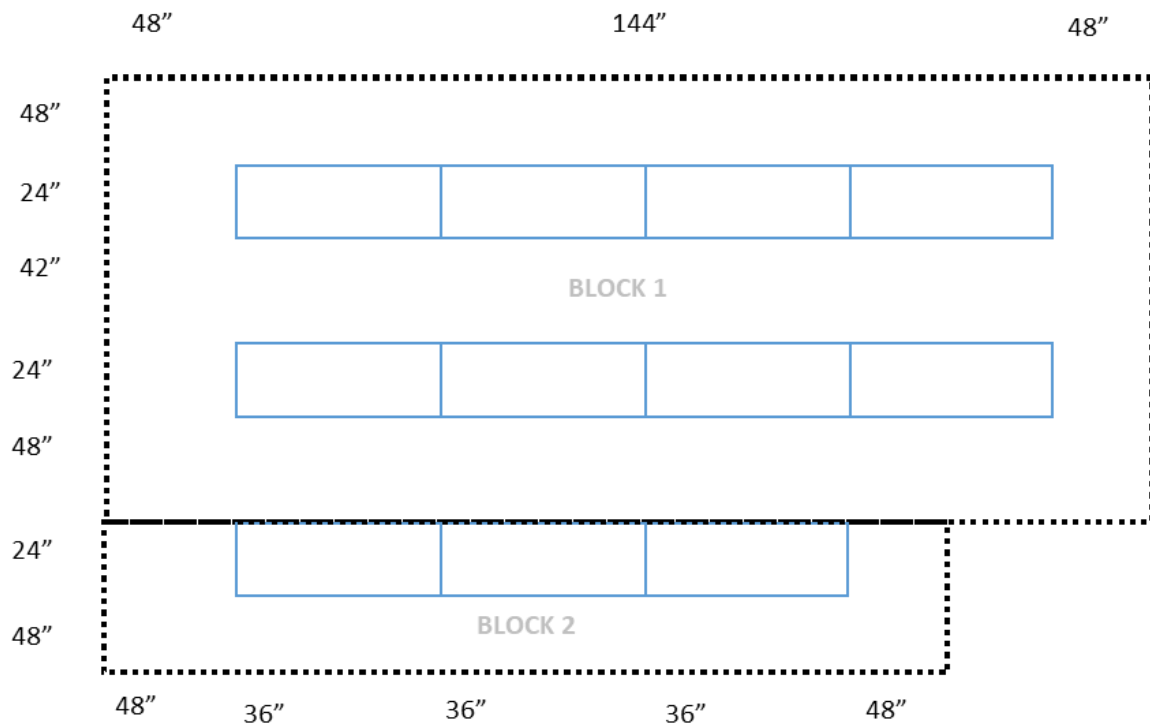


	Inches	Feet
Block 1 Height	318	26.5
Block 1 Width	432	36
Block 2 Height	72	6
Block 2 Width	132	11

	Square Feet
Block 1	954
Block 2	66
Total Square Feet	1,020

MIDDLE SCHOOL MATERIALS

260 LINEAR FEET; 11 SHELVING UNITS

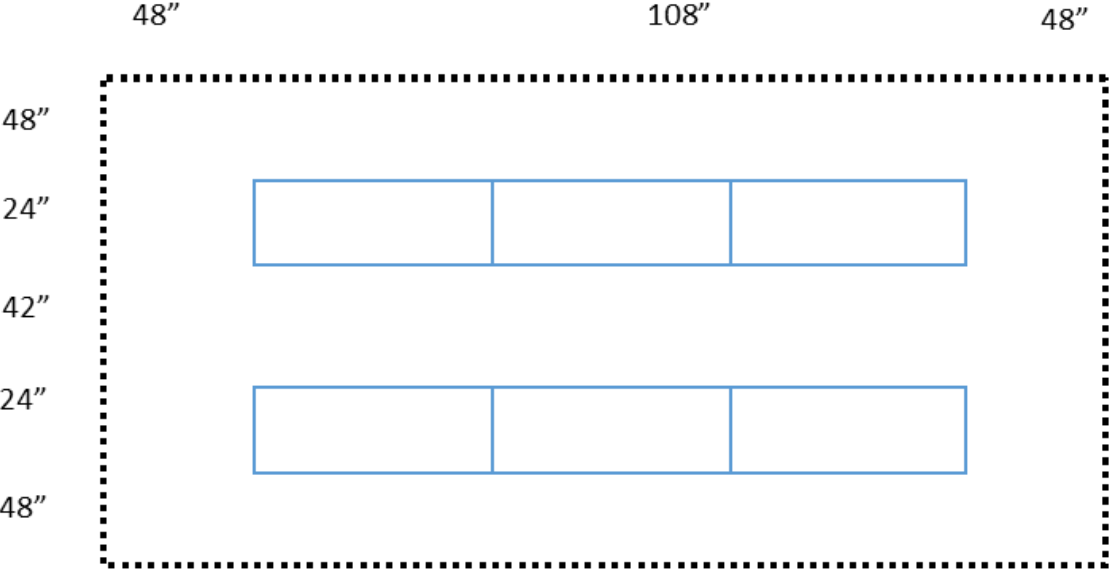


	Inches	Feet
Block 1 Height	186	15.5
Block 1 Width	240	20
Block 2 Height	72	6
Block 2 Width	204	17

	Square Feet
Block 1	310
Block 2	102
Total Square Feet	412

HIGH SCHOOL MATERIALS

166 LINEAR FEET; 6 SHELVING UNITS



	Inches	Feet
Space Height	186	15.5
Space Width	204	17

	Square Feet
Total Square Feet	263.5