APPENDIX 4 - Standards Table
(Minimum Square Footage and Square Feet/Metres Per Capita)

The Standards Table below is intended to help you estimate the gross square footage for individual buildings. They are not to be used for the combined space in all the branches of a multi-branch library. The Table is designed to address the space requirements of five different library building types, serving seven population tiers, providing three distinct levels of service. The Table provides both a minimum square footage and square feet per capita standard for each population tier and specific level of service offered in a single building.

At each population tier there is a threshold of population at which using the per capita standard will result in a higher square footage than using the minimum square footage standard. For example, in the population tier 2,501 to 5,000, regardless of the level of service, the square footage obtained by using the per capita standard will be greater than the minimum square footage for any library building serving a population of 3,925 or more. In each case you should use the standard that provides the greater total square footage.

The following descriptions will assist you in determining the building type and level of service offered in the building under consideration for the building project.

Library Building Types

Stand-Alone Library

A **stand-alone** library building must meet all of the community needs in a single location. In addition to the common spaces required to accommodate collections, public service, staff, amenities and any optional services, it must house the technical services department and the library administration. The population tier for this type of building is the population of the entire library service area.

Central (Main) Branch

A **central (main) branch** building is similar to the stand-alone library building in most ways. However, depending on the branch structure, it may not require as much space for collections, public service and staff areas. The library's general collections may be distributed among the branches so that the central library building collections are targeted to serve the population of a specific geographic area rather than the community as a whole. The library's service delivery model and/or strategic plan will need to address the way special collections (e. g. extensive business collection, government documents, etc.) are handled, whether all of these are housed in the central branch, or if specific collections are housed in different branches. The service delivery model will also address the manner in which certain services (e.g., local history room, computer training room, multipurpose room, etc.) are distributed among the branches. The population tier for a central branch building may be the population of the entire community or a specifically designated service area, depending on the mix of collections and services.

Regional (District) Branch

A regional branch building must meet all of the community needs within its designated service area. Libraries that use this approach will have two or more regional branches each of which are very similar to a central branch except that only one of these will house the technical services department and administration unit. This type of branch will include a broad range of services, as defined in the strategic plan. The population tier for a regional branch building is the population of its designated service area.

Neighbourhood (Community) Branch

A neighbourhood or community branch building serves the designated service area surrounding it. It will not offer the same level of service as a regional branch, but it may provide some programs and services in addition to circulating materials and a modest reference collection, and may include one or more public access computers. The population tier for a neighbourhood branch building is the population of its designated service area.

Deposit Branch

A deposit branch building is intended to provide the population in a designated service area with access to a circulating collection of popular materials and may include a small reference collection for homework support and a small public service area and/or a public access computer. The population tier for a deposit branch building is the population of its designated service area.

Service Area Population Tiers

Effective evaluation and assessment of a library's facility needs is best achieved if each building is treated separately. These tiers are related to the service population for the library building under review.

> Serving less than 1,000
> Serving 1,001 - 2,500
> Serving 2,501 - 5,000
> Serving 5,001 - 15,000
> Serving 15,001 - 35,000
> Serving 35,001 - 75,000
> Serving over 75,000

Service Levels

The per capita standard provides an average square foot (square meter) per capita for a library building based on three levels of service – basic, enhanced and comprehensive.

Basic Service

A library building that houses the minimum staff, collections and technology to meet the basic library needs of its service population. Note: This service level applies to any deposit branch and some neighbourhood branches of a multi-branch system.

Enhanced Service

A library building that meets the basic standard and includes administrative or technical services plus a modest range of additional public services and programs for the people in its designated service area. Note: This service level applies to neighbourhood and regional branches and may apply to stand-alone buildings.

Comprehensive Service

A library building that meets the enhanced standard and includes space for a broad range of public services and programs for people in its designated service area. Note: This service level applies to neighbourhood and regional branches and stand-alone buildings.

Standards Table (Minimum Square Footage & Square Feet/ Metres Per Capita) Measurements in this table refer to a building's gross square footage			
Service population of library building under review	**Level of Service**		
	Basic	**Enhanced**	**Comprehensive**
Buildings serving under 1,000 people use minimum square footage *OR* **square feet per capita whichever is greater**	2,500 sq. ft. (232 sq. m.) **minimum**	3,125 sq. ft. (290 sq. m.) **minimum**	3,900 sq. ft. (362 sq. m.) **minimum**
	2.50 sq ft. (0.232 sq. m.) **per capita**	3.25 sq. ft. (0.302 sq. m.) **per capita**	4.00 sq. ft. (0.372 sq. m.) **per capita**
Buildings serving 1,001 – 2,500 people use minimum square footage *OR* **square feet per capita whichever is greater**	3,280 sq. ft. (305 sq. m.) **minimum**	4,100 sq. ft. (381 sq. m.) **minimum**	5,125 sq. ft. (476 sq. m.) **minimum**
	1.60 sq. ft. (0.149 sq. m.) **per capita**	2.00 sq. ft. (0.186 sq. m.) **per capita**	2.50 sq. Ft. (0.232 sq. m.) **per capita**
Buildings serving 2,501 – 5,000 people use minimum square footage *OR* **square feet per capita whichever is greater**	5,000 sq. ft. (465 sq. m.) **minimum**	6,350 sq. ft. (590 sq. m.) **minimum**	7,815 sq. ft. (726 sq. m.) **minimum**
	1.30 sq. ft. (0.121 sq. m.) **per capita**	1.62 sq. ft. (0.151 sq. m.) **per capita**	2.00 sq. ft. (0.186 sq. m.) **per capita**
Buildings serving 5,001 – 15,000 people use minimum square footage *OR* **square feet per capita whichever is greater**	8,100 sq. ft. (753 sq. m.) **minimum**	10,125 sq. ft. (941 sq. m.) **minimum**	12,650 sq. ft. (1,175 sq. m.) **minimum**
	1.05 sq. ft. (0.098 sq. m.) **per capita**	1.31 sq. ft. (0.122 sq. m.) **per capita**	1.64 sq. ft. (0.152 sq. m.) **per capita**
Buildings serving 15,001 – 35,000 people use minimum square footage *OR* **square feet per capita whichever is greater**	19,650 sq. ft. (1,826 sq. m.) **minimum**	24,550 sq. ft. (2,281 sq. m.) **minimum**	30,675 sq. ft. (2,850 sq. m.) **minimum**
	0.96 sq. ft. (0.089 sq. m.) **per capita**	1.20 sq. ft. (0.111 sq. m.) **per capita**	1.50 sq. ft. (0.139 sq. m.) **per capita**
Buildings serving 35,001 – 75,000 people use minimum square footage *OR* **square feet per capita whichever is greater**	42,000 sq. ft. (3,902 sq. m.) **minimum**	52,500 sq. ft. (4,877 sq. m.) **minimum**	65,625 sq. ft. (6,097 sq. m.) **minimum**
	0.83 sq. ft. (0.077 sq. m.) **per capita**	1.04 sq. ft. (0.097 sq. m.) **per capita**	1.30 sq. ft. (0.121 sq. m.) **per capita**
Buildings serving 75,001 or more people use minimum square footage *OR* **square feet per capita whichever is greater**	78,000 sq. ft. (7,246 sq. m.) **minimum**	97,500 sq. ft. (9,058 sq. m.) **minimum**	121,875 sq. ft. (11,323 sq. m.) **minimum**
	0.80 sq. ft. (0.074 sq. m.) **per capita**	1.00 sq. ft. (0.093 sq. m.) **per capita**	1.25 sq. ft. (0.116 sq. m.) **per capita**

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