Church Library

SPACE, FURNISHINGS, AND INTERIOR DESIGN

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LifeWay
Biblical Solutions for Life

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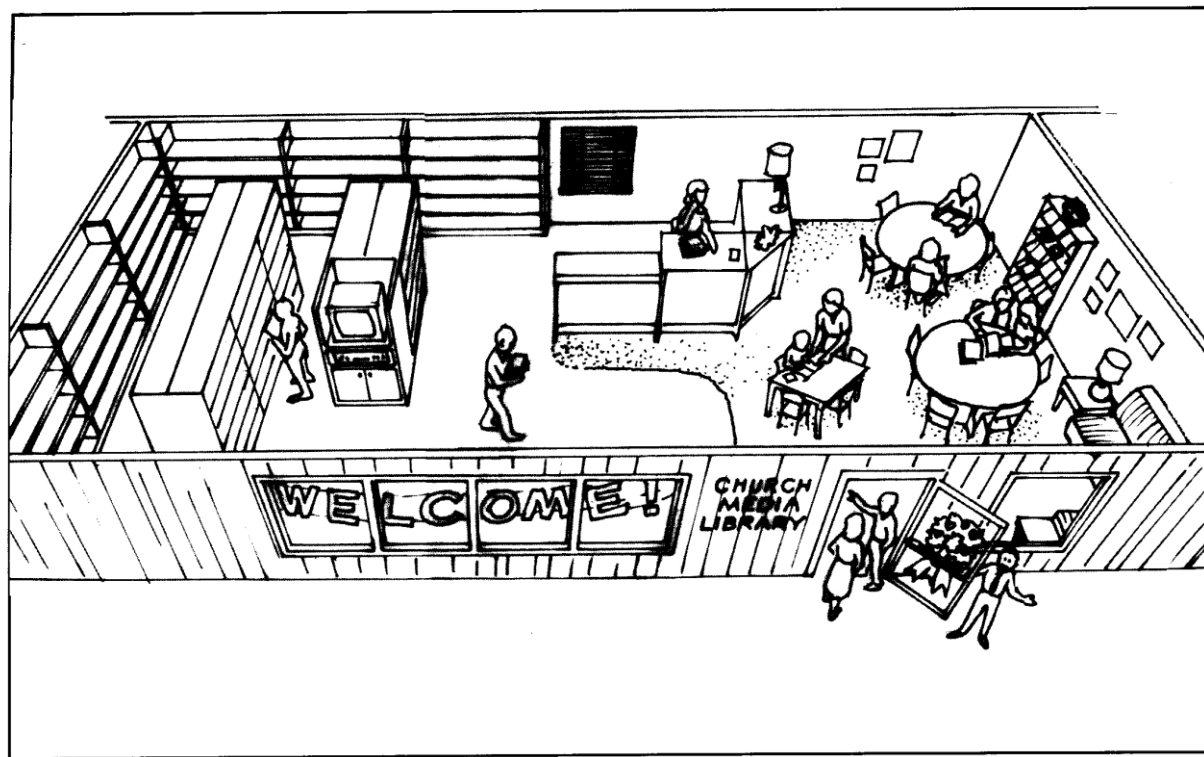
DETERMINING THE CHURCH LIBRARY LOCATION AND SIZE

Locate the church library to make it easily found and accessible to all the church family. It is usually easier to take the library to where the people are instead of asking people to hunt for this area. Ideally, it is located **between the worship center and educational space.** This provides a busy intersection on Sunday as people go to and from educational and worship activities. With large expanses of glass along the corridor and an interesting door treatment, the church library provides an inviting place for use.

Frequently, it is logical to situate the church library **adjacent to the offices.** This allows the church library to utilize the same heating and cooling controls as the offices. Since offices are open and in use during the week, the church library can enjoy the benefits of the same mechanical system. If offices are in a separate building away from most people during normal
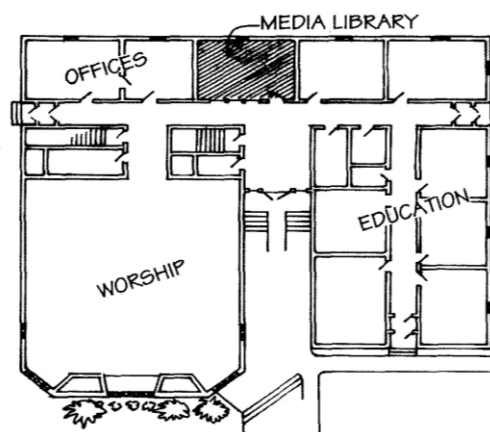
church activities, then the library should not be in this location. The library in this case definitely should be convenient to the educational space and to the worship center, if nearby.

For easiest access for all people, a **main level location** is preferable. This location eliminates the need to negotiate steps. If an elevator is available, the main level location is not quite as necessary. And though a main level space is ideal, often it is not an option and what is available must be utilized—creatively, to the best advantage for the library's ministry.

When planning to build a new church library or planning for a new location within existing space, try to find space that can be **easily expanded in the future.** This might include classrooms, storage, or conference areas. A church library location with rest rooms on one side and a mechanical room on the other is "locked in" with permanent uses on each side and doesn't afford economical space for expansion.

When the ideal location is not an option, consider other possibilities. If the only space available is not on a main floor level, certainly accept it. Provide directional signage starting at major entrances and continuing to the library door. If one location is inadequate in size and doesn't offer expansion possibilities, consider "branch" media libraries in locations situated for various age groups. Be ready to take media to people who cannot negotiate steps.

The size of the church library should be considered at the same time as the location. Some locations will not provide adequate square footage. Space needed for a church library is approximately **1 1/2 to 2 square feet per person** planned for in educational space. Additional square footage allows expanded ministries.

Good proportion of the space is important when utilizing the space to the maximum. The **proportion** of the space should be about **2 to 3**, or a rectangular space 3 units wide and 2 units deep. The smallest dimension should be at least ten feet. Square spaces, as long as they are large enough, can be well arranged for a church library.

CHURCH LIBRARY SPACE DIVISIONS

Church libraries are housed in a variety of spaces in many different locations. They are usually contained in one room or a suite of rooms. Whatever configuration a church library takes, it contains all, or at least several, of the major divisions of space listed below.

Public Space is the most visible and frequently used space in the church library. In fact, most people think of this space as the church library. When developing a layout for the space, make it the most readily accessible and the most circulation of people space.

Public space contains provisions for the following:

1. **Book collection** contained on shelving for each age group. This shelving is sized and arranged accordingly. Shelving can be arranged to define areas and with adequate space for users provided between rows of shelving.
2. **Audiovisual software** is provided in accessible locations and on shelving that adequately houses the collection.
3. **Miscellaneous media** such as reference materials are housed together for ease in locating by the user. The location is easily found by those needing the media.

Media Library Areas

4. **Computer terminals or public access catalogs** make referencing or locating media easier for those inquiring. This furnishing item is convenient and easily located by users.
5. **Computer terminals for educational software** are located in a quieter area—convenient for study and reference work.
6. **The Circulation desk** is convenient and within eye contact of the major entrance with adequate space for users surrounding it. The desk is also more attractive if the back and storage space below is not in sight of users. For example, the back of the desk does not face the door or display window. If it does, special provisions such as doors to cover storage areas can be installed.
7. **Study areas, browsing and lounge space** are designed for the convenience and easy access of the user. Lounge or browsing space is visible from the entry or display area since people activity encourages customers to drop in for a visit. Study areas can be interspersed at intervals or grouped together in one quiet area.
8. **Open areas defined by furniture and floor coverings.** The church library's public space gives a spacious, open feeling that is accessible to everyone and easy to use. An open area
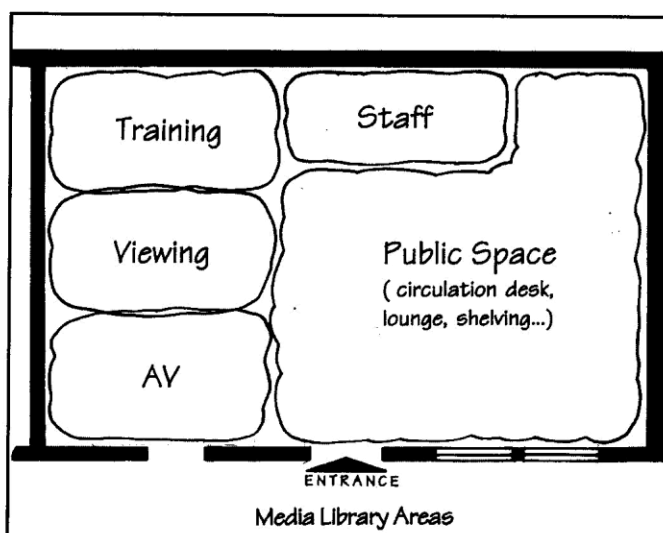
can be created by not crowding in too many furnishings and by providing adequate space for people to congregate. Floor coverings and furniture both can help to define space without creating barriers such as walls or tall shelving units do.

Audiovisual equipment space is convenient and functional for both housing and retrieving the equipment. This space is: (Note: The church's media team may supervise the use of and maintain the equipment instead of the library team.)
1. **Accessible to the public.** Easily found space that is convenient when transporting equipment for use elsewhere.
2. **A separate adjacent room.** A room next to the library with an entrance near the front of the church library and a door opening directly onto the corridor provides easy accessibility. A dutch door can be used at the entrance to aid in retrieving equipment without having to actually come into the space.
3. **Secure space**. The space can be locked when not available. At the same time, equipment is still readily available when needed. Therefore, it is important to plan to staff this area regularly.
4. **Minor repairs.** Space and supplies for minor repairs need to be planned and provided for as the space is developed.
5. **Storage.** Storage can be designed to house all equipment and to group similar materials together.
6. **Instruction for use.** This space is adequate as a place to conduct training and demonstrations in using the equipment. Often, space to practice operating equipment is helpful.

Team work space is needed to process materials, to mend items and to store materials and supplies. Ideally, the space is a small self-contained room adjacent to the circulation desk. Often the workroom also serves as a director's office area. The work space contains:
1. **A counter with sink (optional)**
2. **Built-in cabinets**
3. **Storage shelves**
4. **Printer for the computer**
5. **A table for larger jobs (a folding table saves space when not in use).**

Viewing and training spaces provide spaces for persons to view audiovisual materials and to learn how to use church library materials and equipment. This space also might double as a study area with carrels. Space requirements include:
1. **A separate, sound-proof adjacent room.**
2. **Separate light controls and window treatments that allow darkening the room.**
3. **A white or very light colored wall for projection or a wall or ceiling mounted screen.** The painted surface or projection screen is located on a short wall opposite the main entry.

4. **The capacity of the space is 15-20 people.** The space needed per person is from 12 to 15 square feet. More square footage is provided if study carrels are located in the room.

Media preparation space houses materials and equipment used in preparing instructional media. Space is also adequate for preparing and storing this media. This space:
1. **Opens off the church library with easy access for those needing to use the space.**
2. **Provides adequate storage shelving, cabinets and file cabinets.**
3. **Provides counter space for preparation.** A folding or permanent table can also be helpful.
4. **Allows space for a drawing board.**

A Team Leader's office or area is provided for organizing, paperwork, planning and conferences. This space can be a separate room, particularly for a paid team leader or the library team leader for a Christian school. In many churches, this space is either an area within the church library or located in the work room. Provisions are made for:
1. **A small desk, desk chair and two guest chairs.**
2. **A computer terminal, if the library is equipped for computers.**
3. **A small bookcase or storage unit.**
4. **A file cabinet**

CHURCH LIBRARY ENVIRONMENT

The church library environment consists of surfaces and surface treatments that surround and define the space. Walls, floor coverings, ceiling, windows and the color scheme impact the environment. They not only contribute to a functional and attractive space but also are planned to coordinate with the entire church complex. Colors, finishes, and details tie together or flow from the adjacent spaces to the church library. In the case of a new building, the general building committee is responsible for the church library surfaces as well. However, the committee will seek the advice and input of the church library team leader and members.

Walls for the Church Library
Walls for the church library involve as few load bearing or structural walls as possible. Usually, one or both corridor walls are structural. However, other load bearing walls (perpendicular to corridor walls) will limit the flexibility, size and future expansion of the space.

Walls constructed of 2 inch-by-4 inch metal or wood studs and covered in 1/2 inch or 5/8 inch sheet rock provide a good option. The sheet rock is finished to receive paint or vinyl wallcovering. The wall cavities can be filled with batt insulation for soundproofing if desired. These walls can be easily removed for future remodeling. For total soundproofing, walls should extend beyond a suspended ceiling to the roof structure or to the floor structure above.

Another wall option, although not as attractive, is concrete block. If this type of construction is used, the non-load bearing walls are about 4 inches thick. They are more difficult to remove but can be removed since they are non-load bearing. The concrete block can be covered with furring strips and sheet rock for a smooth surface.

The best options for finishing walls are commercial quality paint or vinyl wall covering. If paint is selected, pick a very low sheen rather than a matte or flat finish. Matte or flat finishes attract soil and are difficult to clean. The paint is washable and easily touched up. Paint is the most economical surface finish but does not last as long as vinyl wall covering.
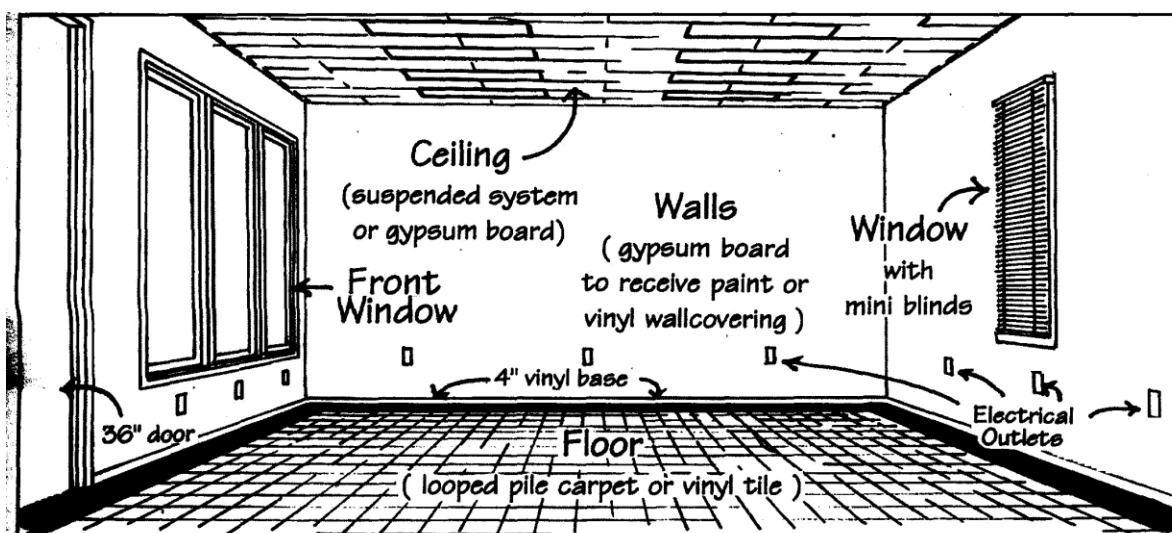
Use commercial grade vinyl wall covering if this option is chosen. A texture is best, but a small or subtle pattern can also be used attractively. Since vinyl wall covering is more expensive and lasts for an extended period, color and pattern should be easy to live with. If the vinyl surface has not been damaged at the time to redecorate, this surface can be painted effectively as an alternate to replacement.

Avoiding prefinished walls is usually a good idea. Prefinished paneling does avoid the expense of labor for finish work and repainting over the years. However, it becomes hard to live with over an extended period. Also, the wood walls and furniture can become too much of one material. Prefinished wood paneling can be painted as long as the surface is treated first and the appropriate paint is used.

Floors
Floors are usually constructed of concrete or wood and as long as the floor receiving the covering is smooth and level, the construction material is not significant (assuming, of course, that the structural strength of the material used will carry the weight of library shelving loaded with books). For most floor areas in your library, carpet provides a more desirable surface. The area is quieter and has a warmer, more inviting look. Use carpet of commercial quality, looped pile, finished with 26 to 32 ounce face weight yarn per square yard. A medium tweed with flecks of several colors is attractive and provides several color scheme options. Install the carpet by gluing it directly to the floor with no pad. This installation method is recommended by most commercial carpet manufacturers.

Another option for floor covering is vinyl tile or sheet vinyl. These floor coverings can be coordinated with carpet and used in such areas as the team workroom or the media preparation area where messy activities may occur. This covering can be used for the entire church library floor as well.

The connection between the wall and floor covering should be finished with a vinyl or wood base to coordinate with that used throughout the entire church facility. Four-inch vinyl base comes in an attractive assortment of colors. The color choice for the vinyl base should coordinate with the carpet or vinyl floor covering as well as the overall color scheme.

The floor coverings for the church library match or blend with those used for educational and office space. In this way, spaces tie together visually or "flow" from one area to another. Larger quantities of one color are usually more economical and easier to maintain or touch up.

Floor coverings can also be attractively used to define or border areas for various age groups or functions as well as circulation patterns. Several floor coverings are available now which are designed to coordinate with others.

Ceiling
The ceiling is an important feature of the church library not only because it helps to define the space but because it provides a place for lighting to be installed and to conceal ductwork and electrical wiring. The minimum ceiling height is 8 feet. 9 to 10 feet is desirable in larger rooms.

Remember that in proportion, the larger the room the lower a ceiling will feel. More than likely, the library ceiling height is the standard height used throughout the facility.

The most common type of ceiling for educational and office space is the **suspended ceiling.** This same ceiling system is the best choice for church libraries because it provides easy access above the ceiling for electrical or computer needs. The grid system is suspended from the ceiling structure and acoustical tiles fitted into the grid. Ceiling tiles come in a variety of patterns and either fit flush with the grid or extend down past the grid about 1/2 an inch. The edge designs are more attractive and expensive. With proper transition, they can create added emphasis in special areas of the church library such as the circulation desk and lounge section. Less expensive tiles can be used in other areas.

Ceiling tiles come in two sizes: 24 inches by 24 inches and 24 inches by 48 inches. The 24-inch square is slightly more expensive but is desirable because it is less likely to sag. This ceiling system also provides for integrated fluorescent light fixtures in 24 inches by 48 inches or 24-inch squares. The larger size is more prevalent.

Another type ceiling is **sheet rock attached to furring strips or overhead joist on 16-inch centers for proper support.** The ceiling joints are finished smooth. A light spray-on texture similar to sand finish plaster is attractive and helps to conceal most imperfections in the ceiling. Usually, ceilings are painted white, which aids light reflectance. However, colored ceilings with very neutral walls can also be attractive as long as the ceiling isn't painted too dark. With a sheet rock ceiling, the light fixtures are usually surface mounted instead of recessed. Surface mounted fixtures are slightly more efficient because they allow light to "spill over" on the ceiling. Recessed fixtures only allow light to shine down.

Windows

Windows, both interior and exterior, coordinate with those used throughout all the church buildings. For exterior windows, the spacing and style should be part of the overall church design, whether colonial, contemporary, or a style in between. Windows, where possible, are planned not to interfere with the church library layout. Windows provide wonderful natural light into the church library and are especially nice in a reading, browsing or study area. In fact, a courtyard with windows facing the space is an attractive feature. A whole wall or section of wall of exterior glass provides a wonderful space to read. Double-pane insulating glass incorporates energy efficiency and bronze tinted glass reduces glare and sun damage.

Interior windows provide excellent "views" into the church library and afford areas for promotion resources. A window wall or section of floor to ceiling glass is a nice addition to any church library and visually links the church library to adjacent areas such as the corridor, entry or atrium. Floor to ceiling windows provide space for temporary or changing displays instead of permanent display windows that require decorating at all times. Glass around the major entry doorway is desirable to provide an open, inviting entry.
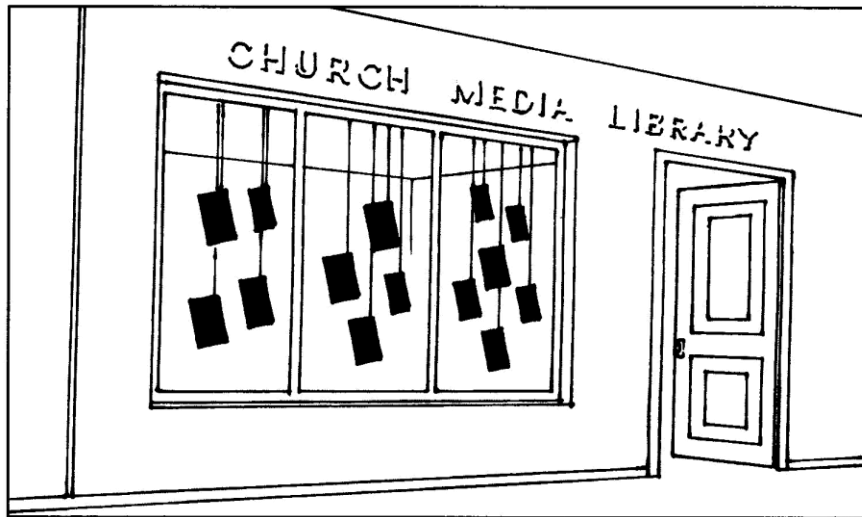
Specifically designed and constructed **display windows** are incorporated effectively by many church libraries. These windows are usually about 6 feet wide, 4 feet high, and 18 to 24 inches deep. The bottom of the display window opening is around 36 inches from the floor. Storage cabinets can be located below the window. A **corner display window** can effectively be used if your church library is at the intersection of two corridors. Smaller windows at a variety of heights from the floor to correspond with various eye levels can be used for children, youth and adults. These windows might be 24 inches to 36 inches square and 18 to 24 inches deep. Ideally, all display windows also provide an open view into the library.
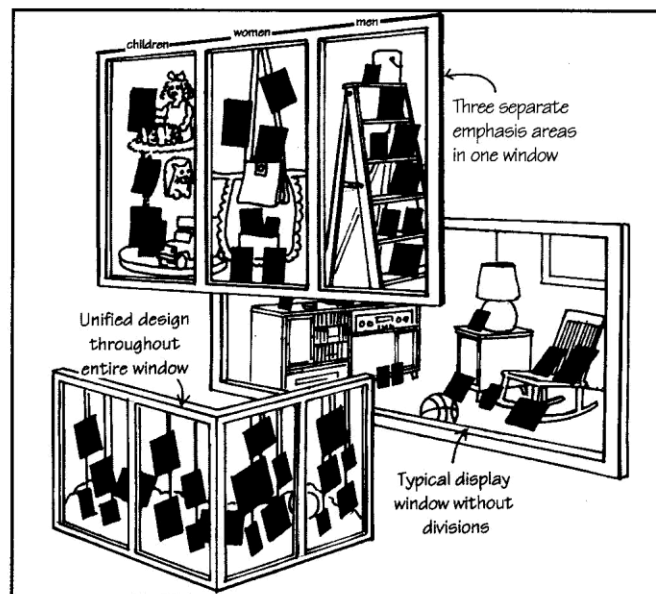
Back splashes about 6 inches high just above the display base and movable pegboard panels painted flat black provide a good background. Attach a grid of "egg crate plastic" used for ceilings above the display to assist with suspended items within the display.

Window coverings for exterior windows meet needs for regulating light and heat from the sun and still provide a consistent, uniform appearance with other windows when seen from the outside. Horizontal mini-blinds or vertical blinds are good options. Make the color a light neutral finish to allow maximum flexibility in choosing other colors for the space. An upholstered fabric cornice or valance can be added to dress up and soften the appearance of the windows.

Wood louvered shutters or draperies are other options that provide attractive window coverings. Both can be considered if they are used elsewhere in the building.

Colors

Using color effectively helps the church library to be attractive, to feel warmer or cooler as well as larger or smaller. The church library colors relate attractively to others used in the buildings so the spaces visually flow. The colors respect the permanent colors of the furniture or any "givens" such as an existing wood color or floor covering to remain.

When selecting colors for your church library:

1. Write a list of objectives which the colors should accomplish.
2. List any "givens" or permanent color features to remain after new colors have been added.
3. Select neutral colors for more permanent features such as floor coverings or counter tops.
4. Use the "given" colors already in the space and adjacent room colors as the basis for building a color scheme.
5. Choose a color or color family on which to base the color scheme. Be sure that colors and finishes selected are pleasant together.
6. Select wall colors that have a light reflectance value of at least 70%. This means the color is soft and actually reflects this percentage of light.
7. Select a color scheme that is not dated or trendy and can be enjoyed for ten years or more.

If carpet is one of the selections, choose a medium neutral tweed color with flecks of several colors in it. This type of color pattern allows excellent options to build on for wall colors and accent colors in the future. If vinyl floor covering is selected, find a color that is neutral and will be easy to live with and choose colors for the future. If carpet and vinyl flooring are both used, choose colors that blend well together. Vinyl base should blend with the trim color selected.

If one color is selected for all walls, choose paint with a hint of color that will coordinate with colors of the church building décor. Another option is to choose one neutral color such as warm grey and then introduce one or more accent colors on special walls such as at the circulation desk or lounge area. A pleasing family of colors can also be used to define areas of the church library for each age group. Paint the walls above shelving a different one of these special colors.

Since vinyl wall covering lasts longer, it is even more important to choose a good background color that the church family will not tire of over time. A texture, small pattern or subtle stripe in a neutral color are wise choices. Less permanent splashes of color can be added with art work or accessories.

Trim can be wood finish or painted. An attractive wood finish is medium walnut stain. Blend wood trim with any wood furnishings in the church library. Use a warm off-white on painted trim or a couple of shades lighter or darker than the base wall color, or use an accent color. Stain doors to match other wood or paint to coordinate with trim. Wood-finished doors (even with other trim painted) shows fingerprints and dirt less.

Window coverings and upholstery fabric selections provide excellent opportunities to add interest, color, and pattern. As colors and patterns are selected, be sure enough colors are used to

provide variety. If mini-blinds are used, select a neutral off-white that coordinates with the overall color scheme.

If the ceiling is painted a color, coordinate the color choice with the overall scheme. Neutral walls and a lightly colored ceiling can provide an interesting space. Remember, in selecting a color for the ceiling, the color appears one or two shades darker than the same color appears on the wall. Church library finishes should coordinate with those throughout the church facility. The spaces flow together and express pleasing color relationships from one area to another.

ELECTRICAL AND MECHANICAL NEEDS

Although electrical and mechanical planning may not be quite as obvious as finish selections, it is equally important. Electrical needs are addressed when lighting and electrical outlets are planned. Mechanical requirements must provide adequately for the comfort of church library users as well as the media housed in the library.

When providing for electrical needs, consider the following:

1. Provide for an even distribution of lighting throughout the space.
2. Select fluorescent lighting for the general lighting source and use incandescent lighting for special or accent areas such as displays, cataloging, and circulation desk.
3. Relate the placement of ceiling light fixtures to the locations of furnishings and areas within the church library.
4. Overall lighting requirements are 30 foot-candles for the entire space. 50-60 foot-candles are required for work and detail areas. Foot-candles are calculated at the distance from the ceiling at which reading or work will be done. A special meter shows the foot-candle level in existing space. An electrical engineer or lighting specialist can provide wise consultation in this area.

Partial Floor Plan

light fixtures

shelving

5. For accent lighting, track lighting or "eyeball" flood lighting are good choices. The lamp wattage can be either 150 watts or 75 watts. In most cases, 75-watt lamps are adequate.
6. Provide for table or floor lamps in the circulation and lounge areas as well as temporary locations for special displays. These provisions require electrical outlets.
7. Locate light control switches for convenience. Locations at entrance doors are usually logical. For rooms within the suite and large rooms, several separate controls for sections can be helpful.
8. To protect media from long-term damaging rays of fluorescent lighting, install special tube covers or jackets that will reduce the problem.
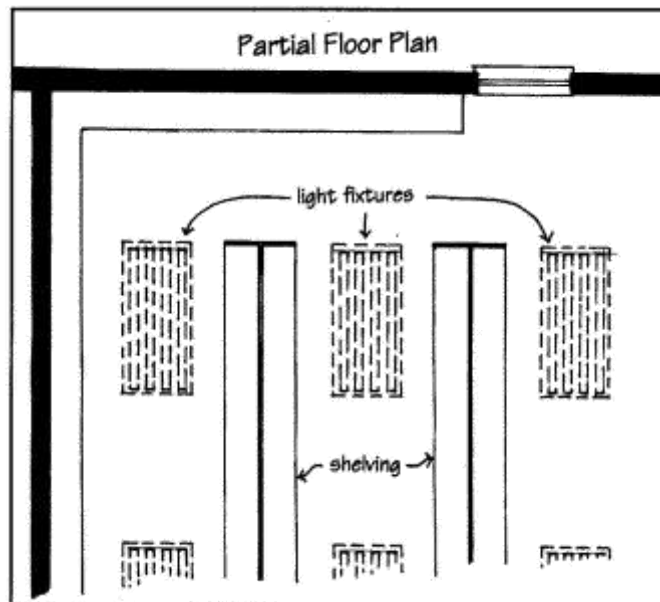
It is often heard that a room cannot have too many electrical outlets. When constructing space, electrical outlets are easy and fairly economical to install. However, once walls have been

enclosed, adding outlets becomes more difficult and expensive. Therefore, plan well and remember the following:

1. Develop a layout of space and furnishings and then determine outlet locations. They should be easily accessible, various heights and **not** behind shelving.
2. Outlets 8 to 10 feet apart along outside walls are helpful.
3. Provide electrical outlets adjacent to the circulation desk and display areas.
4. Determine the location of the lounge and reading areas and provide outlets for lamps. Some outlets may need to be recessed in the floor to use with a lounge area that is out in the space instead of being located adjacent to a wall. These outlets are covered with a brass or metal plate when not in use.
5. In the work area, locate adequate outlets a little closer together—around 4 feet apart.

Mechanical requirements for the church library should be developed by a mechanical engineer who can provide excellent consultation and technical design recommendations. An adequately designed mechanical system provides:

1. Heating and cooling controls that coordinate with the office suite, since this area is usually open and used most often during the week, or controls that are separate.
2. Consistent temperature during the week to accommodate computer equipment and team.
3. Generally, a temperature appropriate for people is also suitable for media.
4. The reduction of moisture content of air within the space—a need addressed throughout the year. All media, including historical documents, are adversely affected by too much humidity. This need, as well as the other requirements, should be addressed by a mechanical engineer.

FURNISHINGS

As church library space is planned, the locations of functions and special areas discussed earlier are a significant part of this process. At this time or soon after, plans are made for furnishings to accommodate and complement the areas your church library will provide. Furnishings not only house resources, supplies and equipment but also provide for the needs of people. These needs include seating, study areas and the circulation desk. **A brief definition of furnishings is: items used for housing, processing, storing, making, or using media.**

As you consider criteria for furnishings, the following descriptive words apply:
1. **Functional.** Furnishings are designed and constructed to meet your church library's specific needs. And since the needs are specialized and required for specific functions, the furnishings meet certain size and shape requirements.
2. **Attractive.** Furnishings enhance the appearance of the church library in the way they are designed—the details they incorporate and the finish that has been applied. Several styles and finishes of furnishings are available. Take care to select a style and finish that is best for your church library—both for now and in the future.
3. **Well Constructed.** Joints are securely fastened with glue and screws. Solid or laminated wood are used for furnishings. Adjustable components are included for such furnishings as shelving and storage units in order to maximize their use. A smooth, consistent finish is another indication of good construction. A hard wood such as oak is preferable in order to help avoid scratches and dents.
4. **Sturdy.** Speaks to furnishings adequately braced, with strong joint connections and made of good wood or other materials of appropriate thickness. Sturdy shelving does not exceed 3 feet in length without vertical supports (this is the standard length of shelving units).
5. **Freestanding.** All furnishings are moved into the space after it is complete. In other words, shelving and storage cabinets are not built in. However, for safety and security reasons and because vibrations or earthquakes occur, shelving and other furnishings can be attached to the wall or floor. Accomplish this in such a way, however, that furnishings can be relocated easily. Relocations can occur within existing space or in new space. Freestanding furniture lends itself to developing a long-range plan, adding furnishings, and expanding.
6. **Modular, Standard Dimensions.** Furnishings such as shelving, study carrels and storage units are of the standard, accepted width, length and depth to facilitate adding furnishings.
    When arranging furnishings within the church library, plan for what the space will contain—and no more. Smaller scale furniture helps to make limited space appear larger and allows more "people space." Too many furnishings in any space, small or large, causes it to "feel" crowded even before people come in. People space is provided for through adequate aisles, entries and circulation areas. Remember, it is always easier to add furnishings than to send them back after they have been purchased and installed.

Make carefully selected furnishings part of your long-range planning. A furnishings layout for your space is a beginning point for determining the placement and quantity of furnishings. This layout assures that all the "pieces" will ultimately fit together even if the furnishings are purchased in phases or additional space and furnishings are added later. In fact, future space and furnishings can be part of the initial plan.

Listed below are furniture items your church can utilize in the church library.

Shelving Units
- adjustable shelving.
- wooden ends with metal shelving or all wood construction.
- standard lengths of 3'-0"
- standard heights of 3'-6", 5'-0", 6'-l0"
- shelving depths of 8", 10", and 12"
- shelving units can be installed along walls, or within the church library perpendicular to the walls or the diagonal.

3'-6" bookshelving unit
- ideal for ages 0-7, under windows or to define areas for any age group within the church library.
- for ages 0-7, one half or more of the shelving should be sloped to display media.
- capacity: 150 "C" books (ages 0-7); 75 youth/adult books.

5'-0" bookshelving unit
- ideal for ages 8-11 or older.
- arrange within space as "islands" with shelving back to back.
- use to define areas within the church library.
- capacity: 250 "J" (ages 8-11) books; 125 youth/adult books.

6'-l0" bookshelving unit
- ideal for youth and adults.
- use primarily along outside walls; when used within the space away from walls, they create barriers and "chop up" the feeling of space.
- provide at least 4'-0" between shelving units facing each other.

• capacity: 175 youth/adult books.

Periodical Shelving
• 12 inches deep.
• available in standard bookshelving heights (3'-6", 5'-0", 6'-l0").
• constructed with slanted shelving to display current issues and a flat shelf immediately below to store back issues.
• capacity:
    3'-6" unit displays 8 periodicals
    5'-0" unit displays 12 periodicals
    6'-l0" unit displays 20 periodicals

Storage and Counter Units
These units are used to store materials, supplies, promotional items and small tools. Adequate storage and counters are important in helping the team perform their tasks. Counter space is not only needed by the team but also by persons using the church library. Rarely is there enough storage space and, yet, this space is some of the first eliminated if the total amount of space or cost becomes a problem. Remember, storage will occur even if not adequately provided for. Therefore, it is a much more efficient use of space to thoughtfully plan storage and counter units.

Storage units include:
1. **Audiovisual Software Storage**
   • designed for housing digital media.
   • provides drawers that are sized for specific functions.
   • provide digital media on open shelving or free standing racks, which is accessible and good for browsing.
   • utilize file cabinets (two, three or four drawer) for storing flat pictures.
   • provide special storage such as cabinets or shelf units with adjustable shelving for objects, games, toys and puppets.
2. **Audiovisual Equipment Storage**
   • requires a large amount of space because of the size of some equipment and space needed for maneuvering.
   • if the church library is responsible for portable equipment, locate it within main church library space or in adjacent room. Storage should be adjacent to a corridor with direct door access.
   • store heavy pieces on bottom of storage unit and lighter pieces near the top.
   • group equipment that are alike together.
   • acquire storage units that are 6'- 10" high, 6'-0" wide and 2'-0" deep. Construct units with bi-fold doors for easy access and to reduce the amount of floor space that is required for doors to swing out.

3. **Cabinet Storage**
   - use for team needs, media preparation and smaller audiovisual equipment.
   - utilize wall hung units with adjustable shelving. Units should be hung high enough to accommodate counters and cabinets below. Wall hung units allow maximum use of floor space.
   - provide under counter cabinets with doors and adjustable shelving. Plan drawer space in the cabinets just below the counter and whole sections as needed.
   - plan under counter cabinets with leg room (knee hole space) for benches or chairs for work areas.
   - consider utilizing ready-made, pre-finished cabinets. They are more economical and eliminate labor costs for finishing cabinets.

4. **Counter Space**
   - provide a flat, smooth surface to process, clean, and repair media and equipment. This surface can also be used for producing promotional and instructional materials.
   - counters work well above drawer and cabinet units.
   - elevate counters 30 to 34 inches above the floor. Counters are 28 inches deep. Counters 26 inches from the floor with leg space below can be used for computer terminals—especially with an adjustable keyboard attached.
   - provide toe space in under-counter cabinets.
   - install a sink in the 30-inch-high counter in the work area.
   - locate a pegboard above some audiovisual counters for cords and other small items

Desks

Desks are usually needed for the media circulation area and also for the team leader's area or office. For small or new libraries, one desk can be used for both functions.

1. **Circulation Desk**
   - used for checking media out and in.
   - where users' requests for media are received.
   - desk placed for team to view main entry as well as most of library.
   - desk top 39 inches from floor for youth and adults; 30 inches from floor for children.
   - desk counter 30 inches deep.
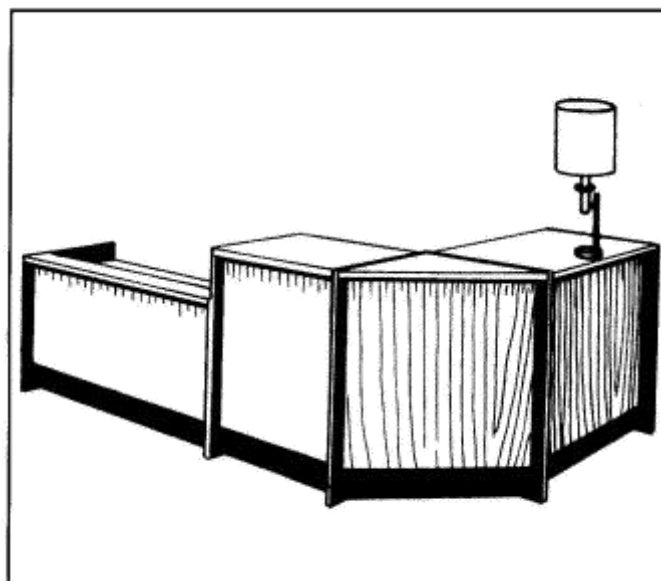
- desks incorporate drawers, shelves and toe space.
- if back of circulation desk is visible from the entry or display area, cover the shelving with doors to match the desk.
- use a conventional desk for circulation desk if space is limited.

2. **Team Leader's Desk**
   - use a conventional desk with a typical size of 5 to 6 feet long and 30 inches wide.
   - use for office or work space.

Computers and Vertical File
Computer work stations and the vertical file can be located in the public space.

1. **Computer Work Stations**
   - provide one or more work stations for public and team use.
   - may provide Internet connection, DVD viewing, word processing, Bible study software, Bible games, etc.
   - computer work station sized to provide for keyboard, screen and printer.
   - work station on casters is desirable for flexibility in location.

2. **Online Public Access Catalog (OPAC)**
   - allows your customers to search for materials, print records, and review attached multimedia files.
   - database software must provide for author, title and subject searches.
   - enables your customers to have access to the searchable information in your database.

3. **Vertical file**
   - use three or four-drawer, standard, office, metal filing cabinet(s).
   - as an alternative, utilize sturdy wooden or cardboard storage boxes.
   - store brochures, clippings, letters, pictures, and magazines which have information not readily available in other formats.

Tables, Carrels, and Chairs
These furnishings are planned and purchased to accommodate church library users. Take care to provide only as many of these items as space will allow and, thus, encourage their use.

1. **Tables**
   - sturdy hard wood construction with good wood or smooth, plastic laminate top.
   - round (42 to 48 inches diameter);
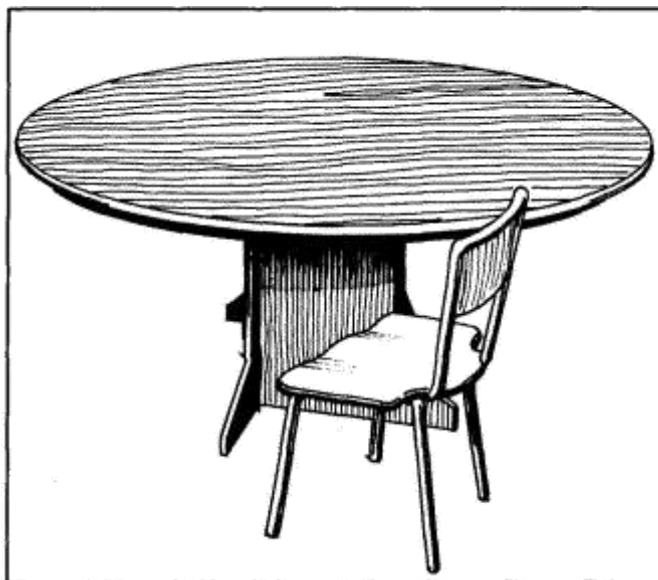
square (36 to 48 inches); or rectangular (30 to 36 inches by 60 to 72 inches).
- 29 inches high for adults; 27 inches high for ages 8 to 11; 25 inches high for youngest.
- pedestal tables accommodate wheel chairs and crutches.
- one or more tables in the team work area are useful. An eight-foot folding table conserves space when not in use.
- provide a computer work station or table for each terminal and printer.
- choose coffee and end tables for the lounge area.

2. **Carrels**
   - designed for privacy on sides and back while studying, viewing media.
   - shelf above main work surface for storing reference media and audiovisual unit.
   - can be purchased either single (24 inches deep) or double face (36 inches deep).
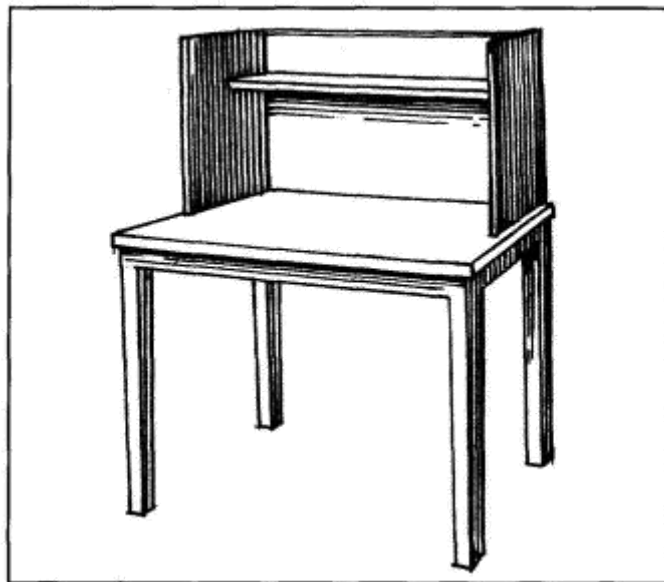
3. **Chairs**
   - a variety needed for various functions in the church library.
   - chairs, wooden or metal construction, match or coordinate with tables.
   - upholstery complements the overall color scheme.
   - chair seats are 10 inches below table tops.
   - chairs that are stackable (up to 8 high) or folding are desirable to accommodate people in wheel chairs or provide additional floor space when needed.
   - large toss pillows or bean bags in fun colors and patterns, or brightly-colored carpet squares are enjoyable seating for preschoolers and children.
   - seating for the circulation desk coordinates with the height(s) of the desk.
   - seating in the lounge area can include a sofa and chairs that complement each other. A group of four matched chairs in sets of two with tables and lamps between are also appropriate. These seating groups can be in contrast to the rest of the library furnishings. For example, a traditional seating group can be attractive and comfortable in a room with contemporary library furnishings.

4. **Miscellaneous Furnishings**
   - **dictionary stand** (approximate size: 22 inches wide, 14 inches deep, 44 inches high.)
   - **atlas stand** (approximate size: 30 inches wide, 27 inches deep, 45 inches high).
   - **book carts** (approximate size: 30 inches wide, 14 1/2 inches deep, 35 inches high.

- **drawing board** 18 inches by 24 inches (portable) to 36 inches by 48 inches (free standing on legs).
- **bulletin board** varies in size depending on space available. One popular size is 48 inches by 72 inches. If only a tall, narrow wall space is available, cover it with bulletin board material and start the bulletin board about 12 inches from the floor and terminate it to align with the top of doors. Minimize the trim or frames around bulletin boards. Typically, bulletin boards are mounted on walls approximately 36 inches from the floor.
- **book drop** should be wall hung or free standing, spring loaded, equipped with a lock, located near the library door, and possibly another one near a major outside entry. For security and safety reasons, do not cut outside walls or doors to construct a built-in book drop.

5. **Mobile Units ([Specifications Guide](#))**
   - 72 inches wide, 60 inches high and 28 inches deep
   - adjustable shelving and on casters for ease in moving
   - wood finish match other furnishings or paint in bright accent color

Accessories

Accessories add finishing touches and help to make a place feel complete. They also express the personalities of the people involved in selecting them and, thus, make a place more interesting. Once the space has been planned and provided and furnishings are in place, start looking around for locations for accessories. Look for walls that need art, surfaces that need a plant or flower arrangement and a corner or empty area that needs an accent piece of furniture. Ideas for accessories include the following:

1. Art and Posters. Art can be of local interest, reproductions of famous artists, teaching pictures from Sunday School or religious illustrations such as from the *Biblical Illustrator*. Posters are usually bright and cheerful. They are available from the American Library Association or from a local art gallery. Small quilts, needlepoint, banners and other fabric wall hangings provide additional options. In fact, a combination of types of art will provide a more interesting visual experience.

Art should be appropriate for the age group using particular areas. Frame art to complement the subject instead of matching the interior finishes. In this case, the matte and frame will not need to be changed each time the library is redecorated.

Locate art in the circulation desk area, above or near seating in the lounge area and on focal walls throughout the space. Focal walls are those you face as you approach an area. Art can be hung or leaned effectively on or above low shelving, on the ends of shelving or within the shelving unit. In this case, remove a shelf or two and then situate the art. Arrange media with the art. Even a door might be a good place to hang one piece of art or two or three "stacked" vertically. Individual pieces of art hung independently or a grouping of several items can be effective. Hang the art to be viewed from a variety of levels. In the children's space, hang the art at their eye level. In the lounge area, place the art lower to be viewed while a person is seated.

2. Lamps. Oriental jars, pottery, baskets, and brass floor lamps are some of the options available. Lamp shades coordinate with the lamps and provide interest to the appearance of the room. Oriental lamps provide excellent ways to add color or reinforce existing colors within the church library space. In addition to linen or silk shades, a black lamp shade is more attractive on certain lamps. A black shade also provides a pleasing contrast to the other lamp shades. Unless matched lamps are used on end tables or a sofa table, mixing lamp materials and styles is a more interesting approach. Usually, brass lamps are overused, although they are attractive and appropriate in some areas. Lamps help to supplement ceiling lighting, add emphasis to certain areas of the church library and enhance the visual warmth of the atmosphere.

Locate a Lamp on the circulation desk if space is adequate. This lamp calls attention to this area and provides additional light. Lamps in the lounge area meet a functional need and add a warm, inviting feeling. A lamp on the director's desk is appropriate. Small lamps (less than 12 inches high) interspersed within book shelving or on top of 3-foot-6-inch or 5-foot shelving will add interest and emphasis to mini-displays or book features. To determine possible lamp locations in the library, wait until furnishings are in place, then look around. Some locations are obvious, such as on end tables, while others can be determined by the need for light.

3. Flower arrangements and plants. Fresh flowers, even a bud vase with one or two flowers, and live plants add much to a church library. If you decide to include live plants ask a team member who has gardening experience to care for them. However, with the quality of artificial

flowers and plants today, they provide an excellent option. Flower arrangements are changed seasonally for interest, particularly if season related flowers, such as tulips, have been used. Artificial plants, such as African violets, jonquils, and chrysanthemums, can be arranged in clay pots filled with Styrofoam and covered with Spanish or sphagnum moss. Artificial green plants, such as Spathifilum or fichus trees, can be "planted" in clay pots, baskets, or brass planters.

Arranged permanent flowers are designed for where they will be used. Even if most plants are artificial, a fresh rose bud in summer or branches of forsythia in spring help to vary the look of the room and indicate to media users that you care about them.

For springtime, consider forcing bulbs or branches. For summer, use cut flowers from
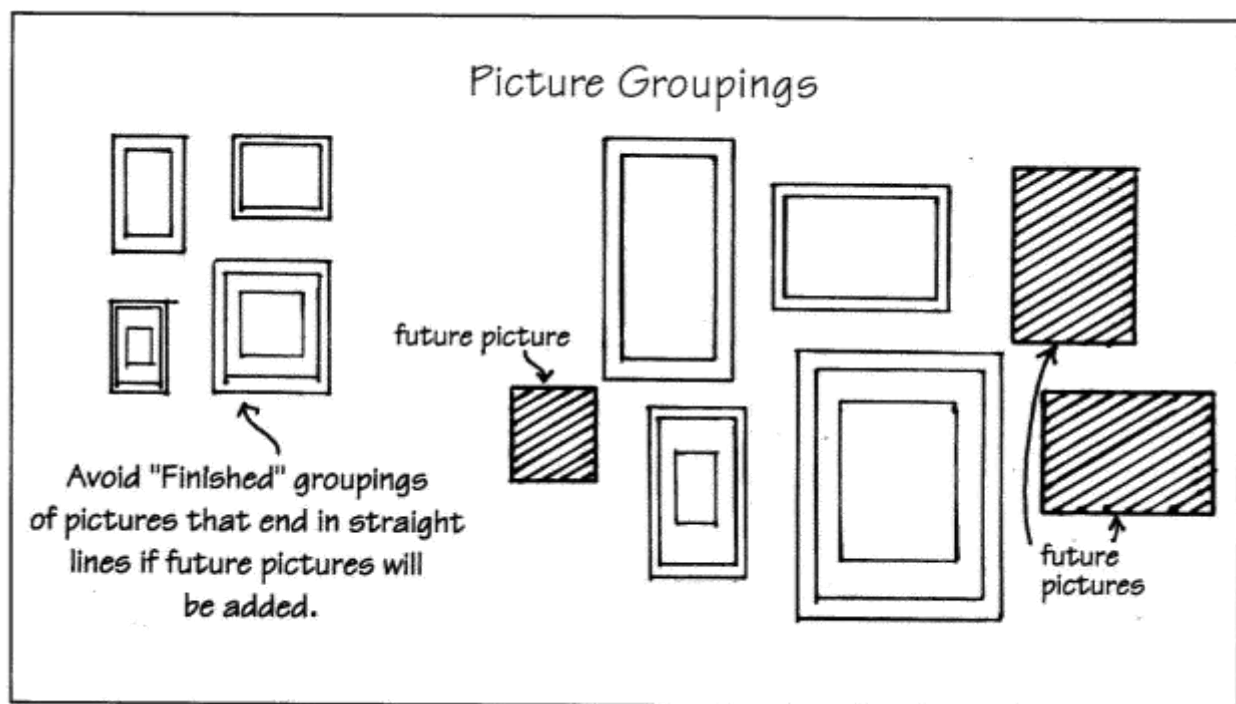
church members' flower gardens. In autumn, use ornamental gourds, pumpkins, Indian corn and colorful leaves. The winter season provides a good time for cut holly and evergreens, as well as a basket or pot of poinsettias. If fresh plants are used, the most successful plants require low light levels. Spathifilum (peace lilies) and dracaenas (corn plants) are good floor plants. Pathos (or philodendron) is a good furniture top or hanging plant. **The location for flower arrangements and plants** is easy to determine when furnishings are in place. Look for "empty places" both small and large. A small blooming plant or bud vase of flowers is a nice touch for the circulation desk. Small plants interspersed on shelving enhances the overall appearance of row after row of bookcases. Empty corners or the lounge area lend themselves to medium to large floor plants. Tops of medium to low bookcases can be the perfect place for a flower arrangement or plant. A basket of flowers can be placed in the floor in the lounge area. Remember also, plants and flower arrangements provide good accessories for promotional displays.

4. Bookends and Imported objects. A variety of **decorative bookends** help to meet functional needs when displaying a row of books on a featured shelf or desk top. Be sure bookends are heavy and secure enough not to slide when holding books. Select bookends that appeal to all age groups. Some bookends should appeal particularly to children and youth. Bookends also come in handy for promotional displays. And, they can be an appropriate use for memorial funds.

Imported objects often are interesting because they are not seen regularly and are made by another culture. Consequently, they add interest when used on bookshelves, on top of shelving units and on tables. With foreign mission emphases or displays, they can reinforce the theme and add visual appeal. Encourage members who travel and missionaries your church might know to assist with this ongoing collection.

Imported wall hangings, depending on the medium, can be hung on a wooden dowel, plate hanger, or framed and then hung. These wall hangings can certainly be considered when planning for art in your church library. Refer to the previous section on art and posters.

5. World Globe. Since your church library houses a reference collection, a globe is a natural addition. A variety of globes from large, lighted floor models to small, table top models are available. One that can also be used in promotional displays (about missions and travel) is a good choice. Budget and location are considered when making the selection. This is an excellent item to purchase with memorial money.

6. **Display Furniture-Type Accessories.** These items include **a ladder** 24 to 60 inches in height (even taller if ceiling allows). Stain or paint the ladder if it is wood. If the ladder is aluminum, paint it. If a wood stain is used, match other wood furnishings. Choose a bright accent color or black if the ladder is to be painted. Use the rungs of the ladder to display media.

Cubes in a variety of sizes, either of clear Plexiglas or wood covered in plastic laminate, can be used for several functions. They can be used independently for mini-displays and brochures or as small end tables in the lounge. If grouped in three different heights, they provide a good basis for a display. Use them in the church library or move them to high traffic areas in the church facilities.

Useful sizes of cubes include: an 18-inch cube, a 24-inch cube, or one with an 18-24 inch square at the top and a height of 36 inches or 48 inches. If covered in plastic, select either a medium neutral color or black. The cubes do not require a solid bottom, making them easy to move. If storage is a problem construct the cubes so they "nest" or stack inside each other.

Furniture used for display. These items include a variety of chairs, a rocker (adult or child), an antique desk, chest, or wardrobe with adjustable shelving installed. An old school desk with cast iron scroll work provides an attractive accent. Use chairs and rockers at focal points draped with a quilt or afghan and perhaps a basket on the floor. Arrange featured media in the chair or rocker seat, leaning against the back and legs. Reference and "back to school" media can be displayed on the school desk. The desk can be enjoyed by children when not used for a

display. It also can be used as an end table near a chair or sofa in the lounge. Some of these furniture items can be sized to use in the display window.

Although all of the items mentioned add interest to the appearance of your church library, it may not be feasible to purchase and use them in limited space. Therefore, consider budgeting for items that would be most useful and on occasion borrowing an accessory item. You will be surprised how accessories give space a whole "new lease on life."

APPEALS TO THE SENSES

 Church libraries are more than four walls, a ceiling, and floor. Church libraries exist to serve people and people have senses such as seeing, hearing, smelling, tasting and touching. Therefore, in addition to your church library being in a good location, being thoughtfully arranged and furnished, it should create a pleasant environment that appeals to all senses. Studies have shown that we learn and remember best from instruction that appeals to a variety of our senses. Why not consider ways your church library can incorporate sense appeal?

Sounds (or the lack of) are one way your church library appeals to the senses. Acoustical treatments assist greatly in controlling excessive noise and are easily incorporated as finishes are developed. Acoustical ceiling tiles "soak up" sound. They come in a variety of acoustical ratings, depending on the amount of sound needing to be reduced. Carpet, upholstery fabric, and any other soft surface help to control sound. Consider using fabric banners or awnings suspended from the ceiling to control sound. These materials can be added gradually to determine how much control is desired. Fabric wall covering or upholstered fabric panels over acoustical materials also can be added to walls in the circulation, study or lounge area. Oftentimes, however, acoustical ceiling tiles and carpet soak up an adequate amount of sound.

The library should be a place filled with cheerful people greeting others, sharing ideas, knowledge and media recommendations. Therefore, sound should not be totally absorbed or discouraged. However, excessive noise should be controlled. I still recall "the perfectly quiet town library" when I was growing up and what an unhappy place it was. Sound provides an excellent way of creating a happy place to visit.

Sound also provides a way to create good background music. Consider using music from **compact discs** to create a pleasant place to visit. Better yet, use music from resources that can be checked out from your church library.

The sounds for all ages should be considered and what better way to encourage and excite young users than with special events. These include special storytelling or reading times. Schedule these times regularly. Children too young to read enjoy being read to. Plan these times in the area of the library that has media for this particular age group and encourage young participants to check out media for others to read to them or to read for themselves.

Have you ever noticed how comforting the familiar smells of home are or the special fragrances of a season can be? I have even noticed that particular smells encourage me to remember a special event such as a vacation. Consider all the ways **smells** can be used effectively in your church library.

First of all, make your church library smell clean and fresh. Routine cleaning, regular air circulation in all seasons, and an adequate dehumidifying system (if needed) help to keep away mildew, mold and a musty smell.

Special or seasonal fragrances provide nice changes from the routine. As they drift outside the church library, they can be a real attention-getter. Potpourri and brewed spices can be used. For special occasions, consider serving beverages such as coffee, spiced tea, or mulled cider.

These can be served in order to minimize spills. Popcorn always smells good when popping and is a wonderful advertisement to people of all ages. Consider serving popcorn to reinforce special promotional emphases such as a "day at the fair" or, once in a while, just for fun.
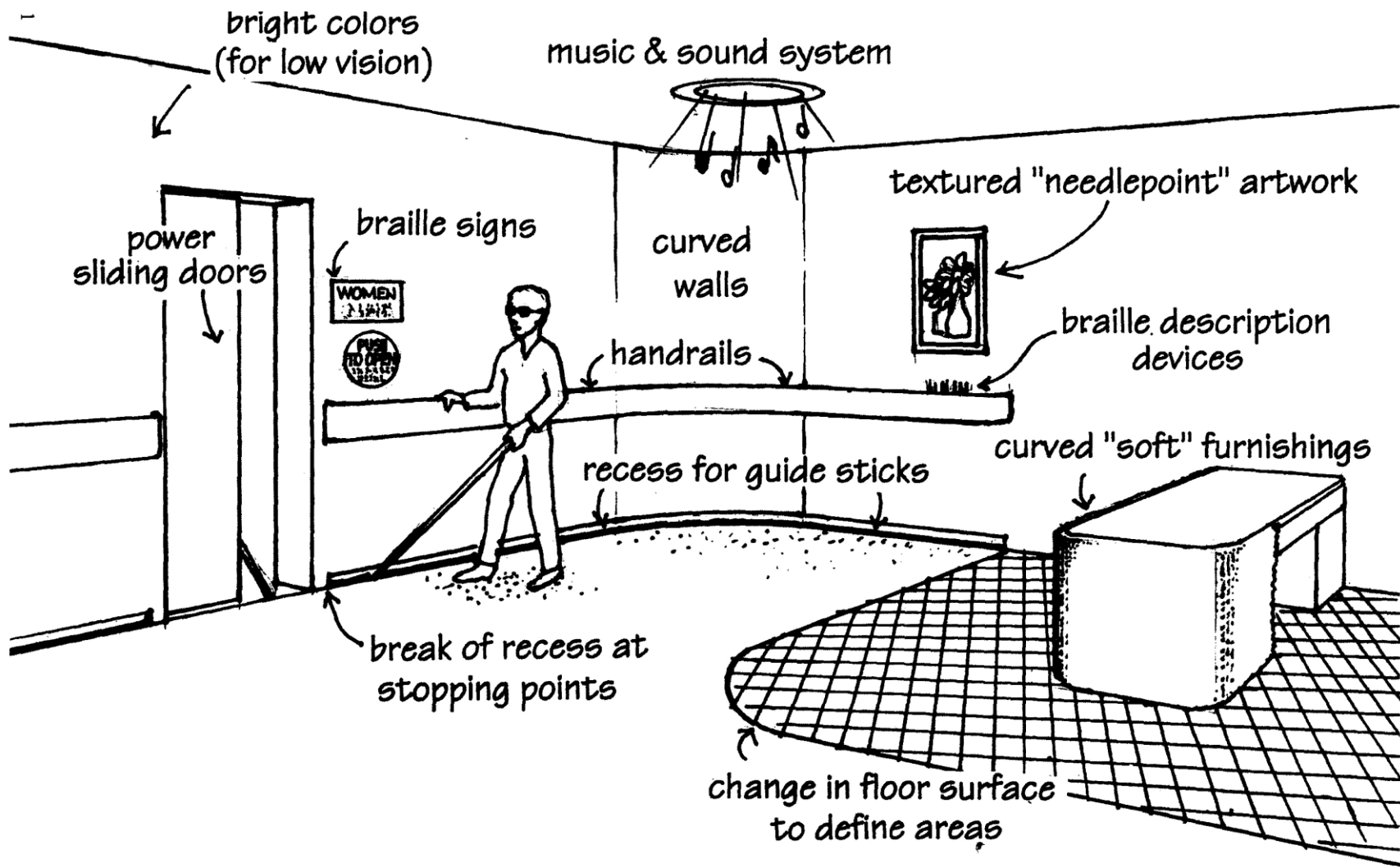
How can the sense of **taste** be incorporated into your church library? Consider keeping a bowl or jar of candy in two or three places. The circulation desk, lounge, and study area are possible locations. Utilize the sense of taste in celebrating special events or promoting a particular emphasis. Special events include an open house, special anniversary or launching a media club. Cookbooks might be promoted by serving snacks from some of the resources. Popcorn, small crackers, nuts and cookies are all possibilities.

Church libraries should **feel** pleasant and inviting. To accomplish this goal, consider:

1. **The comfort of users.** The temperature, lighting and arrangement of space always help. Emotional comfort can be addressed through the service and friendliness of the church library team. The senses of sound, smell, and taste also help with emotional comfort.

2. **An open, inviting place.** The church library has an open feeling so that media users don't feel crowded. Often, church libraries appear as if everything possible has been packed in. Carefully plan the furnishings and their placement. Avoid locating more furnishings in the space than it can contain while providing adequately for users. Glass window walls, display areas that look into the space and an open door help to convey an inviting place. Create an inviting atmosphere with friendly, helpful faces and the appearance of the space. Incorporate the main door and its decoration into this inviting appearance. Remember, inviting first impressions start outside the church library. Consider using a seasonal wreath, basket flat on one side filled with flowers or a gift-wrapped door with a large bow.

3. **A happy, playful church library.** Use small doses of bright color and textures to help accomplish this goal. Suspended fabric awnings, clouds, graphic snowflakes and seasonal decorations all help. Plants, potted blooming flowers and flower arrangements contribute to a cheerful place where guests are considered important. Decorate your church library for each season. An African violet, pot of forced tulips or poinsettia in a basket, adds a thoughtful touch during the right time of year. Dried leaves attractively arranged on shelving can enhance the changing attractiveness of the church library. Table and floor lamps add visual warmth and a good happy feeling.

bright colors
(for low vision)

music & sound system

textured "needlepoint" artwork

power
sliding doors

braille signs

curved
walls

WOMEN

PUSH
TO OPEN

handrails

braille description
devices

recess for guide sticks

curved "soft" furnishings

break of recess at
stopping points

change in floor surface
to define areas

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SPECIAL CONSIDERATIONS

In order to meet the media needs of all church members and friends, provide space accessible to everyone. Certain features need to be incorporated into the space as it is planned. Accessible space meets certain requirements and reinforces an attitude of service modeled by the church library team. These requirements of space, finishes and details include the following.

Church library located at main level, available directly from grade if building is at two or more levels, or served by an elevator. Ideally, a person should be able to enter and travel throughout the church library without negotiating stairs or steps. Hopefully, the church library itself is all on one level. If more than one level is required, then a creative use of space is required. Workroom, team offices and other less used space can be located in the less accessible space. Another option is to provide an elevator. Stairways are barriers for anyone in a wheelchair or who has difficulty walking.

If the church library cannot be located at grade, then direct access at grade from a second or third level to the outside is helpful. Elevator service for a church library location above or below grade provides access for everyone. It also makes transporting media or equipment to and from the library more manageable. Often, looking at the church library location and its accessibility while in a wheelchair is helpful. If stairs are necessary, provide at least two steps. One step causes persons to trip easily. Handrails should also accompany any steps.

The minimum door width should be 3 feet with a clearance from side to side of 2 feet 8 inches. This width allows for wheelchair access. The door(s) into the church library as well as interior doors such as to the workroom, and training space are the same width. Double doors are 6 feet wide, since less width does not allow wheelchair access without opening both doors—a difficult task for one person. Make sure door hardware is user friendly. A panic bar or door handle is required by law as it is easier to operate than a round doorknob.

Corridors are wide enough for wheelchair accessibility or for persons on crutches. Minimum aisle width is 4 feet, and more frequently used corridors or those near main entrances are 5 feet or wider. This corridor width allows passage while one user is stopped, browsing at shelving. Remember, locating shelving closer together can provide more media storage but media is not likely to be used if it is not accessible.

Floor surfaces are nonskid, easy to walk on with crutches or negotiate on in a wheelchair. Looped pile commercial carpet installed by gluing directly to the floor is an excellent option for heavily-used areas of the church library. This carpet does not have a pad attached as part of the backing and is not installed with padding. A pad makes travel more difficult. Commercial carpet wears better when installed as recommended (by direct glue down method). If a hard floor surface such as sheet or vinyl tile is selected, it should have a non-skid surface. Hard surfaces

can be used where some messy activities are anticipated. The transition between carpet and hard surface flooring should be thoughtfully planned for an attractive appearance and to create a smooth, level surface. A vinyl reducer or transition strip will help.

Signage, according to handicapped accessibility standards, is located 4-feet-6 inches to 5-feet-6 inches from the floor. This provides a height usually reachable for those who need to touch it. Lettering is easily readable in style and large enough to accommodate the visually impaired. One-half to one-inch lettering is adequate for most signage. Larger lettering can be used for major signs. Raised or recessed lettering helps those who need to touch signs in order to understand them. Braille at the bottom of signs is also helpful.

Media are located at reachable levels. Use shelving of standard heights and locate most frequently used media below the 5-to-6-foot levels. The bottom one or two shelves also are difficult to reach. Be sensitive to the needs of those having difficulty reaching media. Be ready to help without waiting on users more than they want or need.

Furnishings are selected and arranged for handicapped accessibility. The distance between furnishings (4 to 5 feet) allows for people in wheelchairs and on crutches. Select tables easy for wheelchairs to pull up to and go under the top like other chairs. Tables with a center pedestal or recessed legs are more accessible. Study carrels with adjustable legs or work surface heights are more accommodating. Stackable chairs provide a method for easy storage when they are not needed and a person in a wheelchair needs the space.

When remodeling extensively or constructing a new church library as part of a building complex, consult a local architect familiar with local requirements for handicapped accessibility. Your architect serves as an excellent resource and can provide design solutions where needed. When less extensive remodeling is needed, or providing handicapped accessibility is the only remodeling concern, you can contact the local building codes department for your city or county for requirements. Design solutions, or ways to meet these goals, can then be developed. Remember, handicapped accessibility for the church library is important for people of all ages.

An adequate fire alarm system is important for the entire church facility. The church library must be included in this plan and wired into the system. When the construction materials are being planned, include materials with adequate fire ratings. Your architect and the state fire marshal's office can provide guidelines.

Select a system that is heat, smoke and water sensitive. The alarm should detect any of these threats to your facility. Companies that furnish security systems for public buildings can provide options for the fire alarm system.

Provide ready access to fire extinguishers. Types of fire extinguishers particularly suited to use in libraries should be recommended by the local fire marshal.

Incorporate door locks for the library into the entire church's lock system. Churches frequently find that a good master key for all doors with separate keys for various doors works well. The key that operates library doors is, for example, different from the key to the church office suite. Keys are labeled and kept secure.

Develop a policy for library hours—when it will be unlocked and open as well as when it will be locked. Post library hours near the door and include them in the weekly church calendar of events.

Construction of a new building

If your church is constructing a new building and the church library is included, work closely with the church-elected building committee and the architect selected by the church. LifeWay Architecture (615.251.2466) does include architecture services for church libraries. The building committee provides information related to building needs to the architect. Usually, the committee first seeks space and program information from the ministries to be included in the building. Therefore, be prepared to provide the following:

1. A committee/architect tour of existing church library space.
2. A list of services the church library now provides and anticipates providing in the new space.
3. Suggested church library size and location options based on information in this book.
4. General mechanical and electrical needs.
5. General color and finish suggestions that can be coordinated by the committee for all spaces to be constructed or renovated.
6. A list of existing furnishings to be used and their dimensions.
7. A copy of this book with appropriate information highlighted for easy reference by the committee and architect.

Once the architect has developed a general space floor plan for the church library, contact a library furnishing company to assist you in laying out furnishings in your new space. One recommended company is LifeWay Church Interiors. With the information listed previously and based on the architect's floor plan, the furnishings layout can be prepared. The church library team, the church building committee, and your church's architect make an excellent team in providing the best church library to serve your church.
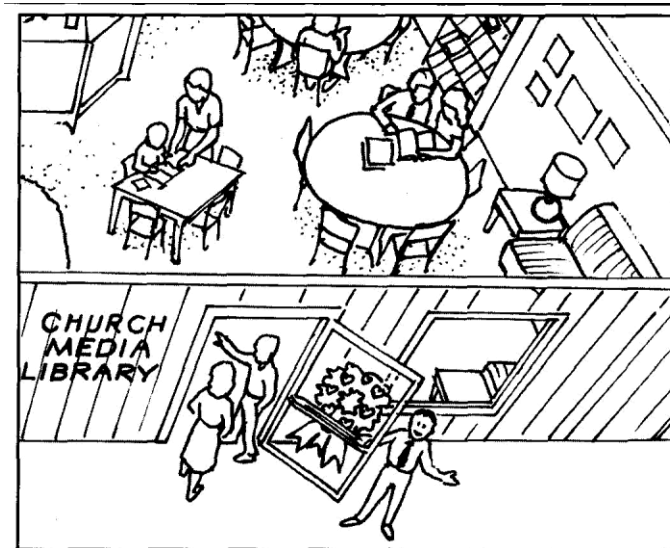
Furnishings for your church library are available through LifeWay Church Interiors.

CONCLUSION

Dreams? Hopefully, you found ideas to stimulate dreams for your church library space, interior and furnishings. In addition to these church library dreams, be sure to see beyond the space that is . . .

> . . . well located,
> . . . the right size,
> . . . attractively finished,
> . . . conveniently arranged,
> . . . and supplied with good furnishings.

In the dreams for your church library space, include ministries to all that enter—and, provide resources that train leaders, witness to the unsaved, and strengthen the lives of Christians.

Planning Your Library Space and Furnishings

Introduction

1. What do you like about your church library? _____

2. List three dreams for your existing or "hoped for" church library space. _____
   _____

Determining the Church library Location and Size

1. List four major needs for your church library location. _____
   _____

2. How much space do you need for a church library? _____
   _____

3. The shape and proportion of space affects the location of furnishings and arrangement of divisions of areas. What shapes and proportions best fit your needs?
   _____

Church library Space Divisions

Church library space can be thought of in terms of special areas or divisions for specialized functions. These divisions are listed below. Consider which divisions will be needed in your church library.

1. Public space. _____

2. Audiovisual equipment space. _____

3. Team work space. _____

4. Viewing/training space. _____

5. Media preparation space. _____

6. Team leader's office. _____

Church Library Environment

1. What are your dreams for the church library environment?_____

_____

2. What wall construction and wall surfaces do you prefer for your church library?_____

_____

3. What finished floor surfaces should you consider for your church library? Which surface do
   you prefer? Where should a hard floor surface be used? _____

_____

4. What types of ceiling are preferable for your church library? What is the advantage of a
   suspended ceiling? _____

5. Are exterior and interior windows important for a church library? What size and type of
   interior windows do you need? Will exterior windows match the rest of the church? What
   window treatment will you choose?_____

_____

6. What design colors and finishes are best suited for your church library? _____

_____

Electrical and Mechanical Needs

1. What types of lighting are appropriate and where should they be used? _____

_____

2. List useful locations for electrical outlets in your church library. _____

_____

3. Plan for the heating and cooling system to be connected to another section of your church
   facilities, such as the church offices. Consistent temperature is important for books and
   equipment.

_____

4. Consult a heating and cooling specialist when addressing heating, cooling, and moisture
   control needs. _____

Furnishings

1. List six furnishings and tell why these furnishings are important to the function of your library.
   _____

2. Refer to the shelving section and plan each area needed to house your collection. Allow extra shelf space for growth. _____
   _____
   _____

3. What types of storage units do you need? _____
   _____

4. List other furnishing items needed to provide for the needs of the team and customers.
   _____
   _____

5. How many and what type of chairs will be needed? _____
   _____

6. List six categories of accessories that will help to dress up a church library. Select two types of accessories you could use, decide what they are and how you plan to use them according to the guidelines of your church. _____
   _____
   _____

Appeals to the Senses

1. A church library that appeals to the senses incorporates sounds, smells, and tastes. Describe how your church library can appeal to each of these senses.
   _____
   _____

2. A church library should feel pleasant and inviting. List two methods of accomplishing this feeling. _____
   _____

Special Considerations

1. Discuss how the church library will be handicapped accessible and meet these needs. _____
    _____
    _____

2. What resources are available from LifeWay Christian Resources to assist in planning your church library space? _____
    _____

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