

TABLE 1.—Guidelines for determining minimum library space requirements

Population served	Shelving space ¹		Reader space	Staff work space	Estimated additional space needed ³ (square feet)	Total floor space
	Size of book collection	Linear feet of shelving ²				
Under 2,499	10,000 volumes	1,300 linear feet	Minimum of 400 square feet for 13 seats, at 300 square feet per readers pace.	300 square feet	300	2,000 square feet.
2,500 to 4,999	10,000 volumes plus 3 books per capita for population over 3,500.	1,300 linear feet. Add 1 foot of shelving for every 8 books over 10,000.	Minimum of 500 square feet for 16 seats. Add 5 seats per thousand over 3,500 population served, at 30 square feet per reader space.	300 square feet	700	2,500 square feet or 0.7 square foot per capita, whichever is greater.
5,000 to 9,999	15,000 volumes plus 2 books per capita for population over 5,000.	1,875 linear feet. Add 1 foot of shelving for every 8 books over 15,000.	Minimum of 700 square feet for 23 seats. Add 4 seats per thousand over 5,000 population served, at 30 square feet per reader space.	500 square feet. Add 150 square feet for each full-time staff member over 3.	1,000	3,500 square feet or 0.7 square foot per capita, whichever is greater.
10,000 to 24,999	20,000 volumes plus 2 books per capita for population over 10,000.	2,500 linear feet. Add 1 foot of shelving for every 8 books over 20,000.	Minimum of 1,200 square feet for 40 seats. Add 4 seats per thousand over 10,000 population served, at 30 square feet per reader space.	1,000 square feet. Add 150 square feet for each full-time staff member over 7.	1,800	7,000 square feet or 0.7 square foot per capita, whichever is greater.
25,000 to 49,999	50,000 volumes plus 2 books per capita for population over 25,000.	6,300 linear feet. Add 1 foot of shelving for every 8 books over 50,000.	Minimum of 2,250 square feet for 75 seats. Add 3 seats per thousand over 25,000 population served, at 30 square feet per reader space.	1,500 square feet. Add 150 square feet for each full-time staff member over 13.	5,250	15,000 square feet or 0.6 square foot per capita, whichever is greater.

¹ Libraries in systems need only to provide shelving for basic collection plus number of books on loan from resource center at any one time.

² A standard library shelf equals 3 linear feet.

³ Space for circulation desk, heating and cooling equipment, multipurpose room, stairways, janitors' supplies, toilets, etc., as required by community needs and the program of library services.

Source: American Library Association, *Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of "Public Library Service."* Chicago, the Association, 1962.