



SURVEY OF PUBLIC LIBRARY BUILDINGS IN NSW

Name of Library Service _____

Name of Library Building Assessed _____

<u>Question</u>		<u>Answer</u>	<u>Notes, references or explanatory notes for the survey questions</u>
PART A: FLOORSPACE AND FUNCTIONS			
<i>The questions in Part A are intended to obtain information on the floorspace of the library premises and the various functions provided at the premises.</i>			
A1.	What is the gross floor area of the library premises?	Area (m ²) _____	<p><i>The Gross floor area is defined as the total area of each floor of the library, measured to the inside edge of the external walls including internal walls, staircases, lobbies, corridors, lifts, plant rooms, packing areas, loading docks and toilets, however excluding void spaces in a floor.</i></p> <p>THIS DOES NOT INCLUDE OFF-SITE ADMINISTRATION FLOOR SPACE</p> <p><i>(If required, the conversion rate to use is: 1 square foot = 0.09290304 square meters)</i></p> <ul style="list-style-type: none"> ▪ Please be as accurate as possible. ▪ If there is no specific area, please indicate with a 0 ▪ The Gross floor area does not have to total the areas specified in this question.
A2.	What is the gross floor area of the following main library functions:		
A2a.	Collection Areas (such as books and volumes on shelves, periodicals, non-print material, virtual and digital resources)	Area (m ²) _____	
A2b.	Reading and Study Areas (such as meeting areas, study areas, browsing and display and information areas)	Area (m ²) _____	
A2c.	Resource Areas (such as the service desk, internet terminals, catalogues, printers, photocopiers, vending machines and telephones)	Area (m ²) _____	
A2d.	Staff Areas (any back of house areas, including staff work areas and storage areas)	Area (m ²) _____	
A2e.	Amenities Areas (such as the foyer, lobby, corridors, public and staff toilets, restrooms, plant equipment, storage areas and maintenance areas)	Area (m ²) _____	
A2f.	Other Areas (Please specify)	Area Type: _____ Area (m ²) _____	
A3.	Do you provide floor area regularly used for the following services:		
A3a.	Children's Storytelling Area	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3b.	Young Adult Area	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	

<u>Question</u>		<u>Answer</u>	<u>Notes, references or explanatory notes for the survey questions</u>
A3c.	<i>Specialist Genre Collection Area</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	eg, a music collection, or specific named collection
A3d.	<i>Specialist Room, Local and Family History</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3e.	<i>Multi-Purpose, Training, AV Room</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3f.	<i>Bookshop, Coffee Shop</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3g.	<i>Toy Library</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3h.	<i>Community Services, Bank Services, Council Customer Service Units</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3i.	<i>Storage Area for Archival Materials/Conservation</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A3j.	<i>Mobile Library Services Area</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	This includes any internal office areas which are exclusively used for the mobile library services.
A3k.	<i>Central or Regional Work Area</i>	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	

<u>Question</u>		<u>Answer</u>	<u>Notes, references or explanatory notes for the survey questions</u>
A3l.	Other _____	<input type="checkbox"/> No, don't provide an area <input type="checkbox"/> Yes, not shared (ie exclusive space used for this service), [Area (m ²) _____ (if known)] <input type="checkbox"/> Yes, shared with other areas, [Area (m ²) _____ (if known)]	
A4.	Over how many levels is the library constructed?	Levels _____	<i>Not including parking levels.</i>
A4a.	Is there a passenger lift available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A5.	Is there a loading dock available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A5a.	If yes, is the loading dock part of the library building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A6.	Is there a security system in place for the library?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PART B: LOCATIONAL FACTORS			
<i>The questions in Part B are intended to obtain information on the location and ownership of the library premises.</i>			
B1.	Is the library premises co-located in a PUBLIC building with other facilities provided by local authorities (these include community centres, youth centres and child care centres etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Co-located libraries are located with other facilities provided by local authorities. These include community centres, youth centres and child care centres etc</i>
B1a.	If yes, what other uses are in the same building?	_____	
B2.	Is the library premises co-located in a PRIVATE building with other facilities provided by local authorities. (these include community centres, youth centres and child care centres and other government facilities)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B2a.	If yes, what other uses are in the same building?	_____	
B3.	Is the library a joint-use library (whereby the library has two or more distinct groups of users served by the one library)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Joint-use libraries are defined as libraries where two or more distinct library service providers serve their client group in the same building, the governance of which is co-operatively arranged between the separate authorities. For example, a joint use library may be developed between a local government authority and the NSW Department of Education and Training for a library serving both high school students and the broader community. The service is shared with pooled funding provided by both agencies to cover the capital and recurrent costs of the service. There are few examples of joint-use libraries in NSW</i>
B3a.	It is managed by a formal co-operative agreement between local authorities and the other institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>The library could be a public/private partnership or a partnership between two or more public partners.</i>
B4.	Is the library premises located in a stand-alone shopping centre or main street shopping strip?	<input type="checkbox"/> Stand alone shopping centre <input type="checkbox"/> Main street shopping strip <input type="checkbox"/> Other area	<i>Other area implies the building is located away from a shopping precinct.</i>

<u>Question</u>		<u>Answer</u>	<u>Notes, references or explanatory notes for the survey questions</u>
B5.	Is it in a leased or owned building?	<input type="checkbox"/> Leased <input type="checkbox"/> Owned	
B5a.	If leased, how long is the lease period?	_____ (years)	
B5b.	If leased, do you pay rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B6.	Do you pay outgoings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Outgoings are assumed to be such items as utilities (eg water, electricity, building maintenance)</i>
B7.	Is there a possibility for future expansion of the library premises on the existing site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B8.	Is the library within 400 metres walking distance from any of the following? (can select more than one)	<input type="checkbox"/> Public Transport Nodes <input type="checkbox"/> Other Cultural Facilities <input type="checkbox"/> Main Shopping Centre <input type="checkbox"/> Parking Facilities (off-street) <input type="checkbox"/> Eating Facilities <input type="checkbox"/> None of the above	<i>Public transport includes bus stops and train stations</i>

PART C: LIBRARY BUILDINGS

The questions in Part C are intended to obtain information on the age and condition of the building within which the library is located.

C1.	When was the original building structure containing the library built?	<input type="checkbox"/> pre 1900 <input type="checkbox"/> 1900-1919 <input type="checkbox"/> 1920-1939 <input type="checkbox"/> 1940-1959 <input type="checkbox"/> 1960-1979 <input type="checkbox"/> 1980-1989 <input type="checkbox"/> 1990-2000 <input type="checkbox"/> post 2000	
C2.	What was the year of the most recent major refurbishment of the library?	Year: _____ <input type="checkbox"/> No refurbishment	<i>A major refurbishment of the library building is any construction or additions to the building.</i>
C3.	Is the library building a heritage listed building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C4.	Was the library building purpose-built as a library?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C5.	If no, what was it originally? (if known)	_____	
C6.	Is the library on the ground floor with street frontage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<u>Question</u>	<u>Answer</u>	<u>Notes, references or explanatory notes for the survey questions</u>
PART D: INFORMATION ON THE LIBRARY BUILDING		
The questions in Part D are intended to obtain information on the extent to which the library premises complies with current building design principles.		
D1.	Has a building audit been undertaken to identify compliance with the <i>Building Code of Australia</i> , in the last five (5) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
D2.	Has the building been upgraded to comply with fire rating assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
D3.	Has an access audit been undertaken to determine whether the library building meets the design requirements specific to the needs of people with a disability as outlined in the Australian Standards – Design for Access and Mobility (AS1428) and the BCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
D4.	Has there been an <i>energy audit</i> undertaken of the library building?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
D4a.	If yes, what year was the audit undertaken?	Year _____
D5.	Does the building include measure to reduce energy consumption? (can select more than one)	<input type="checkbox"/> Energy efficient light globes <input type="checkbox"/> Solar panels <input type="checkbox"/> Water efficient taps <input type="checkbox"/> Grey water usage <input type="checkbox"/> Other: _____ <input type="checkbox"/> None
D6.	Has a <i>Hazardous Buildings Materials Audit</i> of the library building been undertaken?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
D7.	Has the library been assessed against lighting standard AS 1680, since 2000?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
		<i>Hazardous substance" means a substance that:</i> (a) is listed in the document entitled " List of Designated Hazardous Substances [NOHSC: 10005 (1999)] " published by the NOHS Commission, as in force from time to time, or (b) fits the criteria for a hazardous substance set out in the document entitled " Approved Criteria for Classifying Hazardous Substances [NOHSC: 1008 (1999)] " published by the NOHS Commission, as in force from time to time.
		<i>Good quality lighting is essential for the health, safety and well-being of workers. It is necessary to create a visual environment in which hazards are visible, relevant details of the task are made easy to see and adverse factors such as glare and reflections are excluded or controlled. The most common hazards associated with interior lighting are: Insufficient light – poor illumination on the task Poorly distributed light – vast difference in light levels in the same area Excessive light – excess of illumination increasing the risk of glare and reflections Glare – uncomfortable shine within the field of vision Reflections – reflected light on the work surface A lighting system which fails to address the above hazards can increase the risk of injury to employees</i>



<u>Question</u>		<u>Answer</u>	<u>Notes, references or explanatory notes for the survey questions</u>
PART E: PLANNING AND DEVELOPMENT			
<i>The questions in Part E are intended to obtain information on library development planning. (This section is to be filled in by the Central Library Branch only. We require one per library service)</i>			
E1.	Is Council planning for any major alterations to the existing building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	E1a. If yes, when is it expected to be operational?	<input type="checkbox"/> Less than two years <input type="checkbox"/> Between two and four years <input type="checkbox"/> More than four years time	
	E1b. If yes, what is the likely budget for the extensions?	If known _____, please indicate to the nearest \$100,000	
	E1c. If yes, what is the additional floorspace for the library building?	If known _____, please indicate increase in floorspace only	
E2.	Is Council Planning for a new library or library premises in this location?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	E2a. If yes, when is it expected to be operational?	<input type="checkbox"/> Less than two years <input type="checkbox"/> Between two and four years <input type="checkbox"/> More than four years time	
E3.	Does the Library Service have any off-site floor space in other buildings, used for library purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	E3a. If yes, what is this space used for and what is its gross floor area?	<input type="checkbox"/> Administration: Area (m ²) _____ <input type="checkbox"/> Storage: Area (m ²) _____ <input type="checkbox"/> Other, please specify _____: Area (m ²) _____	
E4.	Is each building leased or owned?		
	E4a. Administration	<input type="checkbox"/> Leased <input type="checkbox"/> Owned	
	E4b. Storage	<input type="checkbox"/> Leased <input type="checkbox"/> Owned	
	E4c. Other, please specify _____	<input type="checkbox"/> Leased <input type="checkbox"/> Owned	
Thank you for your co-operation			