

## APPENDIX E

### Site Visits and Best Practice Research

#### Features for a Well-Designed Twenty-First Century Library

- Pleasant, welcoming environment; comfortable furnishing
- Well-placed circulation desk, usually located near the entrance. Consider self-checkout. Cambridge has such a system in place, and there is a security system in place to insure that books are not taken out without being checked out first
- Centrally located reference desk(s) with clear views of the entire library area
- An information desk, also centrally located
- Open space with desks, chairs, possibly a café for casual reading, or vending machines that sell snacks and beverages
- A quiet work area with desks that is set off from some of the more open spaces in the library
- Study and meeting rooms; also an auditorium and/or community room for performances and programming
- Appealing children's library, with space for very young children and their parents to relax, read, and play
- Teen space, with facilities to accommodate their needs for study and "hanging out"; these should be separate from "quiet" reading and work areas
- Use of exterior public space, if possible, for reading areas, recreation and a playground
- Art exhibitions and installations, perhaps directed to the community, again if possible
- Good signage
- Extensive Use of Green technology
  - Roof-top gardens
  - HVAC System - Solar
  - Lighting

- Water Usage
- Computer technology spaces
  
- Suggestions for innovative future programming:
  - Tax assistance
  - Childhood development and healthcare programs for new parents
  - Healthcare programs for a more general audience, and also for seniors
  - Citizenship preparation: Ray Williams, the most recent head of the Harvard Art Museum's Education Department, had been using the museum's American art collection as a basis for learning about American history