
**Information and documentation —
Qualitative conditions and basic
statistics for library buildings — Space,
function and design**

*Information et documentation — Conditions qualitatives et statistiques
fondamentales pour bâtiments de bibliothèques — Espaces, fonctions
et conception*





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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

In exceptional circumstances, when a technical committee has collected data of a different kind from that which is normally published as an International Standard ("state of the art", for example), it may decide by a simple majority vote of its participating members to publish a Technical Report. A Technical Report is entirely informative in nature and does not have to be reviewed until the data it provides are considered to be no longer valid or useful.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

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Introduction

This Technical Report provides guidance for the planning of library buildings by identifying requirements of space and technical equipment. It supports decision making for librarians, architects and financing institutions.

This Technical Report considers planning, both for new buildings and for the reconstruction of existing library buildings or the conversion of other buildings for library use.

In order to plan new or reconstructed buildings, libraries need reliable data that can help them to calculate their space requirements and to define the respective technical building equipment for housing the collections, as well as for offering adequate user areas and background areas for the internal library operations. Such data are not yet available in International Standards.

This Technical Report includes data and specifications for all types of libraries, but especially for academic and public libraries. Its main topics are space requirements for:

- user areas (user places, reference and information services, lending services, user training, recreation and communication areas, meeting and exhibition areas);
- collection storage areas (including non-book materials);
- library operations (media processing, bindery, computing and management).

This Technical Report also covers technical aspects like security and safety systems, floor loading, transport systems, acoustic conditions, lighting systems and wiring and the issues of barrier-free construction and sustainability.

Annex A gives an overview of issues to consider when planning to reconstruct or reorganize existing buildings for library purposes. Annex B provides a list of functional areas and rooms to be used when checking the completeness of the plans.

Several clauses of this Technical Report are partly based on References [13] and [18].

Information and documentation — Qualitative conditions and basic statistics for library buildings — Space, function and design

1 Scope

This Technical Report specifies data for the planning of library buildings. It also provides guidance on the selection of technical building equipment for the different functional areas of libraries.

This Technical Report is applicable to all types of libraries in all countries, but especially to academic and public libraries.

It does not include details on national, regional or local regulations that can affect the planning of library buildings.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

academic library

library whose primary function is to cover the information needs of learning and research

Note 1 to entry: This includes libraries of institutions of higher education and general research libraries.

2.2

accession order

arrangement of books or other documents on shelves in the chronological and numerical order of their addition to a specific category or class, as opposed to an arrangement based entirely on a classification system

Note 1 to entry: Antonym: classified shelving.

2.3

area for events

floor space for events and exhibitions with special technical requirements as to acoustics, lighting, darkening, climate and catering

2.4

art lending library

department of a public library with collections of art books, works of art (e.g. pictures, sculptures) and reproductions, commissioned to lend those books and objects for a specified time period to users