

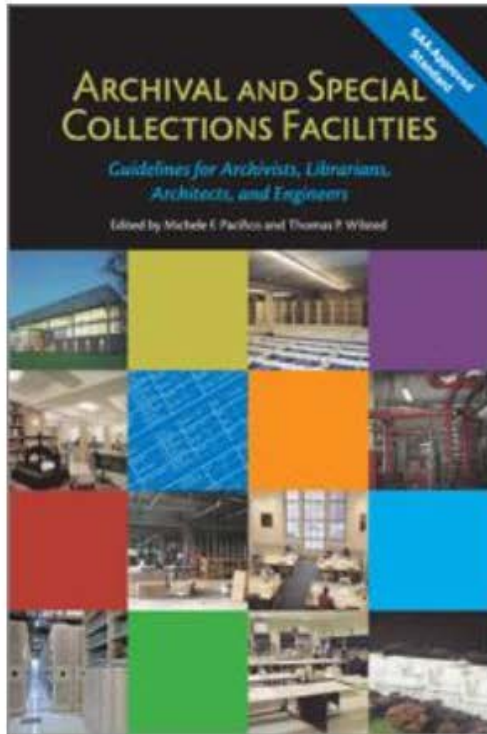
Introduction to SPACE PLANNING

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Office of Cultural Education

GOALS FOR TODAY

- Share an approach to space planning based on functions and the importance of keeping collection storage, access, and work areas functionally separate
- Build your knowledge confidence in recognizing functionally appropriate space
- Introduce the questions and analysis that should precede any space planning effort



Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers

Thomas P. Wilsted Michele F. Pacifico

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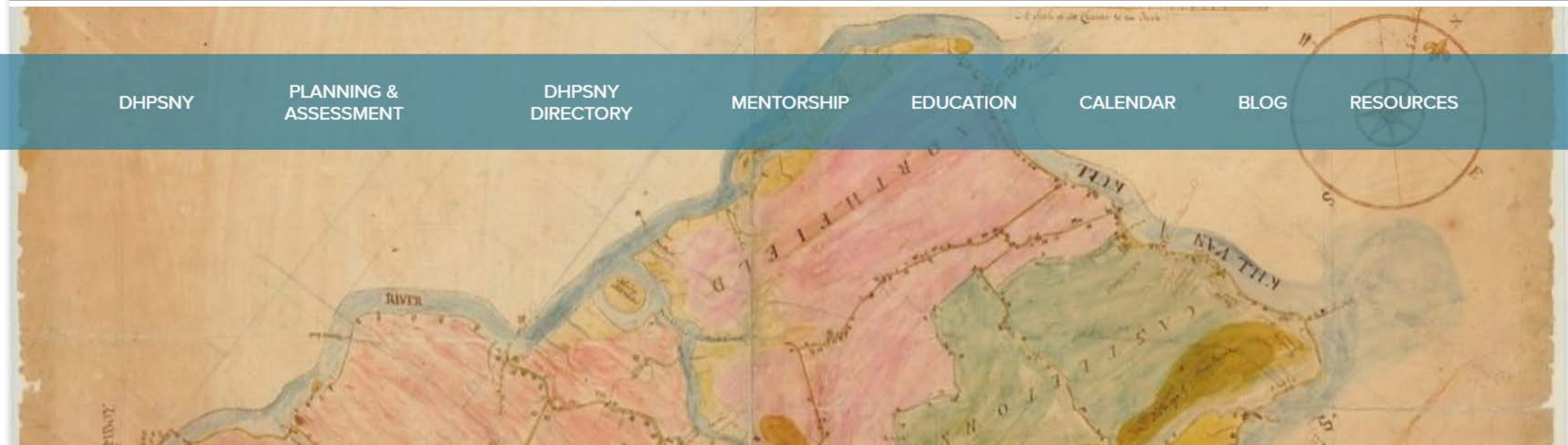
MENTORSHIP

EDUCATION

CALENDAR

BLOG

RESOURCES



WHAT MAKES A STORAGE SPACE ACCEPTABLE?*



Temperature and relative humidity control



Fire protection



Access control and perimeter security



Minimal daylight



No pests



Ability to elevate collections 4 inches off floor



Location above flood plain



* New York State Archives minimum criteria for off-site storage



NEW YORK
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THREE CORE FUNCTIONS



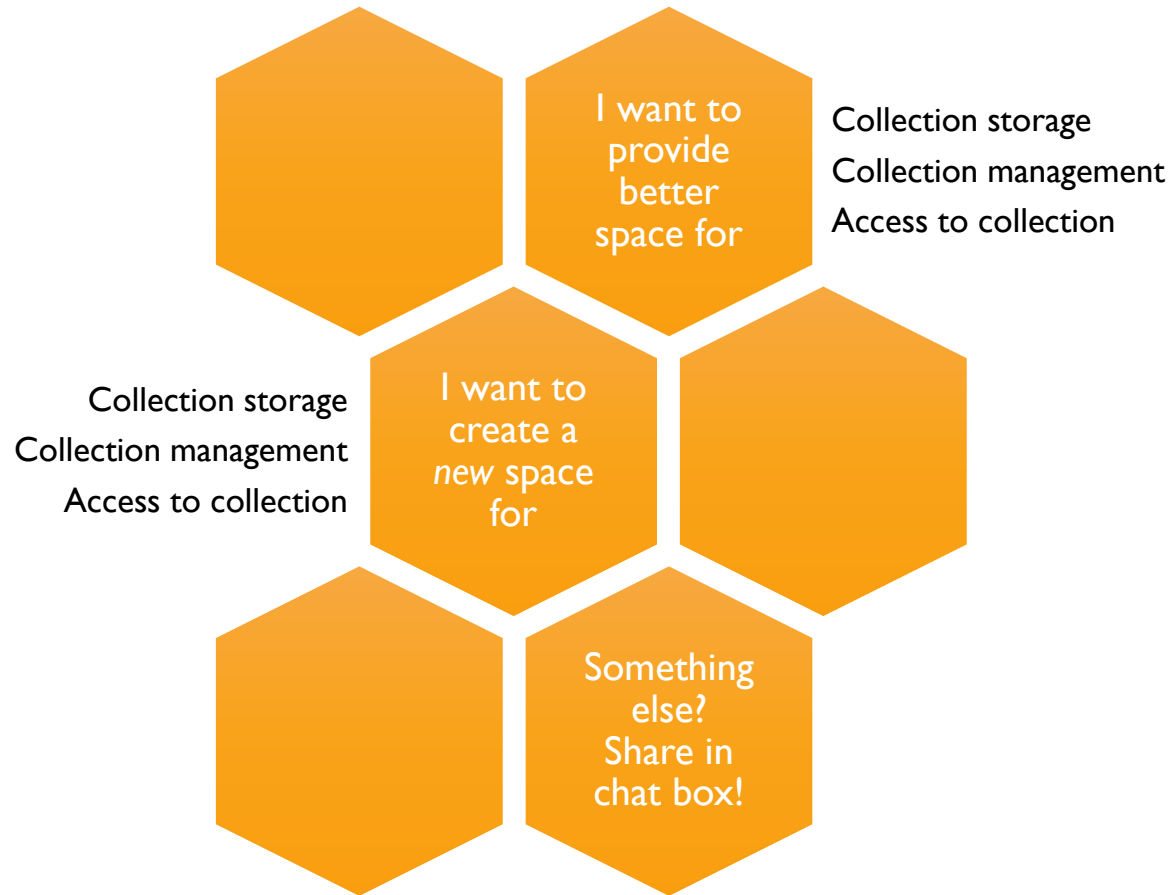
Collection storage



Collection management



Access to collection



PICK YOUR
SCENARIO

GATHER DATA



Nature of your collection and projected growth



Environment, security, and fire protection



Furniture



Footprint



Collection transport and movement



Adjacencies



Building structure



Health and safety

YOUR COLLECTION

- What's in your collection?
- What's the projected level of growth?
- What are your collection's environment needs?
- How much does it weigh?
- How is your collection housed?





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ENVIRONMENT, SECURITY, AND FIRE PROTECTION



What are the recommended environmental conditions for your collection?



Do you have access control and perimeter security?



Do you have provisions for fire detection and suppression?

FURNITURE

- Does your furniture serve the functional need?
- Is it sturdy, safe, and ergonomic?
- What is the footprint?







TRANSPORT AND MOVEMENT

- How does collection intake work?
- What are your largest collection items?
- Are your doorways wide enough?
- Do you have multiple storeys?
- Do you have an elevator?









ADJACENCIES



What's your workflow?



What functions need to be adjacent?



What functions need to be separate?



BUILDING STRUCTURE

What kind of roof do you have?

Ceiling height?

What is your building made out of?

Where are your windows?

What's the floor load? Do you know it?

HEALTH AND SAFETY

Is your storage furniture stable and secure?

Are aisles wide enough?

Are emergency exits passable?

Is your collection management furniture comfortable?







SCENARIO I

I want to provide better space for

- ☐ Collection storage
- ☐ Collection management
- ☐ Access to collection









RUSSIA

RUSSIA Ø20

RUSSIA Ø19

RUSSIA #6/11 1:42K

RUSSIA #6/11 1:42

3-D Relief Maps
WORLD

Ø24

Ø35

Army Service 1:24K Topos
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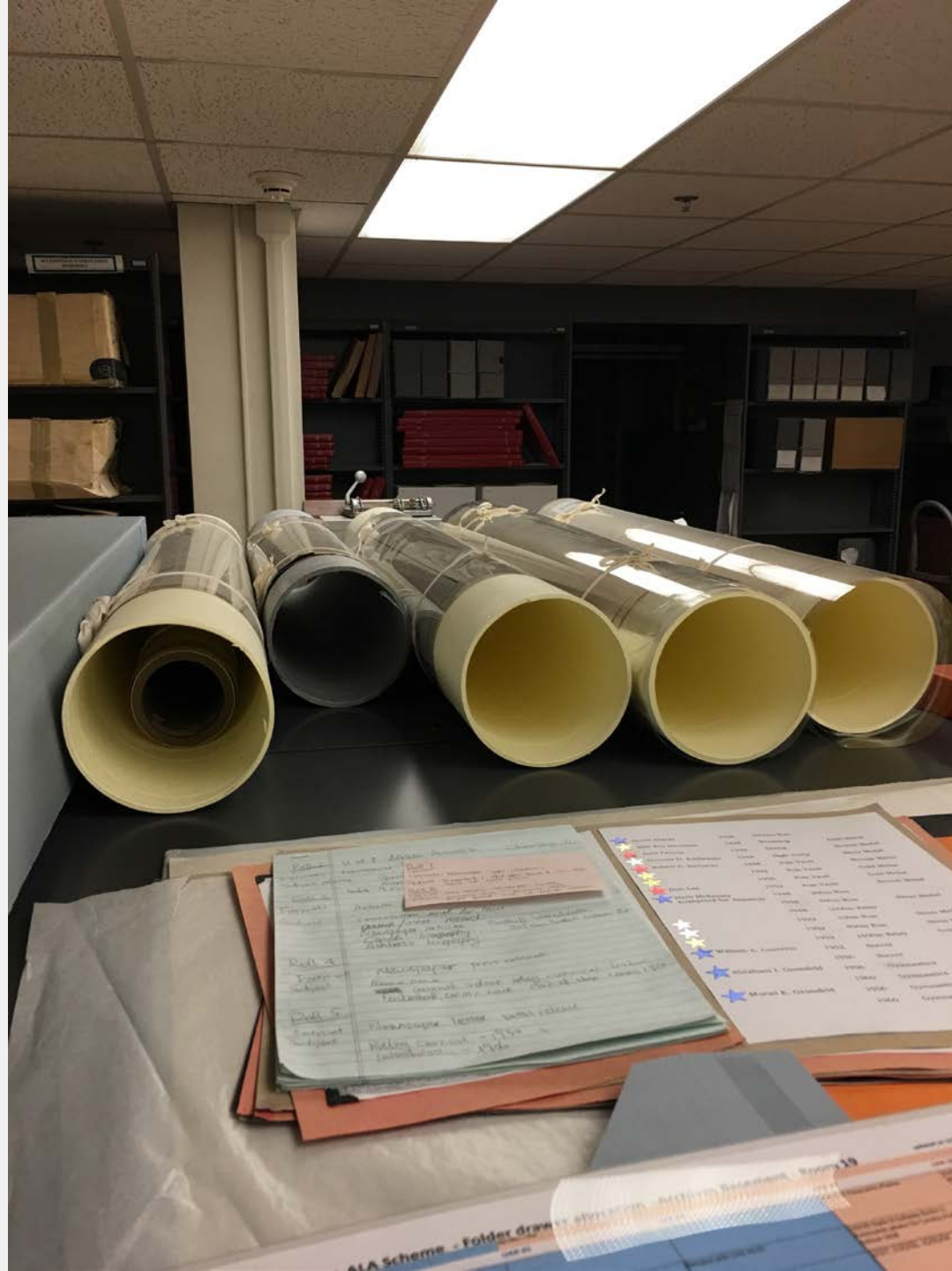




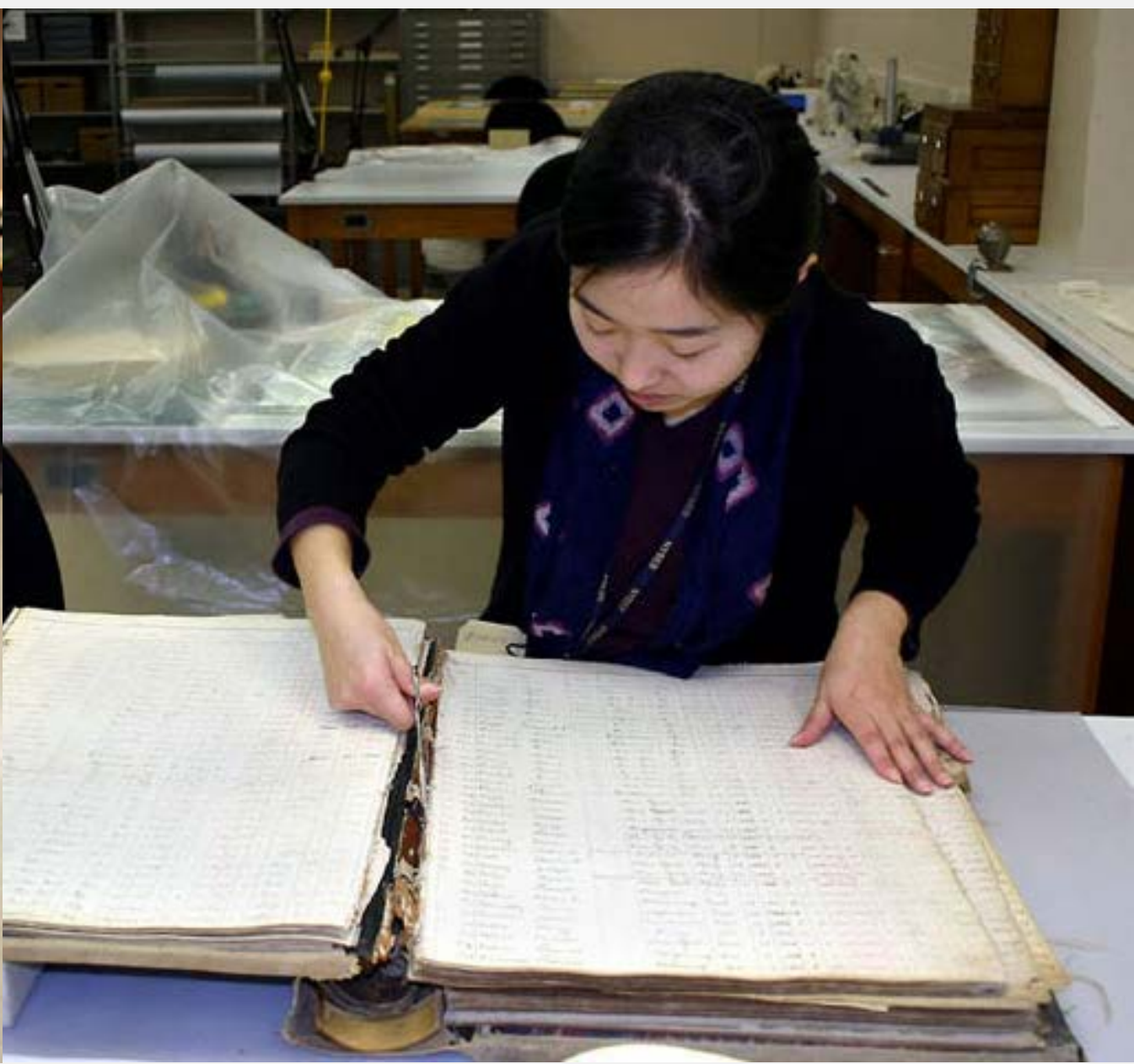
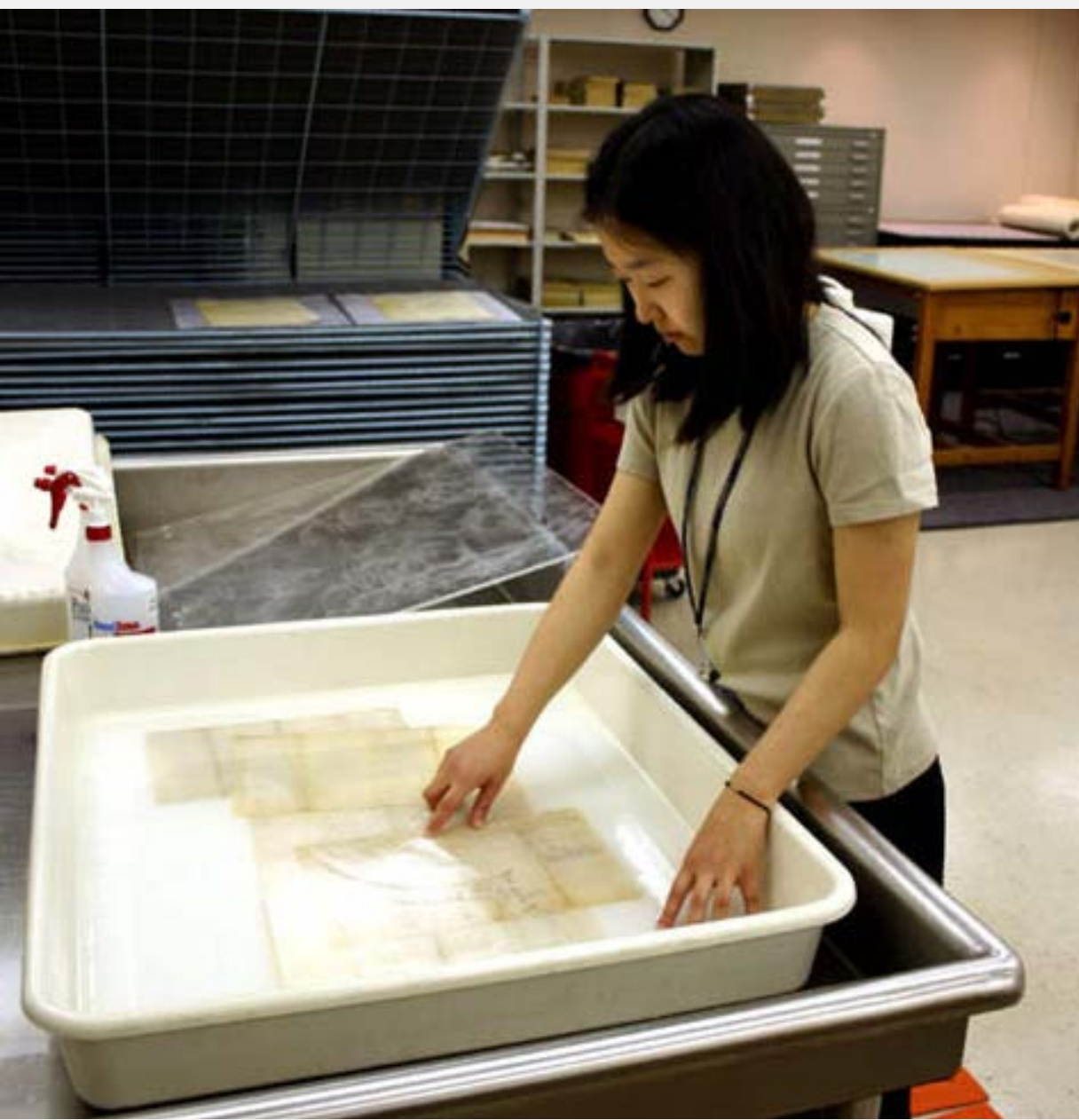














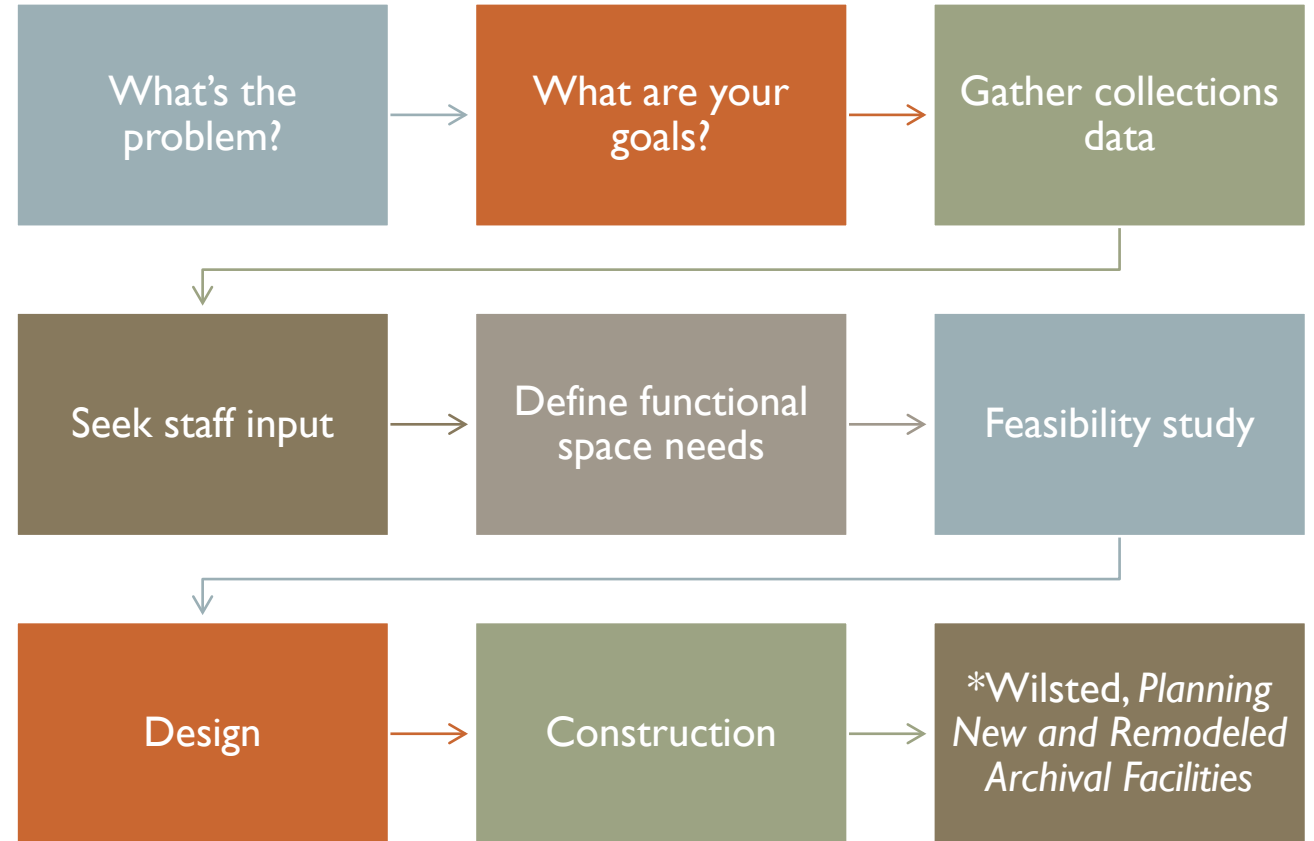


SCENARIO 2

I want to create a *new* space for

- ☐ Collection storage
- ☐ Collection management
- ☐ Access to collection

PROGRAMMING PROCESS*



FEASIBILITY STUDY

ID goals

Why do you need a new space?



Gather data

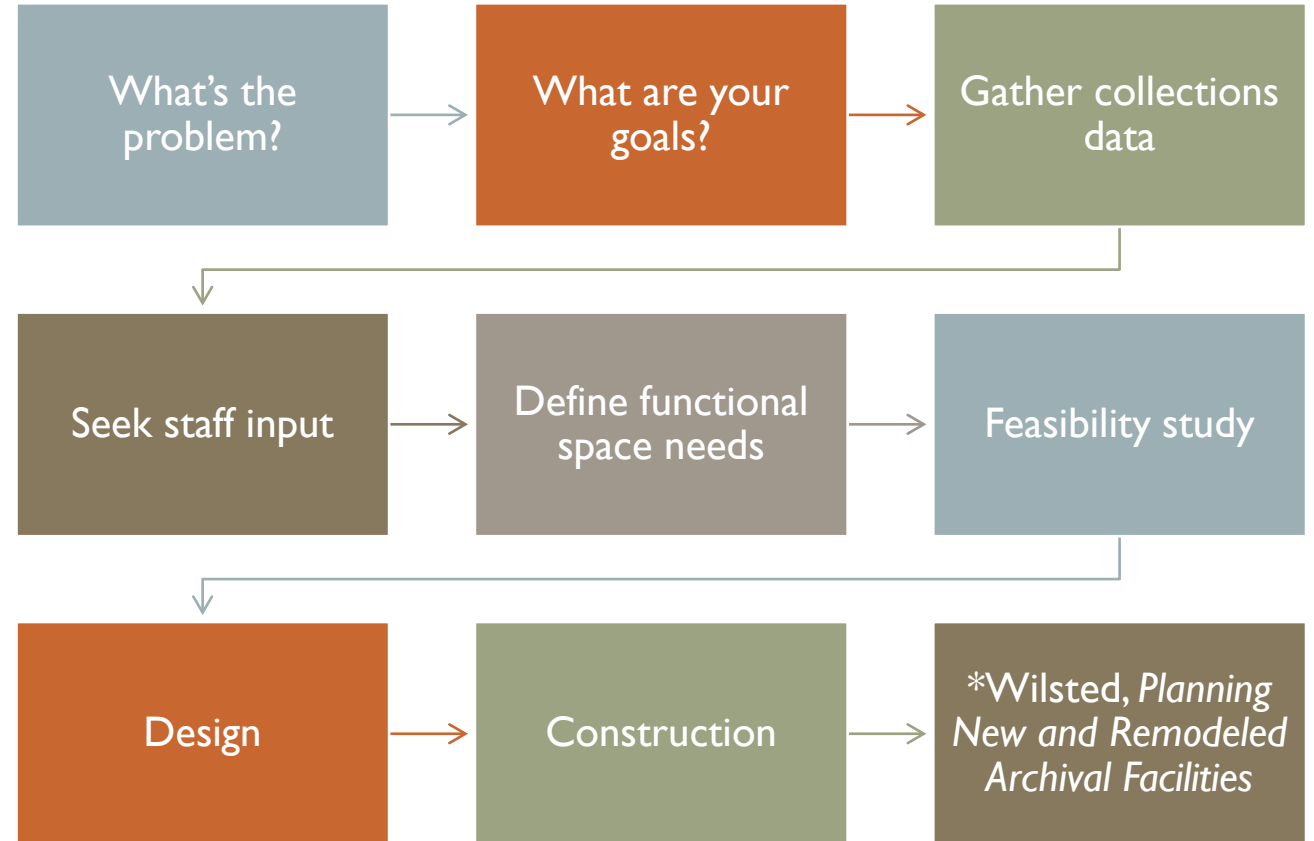
About collections, functions,
environment, furniture, footprint



Consolidate
data and
costs

Can you accomplish your goals within
your budget?

PROGRAMMING PROCESS*







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