

## Annex

### Tipology Less then 20.000 inhabitants

PUBLIC LIBRARY 1				
<b>Buildings</b>	Central: 675 m2 (Public Services Area) 880 m2 (Total area) Branches (different numbers)			
<b>Collection (B. Central): (Minimum collection)</b>	- Adults Service: 10.000 monographies 1.200 non-book material ( <i>audio, vídeo, multimedia</i> ) - Children Service: 4.000 monographies 500 non-book material ( <i>audio, vídeo, multimedia</i> ) - Deposit: to define according to the number of branches			
<b>Annual acquisitions</b>	- 1.500 monographies - 200 non-book material			
<b>Staff (Minimum)</b>	10 persons: - 1 Librarian - 4 Librarian Assistants - 1 Secretary			
<b>Programme</b>	<b>Documents</b>	<b>Equipment</b>	<b>Places</b>	<b>Area</b>
<b>Atrium</b> .....				50m2
Reception desk.....		2 PC's (minimum)	1	10 m2
<b>Adults</b> loan .....			6	
Presental reading ...		4 PC's + 2 TV	20+6	215 m2
Periodicals .....	10.000 mon. + 1.200 non-book		6	
Self-training.....		2 PC's	2	10 m2
Reference .....		1 PC		5 m2
Staff desk .....		1 PC	1	10 m2
<b>Children Services</b> Loan			8	
Presental reading	4.000 mon. + 500 non-book	3 PC's	14+2	100 m2
Story Telling Room.....		1 TV	25	25 m2
Staff desk .....		1 PC	1	10 m2
<b>Multiuse Room</b>			40	40 m2
<b>Total Public Services</b>				<b>475 m2</b>
<b>Staff</b>		(*)	7	70 m2
<b>Meeting Room</b>		1 PC		15 m2
<b>Maintenance</b>		1 PC	1 a 2	20 m2
<b>Documents Deposit (Central)</b>		1 PC	1	40 m2
<b>WC</b>				18 m2
<b>Staff WC + Lock Rooms</b>				12 m2
<b>Computers (server) .....</b>			1	10 m2
<b>Box-Room .....</b>				15 m2
<b>Total Internal Services</b>				<b>200 m2</b>
<b>TOTAL AREA .....</b>				<b>675 M2</b>

(\*) One PC for each staff desk

## Tipology (20.000 to 50.000 habitantes)

<b>PUBLIC LIBRARY 2</b>				
<b>Buildings</b>	Central: 1.281 m2 (Public Services Area) 1.665 m2 (Total Area) Branches (Different Numbers)			
<b>Collection (B. Central): (Minimum collection)</b>	<ul style="list-style-type: none"> <li>- Adults Services: 25.000 monographies 2.000 non-book material (audio, video, multimedia)</li> <li>- Children Services: 9.000 monographies 1.000 non-book material (audio, video, multimedia)</li> <li>- Deposit To define according to the number of branches</li> </ul>			
<b>Annual aquisitions</b>	<ul style="list-style-type: none"> <li>- 3.000 monographies</li> <li>- 400 non-book material</li> </ul>			
<b>Staff (Minimum)</b>	18 persons: - 2 Librarian - 8 Assistans Librarian - Secretary			
PROGRAMME	Documents	Equipment	Places	Area
<b>Atrium</b> .....		1 PC (catalogo)		100m2
Reception desk .....		2 PC's (minimum)	2	20 m2
<b>Adults</b> Loan .....			12	
Presential reading		6 PC's + 3 TV	38+9	389 m2
Periodicals .....	25.000 mon. + 2.000 non-book		8	
Self-training.....		4 PC's	4	20 m2
Reference .....		2 PC's	2	10 m2
Staff desk .....		1 PC	2	10 m2
<b>Children Services</b> Loan			14	
Presential reading	9.000 mon. + 1.000 non-book	5 PC's	27+3	202 m2
Story Telling		1 TV	30	30 m2
Babies Area				20 m2
Staff desk .....		1 PC	1	10 m2
<b>Multiuse Room</b>	-	-	100	100 m2
<b>Total Public Services</b>				<b>911 m2</b>
<b>Staff</b>		(*)	13	130 m2
<b>Meeting Room</b>		1PC		20 m2
<b>Staff Room</b> .....				10 m2
<b>Maintenance</b>		1PC	2 a 3	30 m2
<b>Documents Deposit (Central)</b>		1PC	1	110 m2
<b>WC</b>				25 m2
<b>Staff WC + Lock Rooms</b>				15 m2
<b>Computers (server).....</b>			1	10 m2
<b>Box-Room</b> .....				20 m2
<b>Total Internal Services</b>				<b>370 m2</b>
<b>TOTAL AREA</b> .....				<b>1.281 M2</b>

(\*) One PC for each staff desk

## Tipology

### More then 50.000 inhabitants

<b>PUBLIC LIBRARY 3</b>				
<b>Buildings</b>	Central: 1.830 m2 (Public Services Area) 2.379 m2 (Total Area) Branches (Different Numbers)			
<b>Collection (B. Central): (Minimum collection)</b>	<ul style="list-style-type: none"> <li>- Adults Services: 35.000 monographies 3.000 non-book material (<i>audio, video, multimedia</i>)</li> <li>- Children Services: 12.000 monographies 1.500 non-book material (<i>audio, video,</i></li> <li>- Deposit To define according to the number of branches</li> </ul>			
<b>Annual aquisitions</b>	<ul style="list-style-type: none"> <li>- 4.000 monographs</li> <li>- 500 non-book material</li> </ul>			
<b>Staff (Minimum)</b>	26 persons: <ul style="list-style-type: none"> <li>- 3 Librarian</li> <li>- 12 Assistants Librarian</li> <li>- 1 Secretary</li> </ul>			
PROGRAMME	Documents	Equipment	Places	Area
<b>Atrium</b> .....				150m2
Reception desk.....		2 PC's(catalog)	2	20 m2
<b>Adults</b> loan .....			16	
Presential reading		8 PC's +4 TV	56+2	555 m2
Periodicals .....	35.000 mon. + 3.000 non-book		12	
Self-training.....		6 PC's	6	30 m2
Reference .....		2 PC's	2	15 m2
(Optional) Working Room .....			12	30 m2
Staff desk .....		1 PC	2	20 m2
<b>Children Services</b> Loan			20	
Presential reading	12.000 mon. + 1.500 non-book	7 PC's	39+4	280 m2
Story Telling		1 TV	30	30 m2
Babies Area				20 m2
Atelier				30 m2
Staff desk .....		1 PC	2	20 m2
<b>Multiuse Room</b>			120	120 m2
<b>Total Public Services</b>				<b>1.320 m2</b>
<b>Staff</b>		(*)	20	200 m2
<b>Meeting Room</b>		1PC		20 m2
<b>Staff Room</b> .....				10 m2
<b>Maintenance</b>		1PC	3 a 4	40 m2
<b>Documents Deposit (Central)</b>		1PC	1	150 m2
<b>WC</b>				35 m2
<b>Staff WC + Lock Rooms</b>				15 m2
<b>Computers (server).....</b>			1	10 m2
<b>Box-Room</b> .....				30 m2
<b>Total Internal Services</b>				<b>510 m2</b>
<b>TOTAL AREA</b> .....				<b>1.830 m2</b>

(\*) One PC for each staff desk