ReThinking Libraries: Facility Self-Assessment Exercise

Library (Library System): _____

Branch/Location (if applicable): _____

Scoring: Strength=3, Acceptable=2, Deficient=1, Needed but Missing=0, Not Needed but Present=P, Not Needed and Not Present=N

Library Visibility

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
From a distance		
Upon approach		
Of entry points		
Intuitive wayfinding-exterior		
Easily identifiable as library		
Building/Monument signage		

Section Average Score: _____

Additional Comments:

_____

Library Accessibility

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
Pedestrian Access		
Patron Vehicle		
Daily Parking		
Event Parking		
Staff Parking/Access		
Proximity to Major Roads		
ADA accessibility (via exterior, parking, sidewalks, ramps, etc.)		
ADA accessibility (within the building, aisles, service points, restrooms, etc.)		
Delivery vehicle		

Drive-thru pick-up/drop		
Exterior materials return(s)		
Exterior holds pick-up		

Section Average Score: _____

Additional Comments:

_____

Entry Experience & General Services

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
Lobby/Entrance(s)		
Ease of wayfinding/intuitive wayfinding/multi-lingual		
Circulation/Plan organization		
Interior materials return (automated receipt)		
Interior holds		
Service point(s)		
Self-check (In/Out)		
Friends area		
Food & beverage area(s)		
Restrooms		

Section Average Score: _____

Additional Comments:

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Collection & User Areas

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
New Books/Popular library		
Periodicals		
Adult collection space & area(s)		
Quiet areas		
Social/collaboration areas		
Technology spaces		
Children's collection & area		
Nursing room/area		
Sensory or Calming room/area		

Tween collection & area		
Teen collection & area		
Overall furniture and fixtures		
Noise and acoustic separation		
Overall decor & aesthetics		
General illumination		
Task lighting		

Section Average Score: _____

Additional Comments:

_____

Meeting & Program Spaces

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
Small group meeting rooms/spaces		
Medium-sized meeting rooms		
Community room/Large meeting space		
Kitchen or butler's pantry		
Program spaces		
Makerspaces		
Overall furniture and fixtures		
General illumination		

Section Average Score: _____

Additional Comments:

_____

Technology

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
Computers & technologies for the public		
Printers and copiers for public use		
Future capacity for additional technology		

Meeting/Study room technology		
Online Public Access Catalogs (OPACs)		
Self-check availability, ease of use, and access to help		
Other technology (portable for lending)		
Power outlet distribution for user devices and charging		
Quality/Reach of Wi-Fi (interior only)		
Creative support technology and resources (Maker, arts, crafts, lasers, 3D printers, VR, etc.)		

Section Average Score: _____

Additional Comments:

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Staff Areas

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
Staff entrance(s)		
Overall flexibility of staff spaces		
Circulation/Service desk functionality, workflow, layout, etc.		
Automated Material Handling Systems (AMHS)		
Technical services		
Courier/Delivery space		
Outreach services		
Maintenance/Janitorial space		
General office space		
Meeting/Conference space		
Other staff spaces		
Staff restrooms		
Storage		
Friends Storage/Work Area		
Staff technology		
General illumination		

Task lighting		
Noise and acoustic separation		
Overall decor & aesthetics		

Section Average Score: _____

Additional Comments:

_____

Vistas, Views & Outdoor Spaces

Feature / Area / Function	Assessment Score	Comments / Explanation / Insight / Wishes
Neighboring elements create views from interior spaces		
Outdoor reading/seating area(s)		
Outdoor program spaces		
Quality/Reach of Wi-Fi outside of building		
Accessible power/charging points outside in seating areas		

Section Average Score: _____

Additional Comments:

_____

Additional Overall Thoughts or Comments

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