STAFF SPACES

DRAFT // PHILOSOPHY

Fundamental changes in library work and library work processes have brought about a **gradual but dramatic shift in the way workspaces are designed**. With technology continuing to advance, workspaces must deliver **ubiquitous connectivity**. Organizational objectives often require employees to **work collaboratively**, so workspace designs must facilitate interactions among coworkers. “Repurposing” of space is commonplace, so designs must provide the **flexibility for future reconfigurations**. Additionally, human factors such as the need for **natural light, privacy, and comfort** are recognized as essential to productivity.

DRAFT // GUIDING PRINCIPLES

- **Colocation of related functions**: Workspaces that are near areas that are related to an individual’s job helps reduce the need for foot travel throughout the floor and have a positive impact on time efficiency and productivity.

- **Sharing of spaces**: Shared spaces that support and encourage collaboration foster innovations. Spaces such as breakout rooms, reception areas, photocopying/printing/mail distribution areas, work related storage space, and kitchens or break rooms create common ground where staff can work together on shared issues.

- **Flexibility**: Easily adaptable workplaces that support varied work strategies and help balance an individual’s work and home life—including systems and furnishings that accommodate organizational change with minimal time, effort, and waste.

- **Spatial Quality**: A humane, well designed workspace that meets the user’s functional needs and provides individual access to privacy, daylight, outside views, and aesthetics.

- **Healthfulness**: Clean and healthy work environments with access to air, light, and water—and free of contaminants and excessive noise

(YOUR COMMENTS)