



Library Site Selection

YES NO N/A

A. General Conditions

- | | | | | |
|-------|--|--------------------------|--------------------------|--------------------------|
| 1. | Is the site conveniently located to the population served by the library? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>Comments:</i> _____ | | | |
| <hr/> | | | | |
| 2. | Does the site provide high visibility and identification to the population served? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>Comments:</i> _____ | | | |
| <hr/> | | | | |
| 3. | Is the site affordable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>Comments:</i> _____ | | | |
| <hr/> | | | | |
| 4. | Will the site provide visibility of the building and its function from the street? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>Comments:</i> _____ | | | |
| <hr/> | | | | |
| 5. | Is a library an appropriate use of the land parcel in question? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>Comments:</i> _____ | | | |
| <hr/> | | | | |
| 6. | Will the site retain or enhance the natural contours of the land? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>Comments:</i> _____ | | | |
| <hr/> | | | | |

	YES	NO	N/A
7. Is the site zoned for a library? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If not, is future library zoning possible? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there existing structures on the site that must be demolished? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If an existing structure must be demolished, does it present asbestos, lead paint, or unusual environmental problems? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If the library is to be a branch of a public library system, are there overlapping service areas from other branches in the system? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If the library is to be a branch of a college or university system, does the site provide ease of access for communication, transportation, and supply to the branch from other library service points? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will the use of the site for a library add aesthetic value or other amenities to the neighborhood? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are there liabilities or nuisance factors from adjacent properties and their activities? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Will the use of the site for a library have any negative impact on the surrounding areas? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Will the library fit in with the architectural style of neighboring buildings? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the building work with the traffic flow of adjacent areas? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES NO N/A

B. Location

1. Does the population being served consider the location of the site satisfactory and acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
2. Is the site accessible to all segments of the community being served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
3. Is the site relatively close to the part of the community that is understood to be the most active and that will generate the most use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
4. Is the site appropriate for the library given its function and clientele?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
5. Would library usage			
a) Increase if another site were selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Decrease if another site were selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Stay the same if another site were selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
6. Will this location best meet the library objective of providing materials and services to the greatest number of people at the lowest cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
7. Is the location in an area that is frequently visited by members of the community for daily activities such as going to class, shopping, working, and seeking out other services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
<hr/>			
8. Is the site located near commercial, retail, cultural, and other activities within the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
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9. Does the proposed site present a safety issue for patrons and library staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i> _____			
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- | | YES | NO | N/A |
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| 10. For public libraries, is the choice of location driven by the same factors that influence retail site selection? (A good rule of thumb is to get the site on the opposite corner from a McDonald's.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> _____ | | | |

C. Accessibility

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the site easily accessible to those living in the area served? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> _____ | | | |

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2. For academic libraries, is the library located to best serve the interests and unique needs of the college or university? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

A number of factors should be considered:

- For many institutions, the library is located in the center of the campus in order to link parts of the campus together. Most academic libraries are considered the heart of the campus, and the preferred location might be in the center of the campus.
- Libraries that serve primarily a commuter population might want to locate the library building near the transportation hub.
- Because the library needs to serve the entire population of the campus, it might be located at a site convenient to most classrooms.
- If departmental or special subject libraries exist, the library site's relationship to the other libraries might need to be considered.

Comments: _____

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| 3. For school libraries, the following accessibility factors should be considered. Is the library close to | | | |
| a) The study hall, to permit easy entry and return of students? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) The theater or auditorium, to provide good access to projection and taping equipment and to other graphic and audiovisual support services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) A computer laboratory, to permit access to additional computers and peripheral equipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) The teacher workroom, to encourage teachers to use the center and to put equipment and resources within reach? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) The outside, to permit easy delivery of materials and after-hours access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

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|--|--------------------------|--------------------------|--------------------------|
| 4. Can the greatest number of potential customers easily reach the site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> _____ | | | |

	YES	NO	N/A
5. Are travel times from target population areas to the library acceptable? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have automobile traffic patterns near the library been considered? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site located on a busy highway that will require a separate street-type entrance or driveway? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the site accessible to public transportation? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is bicycle access encouraged and facilitated? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are there sidewalks for pedestrian access? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the site conveniently accessible to private vehicle transportation? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the entrance to the library provide adequate space and ease of accessibility to accommodate all arriving individuals and groups at all times? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Size

1. Does the site provide adequate space for current needs? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the site provide room for future expansion and/or remodeling? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the site include enough space for appropriate amenities such as green space and landscaping? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
4. Is the site large enough to accommodate on-site parking? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the property contain possible easements that may influence the type of construction that may take place on the site? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the property accommodate adequate setbacks to meet zoning and aesthetic considerations? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the property configuration adequate for successful completion of the building project? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there enough space on the property and/or adjacent to it for staging during construction? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Environmental Issues

1. Has an environmental impact report been made for the proposed site? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the site oriented so that it is possible to take advantage of solar energy and/or photovoltaic (PV) systems? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are complications likely to arise from the nature of the ground beneath the building? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the site have adequate drainage? <i>Comments:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>