



Youth Services Office

YOUTH SERVICES OFFICE SPECS

OFFICE SIZE:

9ft x 11ft

DEPARTMENT SIZE

- 1 Department Head
- 1 Full Time Librarian
- 4 Part Time Assistant Librarians
- 1 BLAST Coordinator

OFFICE FEATURES:

- 2 workstations
- 1 telephone
- 8 cubby shelves for staff belongings, department storage
- 4 purse/coat hooks
- 3 wall-mounted storage cabinets
- No doors / no privacy
- 1 cabinet for die-cut machine and plates
- Storage cabinet for electronics (staff laptops, BLAST iPads, etc)

FEATURES LACKING:

- Overall Space
- Storage
- Work Counter

HOW THIS SPACE IS USED

STAFF USE

- Office for Head of Youth Services
- Event scheduling
- Staff schedules
- Order supplies
- Department meetings
- Pay bills
- Manage database subscriptions & digital services
- Manage YS pages of Library website
- Off-desk workspace for YS Staff
- Plan classes & events
- Collection Development & Maintenance
- Document creation: bookmarks, brochures bibliographies, etc.
- 3D Printing
- Staging area for classes & events

STORAGE:

- Files
- Staff-use books relating to youth librarianship
- Review Sources
- Staff personal belongings
- Electronics Storage: Staff laptops, BLAST iPads, Lego robotics
- Die-cut machine & accessories
- Special use paper