

HOW THIS SPACE IS USED

STAFF USE

- Office for Head of Adult Services
- Staff schedules
- Order supplies
- Department meetings
- Pay bills
- Select and maintain digital services & databases
- Maintain Library website
- 3D Printing
- Continuing Education
- Off-desk workspace for AS Staff
- Plan educational and entertaining adult events
- Develop curriculum for adult computer & technology classes
- Coordinate outreach events
- Collection Development & Maintenance
- Document creation: bookmarks, brochures bibliographies, etc.

STORAGE:

- Files
- Staff-use books
- Staff personal belongings
- 3D Printer & accessories
- Electronics Storage: Staff laptops, iPads/Tablets for classes
- Knitting & Coloring Club Supplies
- Newspapers to digitally archive

ADULT SERVICES OFFICE SPECS

OFFICE SIZE:

9ft x 11ft

DEPARTMENT SIZE

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

OFFICE FEATURES:

- 2 workstations
- 1 telephone
- 8 cubby shelves for staff belongings & department storage
- 1 Coat Tree
- 3 wall-mounted storage cabinets
- 3 file cabinets
- 3D Printer Cart
- Electronics storage

FEATURES LACKING:

- Overall Space
- Storage
- Work Counter
- Home for 3D Printer