**Rooms that Rock: Library Space Planning Worksheet**

**What is your vision?**

A: What do you want to do with your space?

Briefly describe how you would like to change a space in your library (i.e., redecorate, new lighting, makerspace, better teen/children’s, etc.).

B: What do you image a patron or community member would say about their experience at your library as a result of the transformed space?

(Write your “dream scenario” on a ½-sheet post-it.)

**First impressions**

We spend so much time in our libraries that we may lose sight of how it appears to patrons and visitors. It helps to ask someone who is not familiar with your library to share their first impressions and help you see your library through fresh eyes.

*Activity*: Form groups of 3. Show photos of your library to two other in your group and ask for their feedback. Allow 3 minutes for feedback, then switch roles and all another group member to present their photos for feedback. Rotate one more time after 3 minutes.

Use these questions to guide the conversation:

* What jumps out at you first? Is it a positive impression or not so much?
* What do you see that you like?  
    
  + Are the décor and/or the colors pleasing?
  + Is the layout welcoming, inviting, etc.?
  + Are the furnishings comfortable-looking, in good locations or groupings, etc.?
* How do you imagine you would enter and move through this space?
* What do you think can be improved?

**What are three things that you can do right away at your library to improve the first impressions of your space?**

1.

2.

3.

**What do you need to let go of?**

* “Fort Circulation” is necessary
* Activity and noise will disturb our patrons
* Projects get too messy and dirty
* Community events should be separate   
  from the main library space
* The collection shall not be diminished
* No room to do anything new
* No money for innovation
* Other

**Space Inventory Worksheet**

Use this worksheet to verify understanding of what is already available in your space, and consider how it may be modified, replaced or removed to realize your community’s vision for the space. You will then be able to make informed decisions to realize your transformation.

*Square Footage of Space* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Space Planning at Your Library** | | | |
| **Space Element** | **Current Status** | **Desired Status** | **Modify/Replace/Remove** |
| Lighting (sample) | Too dim. | Good lighting for project based work. | Need to either upgrade bulbs or add additional lighting. |
| Lighting |  |  |  |
| Flooring |  |  |  |
| Power Outlets |  |  |  |
| Broadband/WiFi |  |  |  |
| Table(s) |  |  |  |
| Chair(s) |  |  |  |
| Shelving |  |  |  |
| Current materials |  |  |  |
| Other |  |  |  |

See also: <http://webjunction.org/explore-topics/space-planning.html>