



PROGRAM EVALUATION

West Wing Extension
Oakland County Service Center
Pontiac, Michigan

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MINORU YAMASAKI ASSOCIATES
Architects



**REFERENCE BOOK
FOR ROOM USE ONLY**

PROGRAM EVALUATION

**West Wing Extension
Oakland County Service Center
Pontiac, Michigan**

30 December 1991

**MINORU YAMASAKI ASSOCIATES
Architects**

**OAKLAND COUNTY RESEARCH LIBRARY
1200 NORTH TELEGRAPH ROAD
PONTIAC, MICHIGAN 48341**

30 December 1991
File Ref. 9138/R200-3

Mr. Donald Malinowski, P.E., Division Manager
Facilities Engineering Division
Department of Public Works
One Public Works Drive
Waterford, Michigan 48328-1907

Re: Oakland County Courthouse - West Wing Extension

Dear Mr. Malinowski:

Minoru Yamasaki Associates is pleased to submit this Program Evaluation Report for your review and approval.

This document is the result of the review of the original program, additional data collection, interviews, partial furniture inventory, and equipment survey. MYA conducted interviews with the library user groups, staff members of the Prosecuting Attorney's office, and Corporate Counsel and inventoried their existing facilities to further aid in the program verification effort. The future need assessment was based on a ten-year projection for the libraries and a sixteen-year projection for Corporate Counsel and the Prosecuting Attorney's office. The design date is based on a move-in date of mid-1994.

This program report becomes the foundation upon which the design of the Oakland County Courthouse West Wing Extension will be based. Approval of this program report provides us with the opportunity to begin our next phase which is schematic design.

We look forward to discussing your comments on this report.

Sincerely,

MINORU YAMASAKI ASSOCIATES

A handwritten signature in cursive script, appearing to read "Modris Pudists".

Modris Pudists, AIA
Prinicpal/Design

MP/krh

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**WEST WING EXTENSION
SPACE SUMMARY**

	NSF
LIBRARY ADMINISTRATION	2,900
REFERENCE AND GENEALOGY LIBRARY	11,650
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED	9,672
LAW LIBRARY	15,750
<hr/>	
SUBTOTAL	39,972
CORPORATION COUNSEL	3,801
OFFICE OF THE PROSECUTING ATTORNEY	43,318
<hr/>	
GRAND TOTAL	87,091

LIBRARY ADMINISTRATION

During our interviews with the user groups and the walk-throughs of their respective facilities, the individual nature of how the three separate libraries function became increasingly apparent. Although each library has its own particular needs and in many ways has its own user group, there are a few spaces, operations, and requirements which are shared among the libraries.

The original building program provided for a library administrator's office with secretarial support. The function of the library administrator is currently under evaluation by the Library Board. These spaces have remained in this program report until the evaluation of the Library Board is complete. The photo-copier room is planned for the use of the administrator only; administration storage and reproduction of materials for the overall library facility will be handled here.

The meeting room/classroom is provided for use by all "tenants" of the newly constructed facility. The three libraries will use it for special programs they conduct, training sessions for staffers, and larger conference functions. The room will also be used by the prosecuting attorney's office as well as corporate counsel for training sessions and larger meetings. The room will be planned with the capability of being sectioned off into two smaller rooms to accommodate any special requirements. Studies will be completed on room layout to achieve the greatest amount of flexibility for this space. Depending on this room's relationship with other spaces, a small kitchenette, storage, and projection room will be included.

The original program also allocated space for a general circulation desk and lobby. Our research has shown the new facility will not operate in this manner. Each library has its own circulation/reference desk and will handle its own materials. The circulation grossing factor will incorporate the space required to get to each facility. Depending on layout, space will be provided for individual library display of materials and services. It is proposed that the 600 square feet of space allocated for the general circulation lobby and desk be distributed to the three libraries respective lobby and circulation desk areas. Simultaneously, the general circulation workroom of 400 square feet is also not required. Each library processes its own materials and any incoming items will be delivered to each libraries' workrooms. It is therefore proposed the 400 square feet be distributed to the workroom/technical services area of each library.

A receiving room/loading dock is planned for the new building but it has not been determined where it will be located. The new construction will be a multi-story building with storage in the basement for all "tenants". The building operation storage room for supplies will be located here with individual janitor closets on each floor.

Facility #9, the mail room and technical services area, is another space which is not required. Each library will handle their own items as stated above. Currently, no staff would occupy this space; mail and other materials will be delivered directly to the workrooms of each library. It is proposed that the 1000 square feet of space be distributed to the technical services areas of each library, providing for their future needs. The audio-visual equipment repair room is primarily

used by the Library for the Blind and Physically Handicapped and will be located there.

The proposed staff room will be accessible by all users and stands as originally planned. It is proposed that individual lockers be provided for staffers to encourage them to store personal items away from their desks.

**LIBRARY ADMINISTRATION
SPACE SUMMARY**

ADMINISTRATION

	NSF
Library Administrator's Office	200
Secretary/Waiting Area	200
Storage/Photo-copier Room	200

SUBTOTAL 600

GENERAL AREAS

Meeting Room/Classroom	1000
Storage, serving kitchenette, projection room (sizes to be determined by layout)	
Receiving/Loading Dock	300
Building Storage/Maintenance	400
Staff Room	600

200 SF distributed for janitorial closets on individual floors.

TOTAL 2,900

- Note:
- a. Audio-Visual Equipment Repair Room will be located in the Library for the Blind and Physically Handicapped.
 - b. The 400 NSF General Circulation Workroom and a portion of the 600 NSF General Circulation and Lobby will be distributed among all three libraries.
 - c. The 1000 NSF Mail and Technical Services Area will be distributed among the libraries.

LIBRARY ADMINISTRATION

Library Board Administrator - Facility #1

MYA Evaluation

One (1) private office - 200 SF

Occupant(s): 1 Administrator (full-time)
3 Visitors (part-time)

Use: This office will be used by the Administrator of the Library Board. The Administrator's responsibilities are to coordinate the various County Libraries and report to the Library Board. The Administrator will carry out the overall operation of the total Library, meet with County personnel, Library users, staff, and the public.

The existence and function of the Library Administrator is to be evaluated by the current Library Board.

Features &

- Adjacencies:**
- Should be accessible to public.
 - Should have access through the secretary / waiting area.
 - Decor should be appropriate and should feel inviting to the public.
 - Should be reasonably close to Facility #4 (Meeting Room).

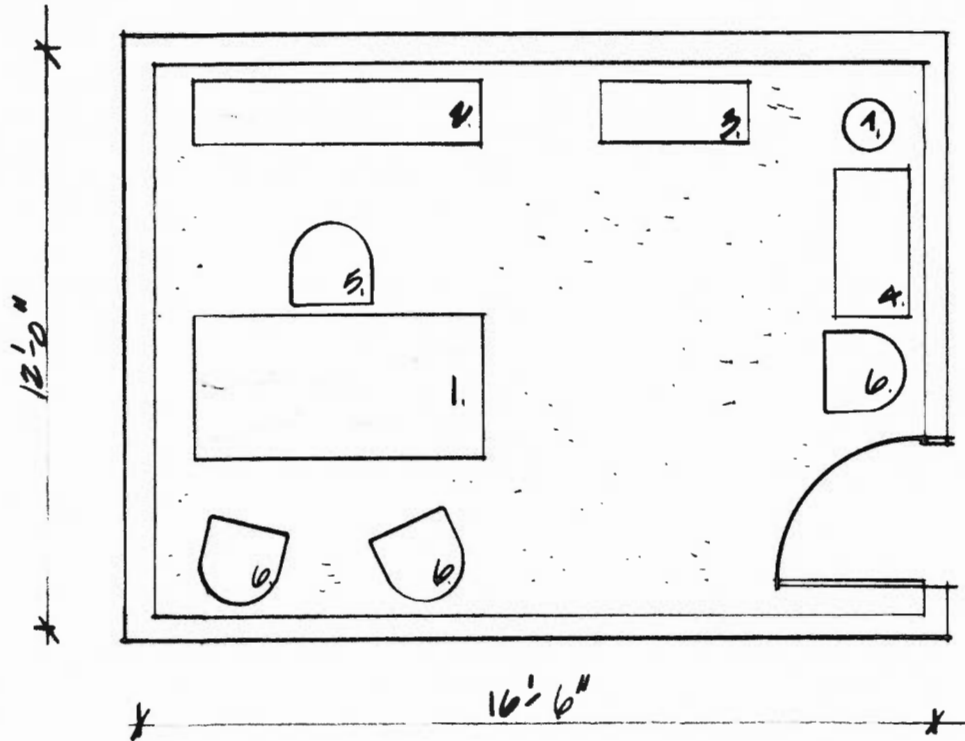
Furniture &

- Equipment:**
- | | |
|-------------------|------------------|
| 1 Executive Desk | 1 Coat tree |
| 1 Executive Chair | 1 Telephone |
| 1 Credenza | Computer station |
| 1 Bookcase | |
| 3 Side Chairs | |
| 1 Side Table | |
| 1 Wastebasket | |

Type of furniture system will be evaluated at a later date. Library Administrator's office should be wired for computer system which will be on-line with all library divisions.

LIBRARY ADMINISTRATION

Library Board Administrator's Office



- 1. DESK
- 2. CREDENZA
- 3. BOOKCASE
- 4. SIDE TABLE
- 5. DESK CHAIR
- 6. GUEST CHAIR 3
- 7. COAT RACK

OFFICE FACILITY #1
 LIBRARY BOARD ADMINISTRATOR

SCALE = 1/4" = 1'-0"
 SQUARE FEET = 198

LIBRARY ADMINISTRATION

Secretary/Waiting Area - Facility #2

One (1) open area - 200 SF

Occupant(s): 1 Secretary (full-time)
0-3 Visitors (part-time)

Use: This area will be used to perform secretarial duties for the Library Board Administrator and other Library operations. These duties include typing, answering telephones, filing, and reception for the Administrator.

Features &

Adjacencies: - Should be adjacent to the Administrator.
- Should be readily accessible to the public.
- Should be attractive and have provisions for "public relations" displays, photographs, etc.
- Should be accessible to the meeting room.

Furniture &

Equipment: 1 Secretarial desk with typing stand
1 Secretarial chair
3 File cabinets
4 Side chairs
1 Side table
1 Coat closet (storage)
1 Typewriter with printer
1 Telephone

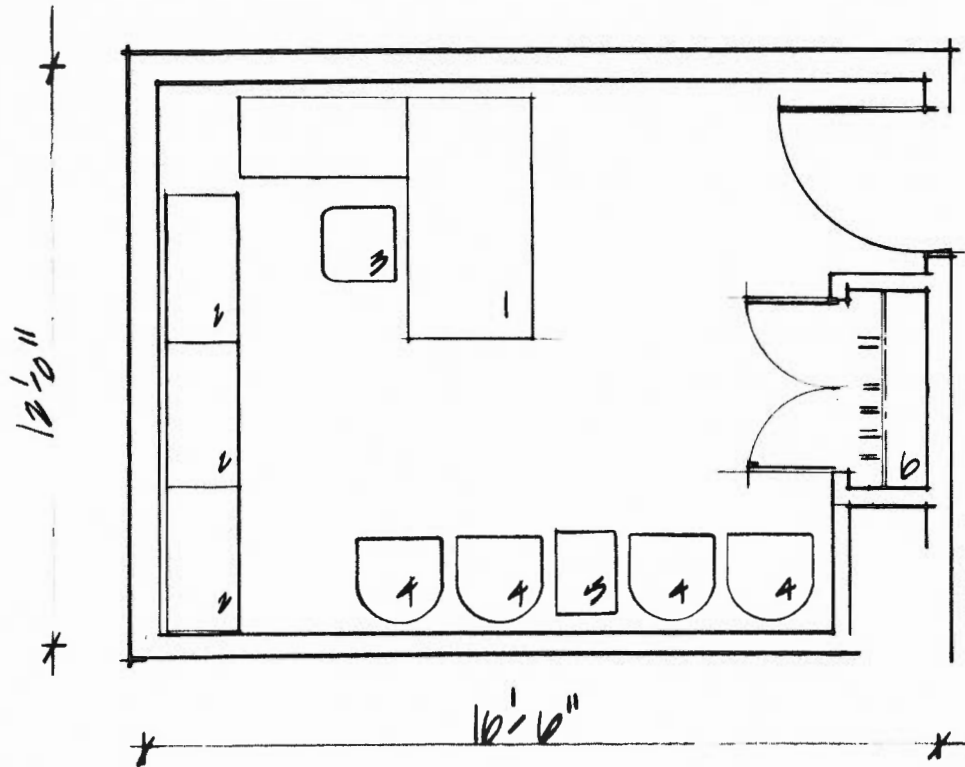
MYA Evaluation

The existence and function of the Library Administration is to be evaluated by the current Library Board.

Type of furniture system will be evaluated at a later date.

LIBRARY ADMINISTRATION

Secretary/Waiting Area



- 1 DESK & RETURN
- 2 FIVE CHAIRS
- 3 DESK CHAIR
- 4 GUEST CHAIR
- 5 SIDE TABLE
- 6 COUCH

FACILITY # 2
SECRETARY / WAITING AREA

SCALE = 1/4" = 1'-0"

LIBRARY ADMINISTRATION

Photo-copier Room - Facility #3

One (1) enclosed area - 200 SF

Occupant(s): Staff (part-time)

Use: This room will be used to house the office supplies for all library-related occupants. It will also house a large photocopier.

Features &

Adjacencies: - Wiring for copier.
- Adjacent to the Secretary/waiting area.

Furniture &

Equipment: 1 Photocopier
Shelving for storage
File cabinets

MYA Evaluation

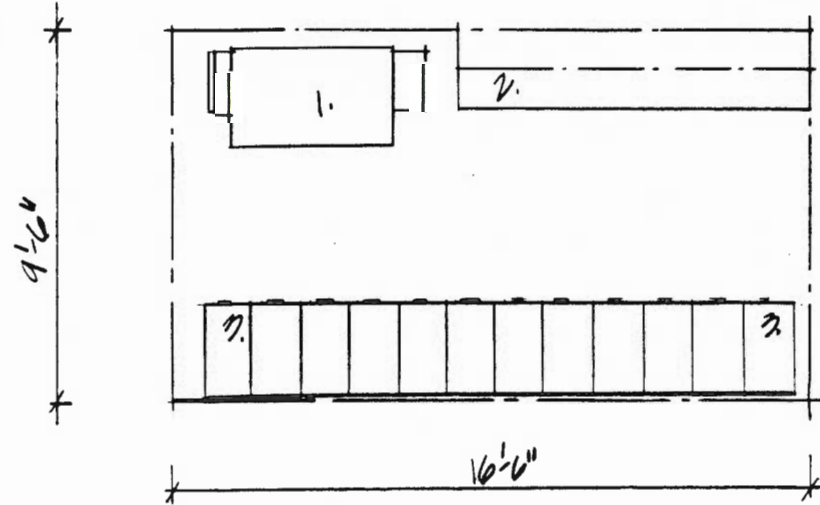
Suggested size - see sketch.

The existence and function of the Library Administration will be evaluated by the current Library Board.

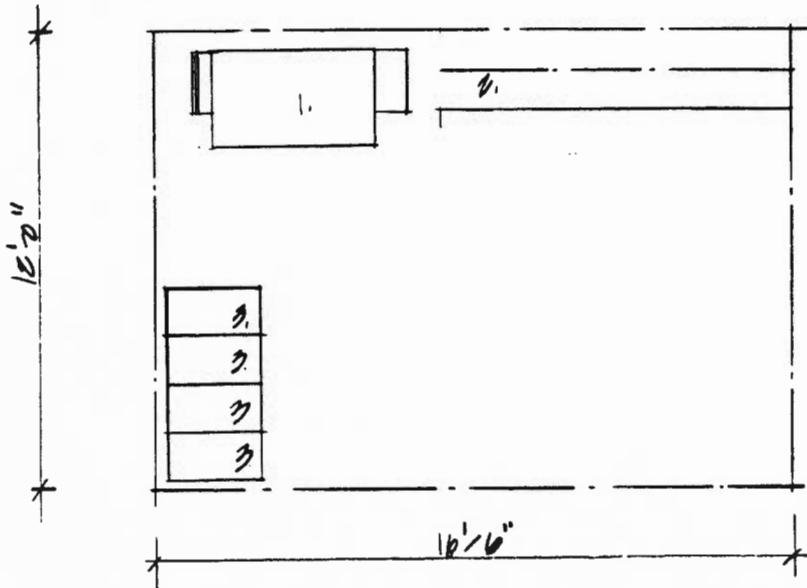
This space should be used for administration only, because each library has its own photo-copiers, storage, and supplies near their own work areas. Photo-copier size is to be determined.

LIBRARY ADMINISTRATION

Photo-copier Room



PHOTOCOPIER FACILITY # 3



PHOTOCOPIER FACILITY # 3

LIBRARY ADMINISTRATION

Meeting Room/Classroom - Facility #4

One (1) enclosed room - 1000 SF

Occupant(s): Up to fifty (50) visitors (part-time)

Use: This room shall be used for meetings with Library personnel, public groups, instructional meetings, Bar Association, etc.

Features &

- Adjacencies:**
- Should be accessible to Administrators, Librarians, and the public.
 - Should have a mid-room divider.
 - Should be accessible to staff room (i.e. kitchen facilities) or have own facilities.
 - Soundproofing sufficient to keep noise within room.
 - Should be accessible to public restrooms.
 - Built-in cabinets for cart storage of audio-visual equipment.
 - As far as possible, this room should have an unobstructed view.

Furniture &

- Equipment:**
- 2 Work tables
 - 15 Tables
 - 50 Chairs
 - 1 Bulletin board
 - 1 Blackboard or whiteboard
 - Various audio-visual equipment

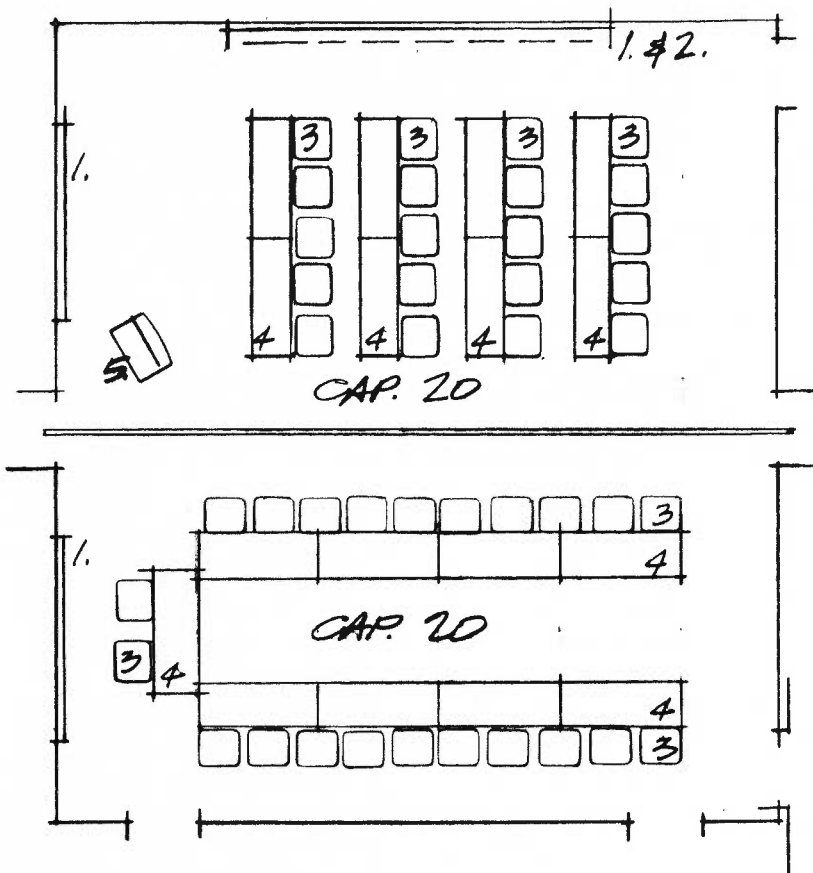
MYA Evaluation

This room may be used by all tenants in the West Wing Extension and other users on a "sign-up" basis.

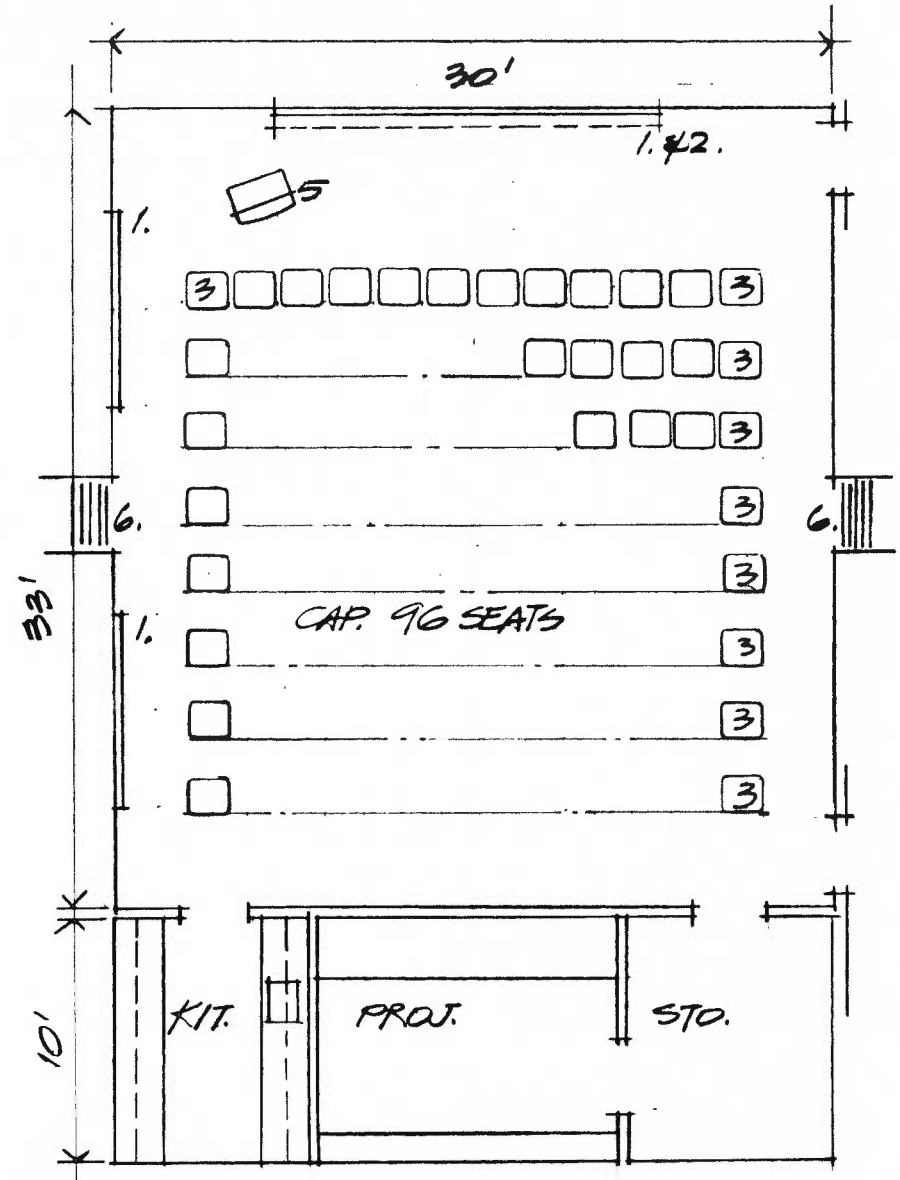
This room should be laid out to provide auditorium seating (moveable) or lecture seating with narrow (2'-0" wide) tables and moveable chairs. A separate projection room will be evaluated depending on the layout.

LIBRARY ADMINISTRATION

Meeting Room/Classroom



1. TACK & WRITING BRDS.
2. CEILING SCREEN
3. STACKING CHAIRS
4. 2'x5' FOLDING TABLES
5. LECTURN
6. ROOM DIVIDER



LIBRARY ADMINISTRATION

General Circulation and Lobby - Facility #5

MYA Evaluation

One (1) open area - 600 SF

Occupant(s): 1/2 Clerical staff
2 Technicians (part-time)

Use: This area will be used for entrance lobby, waiting area, exhibit area, and general circulation desk. The occupant's duties are:

After evaluating each library and their functions and possibly their locations, it is evident that each library division will have its own circulation desk. This desk may function as an information and orientation point. Each library division will also have its own security (detection system).

1. Visual supervision of persons entering and exiting the Library.
2. Check in and out of Library books and other materials.
3. Provide general information to Library user and facility locations.
4. Supervise book detection system.

Features &

- Adjacencies:**
- Should be directly accessible to street and/or Courthouse and easily accessible to Libraries.
 - Central control for door security/PA system.
 - Traffic flow and security will be reviewed.
 - No library user seating.
 - Wall space for art displays.
 - Newspaper area (recessed or in cabinets).

Furniture & Equipment:	Book shelves	10 Book carts
	1 Circulation desk	3 Computers
	2 Chairs	2 Telephones
	3-4 Display boards	pay/card
	1 Directory	Check-point

Equipment for this station will change according to its determined function.

LIBRARY ADMINISTRATION

General Circulation Workroom - Facility #6

MYA Evaluation

One (1) enclosed room - 400 SF

Occupant(s): 2 Technicians (part-time)
1/2 Clerical

Use: This room will be used as follows:

1. Receive and temporarily store returned materials.
2. Process records of circulated materials.
3. Sort materials for returning to stack area.
4. Issue overdue notices.

This workroom for technical services will be divided so that the Law Library will have a separate facility very near its staff area. Reference Library and Library for the Blind and Physically Handicapped will possibly share a common workroom. The equipment and features will be discussed for each facility in their appropriate sections.

Features &

- Adjacencies:**
- Counters and shelving should be arranged to minimize handling.
 - Adjacent to General Circulation Area.
 - Should be accessible to other workrooms and to technical services.

**Furniture &
Equipment:**

- 2 Chairs
- 5 Book carts
- 1 Work table/counter space
- 2 Storage cabinets
- Bookshelves
- Telephone

LIBRARY ADMINISTRATION

Receiving Room / Loading Dock - Facility #7

One (1) enclosed area - 300 SF

Occupant(s): 1 Technician (part-time)

Use: This room will be used for the following:

1. Accept deliveries to the Library.
2. Accept deliveries of building operation supplies and equipment.
3. Temporary storage of materials.
4. Store space (for white paper recycle program).
5. Prepare materials for shipping.

Features &

- Adjacencies:**
- Should be accessible from the street.
 - Double width doors.
 - Adjacent to Mailroom and Technical Services.

Furniture &

- Equipment:**
- Loading door with leveler
 - Bumpers
 - Shelving
 - Tables

MYA Evaluation

It is essential that the West Wing Extension building have its own loading dock/receiving area.

Needs to be a secured point of accessibility to this facility if this loading dock/receiving area is to accommodate all three libraries plus the Prosecuting Attorney and Corporate Counsel.

LIBRARY ADMINISTRATION

Building Operation Storage Areas - Facility #8

MYA Evaluation

One (1) enclosed room - 200 SF

Occupant(s): Maintenance personnel

Use: This room will be used to store equipment and/or supplies for the maintenance and cleaning of the facility.

Features &

- Adjacencies:**
- Should be adjacent or in close proximity to the receiving room.
 - Could be located in the basement if above could be met.

A janitor's slop sink should be included.

Furniture &

Equipment: Shelving
Storage cabinets

LIBRARY ADMINISTRATION

Mail Room and Technical Services - Facility #9

One (1) enclosed room - 1000 SF

Occupant(s): 2 Technicians (part-time)
2 Co-op employees
1/2 Clerical

Use: This room will be used for the following:

1. Receive, sort, disperse mail.
2. Prepare materials for shipping.
3. Enter materials into computer system.
4. Maintain bibliographic records.
5. Prepare materials for circulation and shelving in order for it to be routed to various Library divisions.
6. Prepare invoices for approval/payment.
7. Receive / prepare materials for W.O.L.F.
8. Process materials including institutional Library Tech.

Features &

- Adjacencies:
- Adjacent to receiving room loading dock.
 - Accessible to Law Library workroom.
 - Cleanup sink, cabinets, open shelving.
 - Open spaces and storage for book carts.
 - Trash compactor.

Furniture & Equipment:	Computers/typewriters	Bulletin boards
	Work stations/telephones	Adding machines
	Sorting shelves/cabinets	Trash bins
	Chairs	File cabinets

MYA Evaluation

Each library will have their own separate mail and technical service areas **except for the Reference Library and the Library for the Blind and Physically Handicapped.** These may share a common facility, depending on the building layout.

Since all three libraries operate with different computer systems, the mail room and technical services computers need to be on-line with each system.

Conveyor system to be considered.

LIBRARY ADMINISTRATION

Audio-Visual Equipment Repair Room - Facility #10

One (1) enclosed room - 300 SF

Occupant(s): 12 Volunteer Technicians (part-time)

Use: This room will be used to repair audio-visual equipment, specifically records and cassette players used in Talking Book programs.

Features &

Adjacencies: - Should be easily accessible to receiving.
- Ample electrical outlets and lighting.

Furniture &

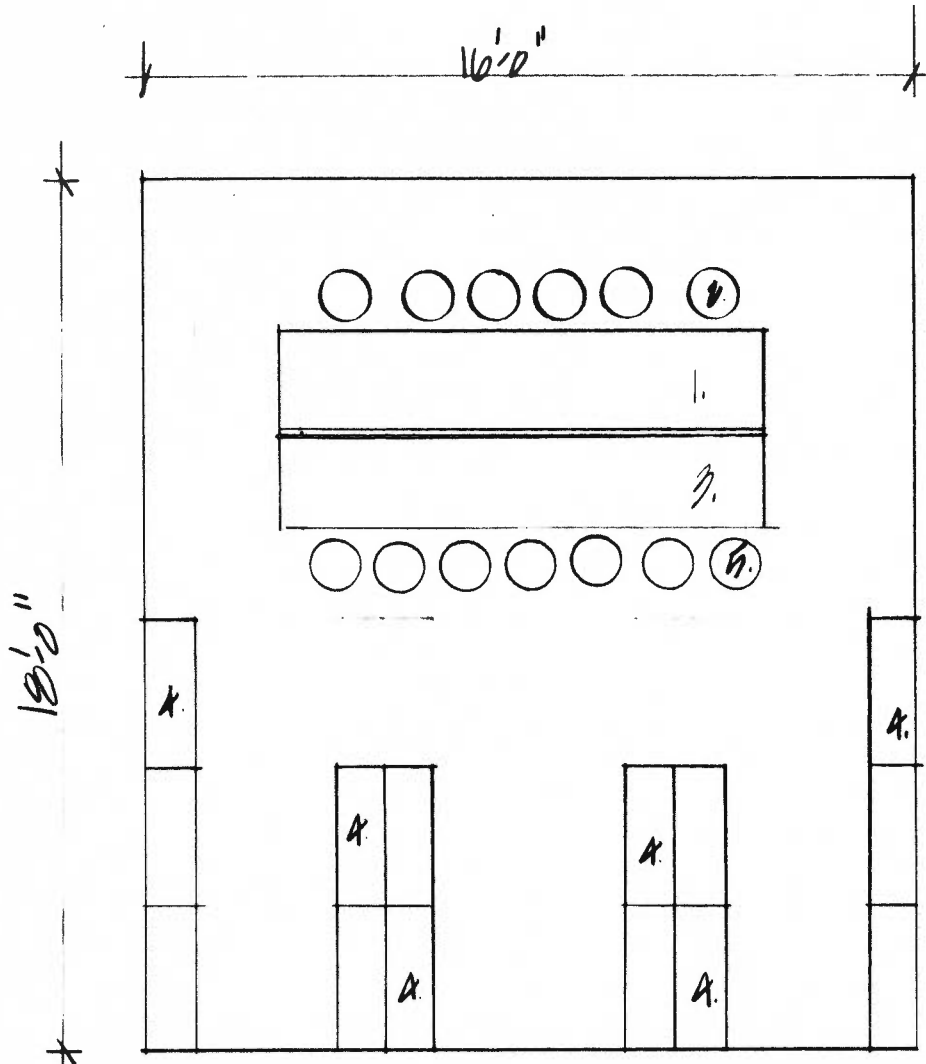
Equipment: 1 Work bench
1 Work stool
6 Work tables
Shelving
12 Chairs

MYA Evaluation

This facility is directly related to the Library for the Blind and Physically Handicapped. The work done in this facility is performed by volunteers who are presently serving LBPH in Farmington Hills and are residents of the community. Continuation of these services in the new location should be evaluated.

LIBRARY ADMINISTRATION

Audio-Visual Equipment Repair Room



- 1. WORK BENCH
- 2. STOOLS
- 3. WORK TABLE
- 4. SHELVING
- 5. CHAIRS

* TO BE LOCATED
IN THE LIBRARY
FOR THE BLIND
AND PHYSICALLY
HANDICAPPED.

FACILITY #10 AV EQUIP. REPAIR

LIBRARY ADMINISTRATION

Staff Room - Facility #11

MYA Evaluation

One (1) enclosed room - 600 SF

Occupant(s): 20 Staff (part-time)

Use: This room will be used by the staff as follows:

1. Coffee break room and lunch room for Library staff and tenants.
2. Relief breaks in evenings, Saturdays, etc.
3. Provide kitchen facility for classroom/meeting room.

Features &

- Adjacencies:**
- Adjacent to Meeting Room.
 - Adjacent to staff-only restroom.
 - Provisions for vending machines.
 - Portion of this room will be designated as "Smoking Area".

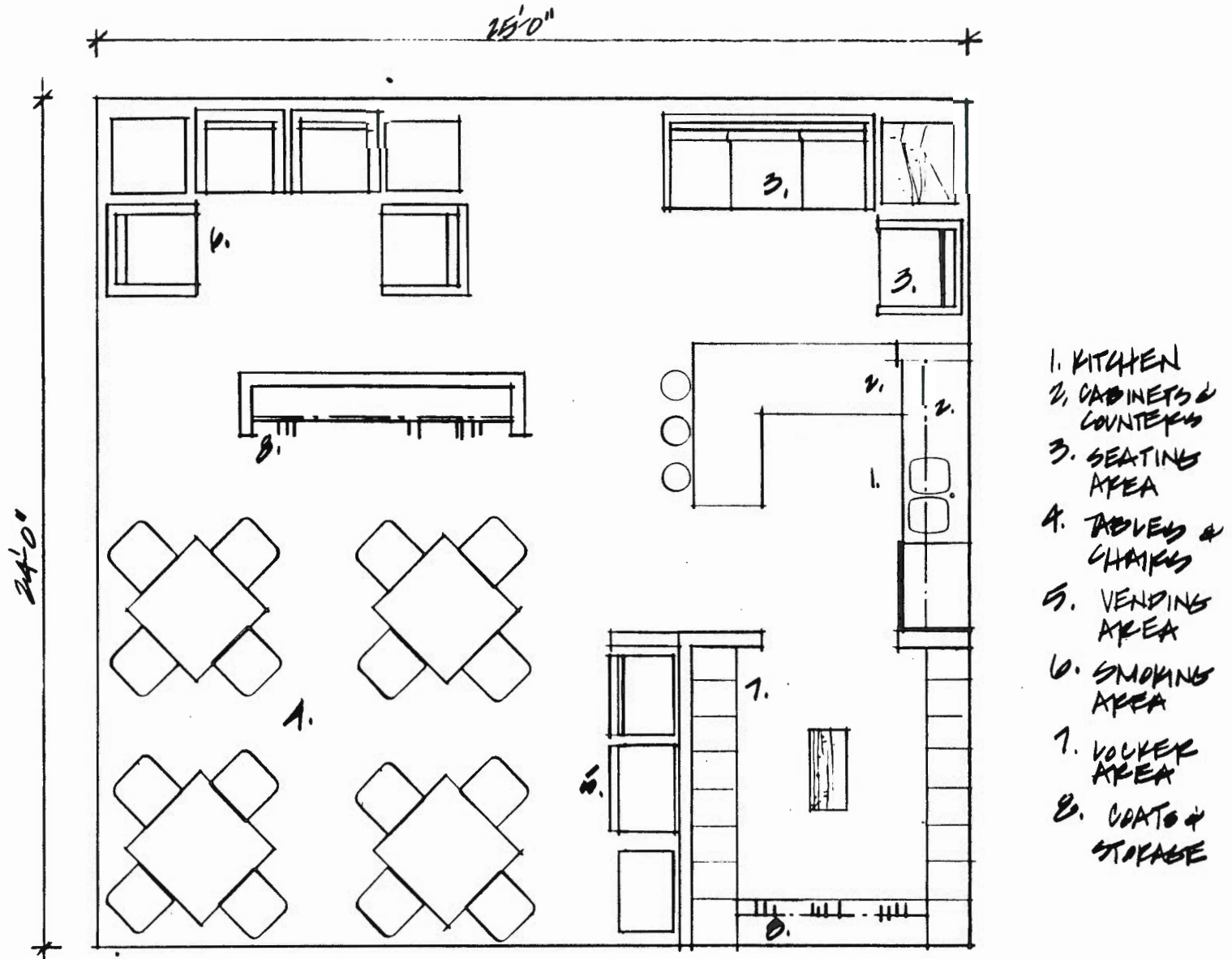
Furniture &

- Equipment:**
- Kitchenette with sink, refrigerator, microwave
 - Cabinets and counter
 - Sofa
 - Table and chairs

Provide individual lockers for employees to store personal items.

LIBRARY ADMINISTRATION

Staff Room



FACILITY #11

STAFF ROOM

REFERENCE LIBRARY

The Oakland County Reference Library currently provides reference services, inter-library loans and assistance in subject searches for the general public, as well as other County departments and employees. In order to fulfill these needs, the Library houses many periodicals, newspapers, journals, indexing services, census materials, business and finance directories, and various government directories. The library also includes circulating collections on planning, transportation, economic development, public administration and management.

The primary requirement for the Reference Library is the provision of more shelf space. The current space limitations result in many periodicals, journals, and other materials being stored in boxes on the floor of the collection area. It is critical to transfer these materials to shelves and allow patrons access. More shelving will enable the Library to expand the collection to include much needed reference material. Along with this the requirement for more periodical storage exists. This storage will enable the Library to retain more back issues than they do at the present time.

The Reference Library workroom also is in great need of improvement. Many materials are processed on a daily basis and require counter and storage space to aid in making the procedures as efficient as possible. Incoming mail and materials need to be stored where they can be easily reached during the processing phase. Millwork and carefully chosen pieces of furniture will result in appropriate ways to store books, journals, periodicals, supplies, etc. Special projects and assembling tasks require more counter space than is presently in the workroom. Storage closets and cabinets will

relieve the room of clutter and save time in finding materials. The workroom should also contain a small sink and clean up area.

The reference desk functions both as a place for inquiries and material circulation. Staffers process materials at the desk while on desk duty and require appropriate space for this purpose. The desk will be designed with both a lower and upper transaction counter for patron communication in both a standing and seated (wheelchair patron) position. The desk personnel also need to visually supervise access to the Library from this position. Quick reference materials are kept at the desk and shelving (at least 175 lineal feet) should be provided. A cash drawer with a lock is required.

The computer system for the Reference Library is the GEAC system and will be retained. Two terminals are planned at the reference desk with wiring for a third in the future. The workroom will be wired for two terminals at move-in with a third at a future date. A request was made for more CD ROM software and greater computer capabilities; the architect should be informed of any decisions regarding computers as the project proceeds.

Seating groups should be interspersed throughout the stack area and should be in the form of tables and chairs and study carrels. Natural lighting has been strongly suggested by the staff to create an inviting and relaxing environment. An area dedicated for children with browsing materials has also been suggested.

There will definitely be a genealogy collection housed within the Reference Library. At this time, the size and contents of this collection are in the planning stages, so the original space allocated for the collection and seating area will be retained until the size of the collection is determined.

**REFERENCE LIBRARY
SPACE SUMMARY**

	NSF	
Library Supervisor's Office	200	
Reference Library Workroom	1000	(500 SF added from Administration)
Reference Library Stack Area	3800	
Reference Desk Area	250	(200 SF added from Administration)
General Seating Area	2900	
Genealogy Stack Area	1500	
Genealogy Seating Area	1300	

TOTAL 10,950

Plus the re-distributed square footage
from the Library Administration's General
Workroom and Mail/Technical Services Area
which will be added to the Reference Library's
Workroom and Mail/Technical Services Area: 700

TOTAL 11,650

REFERENCE LIBRARY

Reference Library Supervisor's Office - Facility #12

MYA Evaluation

One (1) private office - 200 SF

Occupant(s): 1 Librarian (full-time)
2 Visitors (part-time)

Use: This room will be used by the Reference Librarian II to perform the following duties:

1. Operate, coordinate, and supervise the performance of the Reference Library.
2. Meet with Reference Library users and assist in the use of the Reference Library.
3. Prepare reports, documents, etc.

Features &

Adjacencies: - Should be adjacent to the Reference Library workroom and the Reference Library itself.
- Should be easily accessible to the public and administration.

Furniture &

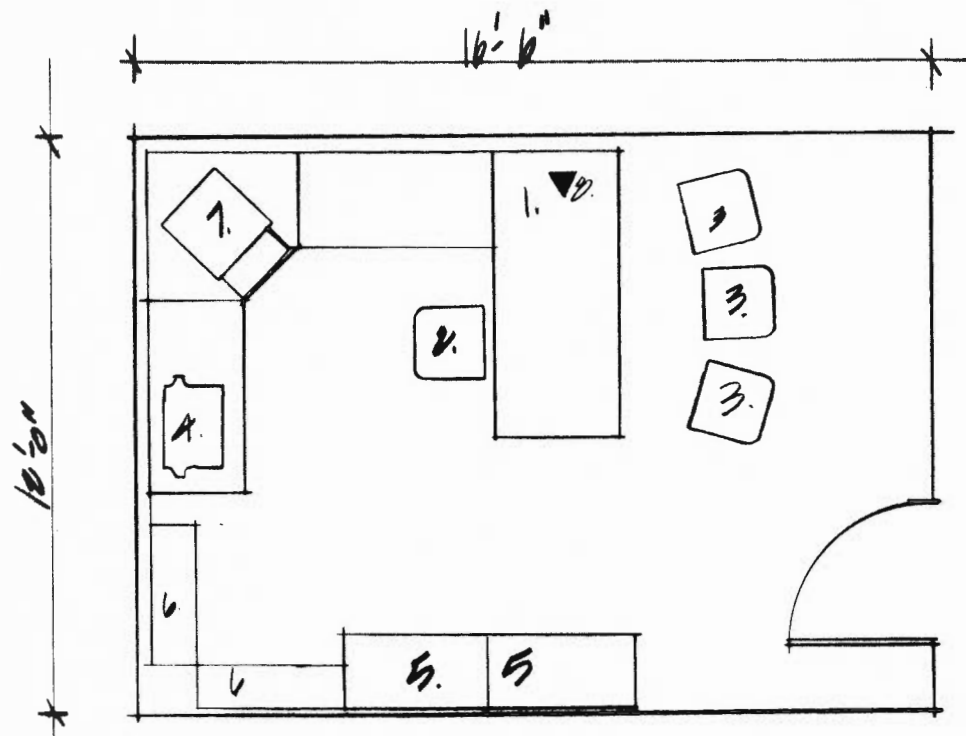
Equipment: 1 Desk
1 Desk chair
2 Side chairs
1 Credenza
1 Work table
1 Coat tree
1 Bookcase
1 Telephone
Wall shelving

Existing furniture will be evaluated for possible refurbishing or replacement.

This office will also be wired for a computer terminal.

REFERENCE LIBRARY

Reference Library Supervisor's Office



- 1. DESK
- 2. DESK CHAIR
- 3. GUEST CHAIRS
- 4. TYPEWRITER
- 5. FIVE CABINETS
- 6. SHELVING UNITS
- 7. WORD PROCESSOR
- 8. TELEPHONE

FACILITY #12 REFERENCE LIBRARY
SUPERVISOR'S OFFICE

REFERENCE LIBRARY

Reference Library Workroom - Facility #13

One (1) enclosed area - 1000 SF

Occupant(s): 2 Reference librarians I (full-time)
2 Technicians (full-time)
2 Co-op students (part-time)

Use: This area will be used by the occupants for the following:

1. Catalog library materials.
2. Book selection.
3. Miscellaneous reference projects.
4. Inter-library loans.

Features &

Adjacencies:

- Should be adjacent to the Reference Librarian Supervisor's office.
- Should be adjacent to the Reference Library.
- Should be easily accessible to the staff room and mail processing.

Furniture &

Equipment:

5 Workstations (landscape furniture)	
5 Chairs	
3 Typewriters and stands	
1 Work counter and cabinets	
Shelving	
Book truck storage	
Filing cabinets	5 Telephones
Coat rack	2 Computers
1 sink	Waste baskets

MYA Evaluation

Add 500 SF to this facility from the general mail and technical services.

Move-in will accommodate three staff members.

Improved organization is key. More counter and storage space for "books-in-process".

Incoming mail needs two large drawers or bins for storage during processing.

Central telephone pickup is requested.

Wire for future computer stations.

Existing furniture will be evaluated for possible refurbishing or replacement.

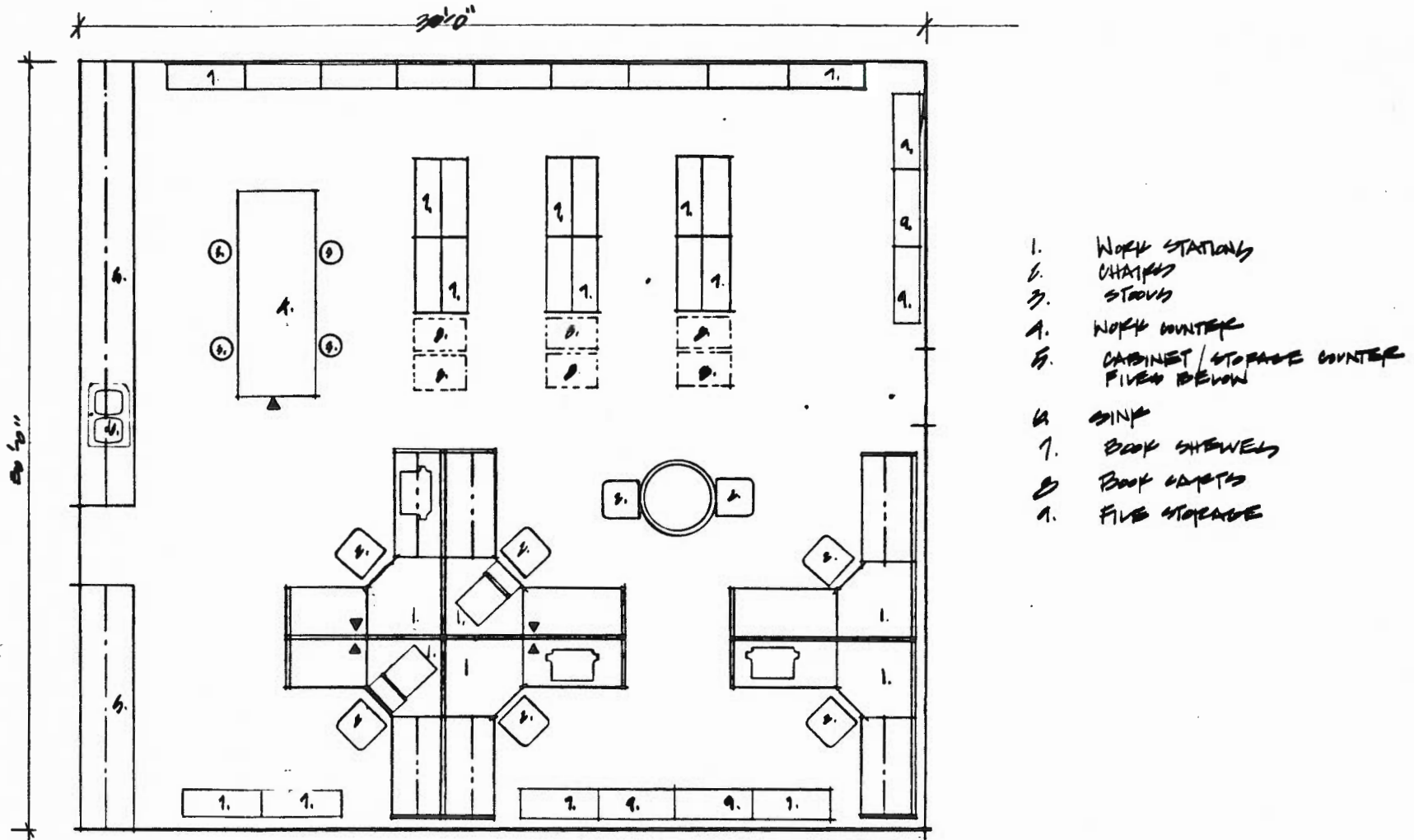
Workroom is likely to have office furniture system. Workstations should have adequate shelving, file, and miscellaneous storage.

Storage closets for supplies, stationery, etc.

Flat file storage (one unit) and one large work table.

REFERENCE LIBRARY

Reference Library Workroom



FACILITY #13

REFERENCE WORK ROOM

REFERENCE LIBRARY

Reference Library Stack Area - Facility #14

One (1) open area - 3800 SF

Occupant(s): 20 Users (part-time)

Use: This area will be used to house the following:

1. Books
2. Periodicals
3. Magazine storage (approx. 300 SF)

Features &

Adjacencies: - Existing shelving (1987) 1260 LF
Proposed shelving (1994) 3500 LF

Furniture &

Equipment: Shelving for collection and periodicals
Atlas stand
Photocopier (provide for two)
Display cases
Step stools

MYA Evaluation

Existing seating accommodates 20 people at tables; 2 people at the microfiche reader-printers.

More periodical storage is required. The new shelving should accommodate the growth of the collection.

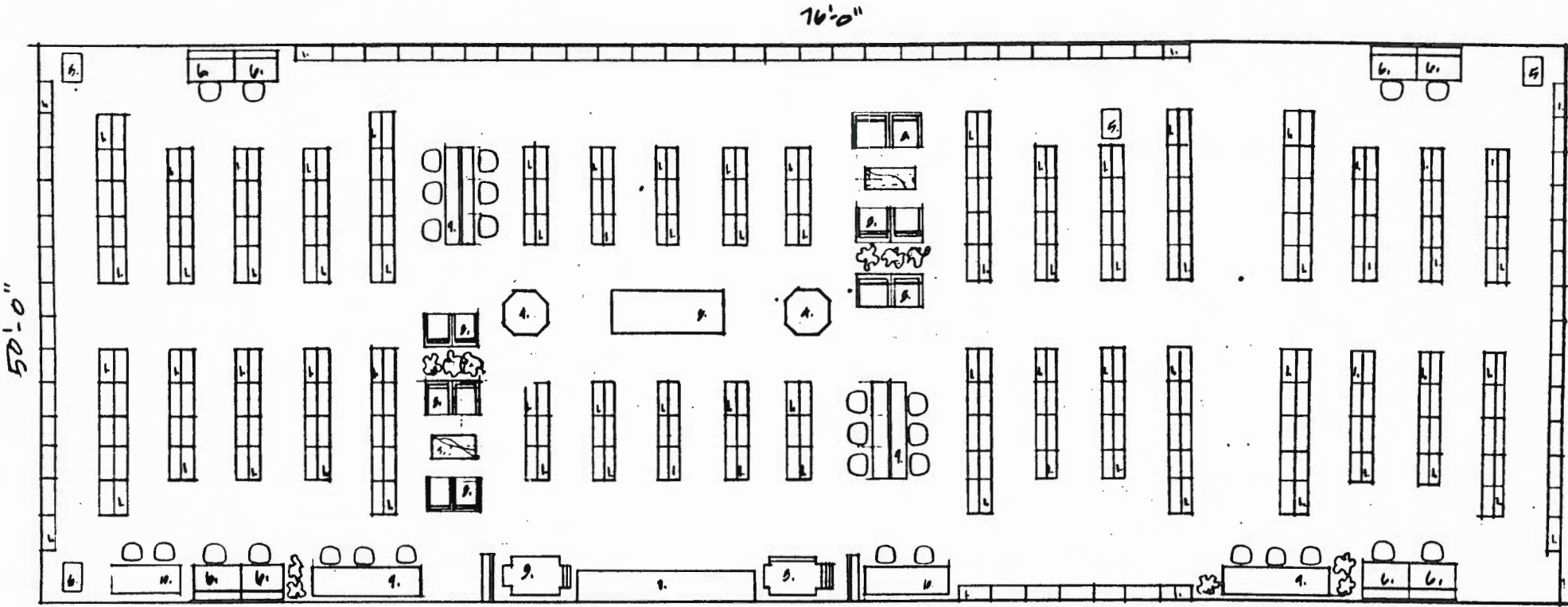
Children's seating area with browsing materials has been suggested.

Request for a larger photocopier.

Display areas for publicizing new books and library services.

REFERENCE LIBRARY

Reference Library Stack and Seating Areas



FACILITY #14 & #16

REFERENCE LIBRARY STACK AREA
 REFERENCE LIBRARY SEATING AREA

(* ILLUSTRATED 7,000 LINEAR FEET OF SHELVING)

- 1. SHELVING
- 2. ATLAS / REFERENCE COUNTER
- 3. COPIERS
- 4. DISPLAY CASES
- 5. STEP STOOL
- 6. APPARATUS / COMPUTER TERMINALS

- 7. STORAGE / WORK COUNTER
- 8. WORK SEATING
- 9. WORK TABLES
- 10. NOEX TABLES

REFERENCE LIBRARY

Reference Desk Area - Facility #15

One (1) open area - 250 SF

Occupant(s): 2 Technicians (part-time)
2 Reference librarians (part-time)

Use: This area shall be used for the following:

1. Visually supervise persons entering and exiting the Reference Library.
2. Provide information to Library users.

Features &

Adjacencies: - Should be adjacent to the stack area.
- Should be adjacent to periodicals' back issue storage
- Should be adjacent to the work area.

Furniture &

Equipment: 2 Chairs
2 Desks
2 Computer terminals
Shelving for Reference materials
Telephone (2 lines)

MYA Evaluation

Add 200 SF from General Administration.

Cash drawer with lock is required.

Circulation desk will be redesigned to have both a lower and a higher transaction counter.

Ample shelving for quick reference materials; total of at least 175 LF.

Wire for possible third computer station.

**MINORU YAMASAKI ASSOCIATES
MEETING MEMO**

**PROJECT NO. 9138
FILE REF: R100-3**

PROJECT: Oakland County West Wing Extension
MEETING DATE: July 15, 1992
LOCATION: MYA's office
PURPOSE OF MEETING: Review Furniture and Finish Selection
DATE: July 20, 1992

ATTENDEES:	Phyllis Jose	Oakland County Reference Library
	Carole Hund	Library for the Blind & Physically Handicapped
	Betty Hegedus	Oakland County Reference Library
	Lisa Hildorf	MYA
	Kenneth Herbart	MYA
	Frances Omilian	MYA

DISCUSSION:

The following is my understanding of items discussed and/or decisions reached. If there are any additions and/or corrections to the following information, please contact the writer. Information will be assumed to be correct unless notified by July 27, 1992.

The purpose of the meeting was to review the most current floor plan and selections for furniture and finishes for the Reference Library and the Library for the Blind and Physically Handicapped. Our discussion determined the following:

LBPH

- The work counter and island requires a slight redesign in the millwork. Doors should be added to enclose some of the storage facing the patios. An arrangement of doors, drawers, knee space and a stool will also be included.
- Electrical power is required at the work counter.
- Display tables shall be open surface areas and be wheelchair accessible.
- The display table currently labeled DP-2 should be changed to a table with two positions for special monitors which enlarge book text. This should also be wheelchair accessible.

A floor finish plan, along with wall finish indications, was also presented. The purpose was to indicate where the base carpet and base wall coverings are located and where the floor and walls are accented. It is MYA's understanding that the following materials have been approved:

Library for the Blind and Physically Handicapped

Carpet

- Lees Faculty IV
Pattern: DK166
Color: 4052 Tea Rose
(Standard Carpet)
- Lees Petra
Pattern: D1066
Color: 357 Bleu
(Accent Carpet)
- Lees Faculty III
Pattern: L2746
Color: 3198 Peppercorn
(Accent Carpet)

Wall Covering

- Boltawall Type II
Style: Whitehall II
Color: Pearl BB-W2-101
(Standard vinyl/wall covering)
- Genon FiberTech
Style: Delonga
Color: GFT-0319 Pewter
(Accent fabric wall covering)

Paints

- Pratt & Lambert
Style: Calibrated Colors IV
Color: Silver Lining #2288
(Standard ceiling paint)
- Benjamin Moore
#1590
(Standard trim paint)

Plastic Laminates

- Formica®
#918 Neutral White
(writing surfaces)
- Nevamar™
#S-3-39T Periwinkle
Textured

Office Systems

- Haworth
#TR-3 Smoke
(trim paint)
- Haworth
Essentiel; Grade Level A
#FE-AR Frost
(fabric wall panels)
- Haworth
Spindrift; Grade Level B
#SL-CL Azure
(fabric tack panels and overheads)

Furniture and Upholstery

- | | |
|---|---|
| - Allsteel Bühk 1000 Series
Side Chair
Finish/Trim: #P94 Silver Grey
Fabric: Legacy #LEA36 Wine | Allsteel Bühk 1000 Series
Operational Chair
Finish/Trim: #P94 Silver Grey
Fabric: Legacy #LEA36 Wine |
| - Allsteel Bühk 1000 Series
Operational Stool
Finish/Trim: #P94 Silver Grey
Fabric: Legacy #LEA36 Wine | Davis 8300 Lounge Series
#8350 Chair
#8300 Sofa
Fabric: Maharam Tapestry Royale
#06 Classic |
| - Davis 7000 Table Series
Occasional tables with plastic
lamine top | Wall Panels
Gina Pearson Textiles
Tidleands #115-30 Red Brush |

Chair samples for staff workstations and for public use were also presented. Actual products to evaluate will be forwarded to both LBPH and Reference Libraries. It was again mentioned that the finish samples presented fall with the standards and pricing of the County.

Reference Library

- Only one keyboard is required at the circulation desk. This should pull out from underneath the counter top at the position closest to the entrance doors.
- A cash drawer can be provided at the other work position. This should not be lockable so as not to draw attention to it.
- Cabinet doors and other surfaces at the circulation desk shall be the standard Formica® Neutral White #918.
- The surfaces of the work island and cabinets in the workroom shall be Nevamar™ Blue Matrix #MR-3-IT. All writing surfaces are to be the standard Formica®.
- The jail collection workroom will be carpeted with the standard Lees Faculty IV, pattern #DK166, color #4052 Tea Rose.
- The employee lounge will be carpeted with the standard Lees Faculty IV, Pattern #DK166, color #4052 Tea Rose. The kitchen area will have a vinyl floor covering which has yet to be decided.

The floor finish plan was reviewed and it is MYA's understanding that the following materials have been approved:

Reference Library

Carpet

- Lees Faculty IV
Pattern: DK166
Color: 4052 Tea Rose
(Standard carpet)
- Lees Petra
Pattern: D1066
Color: 501 Holly
(Accent carpet)
- Lees Riveria
Pattern: L1395
Color: 501 Black Emerald
(Accent carpet; Director's office)
- Lees Petra
Pattern: D1066
Color: 455 Burnished Brandy
(Accent carpet)

Wall Covering

- Boltawall Type II
Style: Whitehall II
Color: Pearl BB-W2-101
(Standard vinyl wall covering)
- Genon FiberTech
Style: Galway
Color: GFT-1024 Malt
(Accent fabric wall covering)

Paints

- Pratt & Lambert
Style: Calibrated Colors IV
Color: Silver Lining #2288
(Standard ceiling paint)
- Benjamin Moore
#1590
(Standard trim paint)

Plastic Laminates

- Formica®
#918 Neutral White
(writing surfaces)
- Nevamar™
#MR-3-IT Blue Matrix
Textured

Office Systems

- Haworth
#TR-E Smoke
(trim paint)
- Haworth
Essentiel; Grade Level A
#FE-AR Frost
(fabric wall panels)
- Haworth
Silk Tweed; Grade Level D
#FS-MA Ivy
(fabric tack panels and overheads)

Upholsteries

- | | |
|--|---|
| - Architex®
Name: Providence
Color: Blueberry
(public spaces) | - Liz Jordan-Hill for Architex®
Name: Maverick
Color: Landscape
(fabric wall panels) |
|--|---|

Other items discussed:

- Existing green chairs will be reupholstered in the fabric of the Library's choice.
- Stackable chairs to replace existing red seat chairs have been proposed pending approval.
- Acoustic wall panels proposed are: Sound Curtain Series 7500 with 3/4" thick fiberglass, covered in chosen fabrics.

A meeting will be arranged with Phyllis Jose to discuss the Library Administration portion of the building.

Meeting Memo prepared by:

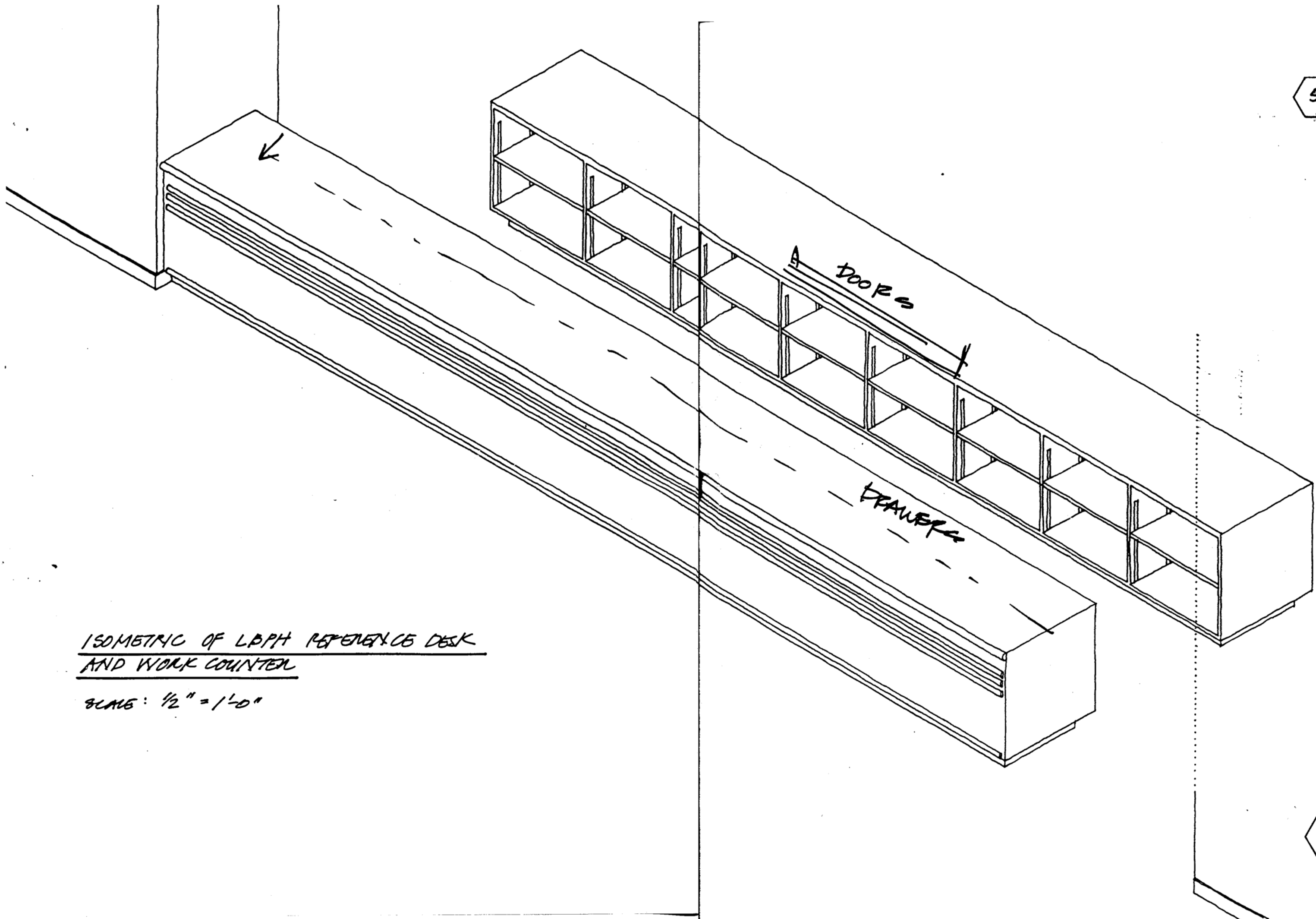
MINORU YAMASAKI ASSOCIATES



Kenneth R. Herbart
Associate

KRH:lb

cc: Attendees
G. Doty - OCFE
M. Pudists - MYA

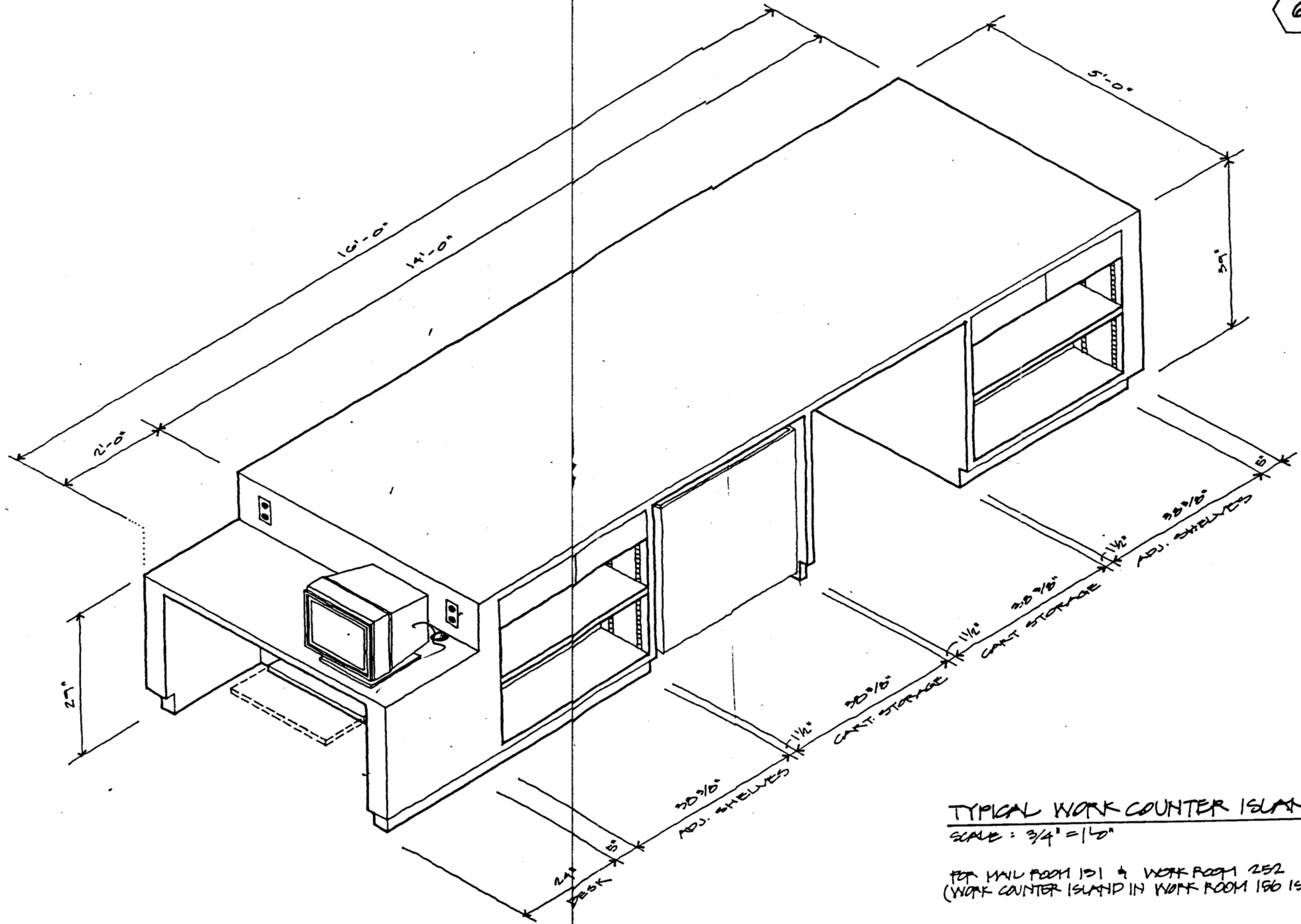


5

ISOMETRIC OF LBPH REFERENCE DESK
AND WORK COUNTER

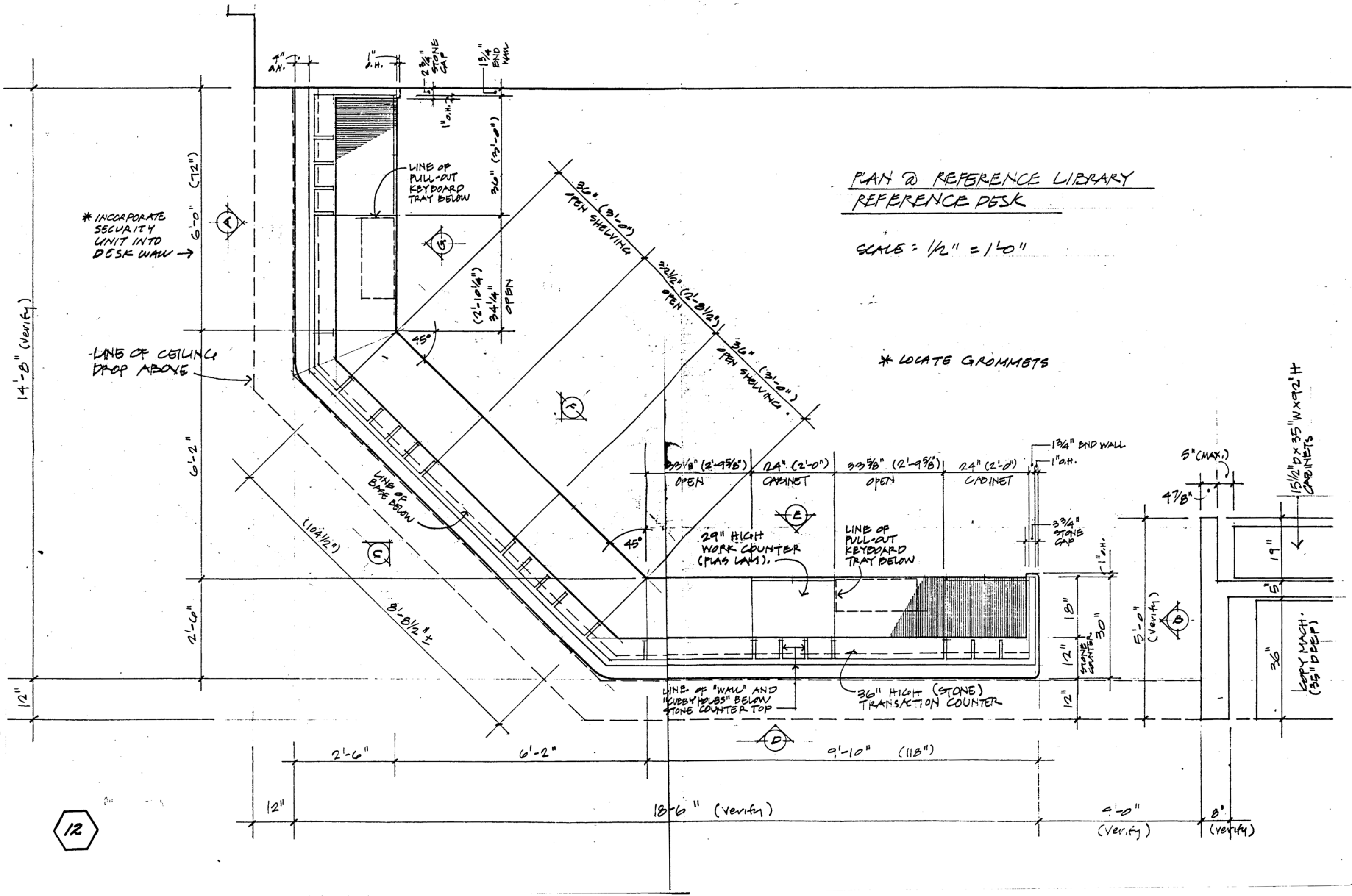
SCALE: 1/2" = 1'-0"

5



TYPICAL WORK COUNTER ISLAND
 SCALE: 3/4" = 1'-0"

FOR MAIL ROOM 101 & WORK ROOM 252
 (WORK COUNTER ISLAND IN WORK ROOM 100 IS SIMILAR).



PLAN @ REFERENCE LIBRARY
REFERENCE DESK

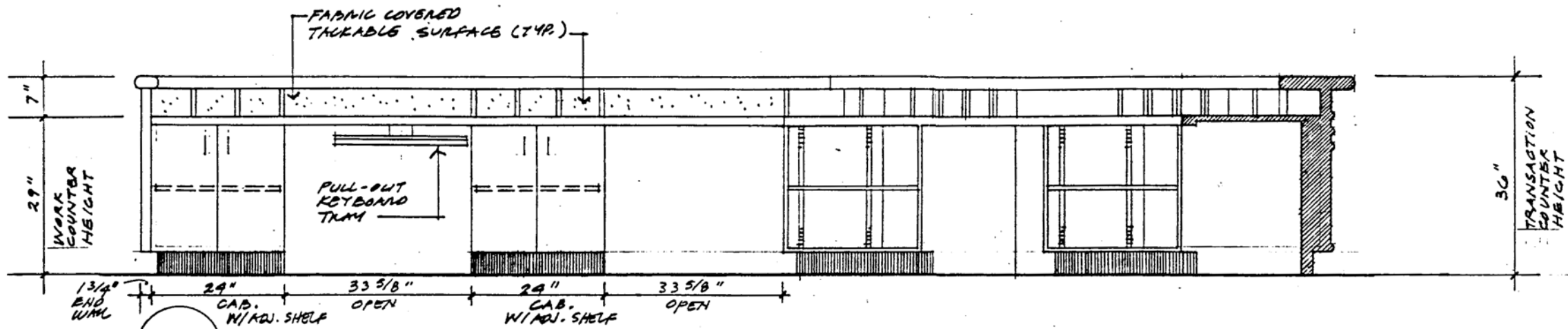
SCALE = 1/2" = 1'-0"

* INCORPORATE SECURITY UNIT INTO DESK WALL →

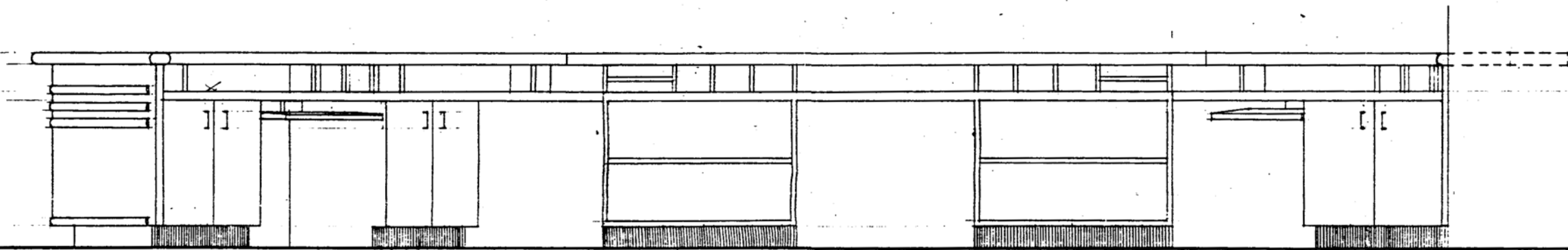
* LOCATE GROMMETS

14'-0" (Verify)

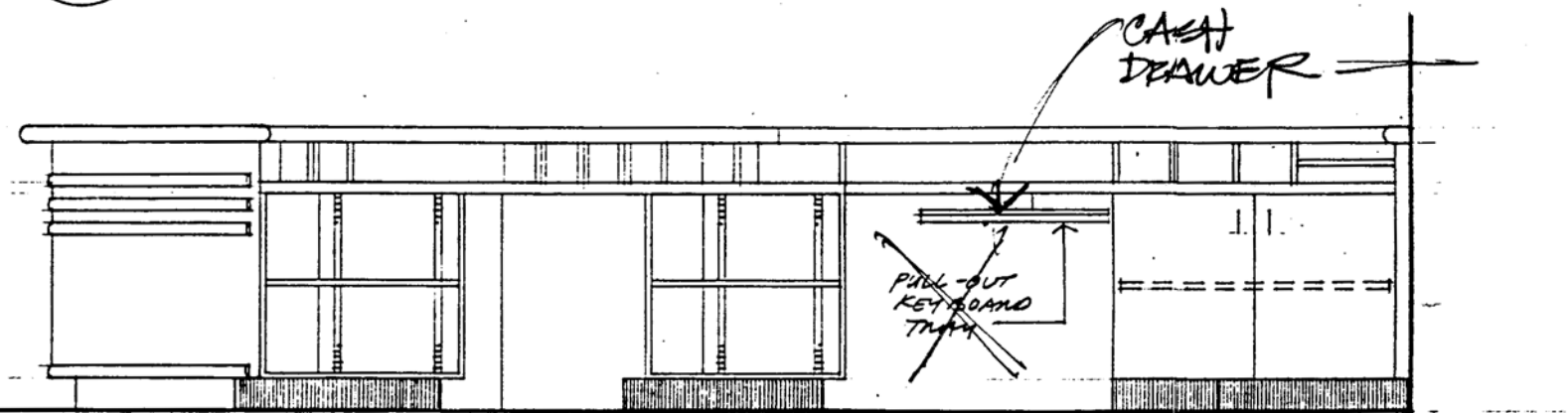
15 1/2" x 35" W x 9 1/2" H CABINETS



E BACK ELEVATION OF REFERENCE LIBRARY DESK (PARTIAL)



F BACK ELEVATION (PARTIAL)



G BACK ELEVATION (PARTIAL)

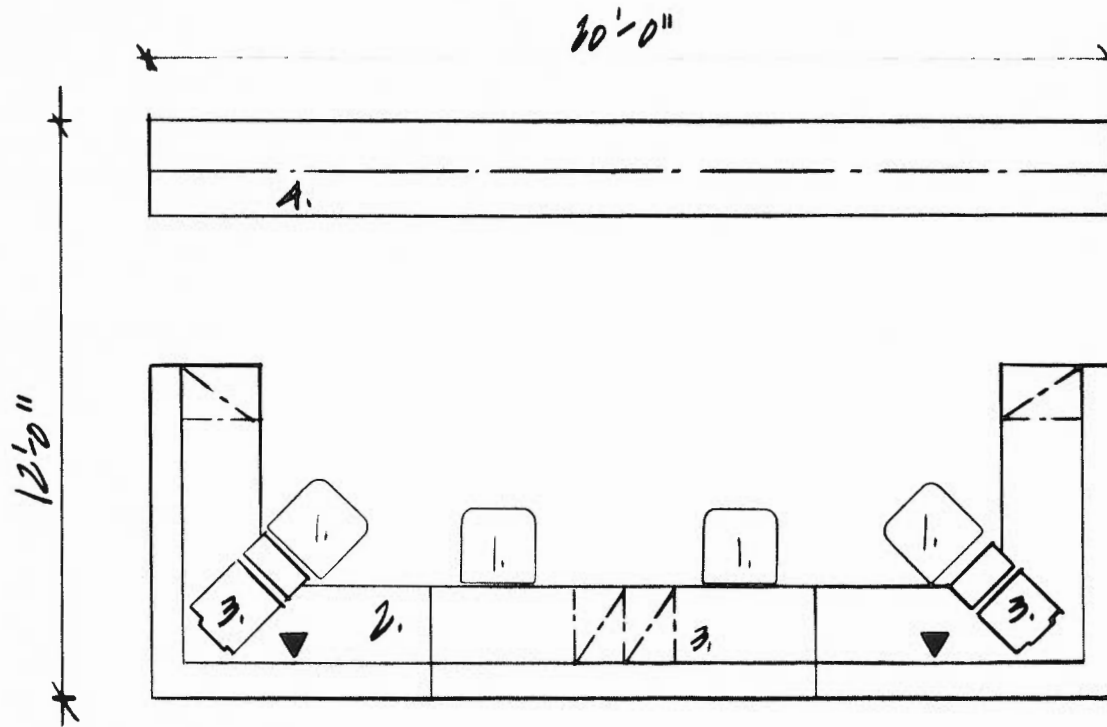
* MIGHT HAVE TO SHORTEN CABINETS TO ACCOMMODATE SECURITY UNIT.

ELEVATIONS OF REFERENCE LIBRARY DESK (STAFF SIDE)

SCALE = 1/2" = 1'-0"

REFERENCE LIBRARY

Reference Desk Area



- 1. CHAIRS
- 2. DESK/ WORK AREA
- 3. COMPUTER TERMINAL LOCATIONS
- 4. SHELVING / STORAGE COUNTER
- 5. TELEPHONE LOCATIONS

FACILITY #15 REFERENCE DESK
SCALE = 1/4" = 1'-0"

REFERENCE LIBRARY

Reference Library Seating Area - Facility #16

One (1) open area - 2900 SF

Occupant(s): 82 Users (part-time)

Use: This area shall be used for general seating and study carrels for the following:

1. Research purposes.
2. General light reading.

Features &

Adjacencies: - Should be located throughout the Stack Area.

Furniture &

Equipment: Work tables
Chairs
Display cases
Card catalog (provisions for future on-line computer terminals)
Lounge seating
Index tables

MYA Evaluation

Study carrels will be electrically active.

A dedicated children's area with browsing materials has been suggested.

Two (2) micro-fiche reader-printers

REFERENCE LIBRARY

Genealogy Stack Area - Facility #17

One (1) open area - 1500 SF

Occupant(s):

Use: This area will be used to house the Genealogy collection.

Features &

- Adjacencies:**
- Existing shelving (1987) 15 LF
 - Proposed shelving (1994) 1500 LF
 - Should be adjacent to the Genealogy seating.
 - Should be within the Reference Library.

Furniture &

Equipment: Shelving
Microfilm cabinets
Atlas stand
Step stools

MYA Evaluation

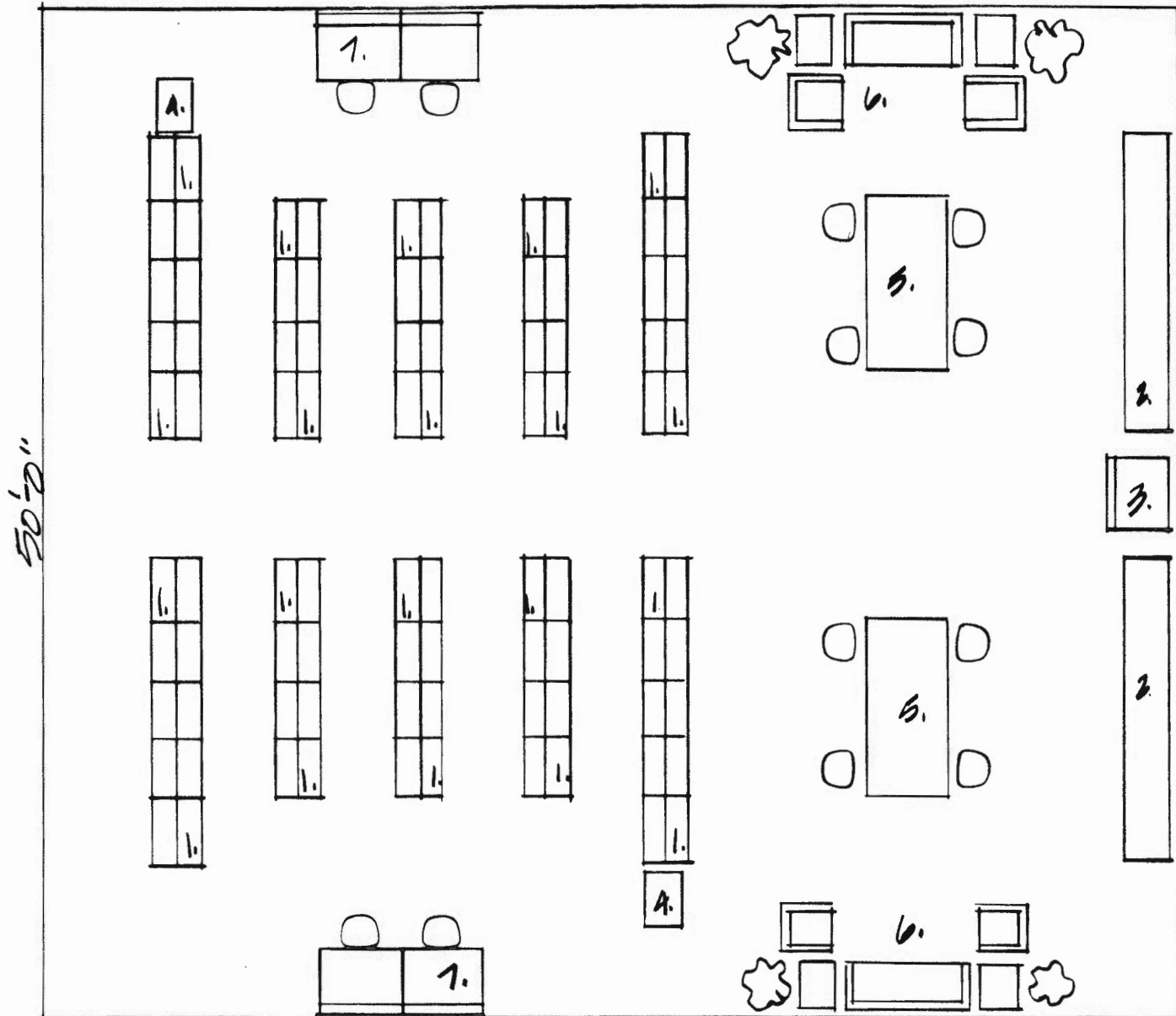
The size of this collection is under study by the Library Board. The final stack area requirement will be adjusted when the program is fully determined.

New shelving will be purchased to accommodate the Genealogy collection.

REFERENCE LIBRARY

Genealogy Stack and Seating Areas

50'-0"



- 1. SHELVING
- 2. MICRO FILM CABINETS
- 3. ATLAS STAND
- 4. STEP STOOLS
- 5. STUDY TABLES
- 6. LOUNGE SEATING
- 7. ON-LINE COMPUTER TERMINALS

REFERENCE LIBRARY

Genealogy Seating Area - Facility #18

MYA Evaluation

One (1) open area - 1300 SF

Occupant(s):

Use: This area shall be used for seating for Genealogy research.

Features &

Adjacencies: - Should be adjacent to the Genealogical Stack area.
- Collection / seating should be adjacent to the Reference Library.

Furniture &

Equipment: Table
Chairs
Provisions for on-line computer terminals

Provide study carrels for patrons doing research and quiet study.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH is a subregional library currently housed in the Farmington Community Library. The regional library is located in Lansing, Michigan. Reading materials are primarily in the form of full-length books and magazines in braille and on recorded discs and cassettes. Reading materials and playback machines are sent to borrowers and returned to the Library via postage-free mail. The Library is administered by the National Library Service (NLS) for the Blind and Physically Handicapped, Library of Congress. With the cooperation of the authors and publishers, NLS selects and produces all the reading materials. Library patrons are Oakland County residents with any physical impairment which prevent the reading of standard printed material.

The vast majority of circulation of the Library's materials is through the mail. The processing of the "books" is a multi-step process. Material requests are processed in the computer and cards are printed out. The cassettes are pulled and prepared for mailing. They are sorted out into piles according to zip code and book type. This end of the process requires ample counter space and storage for supplies. When the cassettes are returned, the cards are pulled and the cassette cases stored on shelves temporarily while each one is checked for condition. Tapes are rewound and verified then checked back into the computer system. Any problems with the equipment require they be placed on another shelf until they can be repaired. When the cassettes have cleared, they are then placed on a sorting shelf, preparing them for their final return to the collection shelves. An area of the workroom needs to be dedicated for this processing effort.

The Library reception area should be staffed with one

permanent workstation with staff rotating to man it. Work in process can be performed while assisting walk-in patrons and visually monitoring patron activity. The entrance to the Library needs to be large enough for the mail cart to fit through. More area is required for display of materials and services in the lobby area.

The staff technical area should be adjacent to the reception area and house the staff workstations. Incoming materials are cataloged here, as well as all other general tasks. The workroom is adjacent to the technical area and all receiving and sending of materials (as mentioned above) is handled here. The computer system is the Reader Enrollment and Delivery System (READS). It is a particular software designed for the cataloging and processing of LBPH's materials. All workstation computers will be on-line with this system. There is no connection with W.O.L.F. as is the case with the Reference and Law Libraries.

The collection is in need of expansion to offer a better variety of books to the user group. The large print collection is currently shelved with other large books in the Farmington Community Library. These books will be coming with the Library and require shelving. Due to lack of shelf space, the cassettes are periodically weeded out and sent back to NLS. A request has been made to retain the cassettes for longer periods of time.

The Library is currently open from 9:00 AM to 9:00 PM Monday through Thursday; 9:00 AM to 5:00 PM on Friday and Saturday.

**LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED
SPACE SUMMARY**

	NSF	
Library Supervisor's Office	200	
LBPH Reception and Technical Area	525	(200 SF added from Administration)
LBPH Stack Area	4632	
LBPH Seating Area	1500	
LBPH Workroom	840	(450 SF added from Administration)
Recording Room	25	
Equipment and Supply Storage Room	1000	
Audio Visual - Equipment Repair Room	300	
<hr/>		
TOTAL	9,022	

Plus the re-distributed square footage
from the Library Administration's General
Workroom and Mail/Technical Services Area
which will be added to LBPH's Workroom and
Mail/Technical Services Area:

	650	
<hr/>		
TOTAL	9,672	

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Supervisor's Office - Facility #19

MYA Evaluation

One (1) private office - 200 SF

Occupant(s): 1 Librarian (full-time)
3 Visitors (part-time)

Use: This office will be used by the Blind and Physically Handicapped Librarian II to perform the following duties:

1. Operate, coordinate, and supervise the performance of the Library.
2. Meet with blind and physically handicapped users and assist in the use of the Library.
3. Meet with the public and staff.

Features &

Adjacencies: - Should be adjacent to the Blind and Physically Handicapped Library.
- Should be accessible to the public and administration.

Office should be as accessible as it is now. Maintain sightlines to the reception and technical areas.

Furniture & Equipment:

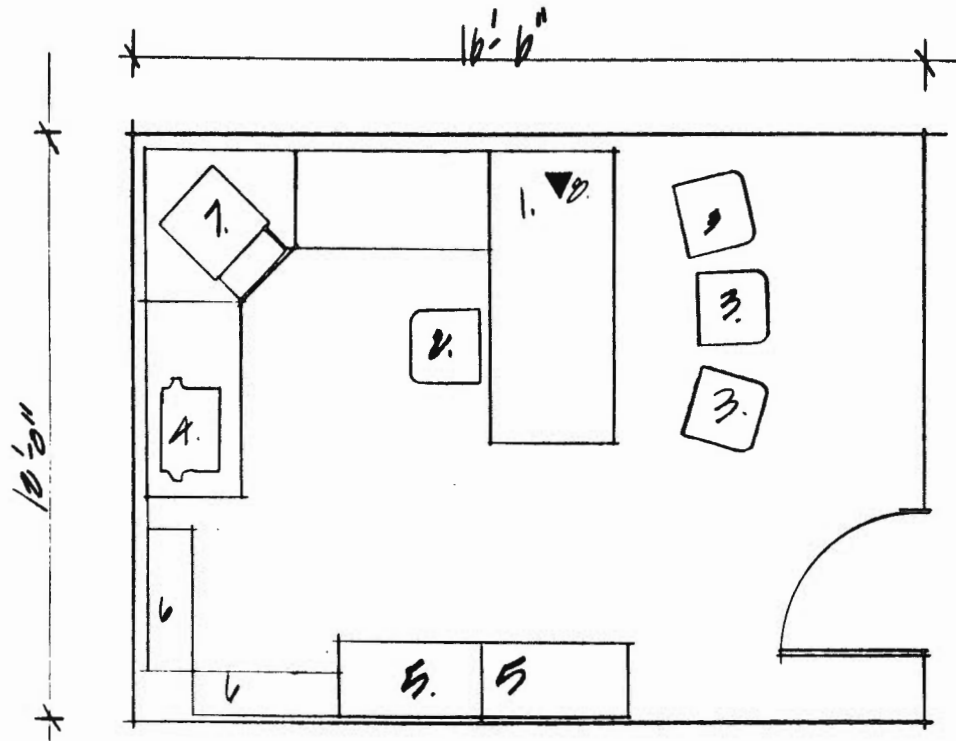
- 1 Desk and chair
- 1 Telephone
- 3 Side chairs
- 1 Typewriter and stand
- 2 File cabinets
- 36 lineal feet of shelving
- 1 Calculator
- 1 Word processor

Provide shelving for Supervisor's books and other items; move designated materials back to the stack area.

Currently, the file server is located in the Supervisor's office. This needs to be relocated to the technical services area of LBPH.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Supervisor's Office



- 1. DESK
- 2. DESK CHAIR
- 3. GUEST CHAIRS
- 4. TYPEWRITER
- 5. FIVE CABINETS
- 6. SHELVING UNITS
- 7. WORD PROCESSOR
- 8. TELEPHONE

FACILITY #1A LBPH SUPERVISOR OFFICE

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

Reception and Technical Area - Facility #20

One (1) open area - 525 SF

Occupant(s): 3 Technicians (full-time)
3 Visitors (part-time)

Use: This area will be used for the following:

1. Assist the blind and physically handicapped patrons in using the Library's materials.
2. Catalog materials and maintain materials and equipment.
3. Mail materials and equipment to users.
4. Display brochures, pamphlets, and catalogs.
5. Keep records and prepare reports.

Features &

Adjacencies: - Should be within and/or adjacent to the stack area.
- Should be easily accessible to the public.

Furniture &

Equipment: 3 Workstations
3 Chairs
3 Side chairs
2 Typewriters and stands
3 Telephones
1 Microfiche reader/printer

MYA Evaluation

Add 200 SF from Administrative Area

It is proposed there be an assigned workstation in the reception/public area of LBPH to assist the walk-in patrons.

Workstations (office furniture system) are proposed for the technical staff.

Display cabinets and counters to be included for program pamphlets and miscellaneous items.

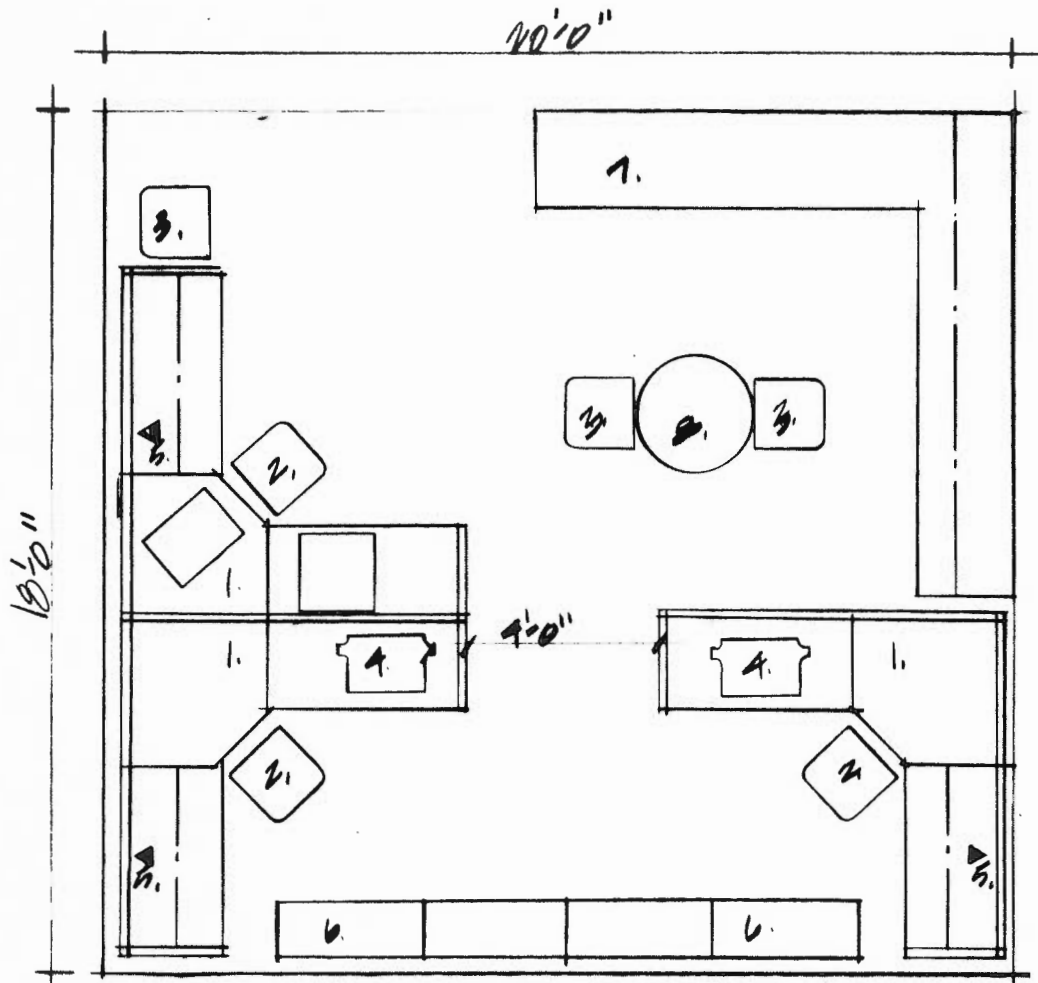
Entrance to LBPH must be wide enough to accommodate mail push cart for deliveries.

A copy machine is required, as well as a facsimile machine.

Lockable storage is required in the work area.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

Reception and Technical Area



- 1. WORKSTATIONS
- 2. CHAIRS
- 3. GUEST CHAIRS
- 4. TYPEWRITERS - Computers
- 5. TELEPHONES
- 6. SHELVING/STORAGE
- 7. WORK COUNTER W/ STORAGE
- 8. WIPK TABLE CONFERENCE TABLE

FACILITY #20

RECEPTION & TECHNICAL AREA

SCALE: 1/4" = 1'0"

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Stack Area - Facility #21

One (1) open area - 2250 SF

Occupant(s): 14 Users (part-time)

Use: This area will be used to shelve the following collections:

1. 2394 lineal feet of cassettes
2. 1596 lineal feet of disks
3. 252 lineal feet of miscellaneous
4. 63 lineal feet of large print

Features &

Adjacencies: - Should be adjacent to the physically handicapped entrance and easily accessible to the public areas.

Furniture &

Equipment: Shelving for the above collections
Display board

MYA Evaluation

Large print collection to come from Farmington Community Library bookshelves. The books belong to the County but are currently not stored in LBPH's space.

Compact shelving to be evaluated as a possibility for cassette storage.

Present shelving belongs to Farmington Community Library; need to provide all new shelving units.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Seating Area - Facility #22

One (1) open area - 1500 SF

Occupant(s): 14 Users (part-time)

Use: This area will be used by the occupants.

- 4 Lounge chairs
- 3 Tables for low vision readers
- 4 Tables for large print reading and typewriter
- 2 Computer workstations

Features &

Adjacencies: - Should be adjacent to the stack area and the technicians area.

Furniture &

Equipment: Seating and tables as listed above.

MYA Evaluation

Seating area for visitors and library patrons. Must accommodate seeing eye dogs.

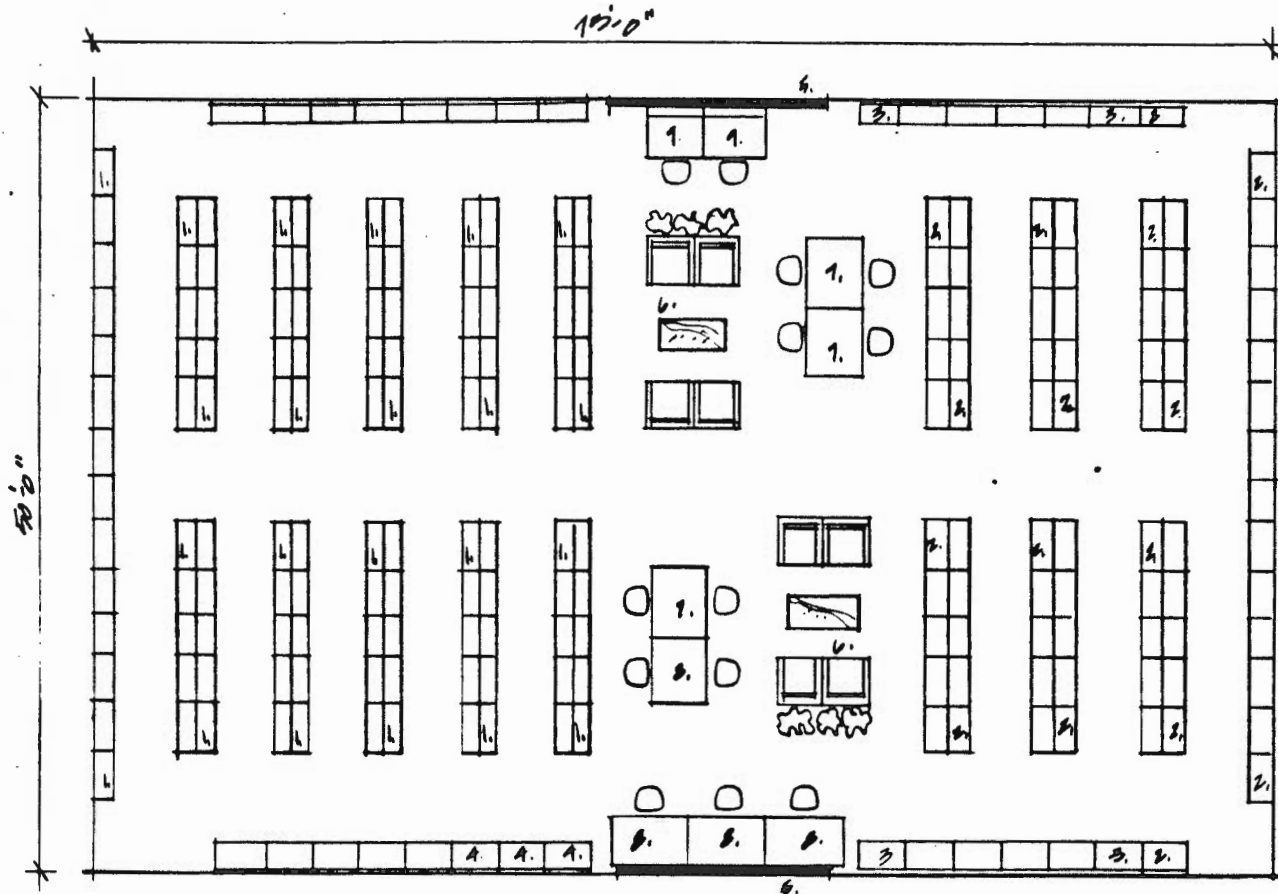
A display case, table and chair, and good lighting are required for the low vision aids.

The information computer system must be accessible to the patrons.

The Library for the Blind and Physically Handicapped also requests to access the large meeting room/classroom that is part of the overall Building Program to be used for special programs sponsored by LBPH.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Stack and Seating Areas



- 1. CASSETTE SHELVING
(8,394 LINEAR FT.)
- 2. DISK SHELVING
(1,516 LINEAR FT.)
- 3. MISCELLANEOUS SHELVING
(252 LINEAR FT.)
- 4. LARGE PRINT SHELVING
(63 LINEAR FT.)
- 5. DISPLAY AREAS
- 6. ROUND SEATING
- 7. LOW VISION READER TABLES
- 8. LARGE PRINT READING TABLES
- 9. COMPUTER CARTS

Display for low vision equipment

FACILITY #31 & #32

LBPH STACK AREA
LBPH SEATING AREA

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Work Space Area - Facility #23

One (1) enclosed area - 840 SF

Occupant(s): 3 Technicians (part-time)
4 Co-ops (part-time)

Use: This room will be used by the occupants as follows:

1. Receive and send Library mail and materials.
2. Repair Library materials.

Features &

Adjacencies: - Should have approximately 75 SF of storage space.
- Should be accessible to the staff.

Furniture &

Equipment: Counter and shelving
Sink
4 Side chairs for co-op employees
1 Cassette duplicating machine
2 Typewriters (1 large print and 1 regular)

MYA Evaluation

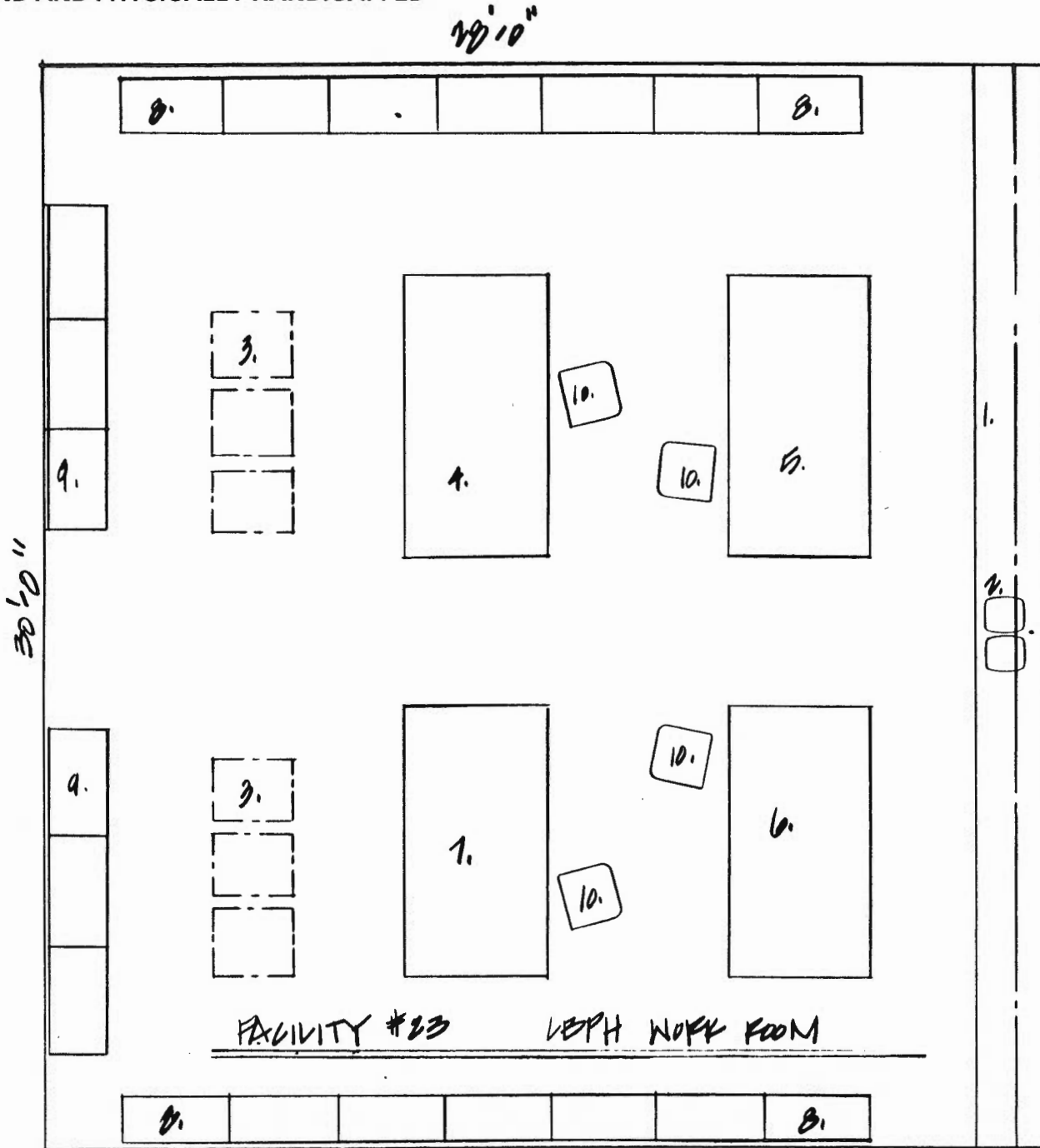
Add 450 SF to this facility from the general mail and technical services area.

A large mail hamper must fit into this space. After cassettes are returned to the Library, the cards are removed and the cassettes are temporarily stored on shelves as each one is looked at, rewound, verified, and re-checked into the GEAC system. The cassettes are then placed on other shelves in the order they are to be reshelved. If there are any problems, cassettes need to be stored so that they can be repaired.

162 LF of shelving for cassette processing
Computer station for "book" check-in
Cassette rewriter
Equipment shelving and storage
Supply storage and bins
Area for equipment service, re-charging, and cleaning

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Workroom



- 1. COUNTER
30'10" LENGTH
W/ STORAGE
- 2. SINK
- 3. BOOK/CASSETTE
CARTS
- 4. REPAIR
WORK
COUNTER
- 5. MAIL/SORTING
COUNTER
- 6. PROCESSING
COUNTER
- 7. DISTRIBUTION
COUNTER
- 8. STORAGE
CABINETS
- 9. SHELVING
- 10. SEATING

FACILITY #23 LBPH WORK ROOM

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Recording Room - Facility #23A

MYA Evaluation

One (1) enclosed room - 25 SF

Occupant(s): 1 Technician

Use: This room will be used to prepare recording materials on disc or cassette tape. This room could be a prefabricated purchased booth.

Features &

- Adjacencies:**
- Should be easily accessible to technicians.
 - Ample electrical outlets and lighting.
 - Special acoustical considerations.

Could be a pre-fabricated booth - to be evaluated.

May also be one of the small individual study rooms programmed for the Law Library.

Furniture &

- Equipment:**
- 1 Work bench
 - 1 Work stool
 - Shelving
 - Recording machines

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

LBPH Storage Room - Facility #24

MYA Evaluation

One (1) enclosed room - 1000 SF

Occupant(s):

Use: This space will be used to store supplies and equipment for the Library for the Blind and Physically Handicapped.

Features &

Adjacencies: - Should be accessible to the Blind and Physically Handicapped workroom and the stack area.

Furniture &

Equipment: Shelving

Storage of cassettes, equipment, supplies.

LAW LIBRARY

The Law Library is an integral part of Oakland County's judicial system. Legal information is needed by the Bar Association, County officials and employees, and the citizens of Oakland County (i.e., law students, paralegal students, community college students, public libraries, service groups, businesses, and the general public). The Library has built a reputation as having one of the most comprehensive collections in the state.

In order for the Library to continue providing the present level of service, it needs to expand the area for its collection and user seating, as well as introduce developing technologies into the current system. Newer technologies in reproduction of law materials (i.e., microfiche) allow older volumes to be removed from the shelves and new ones purchased. The Law Library is in a position where it must provide law documents for use within the law community and is in need of providing enough shelf space for these books. Expansion of database usage and on-line searches can also free-up shelf space but would require additional staffing to handle the searches.

Study carrels (computerized and electrified) and general seating are to be interspersed within the stack area. Patrons frequently reference many large volumes at a time and require an appropriate amount of counter space for this. Tables and chairs are also required. Four (4) computer rooms are planned for, housing computer stations on-line with searching databases such as Westlaw, Lexis, Notis, and Viewtext. It is possible for these rooms to also function as small quiet study rooms for two to four people.

The reference desk area needs to be located adjacent to the entrance to the Library to visually monitor the entering and exiting of the patrons. A check-point security system is also required as all materials do not circulate. Some materials are allowed out of the Library for use in the courtrooms or judges' chambers but are strictly monitored. The desk will have a computer station on-line with NOTIS, the cataloging system which is in use at the Library. Staffers rotate duties at the reference desk and space is to be provided for temporary storage of work in progress. The employee at the reference desk is also the "key operator" of the photo-copiers and the micro-fiche reader-printers and must visually monitor the areas where these machines are located. On-line computers for patron use (database searches) will also be provided.

A medium size conference room is also planned to accommodate up to ten people. This will be used by the patrons, staff, and possibly other tenants of the building on a sign-up basis. A small public room used for typing and for telephone calling is also provided. Record retention storage will be provided in the basement of the West Wing Extension.

The Law Library is open 8:30 AM to 8:30 PM Monday through Thursday, 8:30 AM to 5:00 PM on Friday, and 9:00 AM to 4:00 PM on Saturday.

**LAW LIBRARY
SPACE SUMMARY**

	NSF	
Library Supervisor's Office	200	
Law Library Workroom	1000	(Add 150 SF from General Administration)
Law Library Stack Area	6250	
Law Library Seating Area	6000	
Reference Desk Area	250	(Add 200 SF from General Administration)
Micromaterials Room	500	
Conference Room	350	
Computer Rooms (4 at 100 SF each)	400	
Public Telephone/Typing Room	150	
Mail and Technical		(Add 300 SF from General Administration)
<hr/>		
TOTAL	15,100	
Plus the re-distributed square footage from the Library Administration's General Workroom and Mail/Technical Services Area which will be added to the Law Library's Workroom and Mail/Technical Services Area:		
	650	
<hr/>		
TOTAL	15,750	

LAW LIBRARY

Law Librarian Supervisor's Office - Facility #25

MYA Evaluation

One (1) private office - 200 SF

Occupant(s): 1 Librarian (full-time)
2 Visitors (part-time)

Use: This office will be used by the Law Librarian Supervisor to perform the following duties:

1. Operate, coordinate, and supervise the performance of the Law Library.
2. Meet with Law Library users and assist in the use of the Law Library.
3. Prepare reports, displays, awareness programs, etc.
4. Coordinate miscellaneous group involvements, courts, Bar Association, Jail Legal Library, American Association Law Library, and Michigan Association Law Library, etc.

Features &

- Adjacencies:**
- Should be adjacent to the Law Library workroom and reference desk area.
 - Should be accessible to public administration and the staff room.

Furniture & Equipment:

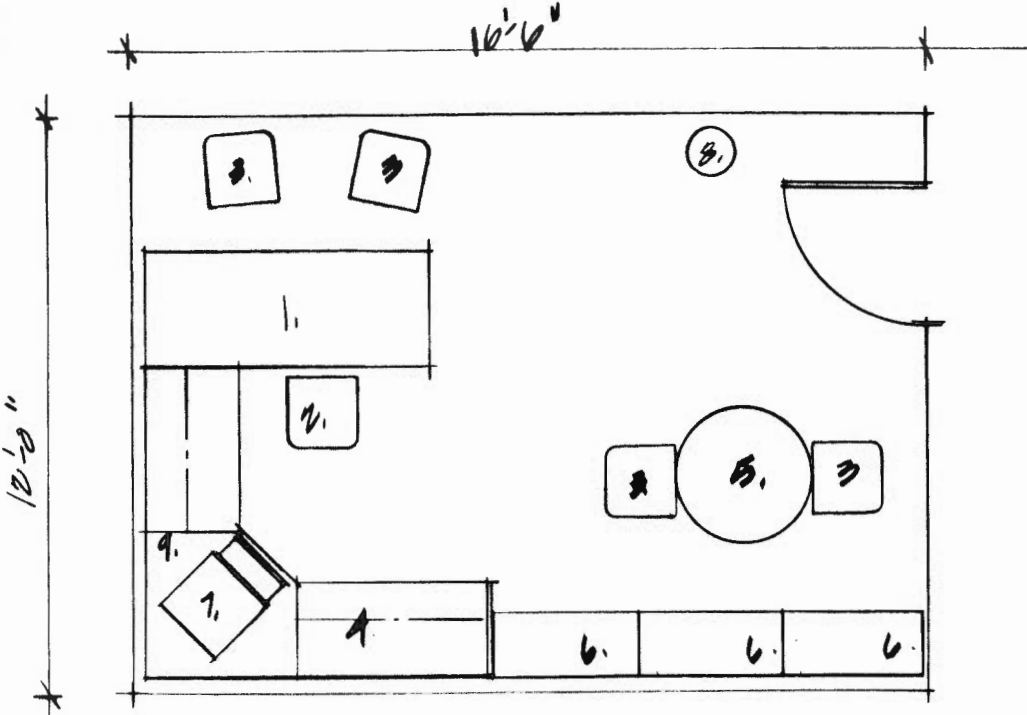
1 Desk and chair	3 Bookcases
2 Side chairs	1 Coat rack
1 Credenza	1 Adding machine
1 Work table	1 Telephone
1 Computer/modem	1 Computer table

Supervisor's office currently has an office furniture system which will be relocated into the new facility.

Desirable to have a small conference table/work table and two chairs.

LAW LIBRARY

Law Library Supervisor's Office



- 1. DESK
- 2. DESK CHAIR
- 3. SIDE CHAIR
- 4. CREDENZA
- 5. WORK TABLE
- 6. BOOKCASES
- 7. COMPUTER
- 8. COAT RACK
- 9. COMPUTER WORK AREA

FACILITY # 255 LAW LIBRARY
 SCALE = 1/4" = 1'-0" SUPERVISOR OFFICE

LAW LIBRARY

Law Library Workroom - Facility #26

One (1) enclosed room - 500 SF

Occupant(s): 1 Law Librarian I (full-time)
3 Technicians (part-time)

Use: This area will be used by the occupants for the following:

1. Photocopy service for Jail inmates.
2. Receive materials from Tech. Services.
3. Prepare materials for bindery.
4. Prepare materials for loose leaf.
5. Billings for Computer Services.
6. Inter-library loans (terminal required).
7. Prepare statistical reports.

Features &

- Adjacencies:
- Should be adjacent to Law Librarian II.
 - Should be adjacent to stacks and reference desk.
 - Should be accessible to staff room and public area (consider one-way glass).
 - Ample electrical outlets; computer terminal.
 - Shelving, counter, and sink.

Furniture & Equipment:

- | | |
|-------------------------|-------------------|
| 1 Computer terminal | 1 Photocopier |
| 4 Workstations | 4 Telephones |
| 5 Chairs | 1 Fax machine |
| 4 Typewriters w/ stands | Trash bins |
| 1 Work counter | 2 Adding machines |

MYA Evaluation

Add 150 SF to existing facility from general circulation workroom.

Also three (3) co-op students plus two (2) additional people in the summer.

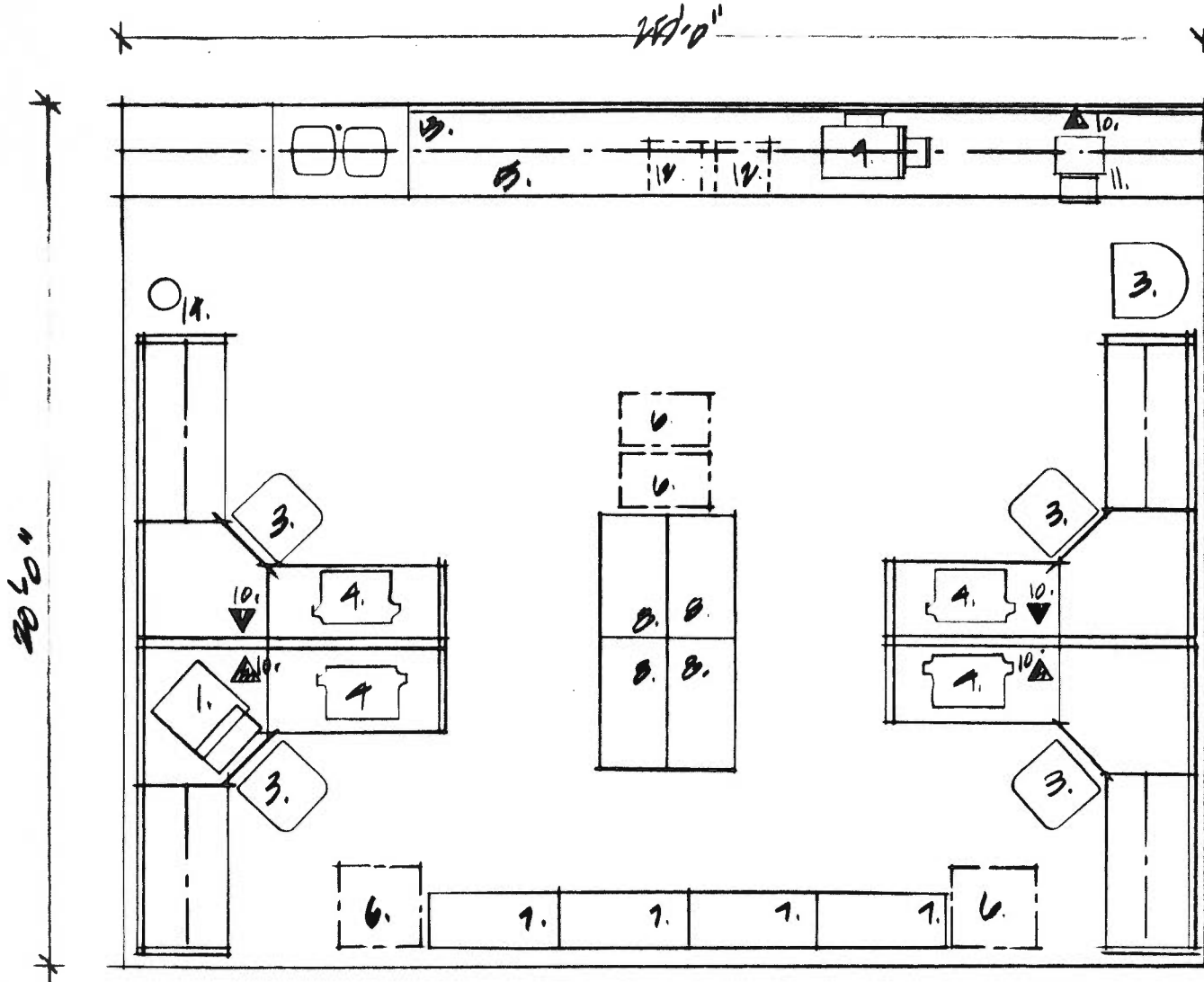
Plan for expansion of computer system - currently under evaluation.

Dedicated terminals for searches on Westlaw, Notis, Lexis, and other databases.

- Also include:
- | | |
|--------------------|------------------|
| Storage cabinets | 1 Bulletin board |
| Book truck storage | 1 Coat rack |
| Filing cabinets | |

LAW LIBRARY

Law Library Workroom



1. COMPUTER TERMINALS
2. WORK STATIONS
3. CHAIRS
4. TYPEWRITERS
5. WORK COUNTER
6. BOOK CARTS
7. FIVES / STORAGE CABINETS
8. LOW FIVES
9. COPIER
10. TELEPHONE
11. FAX
12. TRASH BINS
13. BULLETIN BOARDS
14. COAT RACK

FACILITY #26

LAW LIBRARY WORK ROOM

SCALE 1/4" = 1'-0"

LAW LIBRARY

Law Library Stack Area - Facility #27

One (1) open area - 6250 SF

Occupant(s):

Use: This area will be used to house the following:

1. Federal reports and statutes
2. State books
3. Law books

Features &

Adjacencies: - Should be adjacent to carrel seating and general seating.
- Should be adjacent to the Law Library reference desk area and Micromaterial Room.

Furniture &

Equipment: Step stools
Shelving of varying heights and sizes

MYA Evaluation

Expansion of database usage and on-line searches can free-up shelf space but would require additional staffing to handle the searches.

Intersperse shelving and study carrels and general seating.

As more materials are placed on micro-fiche, shelf space becomes available for new purchases.

All study carrels should be computerized and electrified.

Need public telephones and coat racks.

LAW LIBRARY

Law Library Seating Area - Facility #28

MYA Evaluation

One (1) open area - 6000 SF

Occupant(s):

Use: This area will be used for general seating, dry and wet carrels for the following:

1. Research purposes
2. Law study
3. General and light reading

Features &

Adjacencies: - Should be accessible to the stack area.
- Should be accessible to the Law Library entrance and lobby.

Intersperse the general seating and study carrels among the shelving.

Furniture &

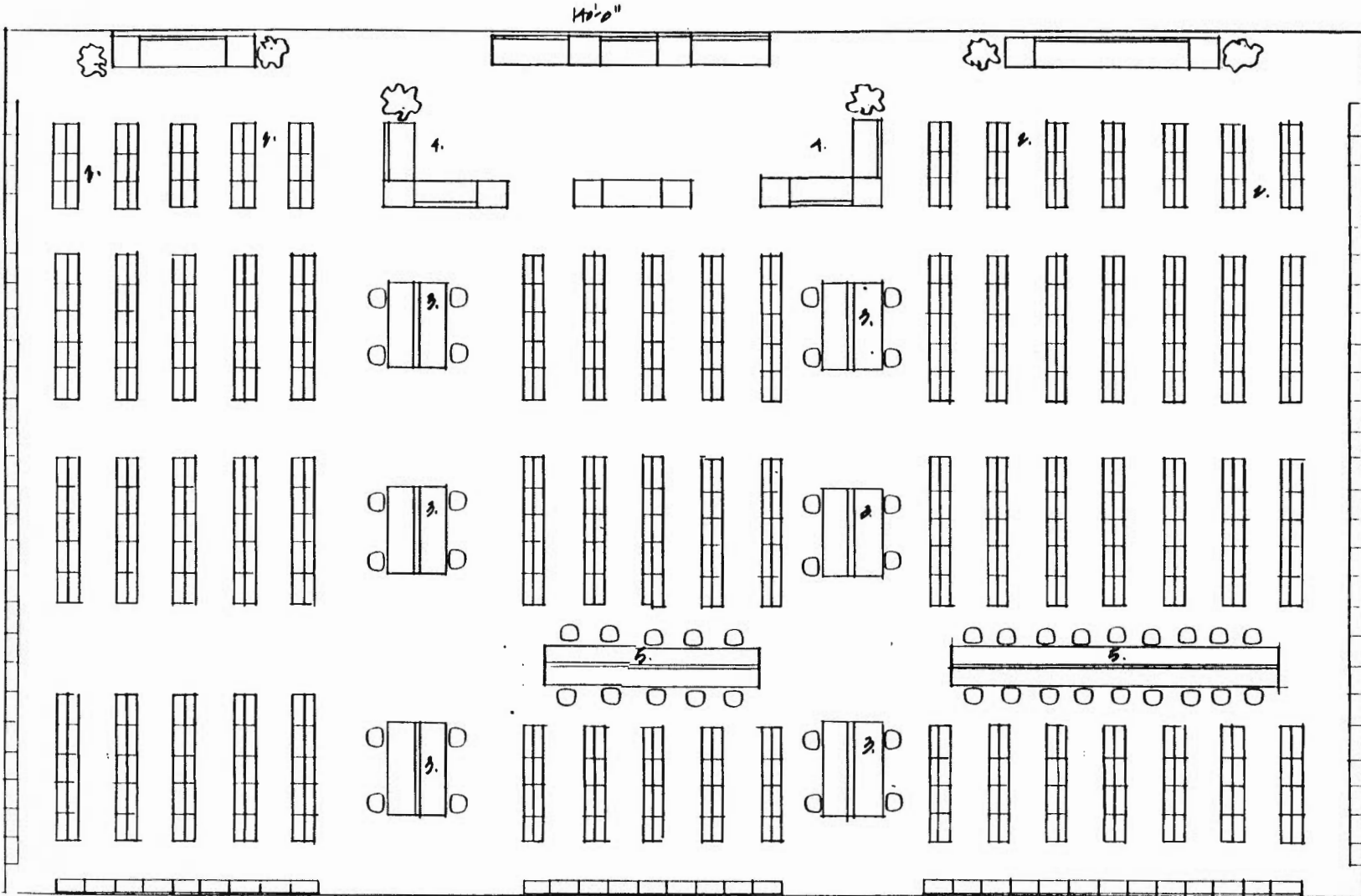
Equipment: Wet carrels (with electrical outlets)
Desk
Chairs
Lounge seating
Newspaper storage
Tables

Provide small individual study rooms within this space for patrons (dictation, for example). Each room to be 25 SF (at four rooms = 100 SF).

LAW LIBRARY

Law Library Stack and Seating Areas

- 1. STACK AREA
- 2. NEWSPAPER
- 3. WET CARENS
- 4. LOUNGE SEATING
- 5. STUDY TABLES



FACILITY # 21 & # 22

LAW LIBRARY STACK AREA
LAW LIBRARY SEATING AREA

(* 12,402 LINEAR FT. OF SHELVING)

LAW LIBRARY

Law Library Reference Desk Area - Facility #29

One (1) open area - 250 SF

Occupant(s): 1 Technician (full-time)

Use: This area shall be used for the following:

1. Visually supervise persons entering and exiting the Law Library.
2. Provide information to Library users, such as direction and material availability.
3. Control center for circulation activities (minimum circulation at Law Library)
4. "Key Operator" for photocopiers and microfiche reader-printers (responsible for maintaining copier service).

Features &

- Adjacencies:**
- Should provide maximum visual contact with the entrance and seating area (possibly a raised area).
 - Counter and work space (lower level for loose leafing).
 - Space for book truck.
 - Security control for books.

Furniture &

- Equipment:**
- | | |
|-----------------|-------------------|
| 2 Chairs | Computer stations |
| 1 Display case | Waste baskets |
| 1 Display board | |
| 2 Telephones | |

MYA Evaluation

Add 200 SF from General Administration.

Currently, Law Library staff rotate reference desk duties. The desk area needs to accommodate book trucks as staffers bring their work from their workstations to the front desk.

Minimal circulation occurs at the reference desk. Some materials are loaned out for use in the courtrooms or judges' chambers, but are strictly monitored.

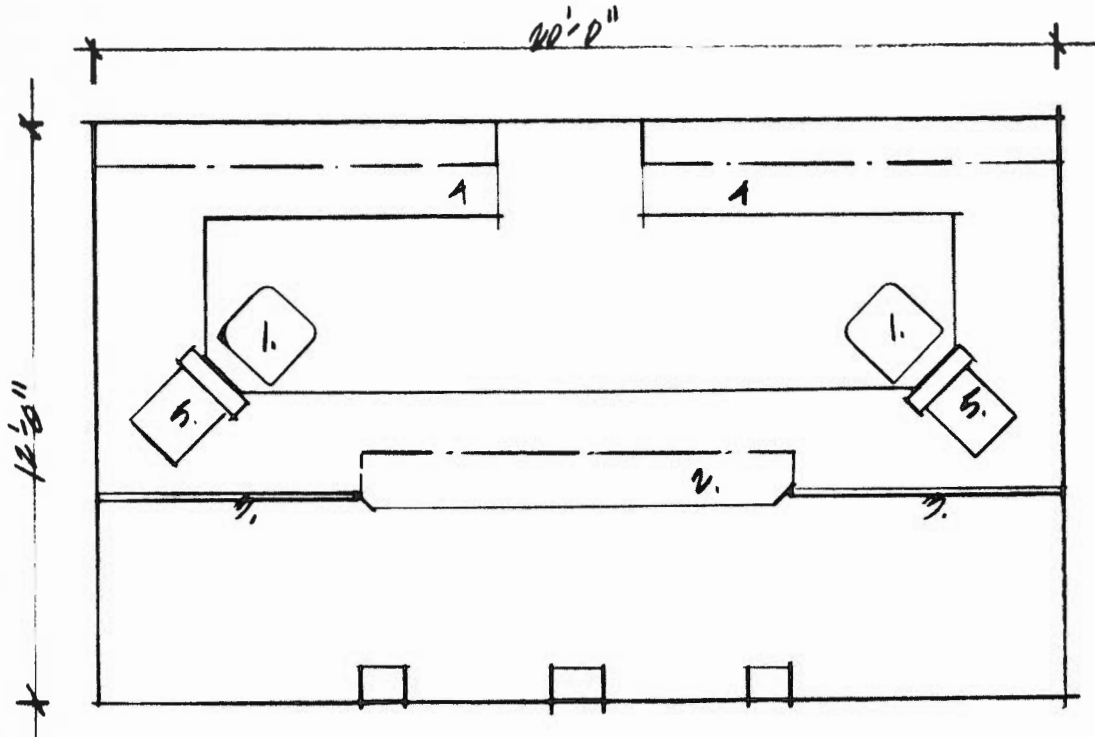
Computer station at front desk should be on-line to search databases.

Computer stations for patron use are to be provided (at least two Notis stations).

Also include shelves for reference materials and bins for holding papers, slips, and other supplies.

LAW LIBRARY

Law Library Reference Desk



- 1. TASK CHAIRS
- 2. DISPLAY CASE
- 3. DISPLAY BOARD
- 4. SHELF STORAGE
- 5. COMPUTERS

FACILITY # 34 LAW LIBRARY DESK
SCALE = 1/4" = 1'-0"

LAW LIBRARY

Law Library Micromaterials Room - Facility #29A

MYA Evaluation

One (1) enclosed room - 500 SF

Occupant(s): 6 Users and 1 Technician (part-time)

Use: This room will be used by the Library users and technicians for the following:

1. Store microfilm, microfiche, and compact disk materials.
2. View microform and microfiche on readers and reader-printers and compact disk viewers.

Features &

- Adjacencies:
- Special consideration on floor loads.
 - Special consideration for humidity and heat controls (possibly independent HVAC system)
 - Controlled, adjacent, and accessible to the Law Library Reference desk area.
 - Provide electrical power to Vendcard system.

Furniture &

- Equipment:
- Compact disk storage cabinets
 - Microform cabinets
 - Microfiche cabinets
 - Storage cabinets
 - Microform reader and printers
 - Photocopier (audition)
 - Compact disk viewers
 - Work tables Chairs
 - Shelving Vendcard dispenser

LAW LIBRARY

Conference Room - Facility #30

One (1) enclosed room - 350 SF

Occupant(s): 10 Occupants (part-time)

Use: This room will be used for the following:

1. Viewing and listening to tapes, cassettes, and films by staff and the public.
2. General meeting room when not used as an audio-visual room.
3. Will be used for programs, i.e., simulated trials and other teaching techniques.

Features &

- Adjacencies:
- Should be accessible to staff and public.
 - Should have special sound and electrical provisions; power and lighting (rheostats).
 - Should be secure to avoid theft.

Furniture &

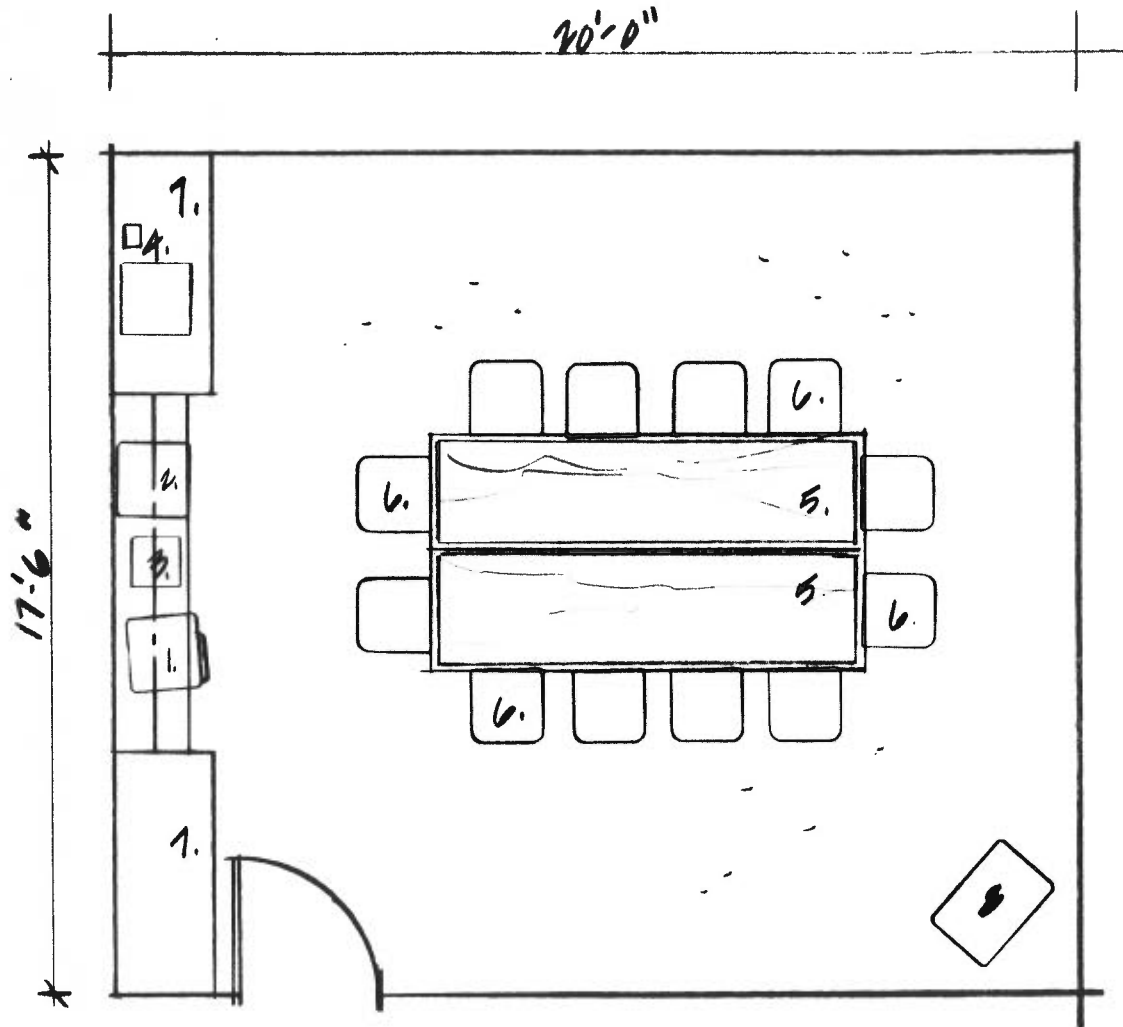
- Equipment:
- 1 Television (portable)
 - 1 Audi-video tape machine
 - 1 Recorder
 - 1 Slide projector and screen
 - 2 Work tables
 - 12 Chairs
 - 1 Storage cabinet
 - 1 Mobile cart
 - 1 Folding partition

MYA Evaluation

This conference room may be used by the other two libraries on a sign-up basis.

LAW LIBRARY

Conference Room



- 1. TELEVISION
- 2. AV TAPE MACHINE
- 3. RECORDER
- 4. SLIDE PROJECTOR/SCREEN
- 5. TABLES
- 6. CHAIRS
- 7. STORAGE CABINETS
- 8. MOBIV CART

FACILITY #30

CONFERENCE ROOM

SCALE = 1/4" = 1'-0"

LAW LIBRARY

Computer Room - Facility #31

Four (4) enclosed rooms at 100 SF each - 400 SF

Occupant(s): 1 Technician (part-time)
1 User (part-time)

Use: These rooms will be used for the following:

1. Three rooms for three "Westlaw" computers for computerized research.
2. One room for "Lexis" computer for computerized research.

Features &

Adjacencies: - Accommodation for computer terminal.

Furniture &

Equipment: 1 Computer with telephone hook-up
1 Computer table
3 Side chairs
1 Side work table
1 Shelf (wall-mounted)
1 Telephone
Waste basket

MYA Evaluation

These rooms may also function as a small conference room for 2-4 people when computer searches are not being conducted.

LAW LIBRARY

Public Room - Telephone and Typing - Facility #32

MYA Evaluation

One (1) enclosed room - 100 SF

Occupant(s): 5 Occupants (part-time)

Use: This room will be used by the public for the following:

1. Lawyer's typing brief legal forms.
2. Lawyer's telephoning office with legal information.
3. Available to general public for public dictating.

Feature &

Adjacencies: - 1 counter for telephone work (no chairs)
- 2 counters with fixed seating for typewriters

Furniture &

Equipment: 3 Typewriters
1 Telephone (pay)
1 Bulletin board

LAW LIBRARY

Record Retention and Storage - Facility # Basement

MYA Evaluation

One (1) open area - 20,000 SF

Occupant(s):

Use: This area would be in the basement of the facility. Exact size and space allocation to be determined at a later date.

**Features &
Adjacencies:**

**Furniture &
Equipment:** Compact shelving

The use of compact shelving will be evaluated.

CORPORATION COUNSEL

The office of Corporation Counsel represents the County, its boards, departments and officials in all civil matters, in the federal, state and local courts as well as all tribunals including Mental Health hearings, Personnel Appeal Board hearings and Tax Tribunal hearings. This department advises and assists the County Executive, Commissioners, County officials and departments on all legal matters incident to the conduct of the official or department. Corporation Counsel attends all meetings of the Board of Commissioners, and acts as parliamentarian and legal advisor, as well as advising and assisting all standing and special committees of the Board when so requested.

Corporation Counsel renders written legal opinions upon request to the County Executive and Board of Commissioners, officials and department heads on the legality of actions or their interpretations. This department also provides legal advice relative to the sale, purchase or lease of real estate and provides legal advice and approval of contracts and resolutions as to the legal form. Corporation Counsel institutes and maintains legal suits and prosecutes collection matters on behalf of the County. The office serves as co-counsel, monitors and assists on matters concerning labor law, municipal bonds, and insurance defense cases.

The County Real Estate Section is responsible for the administration of the County real estate portfolio including sales, purchase and lease of land and facilities. The staff consists of a HUD counselor and support staff which provides home counseling to the general public with special emphasis on low-income families. For this reason, this office requires easy access to the public and should be located near

the entrance to the department. The reception area will need to seat up to six people who may be waiting to see the property manager at any given time, plus any visitors to the Corporation Counsel staff. This should be a comfortable space which will act as a buffer between the public and the private offices.

The staff attorneys require private offices due to the confidential nature of their work. The secretarial support should be in workstations and accessible to the attorneys. The law clerks who work within Corporation Counsel on a rotating basis require a workstation and access to the library within the department. One large counsel meeting room is required for internal staff meetings of up to sixteen people, as well as other meetings. Private offices for future growth in staff may serve as mini-conference space for four to six people.

The workroom for this department should be centrally located for easy access by the staff. It will store the photo-copier, coffee station, sink, refrigerator, microwave, a small safe, facsimile machine, and general file storage. The file server for the department's computer system will also be located in this workroom along with the laser printer. At present, Corporation Counsel is installing a new computer system and will inform the architect of its installation in order for a final inventory of the department's equipment to be made.

CORPORATION COUNSEL

Detailed Space Requirements

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Corp Counsel	1	175	1	175
1st Assist CC	1	144	1	144
Sr. Assist CC	5	585	8	936
Secretary III	1	50	1	50
Legal Secretary	2	100	4	200
Paralegal	1	64	1	64
Prop Mgmt Tech	2	180	3	270
Law Clerk	1	64	3	192
Typist	1	46	1	46
Student	1	36	1	36
Reception Area		4 60	4	60
Library/Conference Work/Copy Area		1 150	1	150
Copier		1 60	1	60
Storage		2 12	3	36
Work table		1 35	1	35
Coffee station		1 20	1	20
Safe		1 4	1	4
File Area				
36" Vert File		5 60	8	96
Vert File		1 12	1	12
Terminal		5 175	7	245
Printer		5 125	7	175
Work Table		1 35	1	35
Circulation (25%)		551		760
TOTAL	16	2755	24	3801

MYA Evaluation

Attorneys require private offices and secretarial support should be in workstations. All desks will be wired for computer terminals.

Law clerks are on a rotating basis and should be in a small study area with access to the department's library.

Property manager requires easy access by the public.

Reception area should act as a buffer between the public and the private offices.

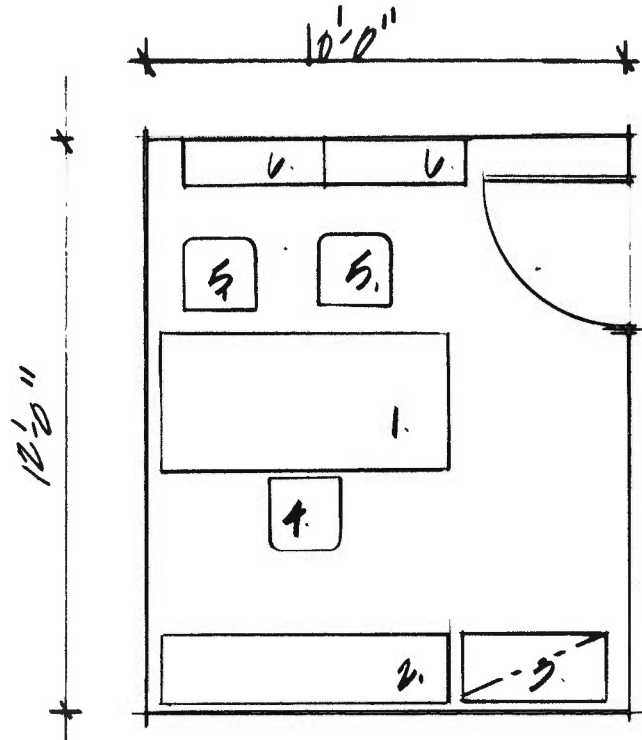
Conference room needs to accommodate up to sixteen people for in-house conferences and other meetings. Future private offices can serve as mini-conference space.

Workroom needs to house the computer file server and laser printer, a sink, microwave, refrigerator, and coffee station, a small safe, a photo-copier, and general storage.

Furniture will be evaluated to determine what needs to be refurbished and what will be purchased.

CORPORATION COUNSEL

Corporation Counsel Typical Office

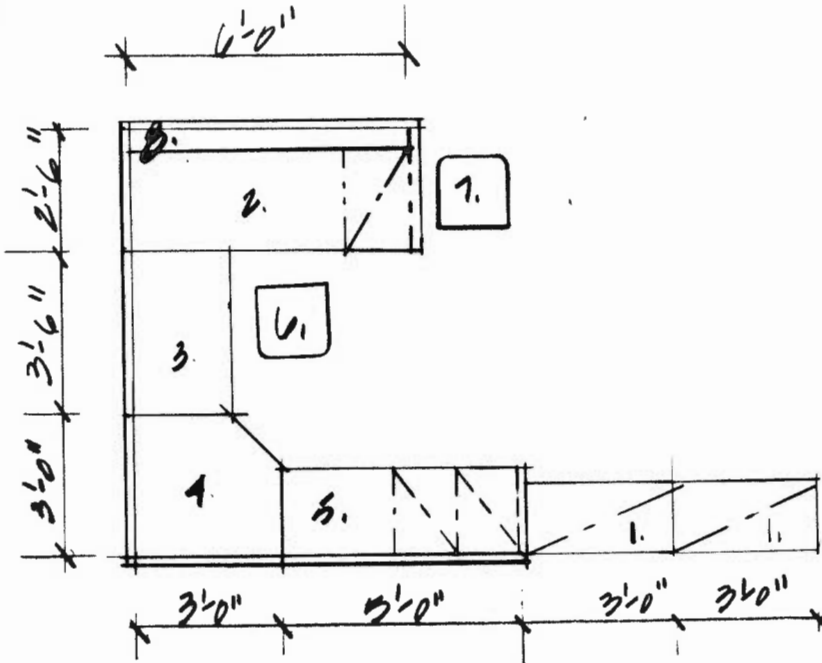


- 1. 36" X 72" DESK
- 2. 20" X 72" CREDENZA
- 3. 30" X 18" WATERFALL FIVE
- 4. DESK CHAIR
- 5. GUEST CHAIRS
- 6. 36" X 12" BOOKSHELF

CORPORATE COUNSEL TYPICAL OFFICE
SCALE = 1/4" = 1'0"

CORPORATION COUNSEL

Corporation Counsel Typical Secretarial Workstation



- 1. LATERAL FILE CABINETS & DRAWER
- 2. DESK SURFACE
- 3. RETURN (TYPING)
- 4. COMPUTER LOCATION
- 5. CREDENZA W/ 2 DRAWER PEDIESTALS
- 6. TASK CHAIR
- 7. GUEST CHAIR
- 8. TRANSACTION TOP AT 12" HIGH

CORP. COUNSEL SECRETARIAL

SWAYE = 1/4" @ 140"

OFFICE OF THE PROSECUTING ATTORNEY

The Oakland County Prosecutor's office interacts extensively with the public in the performance of its duties. As the legal representative of the People of the State of Michigan in virtually all criminal cases in Oakland County, the Prosecutor's office presently handles approximately 14,000 criminal cases per year. The office of the prosecuting attorney is organized into an Administrative Division and six operating divisions, each reflecting a primary legal function, an individual court responsibility, or particular type of case, to permit specialized attention by staff attorneys with specific expertise. The six operating divisions are: Warrants Division; District and Juvenile Court Division; Circuit Court Division; Appellate Division; the Family Support and Welfare Fraud Division; and the Criminal Investigations Division. Each respective operating division is under the direct supervision of a Division Chief responsible for the daily performance of its assigned functions. Coordination of Division Chiefs and the implementation of official policy is the responsibility of the Chief Assistant Prosecutor.

The Administrative Division provides central control of the criminal prosecution process while coordinating the required accounting, purchasing, personnel and auxiliary services of the office. Management of criminal case files is performed by the Case Records Department. A third task group in the Administrative Division is the Victim/Witness Assistance Unit. This unit aids individuals who are unfamiliar and often confused about the criminal justice system and prosecution process.

The Warrants Division administers the authorization of criminal warrants sought by either police departments or

citizens. Warrant Division Assistant Prosecutors conduct investigations, review the facts, evidence and available witness statements and recommend or deny all requests for warrants.

District and Juvenile Court Assistant Prosecutors represent the People of the State of Michigan in all Oakland County District Courts, and in Juvenile Court and Probate Court matters, such as juvenile delinquency hearings, neglect or abuse cases and when requested by the Juvenile Court judge. Assistant Prosecutors in the Circuit Court Division represent the People of the State of Michigan in all felony and high court misdemeanor cases pending before the Oakland County Circuit Courts. Prosecution functions of this division include arraignment on informations, bond hearings, fugitive hearings, jury trials, bench trials, and sentencings.

The Appellate Division conducts legal research, brief writing and the presentation of oral arguments before Appellate Courts at all levels of the Judicial system. In addition, Appellate Division Assistant Prosecutors represent the People of the State of Michigan in any post-conviction motions filed in the Oakland County Circuit Courts.

The Family Support and Welfare Fraud Division is responsible for the enforcement of the Family Support Act, the Uniform Reciprocal Enforcement of Support Act, the Paternity Act, and the Emancipation of Minors Act. This division is also charged with initiating welfare fraud and criminal non-support prosecutions.

The Criminal Investigations Division is a specialized, highly

trained and experienced team of investigators authorized by the Prosecuting Attorney to pursue information and potential evidence in cases where the nature of the suspected criminal activity is especially complex or exceptionally sensitive. In addition, this division concentrates on the arrest of fugitives, operates as a liaison with other law enforcement agencies, and provides law enforcement assistance to area police departments.

The Office of the Prosecuting Attorney is opened during normal office hours (8:30 AM to 5:00 PM) Monday through Friday. On Saturday, the office is open in the mornings to police officers for the issuing of warrants, as well as for one hour on Sunday for the same purpose. A duty prosecutor and a secretary are available 24 hours a day, 365 days a year as necessitated by criminal incidents. Many of the assistant prosecuting attorneys work odd hours and often late into the evening preparing court cases and require access and security during these times. Security is a primary concern of this office and should be most carefully dealt with in the planning stages of the project.

The Prosecuting Attorney's office maintains a strong relationship with the Oakland County Courthouse. Staff from the office appear in all Circuit Courts located in the Courthouse Tower. Assistant prosecutors appear in all hearings before the Juvenile and Probate Courts. Prosecutors have constant contact with the Probation Department as well as daily contact with the County Clerk's Office. Daily contact is maintained with the Court Administrator's Office in facilitating court scheduling. The Prosecuting Attorney's office also has contact with the Sheriff's Department

regarding the transportation of prisoners/defendants to and from the Courthouse.

Another strong relationship to the Courthouse is the present location of the Law Library. The new facility will also house the collections of the Law Library, the Reference Library, and the Library for the Blind and Physically Handicapped. The Prosecuting Attorney's Office benefits from a location near the Law Library. The office will also benefit from a physical connection to the present west wing for pedestrian passage to the Courthouse from the Prosecuting Attorneys' offices. All offices of the Prosecuting Attorney will be consolidated into the new West Wing Extension with the exception of the Royal Oak facility which will remain unchanged.

A separate entrance is required for the Prosecuting Attorney. This should be a secured entrance. The Family Support Division should be easily accessible by the public; presently this unit has its own entrance. The Warrants Division also should be accessible by the public through a secured entrance and be close to the Administrative offices. The library within the office space is used for press conferences and therefore has limited access by the public and the media.

A review of the initial program (Final Report of the Oakland County Courts Complex, Programming and Master Planning Study) dated March 1990, revealed no programmed space for a Grand Jury room. At present, 570 square feet is dedicated for the Grand Jury room, an entrance vestibule, and a private toilet room. It is proposed that 700 square feet be planned for this space in the new facility to properly accommodate what is required. An interview room should also be located

adjacent to this room. The private toilet room should be accessed through the entrance vestibule and not directly from the Grand Jury room.

General and case record storage will most likely be accommodated in the basement of the new facility. Currently, the Office of the Prosecuting Attorney has a 900 square foot storage room with shelving of box storage of case records. To relieve the present overload of boxes (242 boxes are currently stored on the floor), an additional five units of shelving requiring 100 square feet should be added.

Under evaluation is the present record storage in the Case Records Division. Known as the "Mini-Trieve" system, the efficiency and effectiveness of this device is being questioned by the office staff. The architect will be advised of any development in any new case records storage methods. The Appellate and Family Support Divisions both benefit from a power file system known as a "Lektriever". The "Lektriever" stands 9'-2" high and requires clearance for this dimension.

The typical desk areas are broken down into three categories: Division Head office, typical Assistant Prosecutor office, and a secretarial workstation. The Prosecuting Attorney and the Chief Assistant Prosecuting Attorney will have their own offices. Each office will be wired for a computer station.

The Prosecuting Attorney's library is presently 540 square feet. It has shelving with room for expansion of about 75% but it has not been determined what part of the collection is stored in private offices or division areas. The original program provided for a library of 250 square feet which is

inadequate. It is proposed a library of at least equal size to the present be included in this program.

An evaluation of the computer system is also being conducted by the Prosecutor's staff. The architect should be informed of any changes to the system. The office requires computer stations which are on-line with database searches such as Lexis to aid the attorneys in their research.

The Office of the Prosecuting Attorney does not have a staff lunch/break room programmed in the original program. At present, there is a 300 square foot room with a kitchenette setup and three vending machines. This should be added to the new program.

**OFFICE OF THE PROSECUTING ATTORNEY
SPACE SUMMARY**

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Executive Division				
Executive staff	16	2589	26	3810
Case records	12	2040	20	2748
Training unit	2	343	4	1161
Victim/witness	4	743	22	1871
Appellate Division	12	2066	29	4558
Circuit Court	23	3566	47	6863
District Court	18	2770	25	3889
Juvenile Court	6	1030	15	2328
Crim Investigations	18	2710	24	3775
Family Support	19	3144	26	4324
Warrants Division	14	1745	30	3836
Common Support Spaces		2814		4155
TOTAL	144	25,560	268	43,318

An increase of 1,562 SF representing the addition of the Grand Jury Room to the program and an enlargement of the reception area is the reason for this increase.

OFFICE OF THE PROSECUTING ATTORNEY

Executive Division - Executive Staff

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Pros Attorney	1	325	1	325
Chief Pros Attorney	1	175	1	175
Asst Pros Attorney	2	234	4	468
Admin Assistant	1	60	1	60
Secretary II	1	50	1	50
Account Clerk	1	60	1	60
Clerk	1	46	2	92
Court Reporter	1	46	1	46
Student	2	72	3	108
Drug Unit				
Asst Pros Attny	3	360	5	600
Secretary			1	65
Auto Theft Unit				
Asst Pros Attny	2	240	4	480
Secretary			1	69
Reception Area	1	50	1	50
File area				
Lateral files	6	72	9	108
Vertical files	3	36	4	48
Conference room	1	200	1	200
Coffee station	1	20	1	20
Mail table	1	25	1	25
Circulation (25%)		518		761
TOTAL	16	2589	26	3810

Stands as programmed.

OFFICE OF THE PROSECUTING ATTORNEY

Executive Division - Case Records Department

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Supervisor	1	117	1	117
Steno II	1	46	1	46
Typist II	5	230	10	460
Typist I	2	92	3	138
Clerk	2	92	2	92
Student	1	36	3	108
Reception Area		1 50		1 50
File area				
Card files		8 80		12 120
Vertical files		2 24		4 48
Records room		1 750		1 750
Copier		1 60		1 60
Work table		1 35		2 70
Coffee station		1 20		1 20
Circulation (24%)		408		669
TOTAL	12	2040	20	2748

The "Mini-Trieve" case record storage system is currently under evaluation.

OFFICE OF THE PROSECUTING ATTORNEY

Executive Division - Training Unit

MYA Evaluation

Year	1991		2008			
Position	pr	itm	SF	pr	itm	SF
Training Coordinator	1		117	3		351
Secretary	1		50	1		50
Reception Area		1	50		1	50
File area						
Lateral files		1	12		3	36
Coffee station		1	20		1	20
Mail table		1	25		1	25
Training room					1	375
Circulation (22%)			69			254
TOTAL	2		343	4		1161

Stands as programmed.

OFFICE OF THE PROSECUTING ATTORNEY

Executive Division - Victim/Witness Unit

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Paralegal	3	192	4	256
Secretary	1	50	3	150
Volunteer			15	540
Reception Area		1 50		1 50
File area				
Card files		1 10		1 10
Vertical files		6 72		9 108
Mail table		2 50		2 50
Coffee station		1 20		1 20
Storage room		1 150		1 150
Circulation (29%)		149		538
TOTAL	4	743	22	1872

Stands as programmed.

OWNER

OAKLAND COUNTY BUILDING AUTHORITY

MINORU YAMASAKI ASSOCIATES

ARCHITECTS

PROJECT

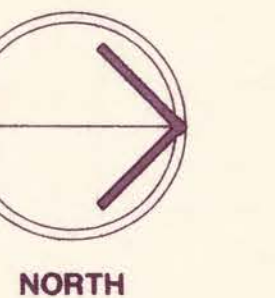
OAKLAND COUNTY COURTHOUSE WEST WING EXTENSION OAKLAND COUNTY COURTHOUSE WEST WING EXTENSION

PONTIAC, MICHIGAN

SHEET TITLE

FIRST FLOOR FURNITURE PLAN

REF. EL. 100'-0"



0' 5' 10' 15' 20'

GRAPHIC SCALE

REVISIONS

NUMBER DATE BY

DRAWN KRH

CHECKED LSH

APPROVED MP

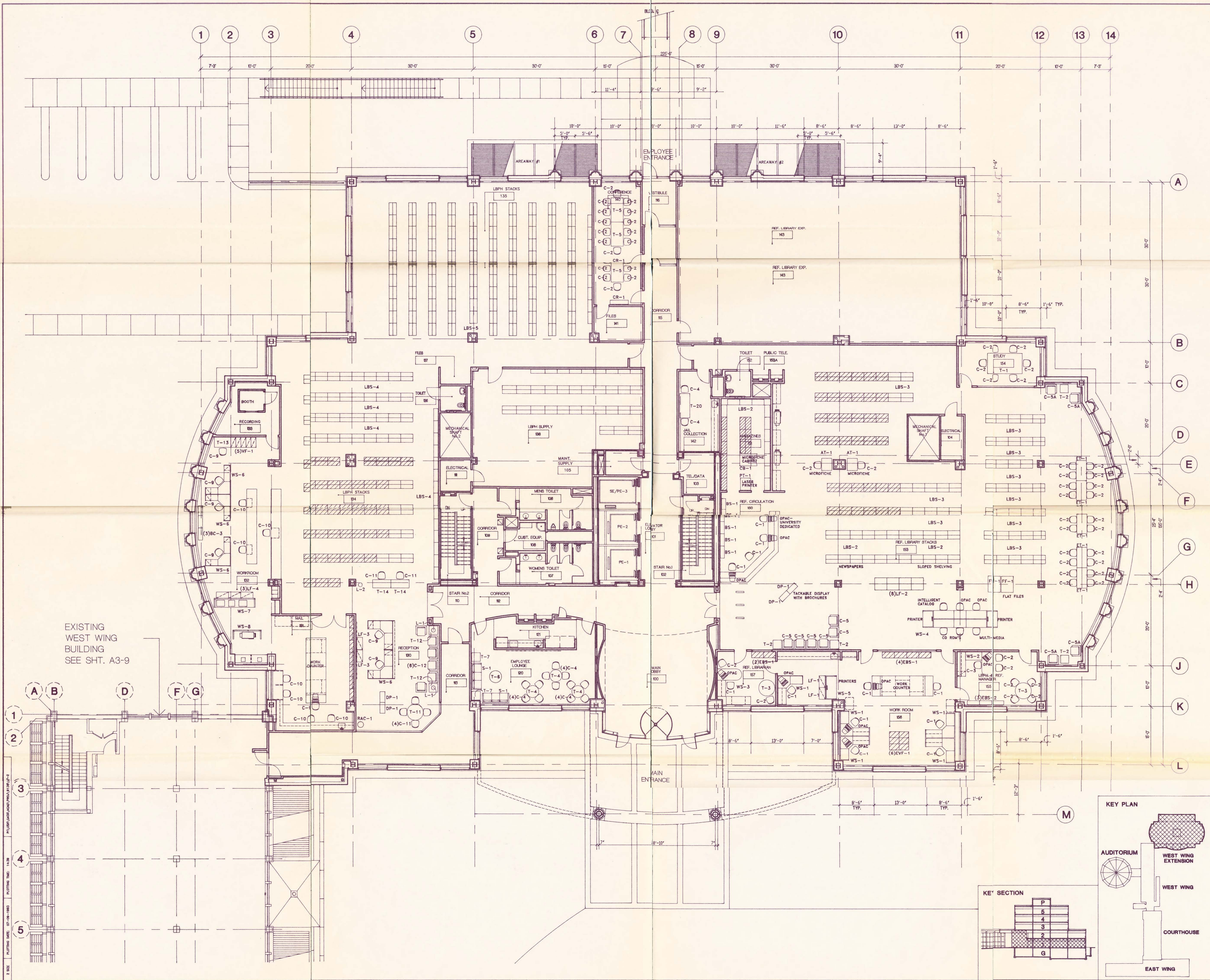
APP'G FOR CONSTRUCTION

SCALE 1/8"=1'-0"

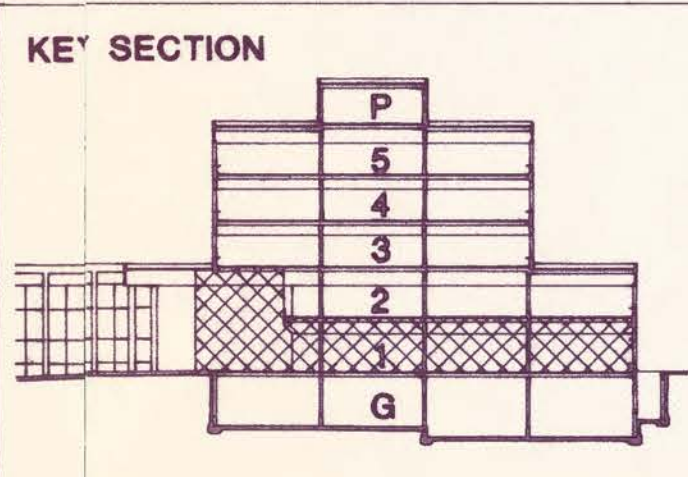
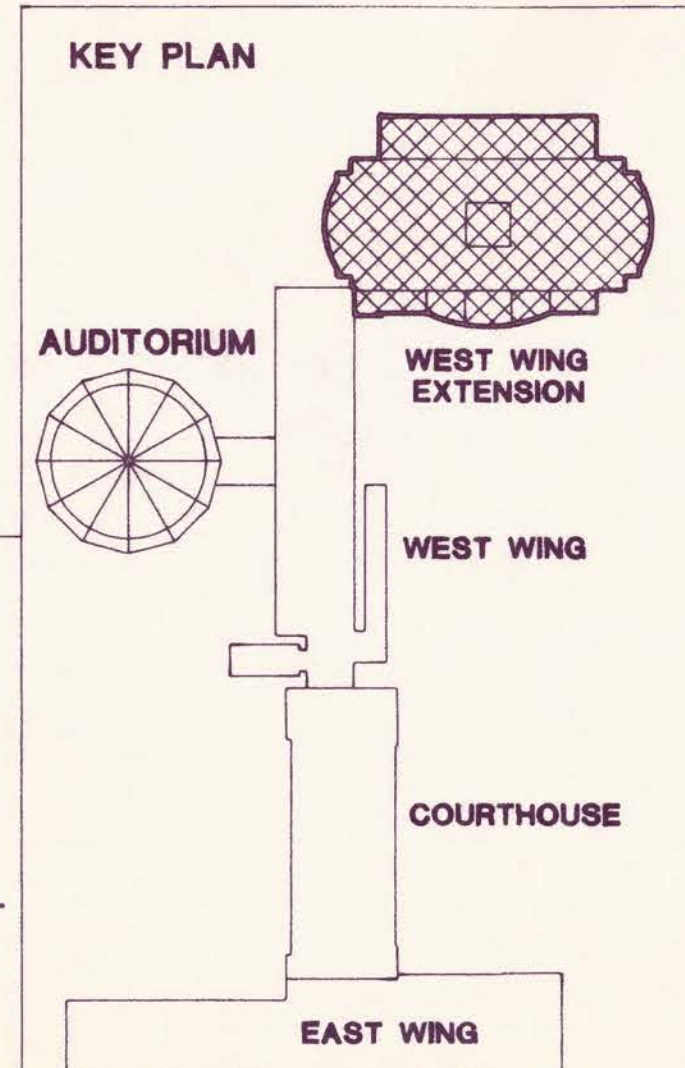
DATE 6 JULY 1993

PROJ. NO. 9138

SHEET NO. F-2



EXISTING WEST WING BUILDING SEE SHT. A3-9



3 SIZE PLOTTING DATE: 07-09-1993 PLOTTING TIME: 14:38 P:\YAMASAKI\PROJ\9138\F-2

OFFICE OF THE PROSECUTING ATTORNEY

Appellate Division

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Division Chief	1	175	1	175
Asst Pros Attorney	9	1053	23	2691
Legal Secretary	2	100	5	250
Reception Area		1 50		1 50
File area				
Lateral files		2 24		4 48
Vertical files		2 24		4 48
Power file		1 100		1 100
Copy area				
Copier		1 60		1 60
Work table		1 35		1 35
Storage cabinet		1 12		1 12
Coffee station		1 20		1 20
Circulation (24%)		413		1069
TOTAL	12	2066	29	4558

The "Lektriever" case record storage system is 9'-2" high and requires appropriate clearance.

OFFICE OF THE PROSECUTING ATTORNEY

Circuit Court Division

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Division Chief	1	175	1	175
Asst Pros Attorney	18	2106	33	3861
Paralegal	2	128	6	384
Secretary	2	100	6	300
Deputy Chief			1	117
Reception Area		1 50		1 50
Conference room		1 225		1 225
File area				
Lateral files		2 24		3 36
Coffee station		1 20		1 20
Mail table		1 25		1 25
Circulation (24%)		713		1670
TOTAL	23	3566	47	6863

Stands as programmed.

OFFICE OF THE PROSECUTING ATTORNEY

District Court Division

MYA Evaluation

Year	1991		2008	
Position	pr	itm SF	pr	itm SF
Division Chief	1	175	1	175
Asst Pros Attorney	16	1872	22	2574
Legal Secretary	1	50	2	100
Reception Area		1 50		1 50
File area				
Lateral files		2 24		3 36
Coffee station		1 20		1 20
Mail table		1 25		1 25
Circulation (24%)		554		909
TOTAL	18	2770	25	3889

Stands as programmed.

OFFICE OF THE PROSECUTING ATTORNEY

Juvenile Court Division

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Division Chief	1	175	1	175
Asst Pros Attorney	4	468	11	1287
Legal Secretary	1	50	3	150
Reception Area		1 50		1 50
File area				
Lateral files		1 12		3 36
Shelving unit		2 24		3 36
Coffee station		1 20		1 20
Mail table		1 25		1 25
Circulation (24%)		206		594
TOTAL	6	1030	15	2328

Stands as programmed.

OFFICE OF THE PROSECUTING ATTORNEY

Criminal Investigations Division

MYA Evaluation

Year	1991		2008	
Position	pr	itm SF	pr	itm SF
Chief Investigator	1	117	1	117
Investigator	5	450	7	630
Auto Theft Investig	6	540	8	720
Fugitive Appreh Invt	5	450	7	630
Secretary	1	50	1	50
Reception Area		1 50		1 50
Coffee station		1 20		1 20
Evidence storage		1 300		1 300
File area				
Lateral files		1 12		1 12
Vertical files		5 60		7 84
Shelving unit		2 24		3 36
Terminal area				
Terminal		2 70		2 70
Printer		1 25		1 25
Circulation (27%)		542		1004
TOTAL	18	2710	24	3775

Stands as programmed.

OFFICE OF THE PROSECUTING ATTORNEY

Family Support Division

MYA Evaluation

Year	1991		2008	
Position	pr	itm SF	pr	itm SF
Division Chief	1	175	1	175
Asst Pros Attorney	2	234	4	468
Paralegal	3	192	3	192
Legal Secretary	1	50	1	50
Office Supervisor			1	90
Clerk III	6	300	7	350
Typist II	1	46	1	46
Clerk II	1	46	1	46
Typist I	1	46	2	92
Student	1	36	2	72
Investigator	2	180	3	270
Reception Area		1 250		1 250
Library/Conference		1 325		1 325
Supply area		1 50		1 50
Interview room		3 300		3 300
File area				
Lateral files		10 120		18 216
Vertical files		10 120		18 216
Coffee station		1 20		1 20
Mail table		1 25		1 25
<hr/>				
Circulation (25%)		629		1071
<hr/>				
TOTAL	19	3144	26	4324

Requires separate entrance; has 40-50 visitors each day.

The "Lektriever" case record storage requires 100 square feet of programmed space.

OFFICE OF THE PROSECUTING ATTORNEY

Warrants Division

MYA Evaluation

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
PONTIAC OFFICE				
Division Chief	1	175	1	175
Asst Pros Attorney	6	702	15	1755
Secretary	6	300	10	500
Paralegal	1	64	4	256
ROYAL OAK OFFICE *				
Asst Pros Attorney	2		5	
Secretary	1		2	
Student	1		2	
Paralegal	--		1	
Reception Area		1 50		1 50
File area				
Lateral files		3 36		5 60
Vertical files		2 24		2 24
Coffee station		1 25		1 25
Mail table		1 20		1 20
<hr/>				
Circulation (25%)		349		971
<hr/>				
TOTAL	14	1745	30	3836

Stands as programmed.

* Will remain in Royal Oak.

OFFICE OF THE PROSECUTING ATTORNEY

Common Support Spaces

Year Position	1991		2008	
	pr	itm SF	pr	itm SF
Reception Area	1	250	1	500
Officer Waiting Area	1	125	1	125
Conference Room	2	400	3	600
Interview Room	2	240	3	360
Copy Area				
Copier	1	60	1	60
Storage Cabinet	7	84	9	108
Shelving Unit	3	36	5	60
Reference Area				
Terminal	1	35	2	70
Printer	2	50	2	50
Lexis Machine	2	70	2	70
Shelving Unit	2	24	2	24
Lateral files	1	12	1	12
Work Table	1	35	1	35
Library Area	1	250	1	250
Grand Jury Room	1	580	1	1000
<hr/>				
Circulation (25%)		563		831
<hr/>				
TOTAL		2814		4155

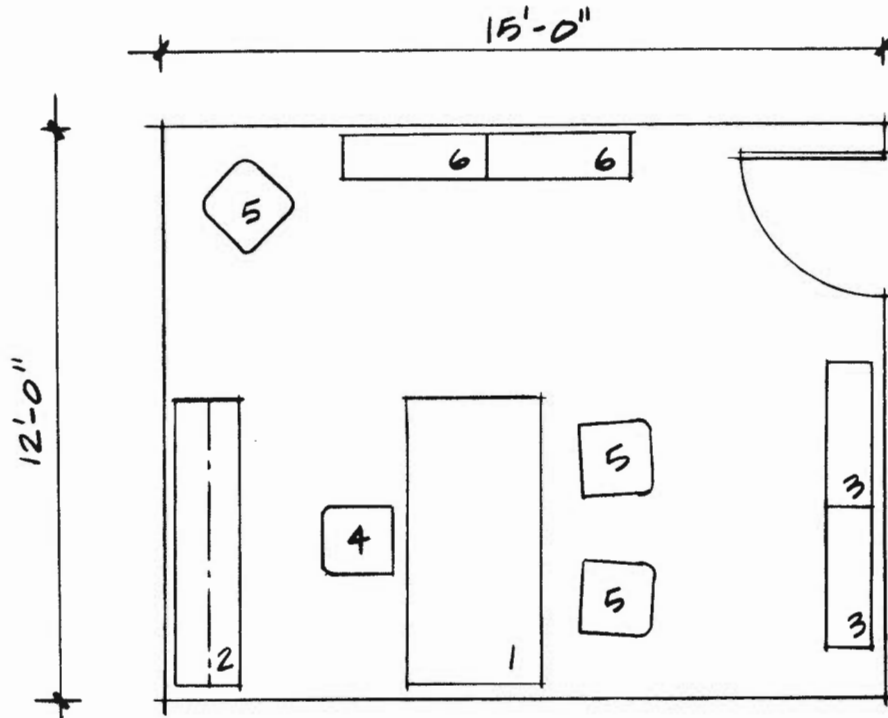
MYA Evaluation

Increase reception/lobby area to 500 square feet.

Add in the Grand Jury room which consists of the room itself, a private toilet room, and a vestibule/seating area totalling 1000 square feet.

OFFICE OF THE PROSECUTING ATTORNEY

Typical Division Head Office



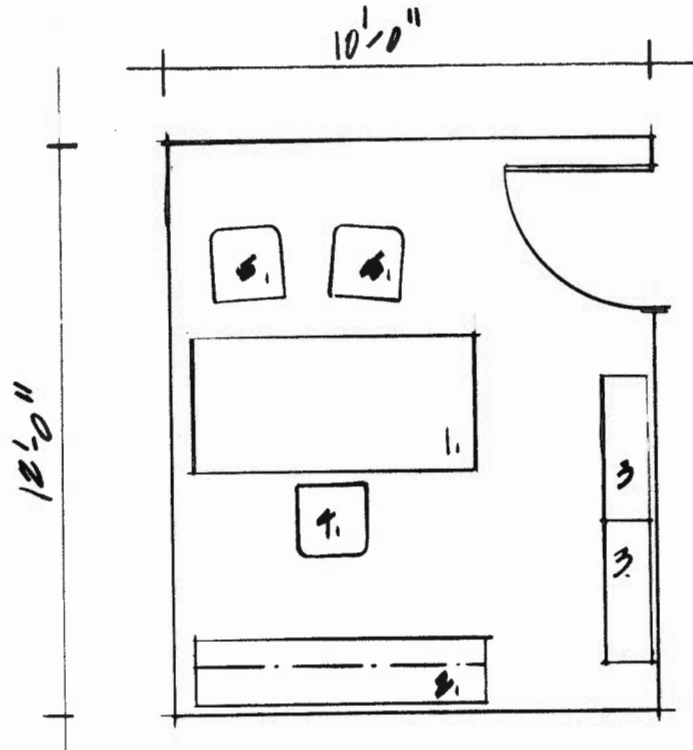
1. 36" x 72" DESK
2. 20" x 72" CREDENZA
W/OVERHEAD STORAGE
3. 36" x 12" BOOKCASES
4. DESK CHAIR
5. GUEST CHAIRS
6. LATERAL FILES
18" x 36"

PROSECUTOR'S OFFICE
 TYPICAL DIVISION HEAD'S OFFICE

SCALE: 1/4" = 1'-0"

OFFICE OF THE PROSECUTING ATTORNEY

Typical Assistant Prosecuting Attorney's Office



1. 36" X 72" DESK
2. 20" X 72" CREDENZA
W/ OVERHEAD STORAGE
3. 36" X 12" BOOK SHELVES
4. DESK CHAIR
5. GUEST CHAIR

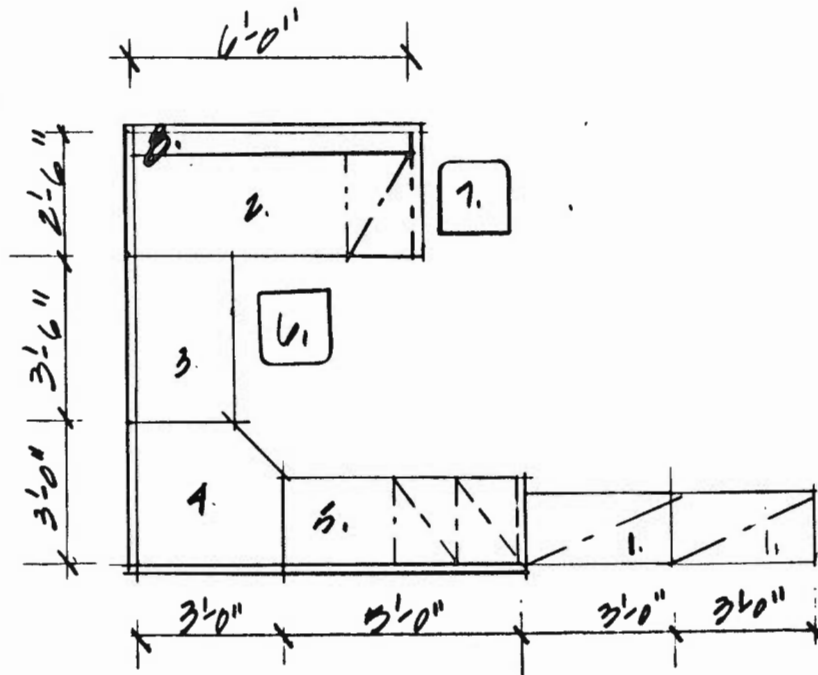
PROSECUTOR'S OFFICE

TYPICAL ATTORNEY OFFICE

SCALE = 1/4" = 1'-0"

OFFICE OF THE PROSECUTING ATTORNEY

Typical Secretarial Workstation



- 1. LATERAL FIVE CABINETS & DRAWER
- 2. DESK SURFACE
- 3. RETURN (TYPING)
- 4. COMPUTER LOCATION
- 5. CREDENZA W/ 2 DRAWER PEDENTALS
- 6. TASK CHAIR
- 7. GUEST CHAIR
- 8. TRANSACTION TOP AT 42" HIGH

PROSECUTOR'S SECRETARIAL
 SWAPS 1/4" 1/2"

APPENDIX "A"

**PHOTOGRAPHIC RECORD OF
EXISTING REFERENCE LIBRARY**

REFERENCE LIBRARY



CIRCULATION DESK

REFERENCE LIBRARY



CIRCULATION DESK

REFERENCE LIBRARY



CIRCULATION DESK

CIRCULATION DESK



REFERENCE LIBRARY



PERIODICAL SHELVING

PERIODICAL SHELVING



REFERENCE LIBRARY

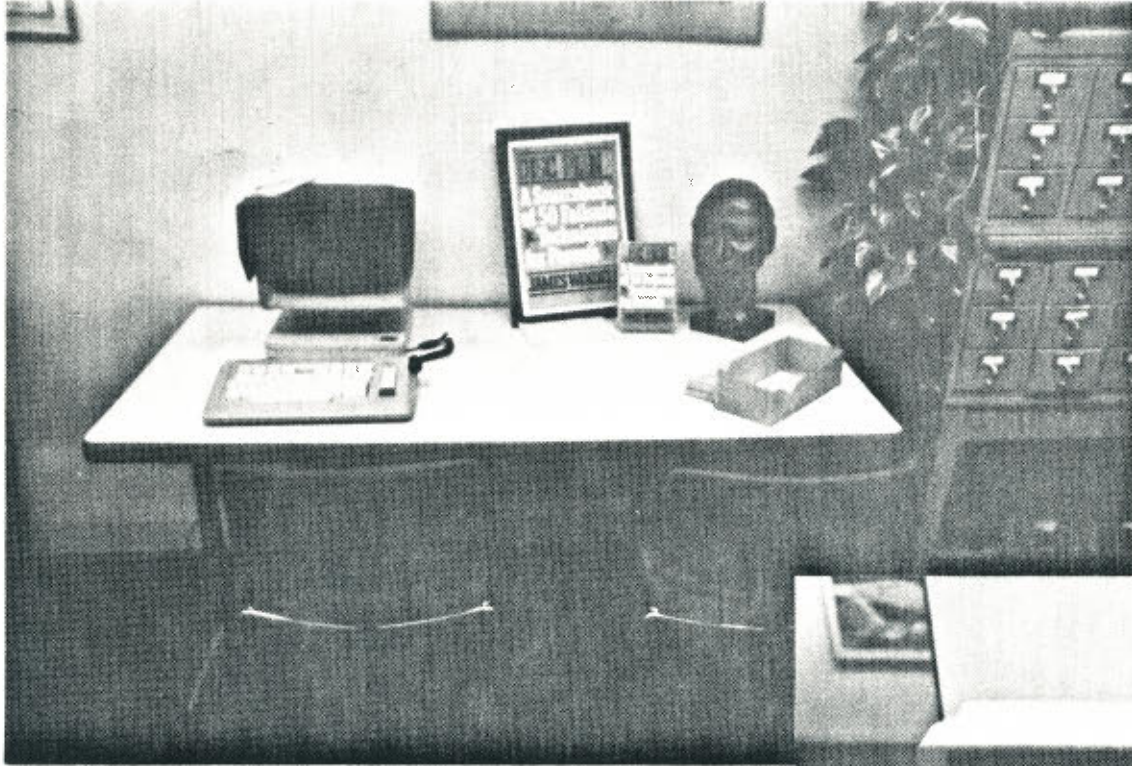


REFERENCE SHELVING

BOOK SHELVING



REFERENCE LIBRARY



USER SEARCH INDEX

MICRO-FICHE READER - PRINTER



REFERENCE LIBRARY



CARD CATALOGUE -
AUTHOR/TITLE



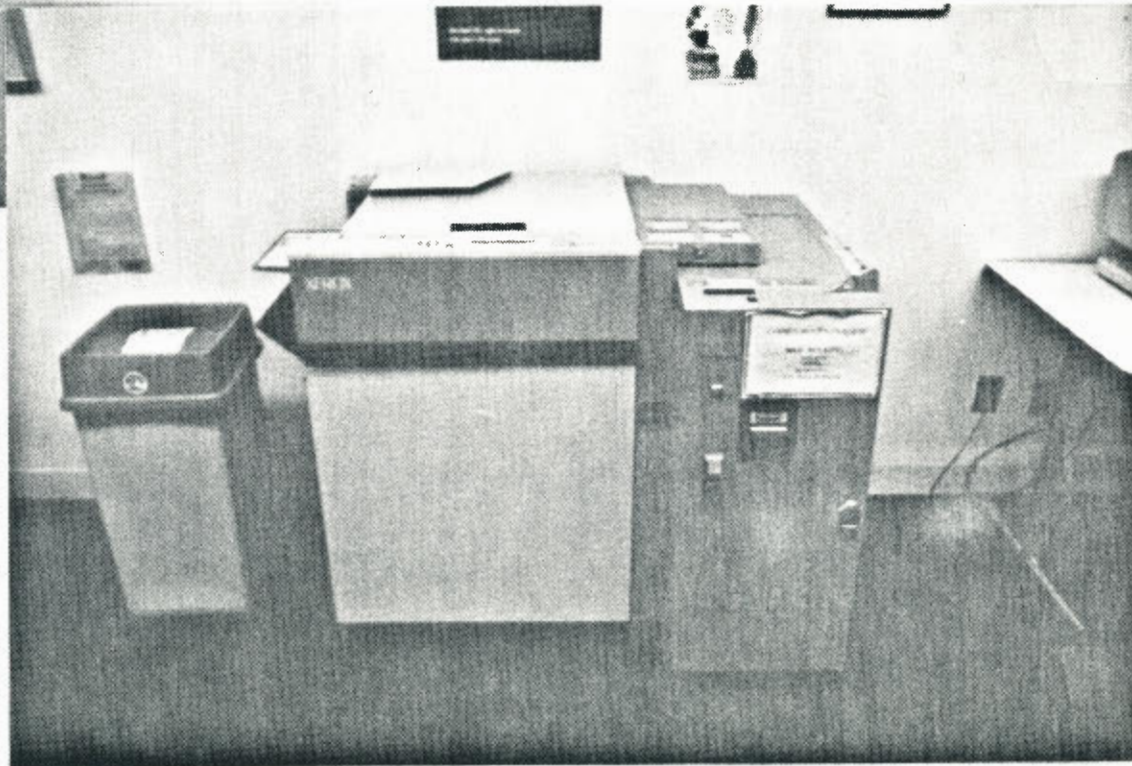
ATLAS/DICTIONARY STAND

REFERENCE LIBRARY



CARD CATALOGUE -
SHELF LIST

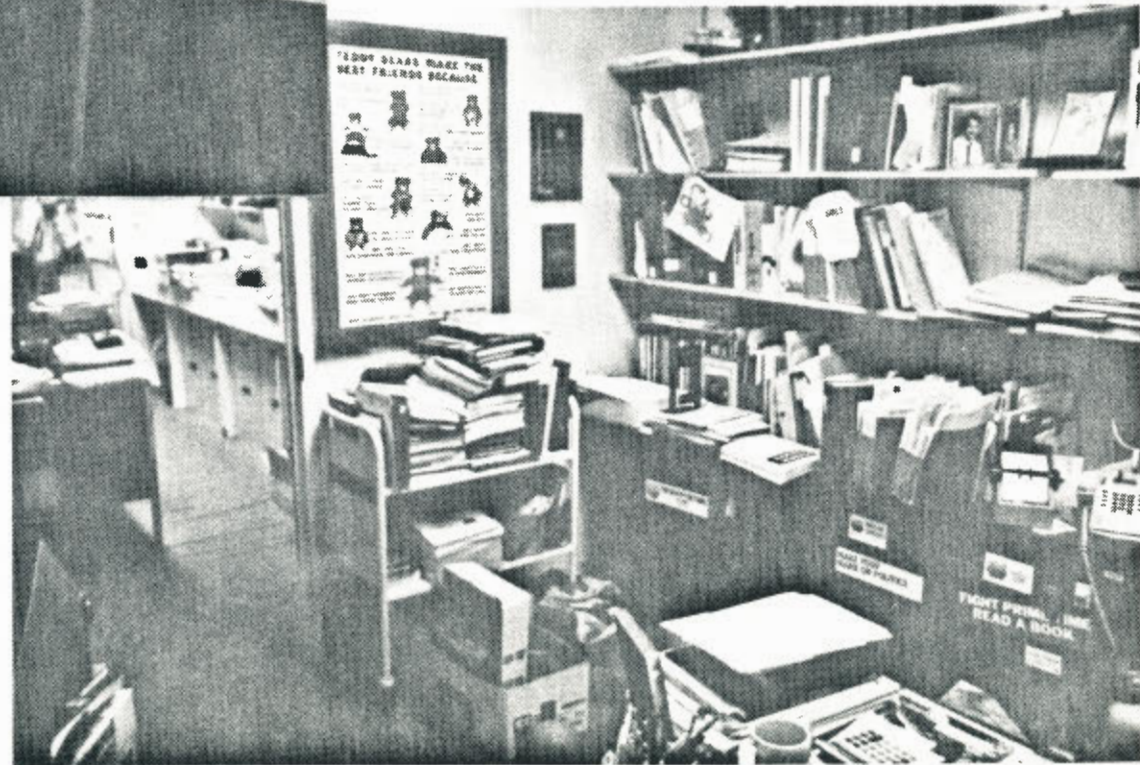
XEROX MACHINE



REFERENCE LIBRARY



PHYLLIS JOSE'S OFFICE

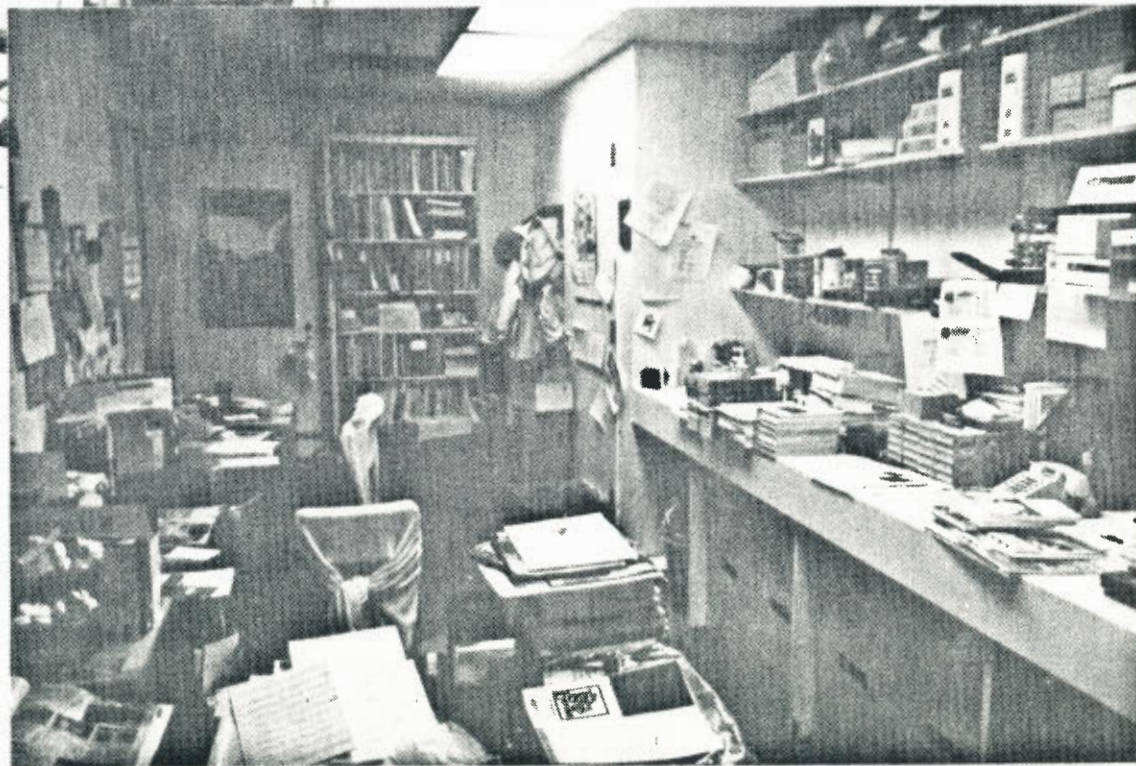


PHYLLIS JOSE'S OFFICE

REFERENCE LIBRARY



STAFF WORKROOM



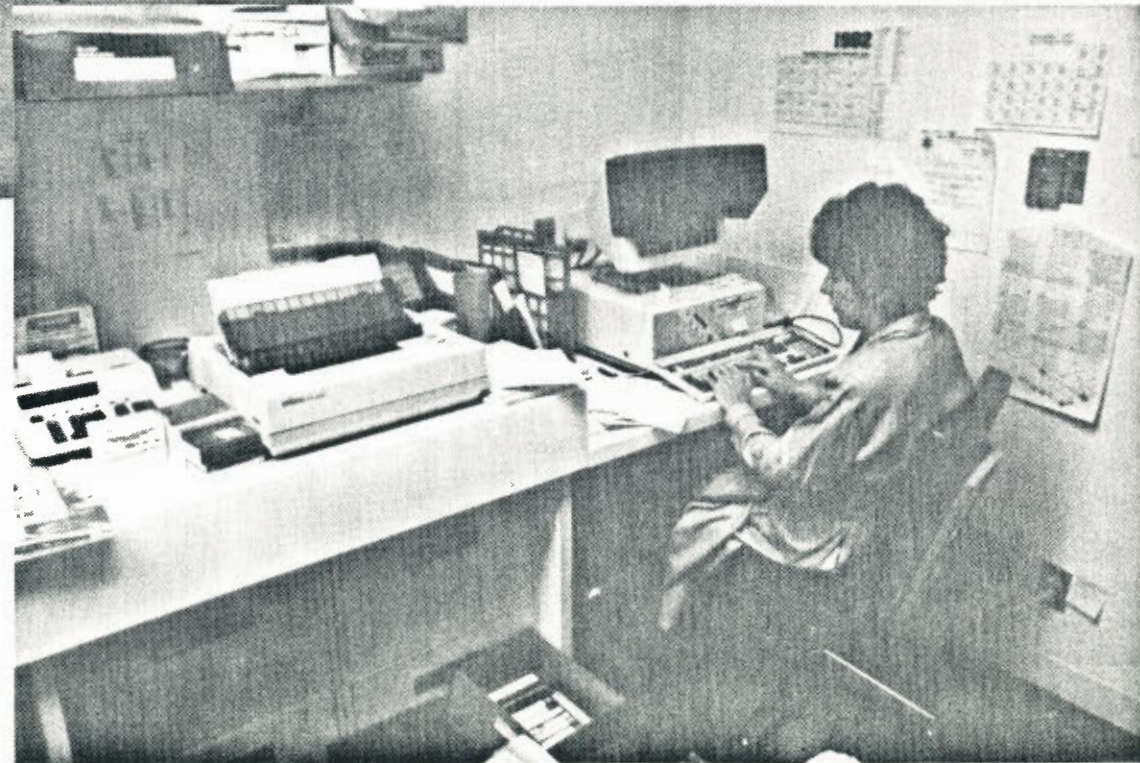
STAFF WORKROOM

REFERENCE LIBRARY



STAFF WORKSTATIONS

COMPUTER ENTRY SYSTEM (GEAC)



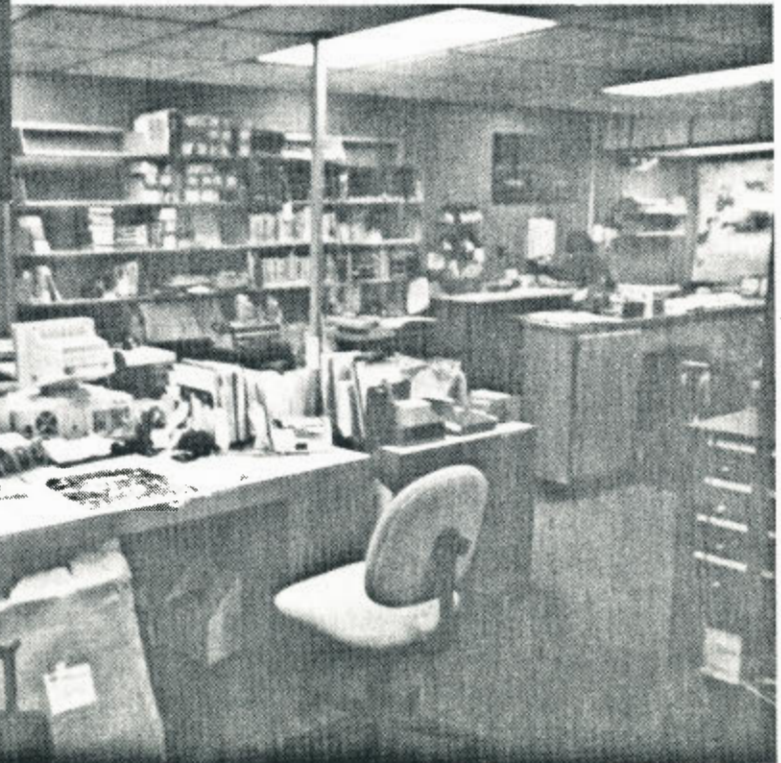
APPENDIX "B"

**PHOTOGRAPHIC RECORD OF
EXISTING LIBRARY FOR THE BLIND AND
PHYSICALLY HANDICAPPED**

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



ENTRY



STAFF WORKSTATIONS

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



PATRON COMPUTER WORKSTATION

PUBLIC SEATING



LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

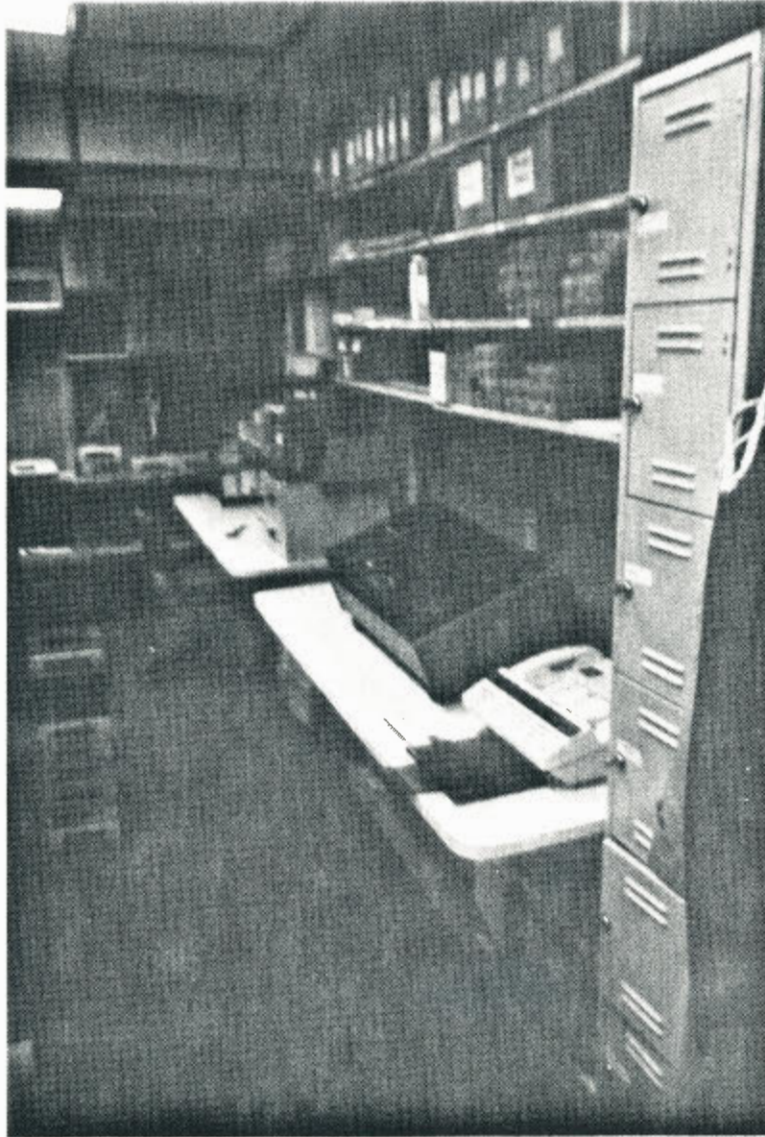


LOW VISION AIDS

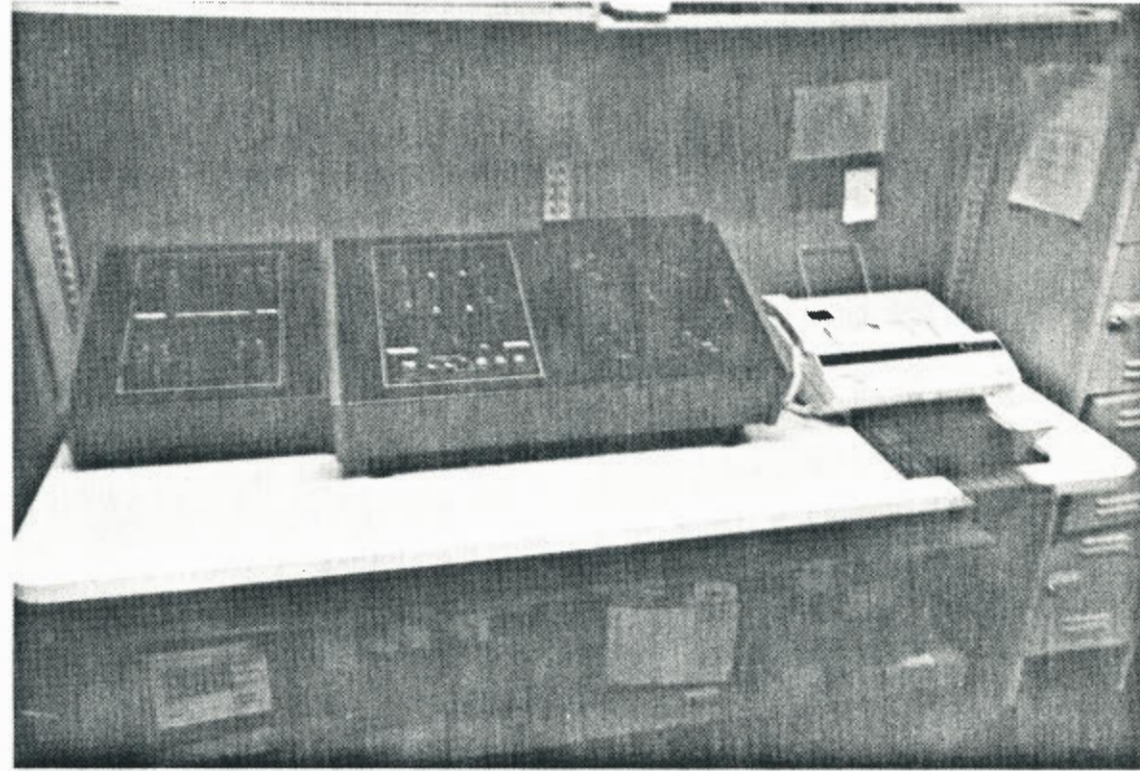
READS SYSTEM - WORKSTATION



LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



STAFF LOCKERS



CASSETTE REWIND, COPYING;
FAX MACHINE

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



SINK / COUNTER

MAIL COUNTER

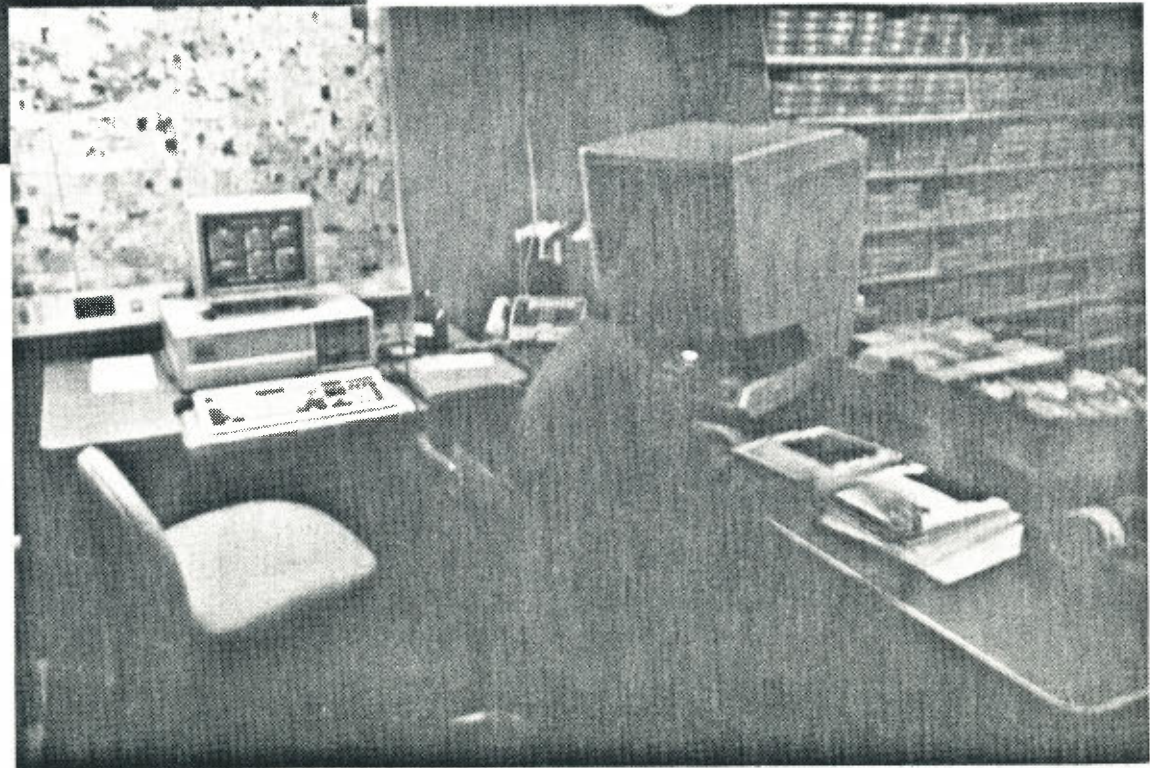


LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

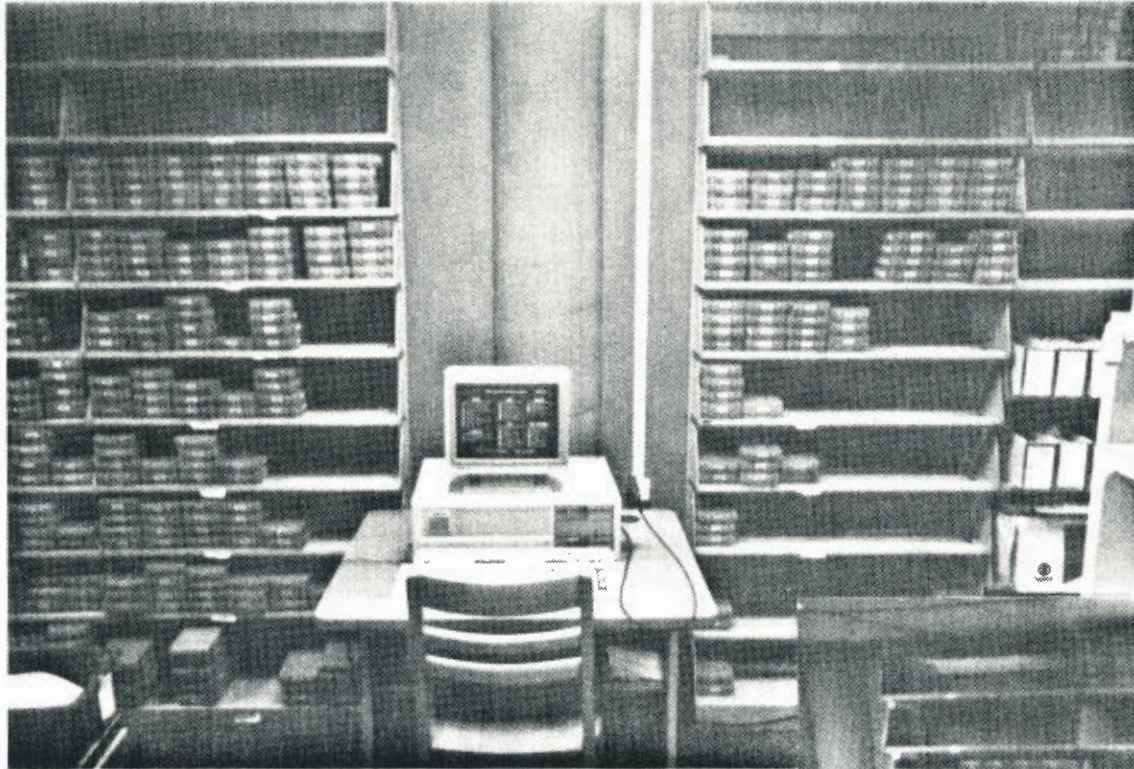


READS SYSTEM;
DOT-MATRIX PRINTER

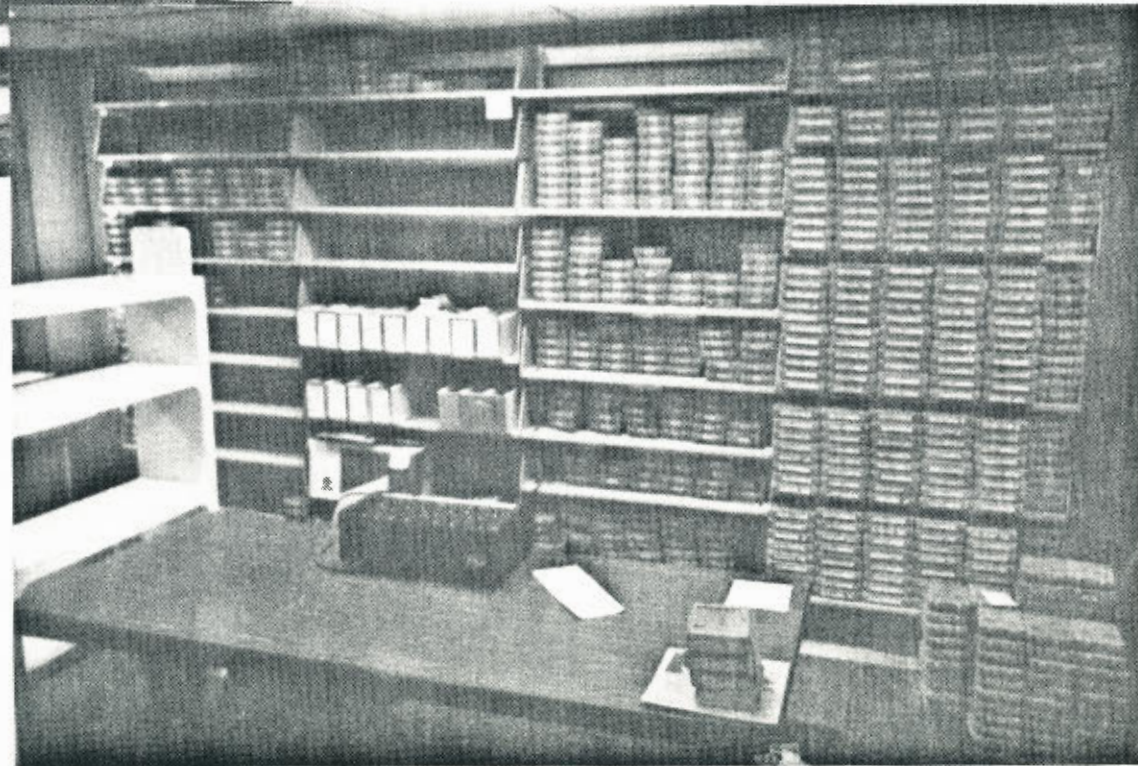
MICRO-FICHE READER-PRINTER



LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



READS SYSTEM;
CHECK-IN AREA



CASSETTE REWIND;
CHECK-IN AREA

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



SHELVING

BOOK TRUCKS / MAIL CART



LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



STORAGE SHELVING

EQUIPMENT STORAGE

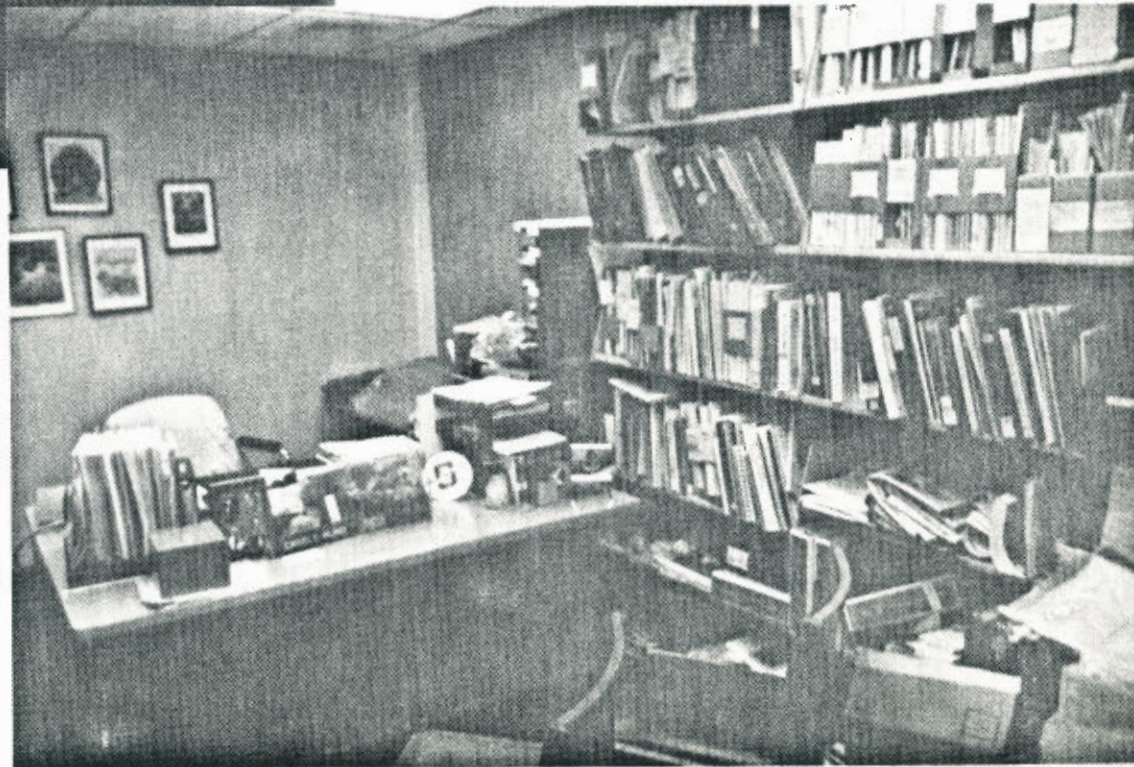


LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED



LBPB'S FILE SERVER,
LASER PRINTER, LASER SKETCH

CAROL HUND'S OFFICE



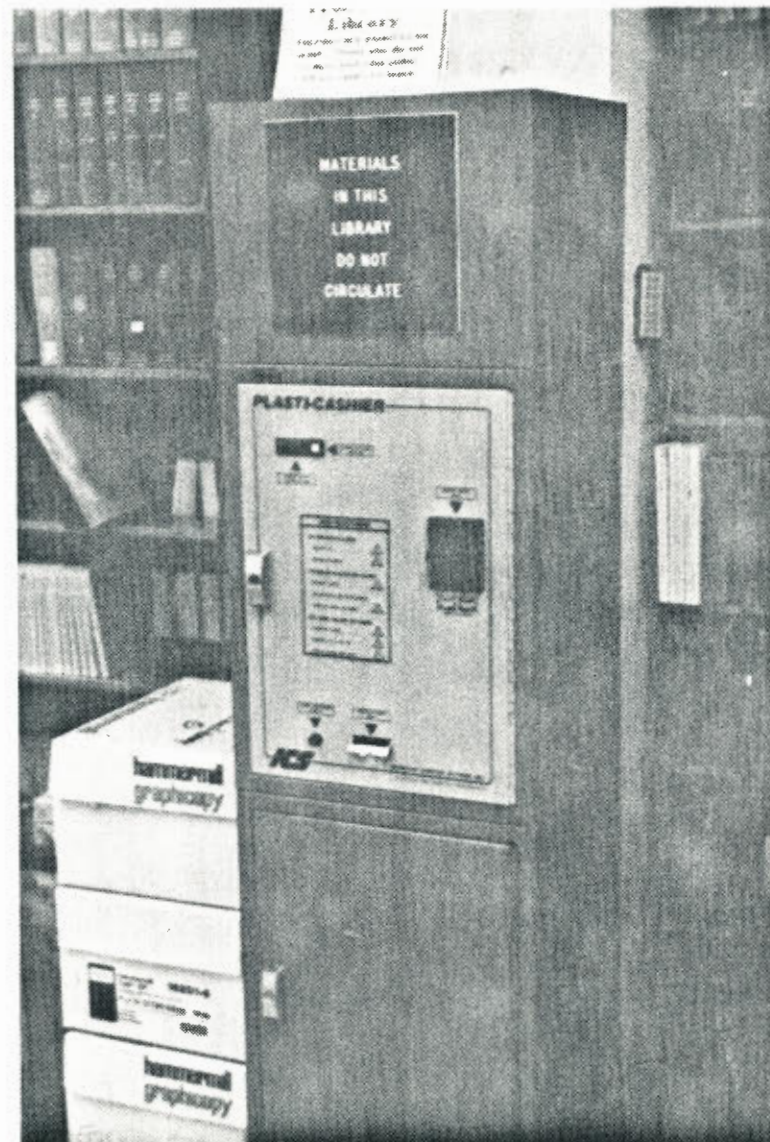
APPENDIX "C"

PHOTOGRAPHIC RECORD OF
EXISTING LAW LIBRARY

LAW LIBRARY



ENTRY - CHECKPOINT

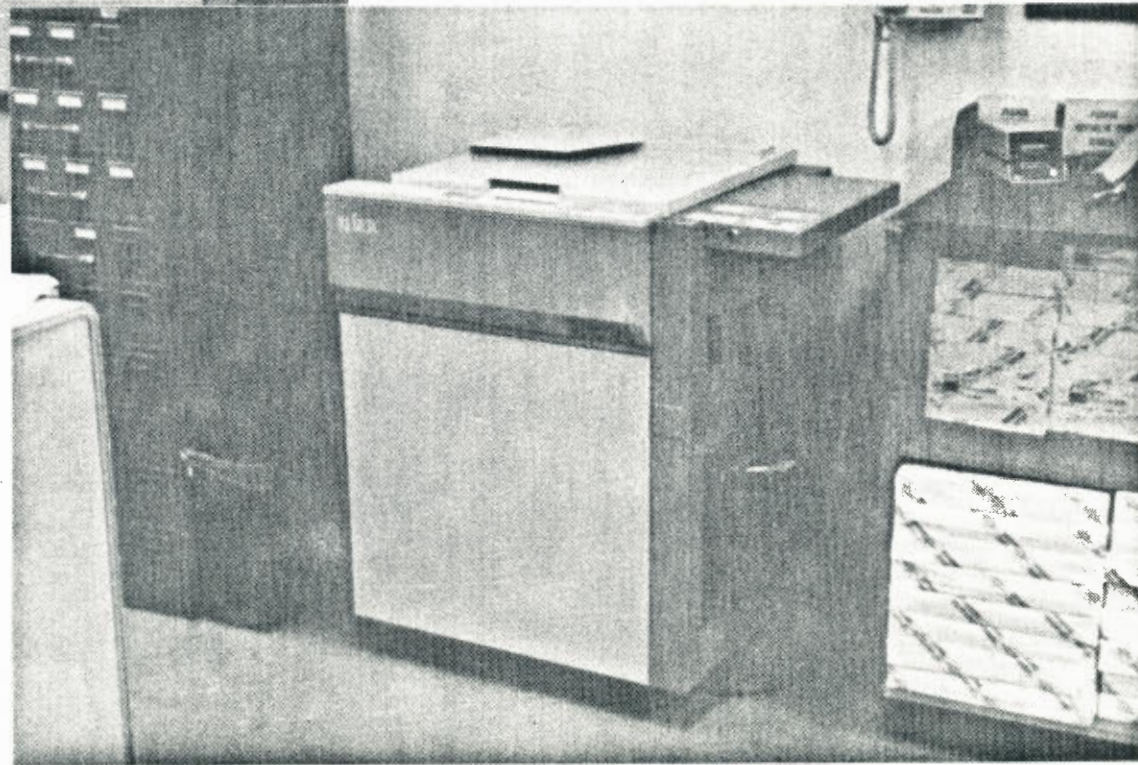


COPIER VENDING CARD MACHINE

LAW LIBRARY



XEROX MACHINES



XEROX MACHINE

LAW LIBRARY

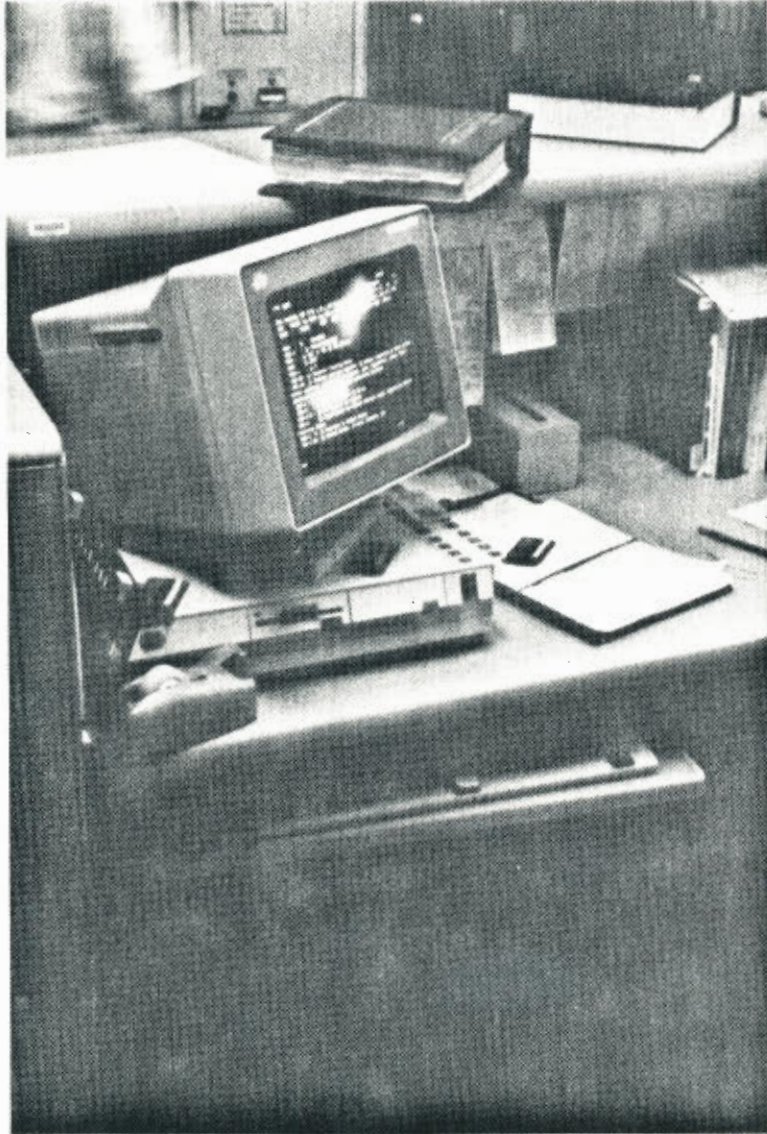


FRONT DESK



FRONT DESK - USER SEARCH

LAW LIBRARY



FRONT DESK - COMPUTER SYSTEM

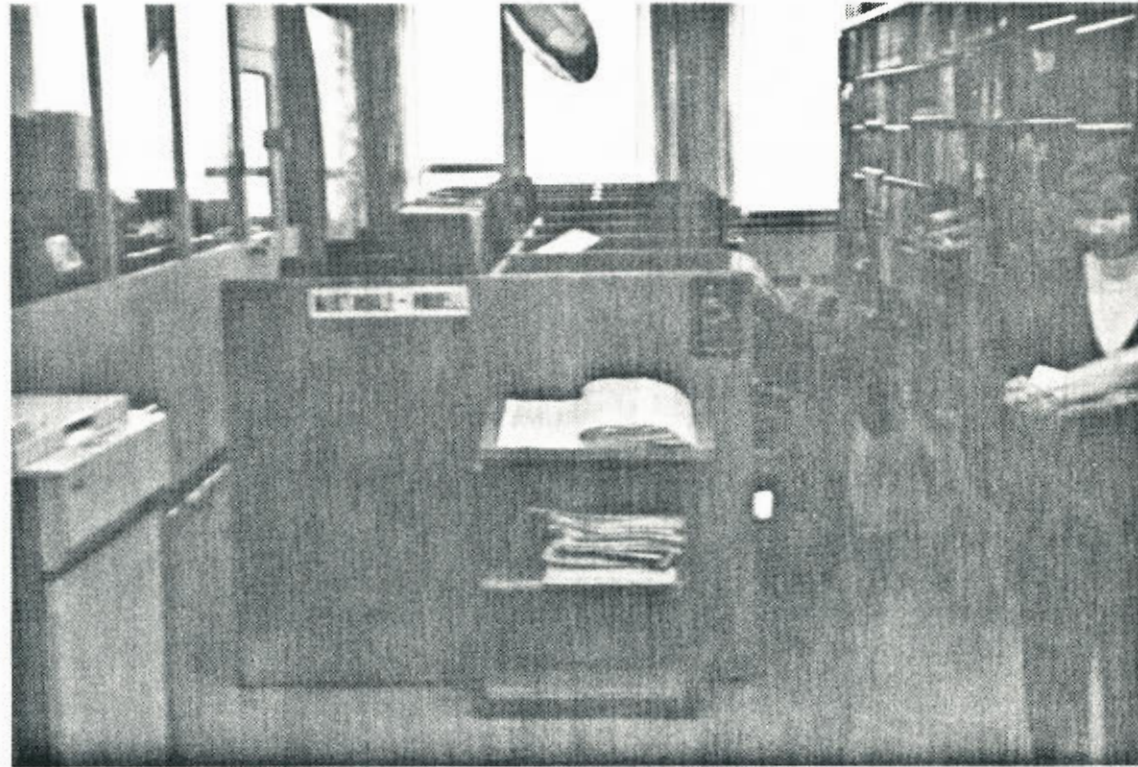


FRONT DESK - USER SEARCH AND PRINTER

LAW LIBRARY

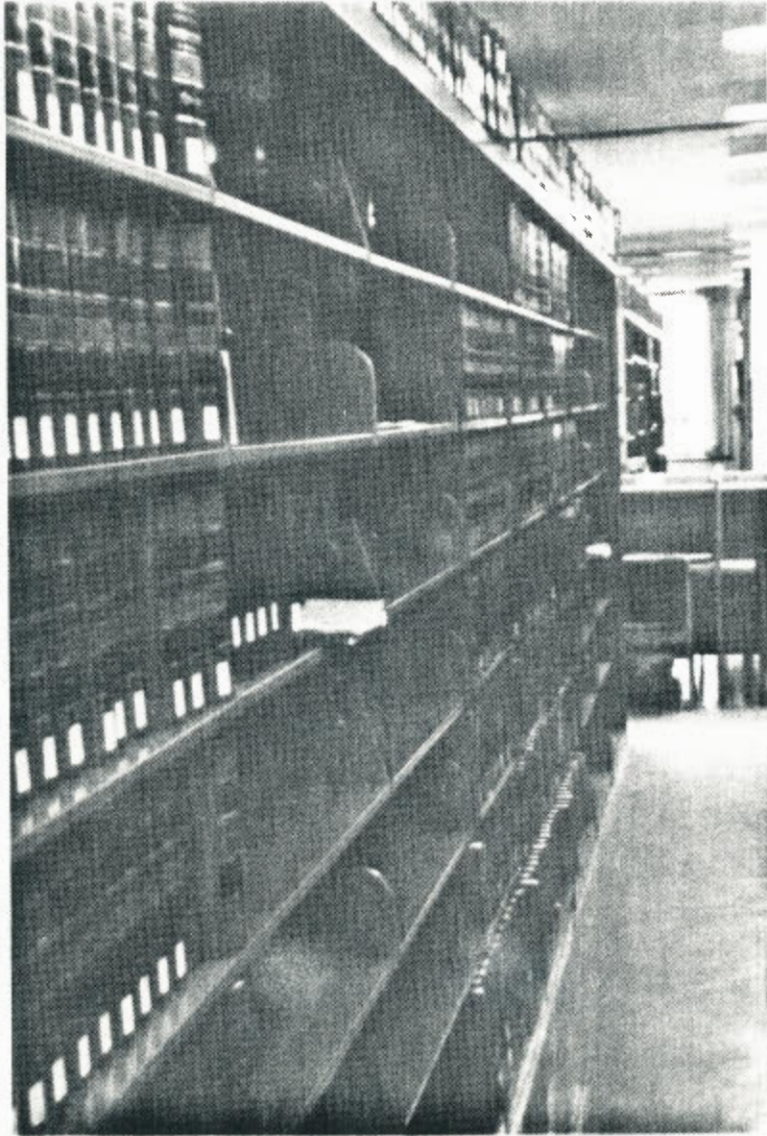


STUDY CARRELS



STUDY CARRELS

LAW LIBRARY

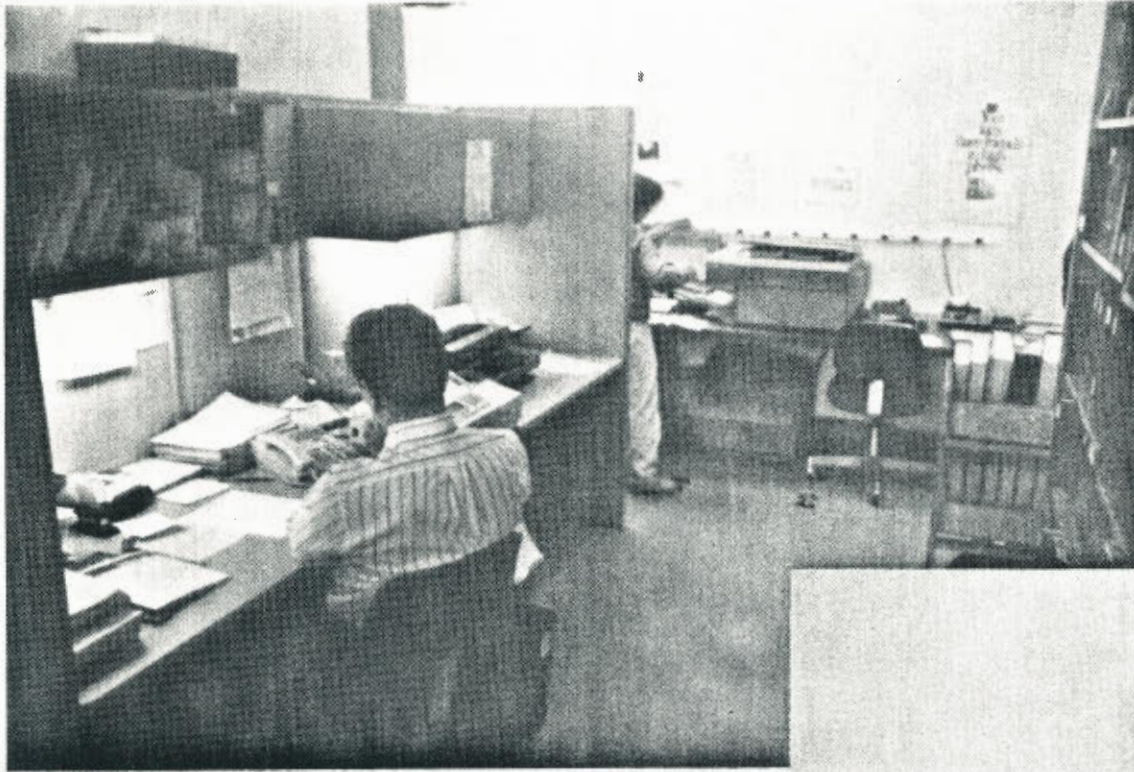


BOOK SHELVES



STUDY CARRELS

LAW LIBRARY



STAFF PART-TIMERS

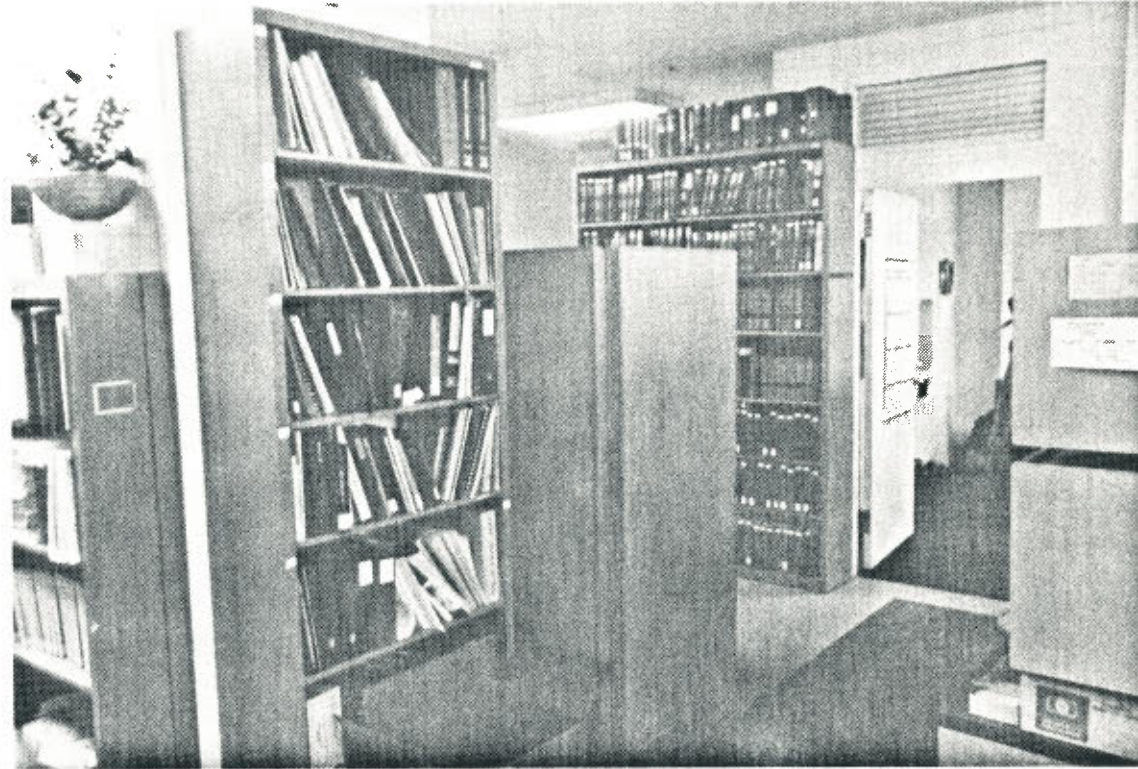
STAFF CONFERENCE ROOM



LAW LIBRARY



WORKROOM STORAGE



STAFF WORKROOM

LAW LIBRARY



DON BLISS' WORKSTATIONS

STAFF WORKROOM



LAW LIBRARY



DICK BEER'S OFFICE

DICK BEER'S OFFICE



LAW LIBRARY



MARGARET'S WORKSTATION



CHARLOTTE'S WORKSTATION

LAW LIBRARY

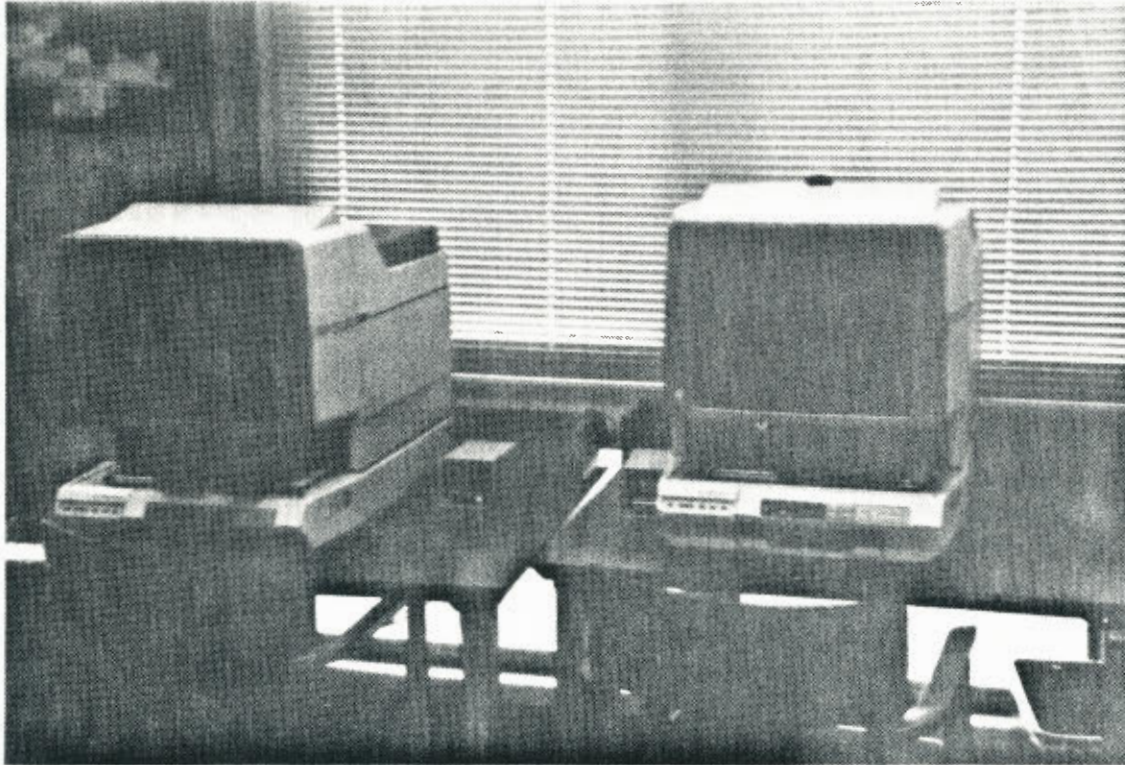


MARY'S WORKSTATION

WESTLAW SEARCHES

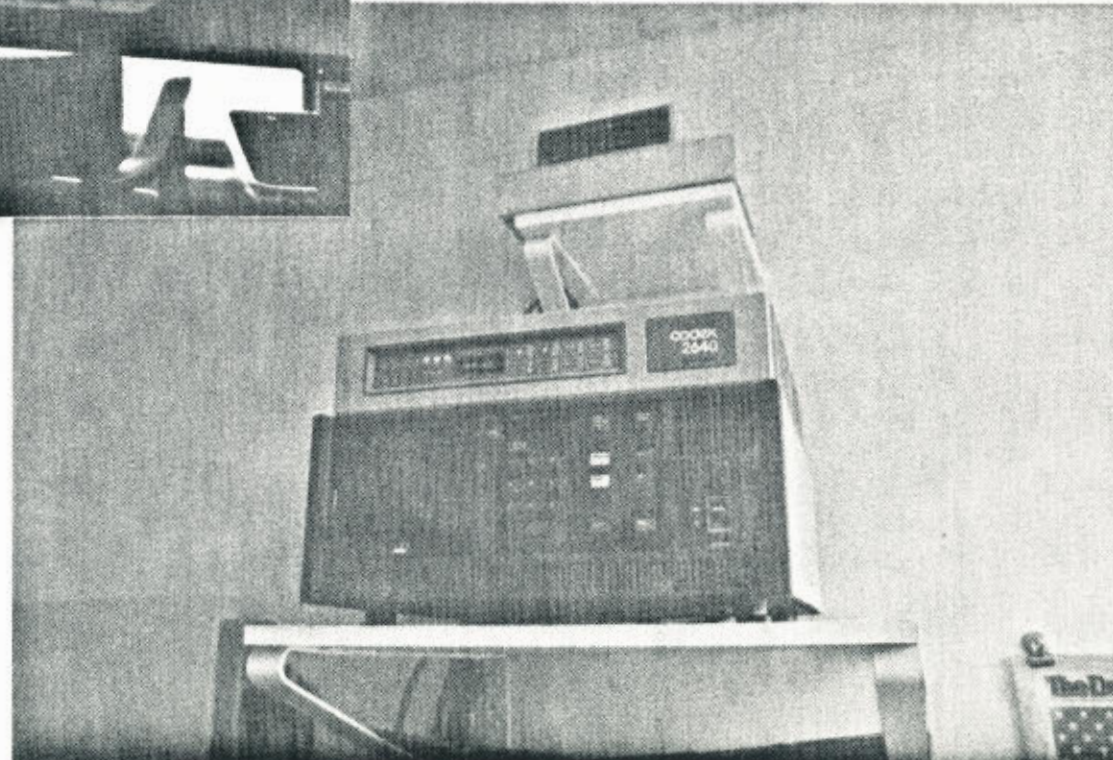


LAW LIBRARY



MICRO-FICHE
READER-PRINTERS

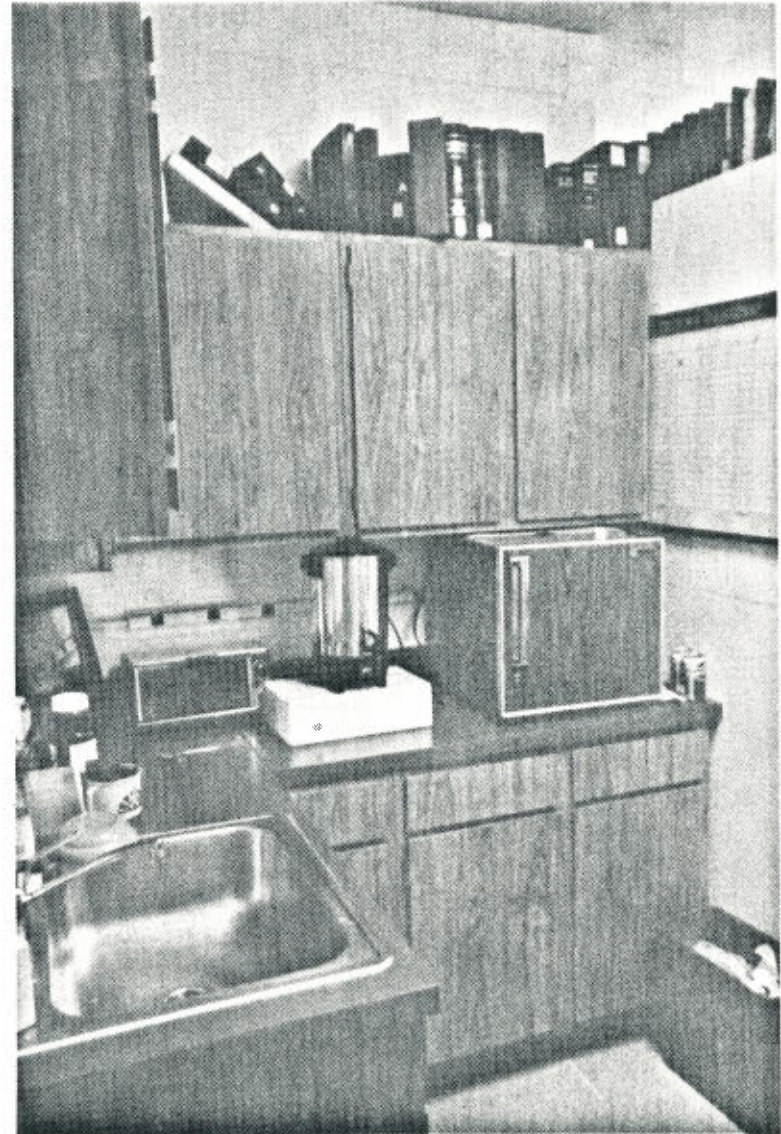
MODEM HOOK-UP WITH WSL



LAW LIBRARY



KITCHENETTE



KITCHENETTE

APPENDIX "D"

**PHOTOGRAPHIC RECORD OF
EXISTING OFFICE OF THE PROSECUTING ATTORNEY**

OFFICE OF THE PROSECUTING ATTORNEY

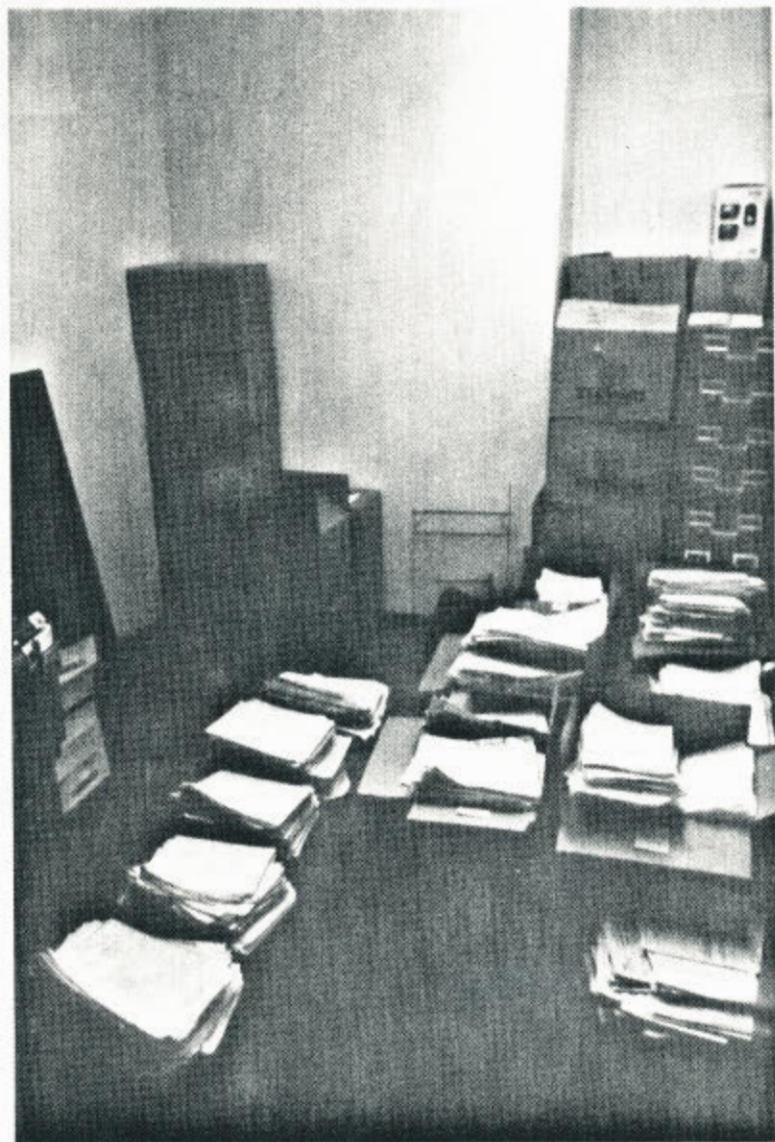


MINI-TRIEVE

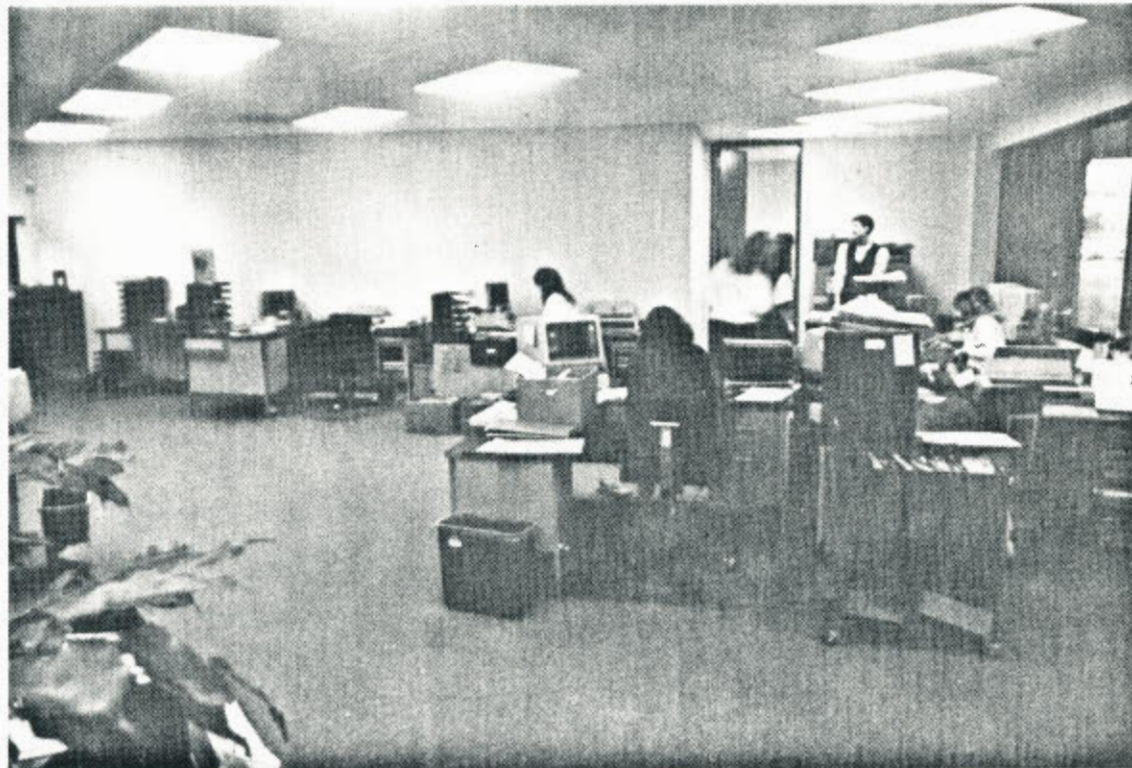


VICTIM/WITNESS
VOLUNTEER OFFICE

OFFICE OF THE PROSECUTING ATTORNEY



CASE RECORDS - OFFICE AREA



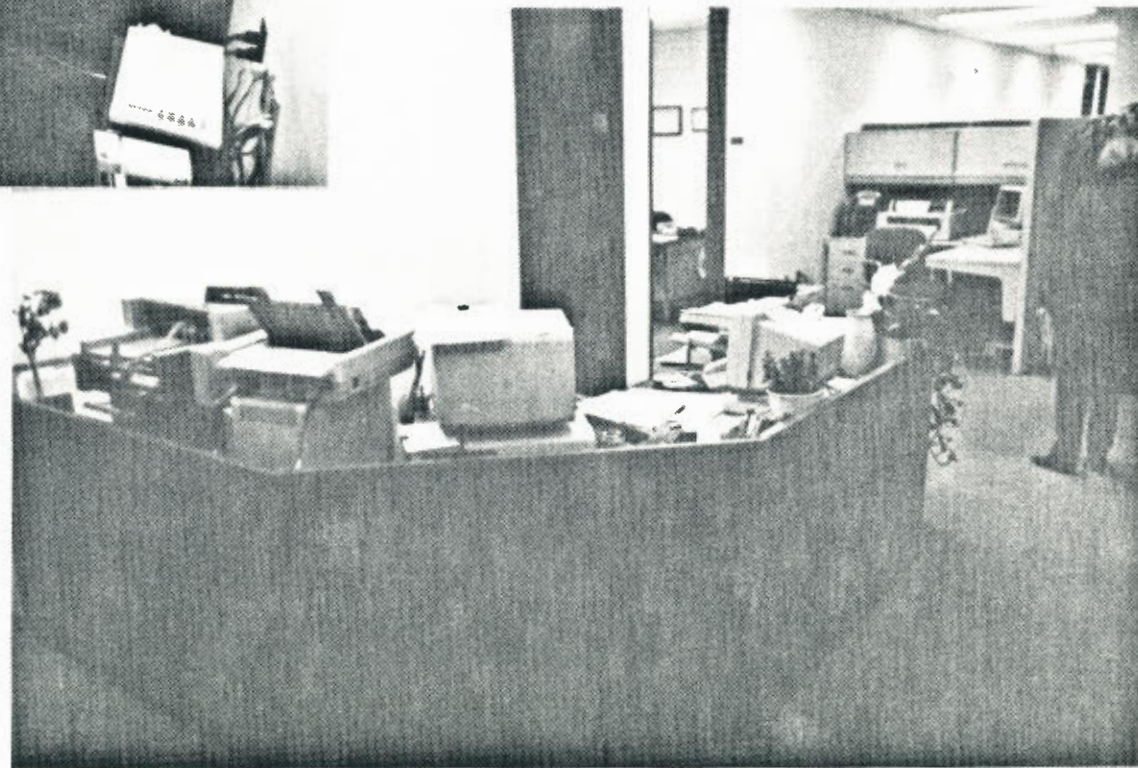
CASE RECORDS - OFFICE AREA

OFFICE OF THE PROSECUTING ATTORNEY

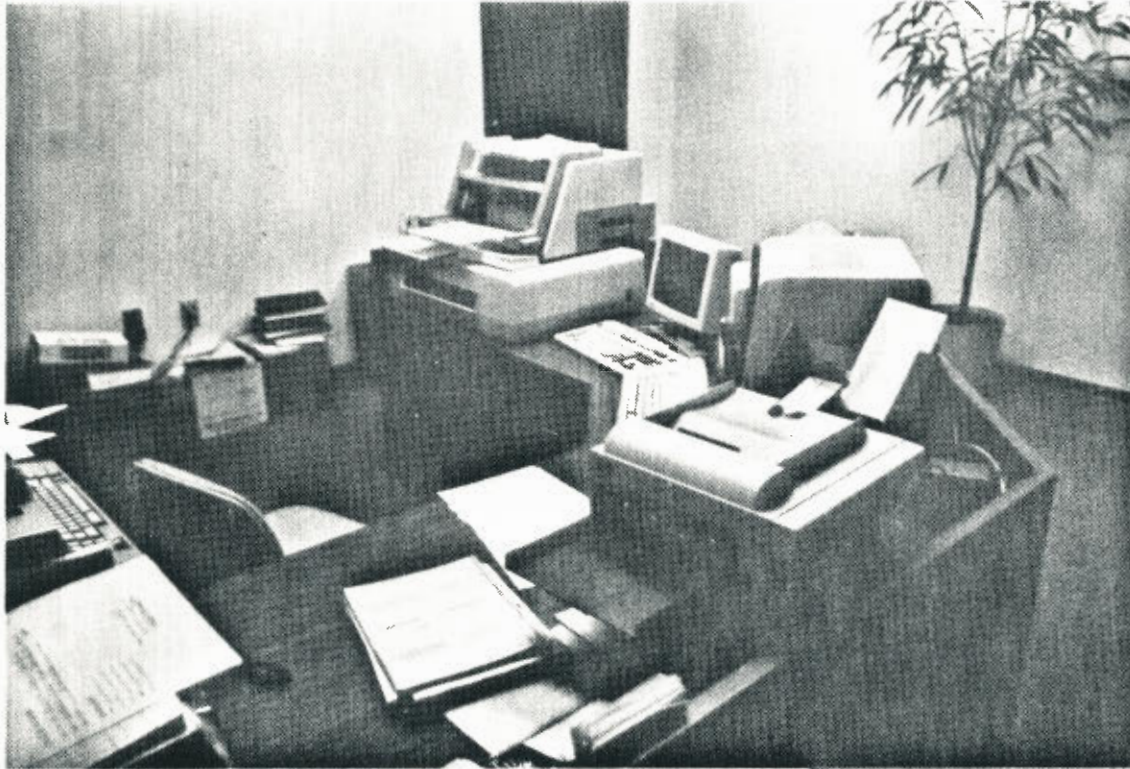


TYPICAL
SECRETARIAL WORKSTATION

TYPICAL
SECRETARIAL WORKSTATION



OFFICE OF THE PROSECUTING ATTORNEY

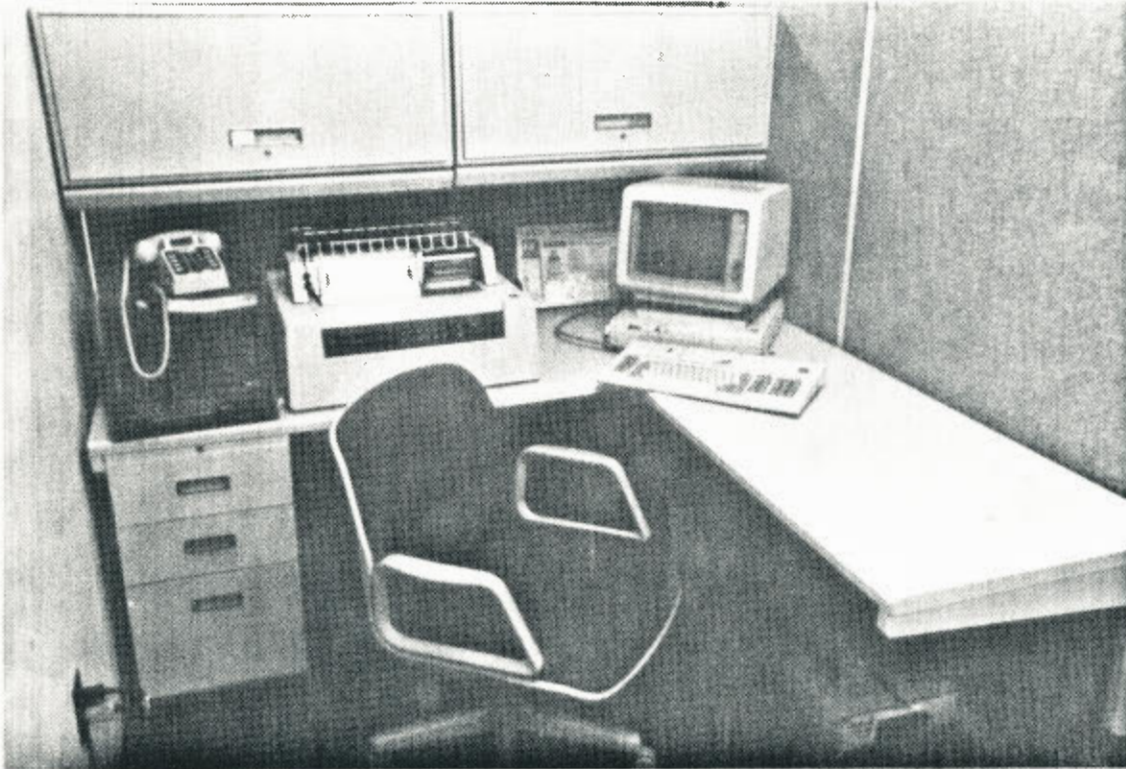


TYPICAL
SECRETARIAL WORKSTATION

CIRCUIT COURT - XEROX ROOM

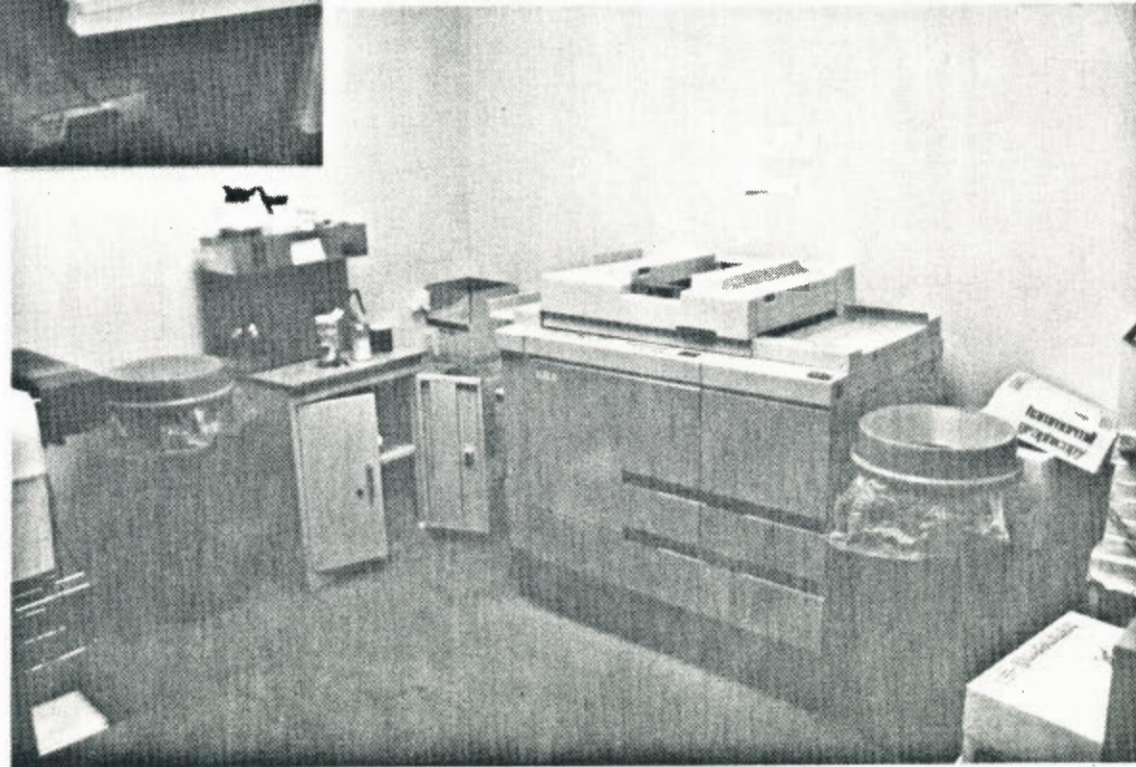


OFFICE OF THE PROSECUTING ATTORNEY



LEXIS WORKSTATION

DISTRICT COURT -
XEROX ROOM / LEXIS PRINTER

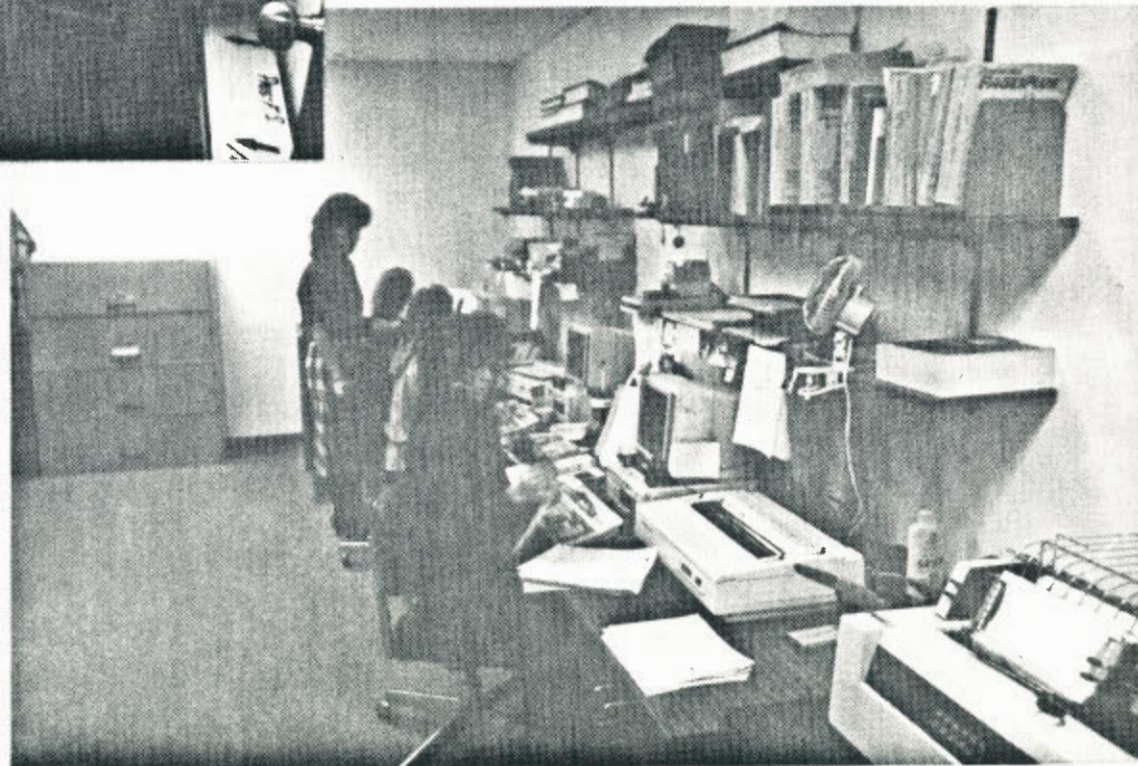


OFFICE OF THE PROSECUTING ATTORNEY



WARRANTS' - XEROX ROOM

WARRANTS' - SECRETARIAL POOL

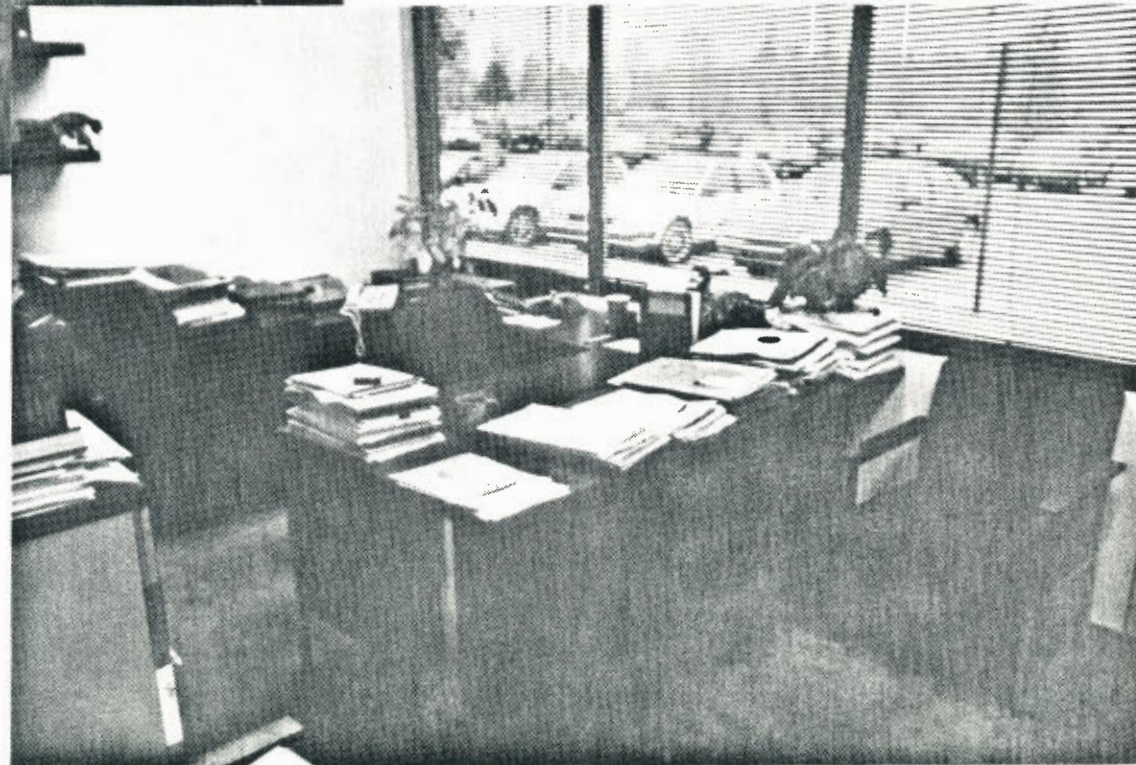


OFFICE OF THE PROSECUTING ATTORNEY

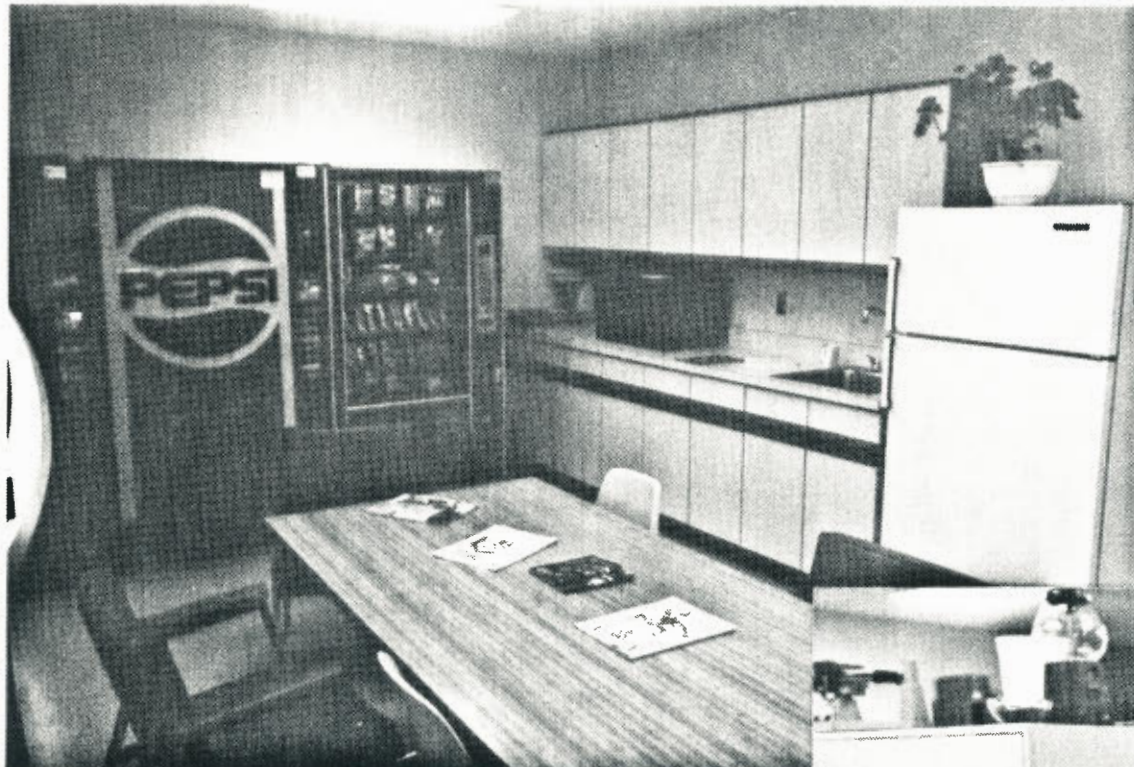


PROSECUTOR'S LIBRARY

TYPICAL DIVISION HEAD OFFICE



OFFICE OF THE PROSECUTING ATTORNEY

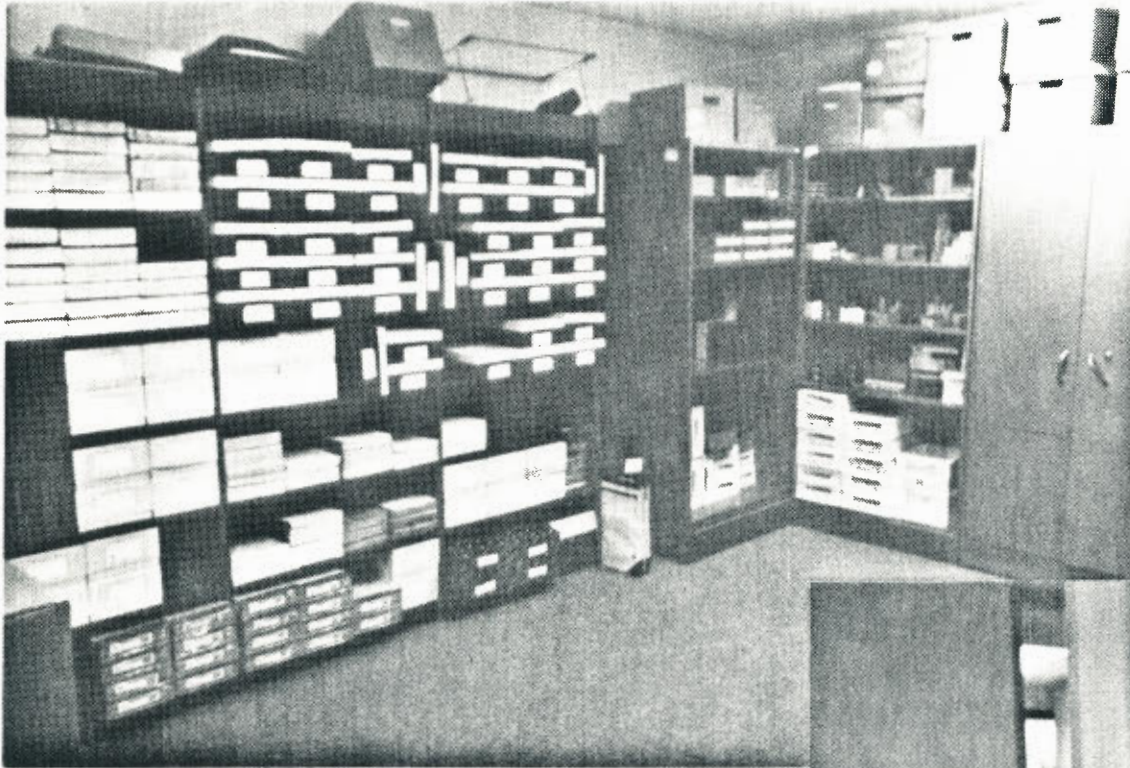


INVESTIGATIONS - EMPLOYEE ROOM

INVESTIGATIONS - WORKSTATIONS

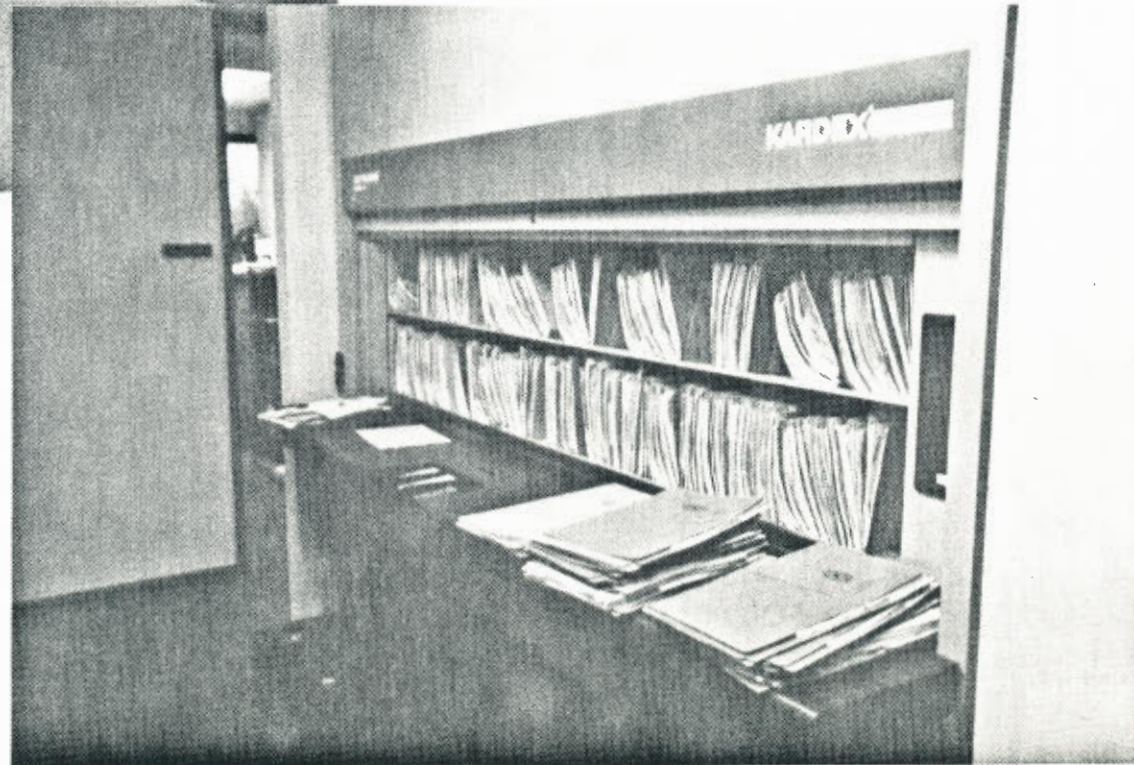


OFFICE OF THE PROSECUTING ATTORNEY



INVESTIGATIONS - STORAGE ROOM

FAMILY SUPPORT - POWER FILE



OFFICE OF THE PROSECUTING ATTORNEY



GRAND JURY ROOM

APPELLATE - POWER FILE

