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Information and documentation - Qualitative conditions and basic statistics for library buildings -- Space, function and design

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Information et documentation -- Conditions qualitatives et statistiques fondamentales pour bâtiments de bibliothèques -- Espaces, fonctions et conception

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TECHNICAL REPORT

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Information and documentation — Qualitative conditions and basic statistics for library buildings — Space, function and design

*Information et documentation — Conditions qualitatives et statistiques
fondamentales pour bâtiments de bibliothèques — Espaces, fonctions
et conception*

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Contents

Page

Foreword	vi
Introduction.....	vii
1 Scope	1
2 Terms and definitions	1
3 Planning library buildings	13
3.1 First steps in planning	13
3.2 Factors affecting library space requirements	16
3.3 Special service areas	19
3.4 Joint facilities.....	27
4 Usable areas	28
4.1 General	28
4.2 Space for user places	29
4.3 Space for events and exhibitions	34
4.4 Space for lending	35
4.5 Space for reference and information.....	37
4.6 Space for other usage areas	38
4.7 Space for collections	40
4.8 Space for library staff.....	66
4.9 Other spaces for library management and technical services	69
5 Technical building issues.....	76
5.1 Storage conditions.....	76
5.2 Load assumption.....	81
5.3 Conveyor systems.....	85
5.4 Security and safety systems	88
5.5 Light and lighting	91
5.6 Acoustic conditions	98
5.7 Floor construction and covering	102
5.8 Wiring.....	110
5.9 Sign system	114
6 Outdoor space	116
6.1 General	116
6.2 Access	116
6.3 Open spaces	117
7 Barrier free construction	118
7.1 General	118
7.2 Measures for barrier free design	118
7.3 Sign system	119
7.4 Overview.....	119
8 Sustainable building	120
8.1 General	120
8.2 Energy efficiency.....	120
8.3 Conservation of natural resources.....	121
Annex A (informative) Reconstruction and reorganisation of old buildings.....	122
Annex B (informative) List of functional areas and rooms.....	125
Bibliography.....	129

ISO/TR 11219:2012(E)**Figures**

Figure 1 — Access to shelving sections	51
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Tables

Table 1 — Shelf depth recommended for types of media and types of shelving	42
Table 2 — Shelf depth for special media furniture	42
Table 3 — Recommended length of shelving ranges.....	43
Table 4 — Shelf frame height and number of shelf boards on top of each other for books.....	44
Table 5 — Number of shelf boards on top of each other for non-book media	45
Table 6 — Shelf capacity for books (standing, spine-out).....	46
Table 7 — Shelf capacity for unbound periodicals and newspapers.....	47
Table 8 — Required compartments for the yearly issues of one periodical or newspaper	47
Table 9 — Shelf capacity for non-book media.....	48
Table 10 — Shelf capacity of cabinets for non-book media.....	48
Table 11 — Stack aisle width and axis centre distance for shelves of 0,25 m to 0,35 m depth in different functional areas	49
Table 12 — Space needed for access to shelving sections.....	53
Table 13 — Required space for books and bound periodicals with standard conditions.....	57
Table 14 — Required space for one year of one unbound periodical title with standard conditions.....	57
Table 15 — Required space for one newspaper title (issues of 1 month) with standard conditions.....	58
Table 16 — Required space for printed music documents with standard conditions.....	58
Table 17 — Required space for maps and plans (folded) with standard conditions	59
Table 18 — Required space for maps and plans in cabinets for A0 maps with standard conditions	59
Table 19 — Required space for files with standard conditions.....	60
Table 20 — Required space for phonograph records with standard conditions.....	61
Table 21 — Required space for CDs and CD-ROMs with standard conditions	62
Table 22 — Required space for audio cassettes with standard conditions.....	63
Table 23 — Required space for DVDs with standard conditions	64
Table 24 — Required space for video cassettes with standard conditions	65
Table 25 — Space requirements for staff.....	69

Table 26 — Overview of live load (rounded)	85
Table 27 — Fire extinguishing systems	91
Table 28 — Recommended lighting levels for specified areas	92
Table 29 — Advantages and disadvantages of the light sources most used in libraries	97
Table 30 — Recommended acoustic comfort levels for functional areas	100
Table 31 — Types of flooring	104

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

In exceptional circumstances, when a technical committee has collected data of a different kind from that which is normally published as an International Standard ("state of the art", for example), it may decide by a simple majority vote of its participating members to publish a Technical Report. A Technical Report is entirely informative in nature and does not have to be reviewed until the data it provides are considered to be no longer valid or useful.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO/TR 11219 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 8, *Quality — Statistics and performance evaluation*.

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Introduction

This Technical Report provides guidance for the planning of library buildings by identifying requirements of space and technical equipment. It supports decision making for librarians, architects and financing institutions.

This Technical Report considers planning, both for new buildings and for the reconstruction of existing library buildings or the conversion of other buildings for library use.

In order to plan new or reconstructed buildings, libraries need reliable data that can help them to calculate their space requirements and to define the respective technical building equipment for housing the collections, as well as for offering adequate user areas and background areas for the internal library operations. Such data are not yet available in International Standards.

This Technical Report includes data and specifications for all types of libraries, but especially for academic and public libraries. Its main topics are space requirements for:

- user areas (user places, reference and information services, lending services, user training, recreation and communication areas, meeting and exhibition areas);
- collection storage areas (including non-book materials);
- library operations (media processing, bindery, computing and management).

This Technical Report also covers technical aspects like security and safety systems, floor loading, transport systems, acoustic conditions, lighting systems and wiring and the issues of barrier-free construction and sustainability.

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Annex A gives an overview of issues to consider when planning to reconstruct or reorganize existing buildings for library purposes. Annex B provides a list of functional areas and rooms to be used when checking the completeness of the plans.

Several clauses of this Technical Report are partly based on References [13] and [18].

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Information and documentation — Qualitative conditions and basic statistics for library buildings — Space, function and design

1 Scope

This Technical Report specifies data for the planning of library buildings. It also provides guidance on the selection of technical building equipment for the different functional areas of libraries.

This Technical Report is applicable to all types of libraries in all countries, but especially to academic and public libraries.

It does not include details on national, regional or local regulations that can affect the planning of library buildings.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

academic library

library whose primary function is to cover the information needs of learning and research

Note 1 to entry: This includes libraries of institutions of higher education and general research libraries.

2.2

accession order

arrangement of books or other documents on shelves in the chronological and numerical order of their addition to a specific category or class, as opposed to an arrangement based entirely on a classification system

Note 1 to entry: Antonym: classified shelving.

2.3

area for events

floor space for events and exhibitions with special technical requirements as to acoustics, lighting, darkening, climate and catering

2.4

art lending library

department of a public library with collections of art books, works of art (e.g. pictures, sculptures) and reproductions, commissioned to lend those books and objects for a specified time period to users

ISO/TR 11219:2012(E)**2.5****audiovisual media**

documents in which sound and/or pictures are prominent, and which require the use of special equipment to be viewed and/or heard

Note 1 to entry: This includes audio documents, pictures and films on different physical carriers.

Note 2 to entry: Adapted from ISO 2789:2006.

2.6**automated storage****ASRS**

high-density storage facility with retrieving function of library materials, generally called Automated Storage and Retrieval System (ASRS)

Note 1 to entry: Advantages of this kind of storage are the efficient use of space and the speed of retrieving and returning of materials.

2.7**axis centre distance**

distance between centres of repeated or similar objects

Note 1 to entry: Such objects can be constructional elements or furniture in a row. For shelves, the axis centre distance is the distance from centre post to centre post of two parallel single-sided (single-faced) or double-sided (double-faced) shelves.

2.8**barrier-free access****universal access**

accessibility of the library to users with physical requirements other than those of the average user, e.g. as to the height of shelves, tables and equipment or as to working places for visually impaired persons

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2.9**bindery****book binding studio**

in-house workshop in a library that performs binding and repair of physical media, especially the daily work such as repairs, binding in urgent cases, production of brochures for the institution's own publications, etc.

2.10**book drop**

slot, chute, bin or box with a collection container to which materials borrowed from a library can be returned, especially during hours when the library is closed

Note 1 to entry: Book drops can be free-standing (usually outside the walls of the library) or built into the circulation desk or an exterior wall.

Note 2 to entry: Book drops are often linked to the library system and/or a transport system.

2.11**book transport system**

conveyor transporting media from closed stacks to the check-out or user area and back again after check-in

2.12**carrel**

work space for information users in the reader area which is shielded against its surroundings but not completely closed

Note 1 to entry: In a carrel, working papers can be kept for continuous research.

Note 2 to entry: Adapted from ISO 5127:2001.

2.13**cartographic document
map**

conventional representation, on a reduced scale, of concrete or abstract phenomena which can be localized in space and time

Note 1 to entry: This includes documents such as two- and three-dimensional maps, globes, plans, topographic models, tactile maps and aerial representations, but excludes atlases and any other cartographic documents in codex, micro, audiovisual and electronic form.

Note 2 to entry: Adapted from ISO 2789:2006.

2.14**catalogue**

ordered list or bibliographic retrieval system allowing access to data and addresses of documents in one or several collections

Note 1 to entry: Catalogues are for the most part offered in the form of online catalogues accessible via terminal or workstation. Older forms are catalogues in book form on shelves and card catalogues sorted in drawers of catalogue cabinets.

Note 2 to entry: Adapted from ISO 5127:2001.

2.15**children's library**

public library area offering special collections and services for children up to 13 years

2.16**circulation space**

space needed for access to the rooms, in-house traffic and evacuation of the building in case of need

Note to entry 1: This includes, for example, floor space of corridors, stairway space, lift shafts and traffic area for vehicles.

Note to entry 2: Movement areas in rooms that belong to the usable area are excluded.

[DIN 277-1:2005-02]

2.17**citizens' service**

service point of the local administration offering easy access for citizens to administrative services (e.g. renewing passports or driving licences, paying dog licence fees)

Note 1 to entry: The service point can be located in a library.

2.18**classified shelving**

storage of media in the order of a subject classification

Note 1 to entry: Classified shelving is usually applied in open-access stacks.

Note 2 to entry: Antonym: **accession order** (2.2).

2.19**closed stacks**

stacks that are not accessible to users

Note 1 to entry: Antonym: **open stacks** (2.58).

ISO/TR 11219:2012(E)

2.20**compact shelving**

shelves or cupboards which are movable on rails with manual or electric steerage and which can be moved close to each other, thus maximizing the storage capacity of a given space

2.21**conservation**

intervention techniques applied to prevent, arrest or delay deterioration

[ISO 5127:2001, definition 6.1.03]

2.22**cross-aisle**

corridor or passageway that intersects at a 90-degree angle the shelving ranges and stack aisles in the stack area of a library, allowing staff and users to move from one range to another without walking to the end of the range

2.23**delivery entrance**

entrance for the receipt or dispatch of library materials or other goods or for the pick-up of waste materials

2.24**desk sharing**

policy for minimizing the floor space required for office rooms by which two or more persons share a desk and equipment, especially useful when allocating background space for staff mainly working in contact with users

2.25**double-faced shelf****double-sided shelf**

shelving unit with shelf boards on both long sides

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2.26**ductwork**

system of ducts for ventilation or the conveyance of liquids, gases, electricity, etc.

2.27**electronic collection**

all resources in electronic form in the library collection

Note 1 to entry: The electronic collection includes databases, electronic serials and digital documents such as eBooks, electronic patents and networked audiovisual documents.

Note 2 to entry: Adapted from ISO 2789:2006.

2.28**exhibition**

time-limited display of objects, organized or co-organized by the library

Note 1 to entry: Exhibitions can take place inside or outside the library premises.

2.29**file****dossier**

organized unit of documents grouped together either for current use by the creator or in the process of archival arrangement, because they relate to the same subject, activity or transaction

Note 1 to entry: Adapted from ISO 5127:2001.

2.30**frontal display****face-out**

method of displaying media face forward, especially in public libraries, which requires considerably more shelf area

Note 1 to entry: Antonym: **spine-out** (2.87).

2.31**functional space**

part of the gross floor area that houses the central operational equipment of a building

Note 1 to entry: This includes, for instance, sewage disposal, heating, conveyor technique.

2.32**gross floor area**

sum of all floor areas of all levels of a building

Note 1 to entry: This includes the usable area, circulation space, functional space and space occupied by the constructional elements of the building (pillars, walls, etc.).

2.33**group study place**

workplace for joint studying by several users

Note 1 to entry: These places are usually constructed in a way that their use does not materially affect the other users.

2.34**inside width**

distance between the inside margins of an object, without taking account of the marginal parts themselves

2.35**interactive spaces**

spaces in buildings where ICT (Information and Communication Technology) is integrated in the furniture (e.g. tables) and in the walls

2.36**interlibrary lending**

loan of a document in its physical form or delivery of a document, or part of it, in copied form, from one library to another which is not under the same administration

Note 1 to entry: Adapted from ISO 2789:2006.

2.37**IT-workplace**

workplace equipped with information technology (personal computer, terminal or multimedia equipment, etc.)

2.38**kinderbox**

special furniture for presenting large books (picture books, comics) or other media in frontal display

2.39**learning centre****information commons**

library service area specially dedicated to learning purposes

Note 1 to entry: Usually, a learning centre integrates library and computer application services, in most cases with a wireless network, equipment for multimedia use and support services for users by librarians and/or IT specialists.

Note 2 to entry: A learning centre can be a separate facility, inside or outside the library, or an integral part of the library.