

PART 2: PROGRAM REQUIREMENTS/ADJACENCIES	3
Section A. Library spaces and functional relationships.....	3
2.1 General information.....	3
2.2 Location of spaces.....	3
2.3 Categories of space.....	3
2.4 Functional Requirements.....	4
2.5 Adjacencies.....	4
2.6 Scale.....	4
2.7 Required Areas.....	4
2.8 Optional Areas.....	5
2.9 Renovations and additions.....	5
Section B. Public spaces.....	7
2.10 Public Entrance and Lobby.....	7
2.11 Conference/training room.....	7
2.12 Education classroom/multipurpose space.....	7
2.13 Orientation theater.....	8
2.14 Auditorium.....	8
2.15 Museum permanent exhibit gallery and temporary exhibit gallery.....	9
2.16 Gift Shop.....	10
2.17 Food service.....	10
2.18 Volunteer orientation and lounge.....	10
Section C. Director's suite.....	10
2.19 Director's suite.....	10
2.20 Director's office.....	11
2.21 Deputy Director's office.....	11
2.22 Supervisory archivist's office.....	11
2.23 Curator's office.....	11
2.24 Education specialist's office.....	11
2.25 Administrative storage.....	12
Section D. Museum support spaces.....	12
2.26 Registrar's office.....	12
2.27 Artifact processing room.....	12
2.28 Exhibit support staff office.....	12
2.29 Exhibit production shop. A.....	12
2.30 Paint shop.....	12
2.31 Clean room.....	12
Section E. Research rooms and archival support spaces.....	13
2.32 Researcher orientation.....	13
2.33 Textual research room.....	13
2.34 Textual processing room.....	14
2.35 Nontextual research room.....	14
2.36 Nontextual suite.....	15

2.37 Archival staff offices..... 15

Section F. Holdings Storage..... 16

2.38 Textual holdings storage..... 16

2.39 Nontextual holdings storage..... 16

2.40 Nontextual holdings cold storage..... 16

2.41 Sensitive compartmented information facility (SCIF)..... 17

2.42 Artifact holdings storage..... 17

2.43 Secure storage for high value artifacts..... 17

2.44 Storage for supplies..... 18

Section G. Facility support spaces..... 18

2.45 Facility manager’s office..... 18

2.46 Staff lounge..... 18

2.47 Receiving room..... 18

2.48 Loading dock..... 18

2.49 Corridors and elevators..... 19

2.50 Staff and researcher restrooms..... 20

2.51 Onsite contractor space..... 20

2.52 Catering kitchen..... 20

2.53 Storage rooms for gift shop, food service area, and auditorium..... 20

2.54 Computer Room..... 20

2.55 Security Control Center..... 21

Section H. Presidential/Foundation Suite..... 22

2.56 Presidential/Foundation Suite..... 22

Figure 2-1: Library Spaces and Functional Relationships 6

PART 2: PROGRAM REQUIREMENTS/ADJACENCIES

Section A. Library spaces and functional relationships.

2.1 General information.

2.1.1 These standards provide summary information on required functional areas that must be provided in a Presidential library or an adjacent Foundation facility. Further details regarding the programmatic functional requirements may be obtained from the NARA Office of Presidential Libraries. While the descriptions of individual areas may contain general information regarding security, fire safety, lighting, and environmental controls, details concerning specific requirements are contained in Part 3. Part 4 contains details on specific program equipment that must be provided to NARA.

2.1.2 There are unique security requirements at a Presidential Library. There must be well-defined and physically-controllable separation of those spaces identified as “public space” and “staff or restricted space”. These functions are sometime defined in the service industry as “front of the house” and “back of the house” functions. NARA requires this separation to ensure only fully cleared and authorized personnel enter the staff or restricted space using key card access control. NARA security personnel will work with the Foundation designers to identify the boundary line that will actually separate the two functions, so that the designers install the appropriate physical measures to provide the requisite control.

2.2 Location of spaces. All required Library spaces, and any optional spaces that a Foundation chooses to include in the design of a Presidential Library, must be located on one site and in one physical structure (see categories of space, paragraphs 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, and 2.3.6). Certainly, the Foundation may choose to place spaces under its direct control in a separate building or buildings, such as Foundation offices or a Presidential suite (see categories of space, paragraph 2.3.7). It is strongly recommended that if the Foundation chooses to place its own activities in a separate physical structure, that this structure be co-located with the Library on one site to maximize the efficiencies and the effectiveness of the public/private partnership that forms the strong basis for the ongoing operations of a Presidential Library and Museum

2.3 Categories of space. The following sections provide information about particular library spaces and their adjacencies within the library. The spaces are grouped into broad categories and then by specific functional areas. The broad categories include:

2.3.1 Public spaces (non-research).

2.3.2 Director’s suite.

2.3.3 Museum support spaces.

2.3.4 Research rooms and archival support spaces.

- 2.3.5 Holdings storage.
- 2.3.6 Facility support spaces.
- 2.3.7 Presidential/Foundation suite.
- 2.4 Functional relationships. Designing good functional relationships among library spaces is critical to the successful operation of the facility. Figure 2-1: Library Spaces and Functional Relationships provides a block diagram of key functional areas and their relative adjacencies for information to Foundations and their designers.
- 2.5 Adjacencies. Not all of the adjacencies shown in the diagram are absolute requirements, nor are they intended to require any particular space layout (When adjacencies are requirements, they are so stated.). In addition to the functional adjacencies, holdings storage and processing rooms, and exhibit galleries have environmental and security requirements that are more stringent than other parts of the building. In particular, while the artifact storage and processing functions are shown located in the vicinity of the exhibits, designers may find it to be advantageous to locate the artifact holdings storage adjacent to the textual holdings storage rooms.
- 2.6 Scale. The blocks in the diagram have no relation to the relative sizes of each specific area. With the size implications resulting from the endowment formula, the Foundation may decide to construct two (or more) buildings: one housing the functions performed by NARA; one housing the Foundation offices, auditorium, multi-purpose rooms, etc.; and optionally a third building for academic use. The NARA standards require that, at the very least, the functional areas on the required list below be included in all new Presidential library facilities transferred to NARA. Optional areas are listed separately.
- 2.7 Required Areas.
 - 2.7.1 Textual, nontextual, artifact, and other specialized holdings storage rooms.
 - 2.7.2 NARA staff offices.
 - 2.7.3 Processing rooms for textual, nontextual, and artifact holdings.
 - 2.7.4 Textual and nontextual research rooms, with related orientation spaces.
 - 2.7.5 Loading dock and receiving room.
 - 2.7.6 Education classroom/multipurpose space.
 - 2.7.7 Computer room for network equipment.
 - 2.7.8 Onsite contractor office space.
 - 2.7.9 Security control center.

- 2.7.10 Crate storage room.
 - 2.7.11 Volunteer orientation room and lounge.
 - 2.7.12 NARA staff conference/training room.
 - 2.7.13 Staff lounge.
 - 2.7.14 Public entrance and lobby.
 - 2.7.15 Restrooms for staff and the public.
 - 2.7.16 Storage for facility operations.
 - 2.7.17 Isolation Room.
- 2.8 Optional Areas.
- 2.8.1 Museum permanent exhibit gallery.
 - 2.8.2 Temporary exhibit gallery.
 - 2.8.3 Exhibit production shop, clean room, and paint shop for museum-related fabrication.
[Note: these are required if 2.8.1 or 2.8.2 is included].
 - 2.8.4 Orientation theater.
 - 2.8.5 Auditorium.
 - 2.8.6 Museum gift shop and gift shop storage.
 - 2.8.7 Presidential suite.
 - 2.8.8 Foundation offices.
 - 2.8.9 Food service.
 - 2.8.10 Catering kitchen.
- 2.9 Renovations and additions. Renovations and additions to existing Presidential libraries must conform to these adjacency issues. A designer must apply for a waiver if compliance to a particular adjacency standard is not feasible.

Figure 2-1: Library Spaces and Functional Relationships

Storage	Food Service	Public Entrance and Lobby	Director's Suite			
Storage	Orientation Theater		Public Restrooms	Staff Restrooms	Volunteer Orientation and Lounge	NARA Conference and Training Room
			Catering Kitchen			
Temporary Exhibit Gallery	Circulation		Education Classroom/Multipurpose Space			
	Gift Store	Internal Circulation	Researcher Orientation			
Gift Store Storage	Textual Research Room		Nontextual Research Room	Nontextual Suite		
Permanent Exhibit Gallery	Textual Processing Room		Nontextual Holdings Storage		Cold Storage	
	Textual Holdings Storage					
	Artifact Holdings Storage		Storage	Archival Staff Offices	Specialized Storage: Sensitive Compartmented Storage Facility (SCIF)	
	Artifact Processing Room		SCIF Processing Room			
Clean Room	Exhibit Support Staff Office		Registrar's Office	Staff Lounge		Staff Restrooms
Paint Shop	Exhibit Production Shop		Crate Storage	Receiving room	Loading dock	
Auditorium			Computer Contractor	Facility Manager's Office	Security Control	
			Entrance	Presidential Security	Foundation Offices/ Presidential Suite	

Section B. Public spaces.**2.10 Public Entrance and Lobby.**

2.10.1 The public entrance and lobby will serve as an introduction to the library and as a transitional point among many of the public spaces. The public entrance and lobby will also be the one, primary point of entry and egress into the library by staff and visitors, including museum guests and researchers. Designers must make every effort to minimize the overall number of access points to the facility. The overall dimensions of the public entrance and lobby should be sufficient to permit visitors, as many as 2,000 to 4,000 per week, to move easily to and from the admissions desk, exhibit galleries, orientation theater, restrooms, museum gift shop, food service, and other public spaces. Plans must accommodate x-ray machines, magnetometers, or other security screening devices considered necessary at the main public entrance. Designers must arrange the public entrance and lobby so as to maximize the protection of staff, visitors, holdings, and the library structure itself. At the same time, designers must create a space or spaces welcoming visitors to the library. Energy saving vestibules must also be incorporated whenever possible. Every effort must be made to avoid visitor bottlenecks and allow for easy entry and egress of large crowds.

2.10.2 Public restrooms and visitor amenities such as coat racks, lockers, and public telephones must be adjacent to the lobby and must be within the security envelope.

2.10.3 If there is a museum, the museum gift shop and orientation theater must be adjacent to the lobby. If an orientation film is offered, space must also be provided for visitors to congregate while they wait for the next showing. The lobby must accommodate organized groups that will assemble before and after tours.

2.10.4 Stairways, elevators, escalators, or inclined ramps must not be located in such a way that lines will form in the lobby. They must not be located in proximity to entrance and exit doors. Their combined capacities must be sufficient to move 500 people per hour.

2.11 Conference/training room. The library must have a conference/training room for staff meetings, seminars, or lectures. The conference/training room should be centrally located and easily accessible from all parts of the library, including the public entrance and lobby if possible.

2.12 Education classroom/multipurpose space.

2.12.1 An education classroom must be provided for several kinds of activities including educational programs and social gatherings. The classroom must be designed to allow reconfiguration with moveable partitions to serve as multipurpose space. The classroom should be available to the President and might occasionally provide space for outside professional group functions. It may be used for smaller evening programs not requiring a larger auditorium or when other parts of the building are

closed.

- 2.12.2 The education classroom/multipurpose space public should be very near the public entrance and lobby, and public restrooms. The education classroom/multipurpose space must provide some storage space for extra tables or chairs and for education supplies. If located in the NARA-operated building, the education classroom/multipurpose space must be designed to allow the space to be closed off from the remainder of the building for noise and crowd control and for after hours controlled access without access to rest of building.
- 2.12.3 The education classroom/multipurpose space should be near the food service area if possible, but not immediately adjacent to exhibit galleries or holdings storage rooms. A sink in the space is highly desirable. The space must have a grouping of comfortable furniture in addition to an array of configurable tables and chairs, as well as furniture appropriate for use in classroom activities.
- 2.13 Orientation theater.
- 2.13.1 The orientation theater provides a space to orient visitors about the President, the Presidency, and the library itself. If provided, the theatre must include no less than 100 fixed seats. If an orientation film is offered, it will be shown here during normal business hours. In addition, after normal business hours, the theater must be designed to allow for its use for library events such as symposia and seminar classes. Therefore, a small stage or dais must be included in the design.
- 2.13.2 The theater must be easily accessible from the public entrance and lobby and positioned so that visitors have the option of entering the theater first or going directly to the museum exhibit galleries.
- 2.13.3 Based on past experience with visitors at Presidential libraries, NARA recommends that any orientation film have a running time of no more than 12 minutes and include information about the President, but also about the library and exhibits. Care should be taken to avoid creating a film that dates quickly.
- 2.14 Auditorium. If an auditorium is included in the NARA-controlled portion of the Library, it must be designed to be easily configurable for multi-purposes and for events requiring varying capacities. The auditorium must feature a stage, platform, or dais with appropriate audiovisual, electrical, and information technology capabilities and seating. Staging areas behind the stage, platform, dais, as well as a “green room” or lounge for use by visiting speakers or dignitaries must be provided. The auditorium must be easily accessible to the general public, and provide proper lighting and acoustics for public events including lectures, forums, and other presentations both live and recorded. For additional details regarding auditorium requirements if an auditorium is included in the government-controlled facility, the Foundation must contact NARA.

2.15 Museum permanent exhibit gallery and temporary exhibit gallery.

- 2.15.1 Both the museum permanent exhibit gallery and the temporary exhibit gallery, if provided, should be near the public entrance and lobby. Both galleries must consist of large, unencumbered spaces with a minimum of permanent interior walls. Load bearing columns should be widely spaced. Total area for both galleries must be appropriate to provide for extensive and varied exhibits, some featuring oversized objects such as automobiles and airplanes. At a minimum, ceiling height must be 12 feet. Natural light in the exhibit galleries is prohibited for all new construction and must be eliminated to every extent possible in existing exhibit galleries. Display walls must be constructed of materials that permit the use of nails. The walls must also have the ability to have their surface changed by paint or fabric. This specifically refers to the temporary exhibit gallery. Both the permanent exhibit gallery and the temporary exhibit gallery must provide constant environmental control as outlined in these standards. In the temporary space, a flexible museum quality lighting system will be required sufficient including dimmable lighting circuits. The arrangement of the permanent exhibit gallery and the temporary exhibit gallery in relation to supporting spaces within the building, such as artifact holdings storage, exhibit preparation rooms, and freight elevator should optimize efficiency and security by limiting the distance for transporting material and delicate artifacts.
- 2.15.2 The museum permanent exhibit gallery may be divided between two floors and must be accessible without entering the temporary exhibit gallery. Ideally, the museum permanent exhibit gallery should be located on the same level as the loading dock, artifact holdings storage room, exhibit production room, paint shop, and clean room. If any of these areas are on separate floors, then they must be easily accessible by a freight elevator sufficiently sized for the transport of construction materials, pre-fabricated exhibit cases or partitions, and oversized artifacts.
- 2.15.3 The temporary exhibit gallery must be a minimum of 3,500 square feet, all of which must be located on the same floor. The design must allow for the physical closure of the temporary exhibit gallery from the museum permanent exhibit gallery and from other public spaces because of the changing nature of exhibits in the space and the frequent construction and installation occurring in the area. This ability to close off the temporary exhibit gallery from the permanent exhibit gallery and other parts of the building will limit the migration of noise, dust, and fumes during temporary exhibit installation. The ability to close off the space also provides another level of security for articles on exhibit. The temporary exhibit gallery should be easily accessible to the freight elevator, if applicable, and to the exhibit production room. The temporary exhibit gallery must also have a separately controlled HVAC zone from the permanent exhibit gallery and all other spaces in the building. It must also be designed to allow for flexibility in changing exhibits. A space outside of the exhibit area to screen or hang a title panel must be included in the design.
- 2.15.4 If the Foundation provides the temporary exhibit space, NARA requests that cases of sufficient size, flexibility, and quantity be provided in order to allow for reuse in future exhibits.

- 2.15.5 NARA recommends that a professional exhibit designer design the museum exhibit galleries. The exhibits must meet the temperature, relative humidity, pollutant, and light requirements outlined in Part 3. Exhibit cases must also meet NARA environmental standards.
- 2.16 Gift Shop. The museum gift shop should adjoin the public entrance and lobby and should be near the permanent exhibit gallery and temporary exhibit gallery, and other visitor amenities such as restrooms and food service. The gift shop may also be a part of admissions collection and information dissemination (This especially should be considered if the gift shop will be managed by NARA). Sales items may include a range of merchandise, most in the moderate price range, and ideally mostly related to the Presidency and American history. Storage for merchandise should be located close to the gift shop and easily accessible from the loading dock via the corridors. A walk-through design within the space is recommended. However, design must allow for the gift shop to be secured, even when the museum is open. The store manager's office should be located near the store, preferably such that the manager can monitor store activity. The manager's office must also be securable. Careful consideration must be given to providing adequate and flexible display space. Commercial retail display fixtures must be utilized. These fixtures are less costly to maintain and more easily reconfigured than custom fixtures and casework. Appropriate lighting (track, not recessed) enhances the store's image and promotes sales. The design of the store must include ample work space, including adequate space for cash registers and associated computer equipment. The store must also have an abundance of accessible electrical outlets. NARA strongly recommends the involvement of a professional retail design consultant.
- 2.17 Food service. NARA strongly recommends providing a food service area within the library if the library also consists of a museum. Food service areas may consist of a self-service eatery, cafeteria, or even a small restaurant. Food service areas should include a kitchen or food preparation and storage area, serving area, seating preferably of an easily configurable modular type, and associated equipment including refrigeration units, freezers, cooking equipment as appropriate for the type of food service provided. The food service area must be near the public entrance and lobby, away from all holdings storage areas or exhibits. Generally, food service areas must meet local codes and undergo inspection by local licensing authorities. Clear access to the food storage and preparation areas must be provided. Also, provide appropriate areas for refuse away from holdings storage areas and exhibits.
- 2.18 Volunteer orientation and lounge. Volunteers fill a number of roles at a Presidential library and need a place to receive daily or regular assignments and break from duties often involving long periods of assisting museum visitors, leading tours, or supporting all manner of library programs. This space must have configurable tables and chairs, a sink, and sufficient telecommunication and electrical outlets for computer workstations, photocopier, microwave, and other equipment.

Section C. Director's suite.

- 2.19 Director's suite. The director's suite serves as the administrative center of the Presidential

library. It is comprised of a reception area and the director's office, and the offices of primary department heads or managers. The director's suite should be located near a public entrance. The decor of the suite must be appropriate for the reception of distinguished visitors. The director's suite should be divided as follows:

Director	400 square feet
Deputy Director	250 square feet
Supervisory Archivist	150 square feet
Curator	150 square feet
Education Specialist	150 square feet
Administrative Officer	150 square feet
Receptionist	250 square feet
File Room	200 square feet

- 2.20 Director's office. The director is responsible for both the archives and museum and serves as the public face of the library. Therefore, in addition to routine office activities, the director's office is used for meetings with staff and visitors, including special guests and foreign dignitaries. The director's immediate management and support staff may include an assistant director, supervisory archivist, curator, education specialist, administrative officer, and receptionist. The director's office itself requires an informal meeting area with a sofa and side chairs to accommodate the variety of projects with which the director is usually involved, and the guests the director hosts. The director's office must be easily accessible to the deputy director, and easily accessible, if possible, to the supervisory archivist, curator, education specialist, and administrative officer.
- 2.21 Deputy Director's office. The deputy director serves as the primary management support for the director, working as a liaison with both archival and museum staff, NARA Washington, and external bodies and groups. The deputy director's office must be adjacent to or very near the director's office and sufficiently large to host small group meetings for staff and visitors.
- 2.22 Supervisory archivist's office. The supervisory archivist serves as the manager and coordinator of all archival activities at the library. As a line manager, the supervisory archivist's office should be near the archival staff. However, the supervisory archivist also works closely with the director and assistant director, and an office location near senior management would not be inappropriate.
- 2.23 Curator's office. The curator is directly responsible for all museum activities, including exhibits, exhibit programs, and exhibit research. As this position works closely with the director and assistant director, the office should be a part of the director's suite if possible. The curator's office does not need to adjoin the exhibit production shop, paint shop, freight elevator, or loading dock.
- 2.24 Education specialist's office. The education specialist oversees all activities relating to education programs at the library, including curriculum-based learning activities, classroom learning programs, educational development programs based upon library holdings, teacher training activities, and other special events and programs related to expanding the

educational mission of the library. The office should be a part of the director's suite, though a location in or near the education classroom/multipurpose space is appropriate as well.

- 2.25 Administrative storage. Space must be provided for the storage of administrative equipment and supplies, such as office paper and folders in bulk quantity.

Section D. Museum support spaces.

- 2.26 Registrar's office. The registrar records all museum accessions, maintains inventory control of artifact holdings, and tracks museum loans to Presidential libraries and other museums. This office must be close to the artifact holdings storage room. The registrar's office must be adjacent to and have direct access to the artifact processing room.
- 2.27 Artifact processing room. The artifact processing room is used for receiving, unpacking, examining, recording, and packing artifact holdings. This room must be directly accessible to and adjacent to the registrar's office and artifact holdings storage. Good lighting for all working surfaces must be provided. Portable and focusing lights must be provided, and all lights must be UV-filtered. Exterior windows, if provided, must be UV filtered and equipped with blinds or shades. (See Part 3 for lighting requirements.) In addition to accessioning and cataloging, routine preservation will be performed in this area. This room will also provide temporary storage for artifacts that need to be processed and integrated into artifact holdings storage. Thus, appropriate security must be provided.
- 2.28 Exhibit support staff office. The planning, layout work, model construction, and graphics preparation for an exhibit take place in this room. The exhibit specialist and other exhibit support staff spend most of their time here. This space should be adjacent to the exhibit production shop.
- 2.29 Exhibit production shop. All exhibit construction takes place in this space. One or two exhibit specialists spend much of their time here. The room should adjoin or be easily accessible to the exhibit support staff office, and the loading dock and freight elevator. It must not adjoin or be close to artifact holdings storage. An area for crate storage must also be provided either in this area or adjacent to this area. The exhibit production shop must have a positive air pressure relative to the paint shop. The shop must be equipped with a double-sink and counter and shelves for storing tools, other equipment, and small quantities of supplies used in exhibit production work.
- 2.30 Paint shop. Spray, roller, and brush painting, application of plastic laminate, and other activities take place in this room. The paint shop must adjoin the exhibit production shop. All doors to the shop, whether from a corridor or the exhibit production shop, must be fire-rated double doors. The paint shop has hazardous environment and requires special explosion-proof electrical devices and lighting fixtures, and must be separated from adjacent occupancies by a 4-hour rated fire wall. This room must include a paint booth with hood vented to an independent exhaust system isolated from other building ventilation systems. This room must also have a floor drain.
- 2.31 Clean room. In this room, exhibit mock-ups are crafted, and the final production of exhibits,

including the construction of mounts, takes place. The room must be sufficiently large to handle oversized exhibit cases or artifacts. In addition to exhibit mock-up, this room is used for label production, exhibit art production, silk screening, dry mounting, and mat production. The clean room must not be directly accessible from the exhibit production shop or the paint shop since artifacts may be present at times. The clean room must maintain a positive air pressure and must be provided with an exhaust air system.

Section E. Research rooms and archival support spaces.

2.32 Researcher orientation.

2.32.1 Researcher orientation serves as a conference space for archivists and incoming first-time researchers. Researcher identification is issued here, and the new researcher is informed about available holdings, usually textual but sometimes nontextual, and the rules governing their use. Researcher orientation must adjoin the textual research room (and nontextual research room if possible) and should be easily accessible from the public entrance and lobby.

2.32.2 Presidential libraries operate “clean” research rooms, meaning researchers may not bring most personal belongings into the room. Therefore, lockers with locks (coin-return type recommended) must be provided. The orientation room should contain approximately 20 storage lockers (token type) (6 with minimum dimensions of 24 inches wide, 36 inches deep, and 36 inches high and 14 with dimensions of 12 inches wide, 18 inches deep, and 72 inches high), and a coat closet.

2.32.3 Since an adjacency to the textual research room (and ideally the nontextual research room) is vital, a glass partition is recommended between the spaces, with full or half glass doors.

2.33 Textual research room.

2.33.1 Traditionally, libraries have functioned with one research room for textual holdings and a second for nontextual holdings. Due to the nature of the holdings and research using them, this arrangement works well. Because of the endowment formula, Foundations and their designers may find it beneficial to create one research room configured to handle any type of research. In order to highlight key needs and distinctions, this paragraph outlines research rooms according to the traditional arrangement.

2.33.2 Researchers will consult not only significant amounts of textual holdings in the research room, but also books, periodicals, and other reference materials. One archival staff member will be on duty at all times, but additional staff may also provide support in the research room during peak use periods. The room must be constructed without visual barriers that would obstruct surveillance. Staff will primarily work from a centralized station. This work station will serve as a “reference desk,” a central support location within the research room, where materials are requested, assistance provided, and records examined prior to and

following use by researchers. Researchers will work from desks or tables that must be designed to allow for maximum flexibility within the space, as the research room may host individual researchers conducting specialized studies using holdings or classrooms of students participating in projects involving research in holdings. Shelves must also be provided within in the research room for finding aids, periodicals, and other reference materials.

- 2.33.3 The research room should be in a quiet area of the building if at all possible. For efficient service, textual and nontextual holdings storage should be nearby. Natural lighting is acceptable in the textual research room. However, all window glazing must feature UV filtration and be equipped with blinds or shades. Light fixtures must be UV filtered as well. If there is natural light in the research room, reference materials must be protected from high or direct light levels. See Part 3, Section K for specific requirements.
- 2.33.4 A 100-square foot room must be provided adjacent to the research room to store textual holdings overnight or in advance of a researcher's arrival. This room must be provided with the same security and environmental conditions as provided for general holdings storage rooms
- 2.34 Textual processing room. A common work area (at least 300 square feet) for handling textual holdings during the first stages of archival processing -- examination, sorting, arrangement, placing in folders, and boxing -- must be provided. Almost always, several processing projects are underway simultaneously. The processing room must contain large tables for sorting and appropriate shelving for temporary storage of textual holdings. No person is assigned to this room permanently, but at times up to three staff members may work in the space. The processing room should adjoin the holdings storage room. Natural light is prohibited in the processing room.
- 2.35 Nontextual research room.
- 2.35.1 Researchers using nontextual holdings will conduct research in this room, using holdings (still pictures, motion pictures, videotapes, sound recordings, etc.) and finding aids and other reference materials. The archival staff responsible for these holdings will generally meet with researchers here to provide an orientation to holdings and services, and to provide research assistance. At least one staff member will be present with any researcher at all times. The room must be capable of handling three to six persons at one time. No natural lighting must be allowed in the room. All lighting must feature UV filtration and be dimmable or otherwise controlled to allow viewing of nontextual holdings.
- 2.35.2 If the Foundation and their designers choose to have two research rooms, the nontextual research room must be located near the textual research room, and nontextual storage, in order to maximize staff efficiencies. Space must be provided for a photocopier and necessary supplies.
- 2.35.3 The nontextual research room should be divided between an open area, where

finding aids and still photographs may be consulted on open shelves, and an area containing audiovisual research booths that accommodate a range of audiovisual equipment. This area must have open sight lines for staff oversight. The room must contain a sink. It must also contain electrical service on two circuits with four outlets per circuit.

2.36 Nontextual suite.

2.36.1 The nontextual suite should be adjacent to the nontextual research room if possible and must consist of working spaces for the nontextual archival staff. Designers must work with NARA to determine the appropriate number of staff spaces and potential work areas within the nontextual suite.

2.36.2 Audiovisual archivist's office. A private office of 150 square feet must be provided for the audiovisual archivist.

2.36.3 Nontextual processing room. This space will serve as the center for the processing and preservation of nontextual holdings. Space must be provided for staff to undertake their work and for a staff member to work full-time in the space. The processing room must be adjacent to nontextual holdings storage, through an acclimated vestibule, and the nontextual research room. If videotape reproduction is undertaken, particular attention must be paid to the air conditioning and flooring systems. The latter must be computer grade access flooring to permit the running of cables and wires under the floor and to allow for easy maintenance. The nontextual processing room must be sound proofed as well.

2.37 Archival staff offices.

2.37.1 The archival staff carries out a broad range of processing, reference, and other technical tasks relating primarily to textual holdings. Among the staff to be located here are archivists, archives technicians, and clerical support staff. The archival staff (as many as 12 persons at 75 net square feet per person) should share a large office or several smaller offices. Whether one large room or several smaller offices, cubicles should be used to provide a measure of privacy for staff and long-term flexibility for the space. NARA will provide information on the exact number of employees at the facility prior to design. The number of employees will be partially dependent on whether the library houses the holdings of a 1 or 2-term President. Access to staff offices is limited to staff or visitors accompanied by staff.

2.37.2 Ideally, staff offices should be clustered as close as possible to textual holdings storage and near the research room. The offices must be accessible to staff restrooms. Built-in shelving must be considered as part of the space arrangement. Exterior windows are desirable, and, if used, must have UV filtration and blinds or shades. Since archivists tend to perform certain tasks at their desks, the layout must allow sufficient space to store one or two book carts, and open, flat work areas and a computer and associated peripherals. Space must be provided for a photocopier for the archival staff space.

Section F. Holdings Storage. NARA must be consulted during the earliest stages of design regarding the actual size of the holdings and sizes of spaces needed to house the Library's textual, national security classified textual, and nontextual holdings, and artifacts.

2.38 Textual holdings storage.

2.38.1 Textual holdings storage is intended for the long-term storage for textual holdings in the Presidential library. Staff does not work from permanent office spaces within the holdings storage room, but all archival staff at various times work within textual holdings storage, often making frequent visits to the area throughout the workday. The storage area must have access controls (see Security in Part 3, Section L).

2.38.2 Textual holdings storage should have reasonably direct access to the receiving room. It should be in close proximity to the research room and archives staff offices as well. It must be designed as an access-controlled area that can be secured from the rest of the building.

2.38.3 Textual holdings storage will contain rows of heavy duty shelving. See Part 4 for details.

2.38.4 An area for secure holdings, not security classified holdings, must be located near the sensitive compartmentalized information facility (SCIF). This restricted area will be used to store materials that are not security classified, but require special protection for other reasons. The secure holdings area must have a separate lockable barrier from the rest of the general stack room. With moveable shelving, this may consist of several ranges that are locked together and accessible only with the use of a special code or key. This area will contain the same shelving as elsewhere.

2.38.5 There must be at least two doors from the Textual Holdings Room to other parts of the archival area. If the Textual Holdings Room is multi-level, internal staircases and elevators within the stacks must be placed near main aisles and doorways.

2.39 Nontextual holdings storage. Audiotape, videotape, and other sound or visual recordings will be stored in this area, which must be accessible by staff only. Metal shelving meeting criteria similar to that outlined under textual holdings must be installed in this area. A portion of the shelving must be specialized dependent upon the type of nontextual holdings in the possession of the library. Electrically-operated compact shelving is acceptable in this area. Even more so than with textual holdings, nontextual holdings storage must be adjacent to the Nontextual Processing Room and Nontextual Research Room.

2.40 Nontextual holdings cold storage. The Nontextual Holdings Cold Storage Room must include a vault for the storage of color motion picture film, photographic prints, negatives, transparencies, and black-and-white acetate film (microfilm, stills, and motion picture). The Cold Storage Room must be separated from other areas with a transition/barrier room. If provided, the transition/barrier room must be maintained according to the environmental requirements outlined in Part 3, Sections F and J. The Cold Storage Room must include metal shelving identical to that installed in the general Nontextual Holdings Storage Room.

Because of the heavy stress loads on flooring, the room should be on the ground floor if possible. Staff will enter this area occasionally, but not with the frequency of general Nontextual Holdings. The Cold Storage Room will house certain black and white and color holdings. Because all nontextual holding benefit from storage in temperatures lower than 65° F, designers should consider providing a transition/barrier room of sufficient size to act as the storage room for nontextual holdings other than those requiring cold conditions (35° F).

2.41 Sensitive compartmented information facility (SCIF). Often referred to as the vault or security classified vault, the SCIF holds national security classified textual holdings. The SCIF may also hold national security classified nontextual holdings as well. NARA must be consulted during the earliest stages of design regarding the actual size of the holdings and the quantity of space that will be needed to house the Library's security classified holdings. SCIFs must be constructed in accordance with DCID 6/9. Accreditation and certification of all SCIFs will be accomplished through NARA. The SCIF must have an STC (Sound Transmission Class) rating of at least 45. A separate, direct, conduit must be provided from the SCIF to the security control room. In addition to shelving as specified previously, the SCIF should have sufficient workspace for the processing of security classified holdings. Large, flat work spaces and shelving for supplies should be provided. A security entrance vestibule must be provided.

2.42 Artifact holdings storage.

2.42.1 All artifact holdings not on or in preparation for exhibit (typically 98 percent of total artifact holdings) will be housed here. While no one will work in this space full time, all museum staff members (as many as 8) will spend some time in this room examining items. The room should be accessible to the Registrar's Office and must be adjacent to the Artifact Processing Room. Double doors must lead from the artifact holdings storage to a corridor that provides easy access to the exhibit production shop and the temporary gallery. The storage room must not adjoin the Exhibit Production Shop and must not have windows.

2.42.2 Open shelving and other specialized shelving must be provided in this area. NARA must be consulted at the earliest stages of design regarding the actual size of the Library's artifact holdings. Artifact holdings vary greatly in size and diversity, many of which have specialized storage needs. Regular, ongoing consultation with NARA curators and preservation program staff is essential when considering storage requirements. Although certain types of artifacts will require stationary storage units, the use of compact, electrically-operated compact shelving is acceptable in this area for some types of artifacts and may maximize efficient use of space in the facility. NARA will work with the designer to develop a shelving plan that will be appropriate for the artifact holdings.

2.43 Secure storage for high value artifacts. Provision must be made for the storage of high intrinsic or diplomatic value artifacts in a secure area, either within the general artifact holdings storage room or as a separate room adjacent to the general artifact holdings storage room. (This space is not the same as the sensitive compartmentalized information facility

(SCIF) for national security classified holdings.) Secure storage for high value artifacts must be separate from the secure storage provided for certain textual holdings.

- 2.44 Storage for supplies. Storage must be provided for supplies needed to perform holdings maintenance. This storage must be within or near the processing rooms.

Section G. Facility support spaces

- 2.45 Facility manager's office. The facility manager oversees the maintenance of the facility and often serves as the Contracting Officer's Representative (COR) providing oversight of onsite contractors including guard, mechanical maintenance, custodial, landscaping, snow removal, and other facility services personnel. The facility manager requires an office space of approximately 150 square feet in which to conduct business, store facility and contract files, and hold meetings with Library personnel and contractors. The office must be easily accessible to both library staff and contract employees, ideally with a location near the loading dock. A variety of computer equipment will also be used in this space.
- 2.46 Staff lounge. The staff lounge will be open to all staff, but not to researchers. The lounge (or lunchroom) should be within reasonable proximity to staff offices but, to minimize damage by pests, as far away as possible from holdings storage and processing rooms. Space must be provided for refrigerator, microwave, and vending machines. It must also contain a double sink with garbage disposal and two counter cabinets with at least 36 inches of counter space with under-counter cabinets. The lounge must be maintained at a negative air pressure to the rest of the building and must be vented directly to the outside rather than being connected to the general building return air system.
- 2.47 Receiving room. The receiving room will serve as a staging area where incoming holdings will be unpacked and processed at a basic level. The receiving room must adjoin the loading dock. If the receiving room is not located near the processing area, an efficient pathway to processing rooms must be provided without sharp turns. Flooring must be sealed concrete, not carpet. Fire sprinkler and smoke detection systems must be similar to those used in the primary textual storage areas. A separate isolation room must be provided as part of or adjacent to the receiving room.
- 2.48 Loading dock. The loading dock must be enclosed and have an exterior canopy over the truck loading area, and must consist of a shipping/receiving area, with a 48" high platform having an automatic dock leveling plate for trucks of varying heights, an adjacent dock ramp (or double door) suitable for fork lift movement, and a holdings receiving room. If possible, the loading dock should be in the same wing and on the same level as holdings storage. Although initially, shipments to the library will relate primarily to textual holdings, over time shipments and deliveries will relate more to ongoing exhibit development and museum-related activities. Regardless, access to the loading dock from the road must be of sufficient size to handle a 53-ft. tractor trailer truck, large crates or pallets of material or holdings, and bulk shipments of archival, museum, and facility-related supplies. The loading dock must have an air supply and exhaust system that is separate from the remainder of the facility. The air intakes and returns must be designed such that lower quality air and environment cannot affect holdings storage rooms, and must have direct

venting to the outdoors. The loading dock must be vented directly to the outside. Truck wheel chocks must be provided and chained to the dock platform.

2.49 Corridors and elevators.

2.49.1 Service corridors must be level. The floors of service corridors must be sealed concrete. Carpeting is appropriate in office-area corridors. If any portion of a corridor is along an outside wall, windows may be installed. If windows are installed, they must be protected with an intrusion detection system. If at any time, it is projected that artifacts will be displayed in corridors with windows, then all windows must have UV protection and screens or blinds.

2.49.2 If the building is designed to be multi-storied, with the loading dock on a different level from holdings storage and the exhibit production shop, one freight elevator must be provided as a minimum. Since there will always be a need to balance competing needs within the library, designers must carefully consider the placement of the permanent and temporary exhibit galleries in relation to support areas. The freight elevator ideally should be directly accessible to storage and work areas and to exhibit spaces. However, if this is not possible, then every opportunity must be taken to provide clear and easy access through efficient and sufficiently sized corridors and a well-placed freight elevator from different, but interrelated areas. Additionally, corridors for the movement of materiel and holdings from holdings storage rooms, processing rooms, and exhibit design and production rooms must avoid publicly accessible corridors and areas to the fullest extent possible. Separate loading docks or receiving rooms for NARA holdings and exhibit functions and for other delivery functions, especially food service and trash collection, are desirable. If only one loading dock or receiving room is provided, it must be located to allow a pathway to food service areas without going through the holdings storage, processing, or exhibit areas of the building.

2.49.3 Multi-story library buildings must also have additional and sufficient elevators for all public areas, and for staff work areas if in a separate portion of the building. Depending upon the design of the library, another elevator may be necessary for the transport of holdings to and from research rooms, holdings storage rooms, and processing rooms. These elevators will carry people and small carts of documents with a load carrying capacity of 2,000 pounds. Designers should use the most economical elevator system, generally hydraulic, for low-rise office buildings.

2.49.4 Though not suited for use in primary work and support areas of the library, escalators may be used in the public areas of the facility, primarily museum-related spaces. Escalators must be sufficiently sized to allow for the movement of large numbers of people, including group tours, from one level to another. The design must take into account access and egress from escalators to avoid overcrowding of associated foyers, and efficient access to nearby elevators.

2.49.5 Food service areas must be located away from critical areas (see definitions in Part 1). Corridors and elevators must allow the movement of food services materials and

trash without being transferred through or near areas where holdings are stored, exhibited, processed, or used.

- 2.50 Staff and researcher restrooms. A set of restrooms must be provided for staff and another set for researchers adjacent to or very near to their work areas. These facilities are necessary because of the long distance from staff offices and research rooms to the restrooms in more public areas of the building, such as the Public Entrance and Lobby. The restrooms must include at a minimum three units for each sex, one of which must be handicap accessible. A water fountain outside the restrooms is also required.
- 2.51 Onsite contractor space. Contractors for mechanical maintenance, custodial, and guard services often require space in the facility. A small office area, consisting of separate small offices or cubicles, must be provided for each of these contracting staffs. The mechanical maintenance and custodial crews must have storage areas for equipment and materials used on-site. Also, small locker/shower rooms (one for men and one for women) for contract employees must be provided. Ideally, space for contractors should be near the Facility Manager Office and the loading dock.
- 2.52 Catering kitchen. If a catering kitchen is included in the design, it must include necessary equipment for warming and serving food to the public areas of the building. The catering kitchen must not be a full kitchen for the preparation of meals, but only for the warming or serving of food by outside or contract foodservice vendors. The catering kitchen must not be adjacent to holdings storage or processing rooms and must be separately vented.
- 2.53 Storage rooms for gift shop, food service area, and auditorium. Storage rooms must be provided as appropriate for retail sales merchandise and inventory, and for food service supplies and inventory. A storage room must be provided for tables, chairs, lecterns, etc. not in use in the auditorium, education office and classroom, or conference rooms. Shelving or other storage devices must be appropriate for a wide variety of gift shop merchandise, food service equipment and inventory, and at least 200 chairs, some of which may be folding and others fixed. These storage rooms must be securable and accessible by staff only. Location adjacent to the areas they serve is ideal and along service corridors, instead of public areas, is highly desired. Every effort must be made to maximize the efficient use of space to provide for the most storage in the least reasonable space.
- 2.54 Computer Room.
- 2.54.1 The design and construction of the computer room must meet industry "Best Practices" that include the following specifications. The computer room must have computer-grade access flooring to allow flexible cabling within the room. An Uninterruptible Power Supply, capable of maintaining electrical service to a small main-frame style computer, pc-network file server, router, known application servers, and other critical equipment, must be provided. The designers must consult with NARA technical personnel regarding the power requirements for all the identified critical computer equipment to be located in the computer room, as this will vary depending on the particular models used. Prior to undertaking any final design, designers should consult with NARA to ensure that all technical

specifications are up-to-date and reflect current operating procedures and needs.

- 2.54.2 The Computer Room will be connected to all work stations in the library by a computer network system consisting of a Main Distribution Frame (MDF) to be located in the computer room, and the Intermediate Distribution Frames (IDF) to be located strategically throughout the building in NARA controlled areas. The MDF and IDF will be capable of mounting and supporting operating, concentrators, repeaters, inter-connecting cabling (or fiber), and IDF-to-workstation cabling. The environmental conditions in the MDF and IDF must be designed to handle the environmental requirements of the equipment to be located in these rooms. The MDF and IDF must have adequate lighting for reading. The MDF and IDF should have a non-water based fire suppression system. There should be no windows located in the MDF and IDF. The designer must consult with NARA technical personnel to determine the exact technical specifications so that the local network will operate as part of the NARA Wide Area Network, and be software and hardware compatible with other NARA systems.
- 2.54.3 In addition to the UPS-served circuits, the Computer Room must be served by at least 10 dedicated 20-amp computer-grade circuits, each with four convenience outlets. All power outlets in the computer room should be on mounted in flooring tombstones or the sub-floor (under the raised floor) with flexible tails. Prior to undertaking any final design, designers should consult with NARA to ensure that all technical specifications are up-to-date and reflect current operating procedures and needs. Ideally the room needs to be positively pressurized and the humidity and temperature controlled. There should be a master power shutdown located just inside the computer room for emergency power shutdown. If a diesel generator is located onsite the computer room should be connected to the generator and capable of receiving its power from the generator.
- 2.54.4 All telephone communication equipment such as servers or PBX's should be located in the computer room.
- 2.55 Security Control Center. The Security Control Center must not be located along an exterior wall, and it must be located so that two-way radio communications using normal-power, hand-held radios can be received from all parts of the building. The Security Control Center must have at least two computer and telephone outlets on the general building system. An Uninterruptible Power Supply capable of powering all fire alarm consoles, security alarm consoles, and access control systems must be provided. The Security Control Center lighting, and all CCTV monitors, must also be on the emergency generator circuit. The Security Control Center must be capable of monitoring all fire and security issues and alarm conditions and must also be capable of monitoring all critical HVAC and mechanical systems. Monitoring of access control systems and CCTV must also be provided. Although new technologies make the location of the Security Control Center less critical, the Security Control Center should ideally be away from public access and near the loading dock where most new shipments and contractors arrive to the facility. Walls, doors, and windows in the Security Control Center must have UL 752 Level 3 ballistic resistance.

Section H. Presidential/Foundation Suite

- 2.56 Presidential/Foundation Suite. It is possible that the President will use a suite of offices in the Presidential library after leaving office. Presidents Truman and Johnson heavily used the facilities in their Presidential libraries. Former Presidents and at least one First Lady have used a library suite to handle mail and to receive distinguished guests and the media. The Presidential Foundation may also desire an office for the Foundation's executive director in or near the Presidential suite. Detailed plans based on the needs of the President, the First Lady, and the Presidential Foundation will await decisions by the appropriate officials. Regardless, the Secret Service will need an area within the Presidential suite to accommodate personnel and equipment necessary for the protection of the former President. Specific security requirements for the Presidential suite will need to be coordinated with the Secret Service.