PART 4:   PROGRAM EQUIPMENT REQUIREMENTS

Section A. General considerations.

4.1   Program equipment. Program equipment is generally defined as movable items that, if connected to the building, are connected only by outlets or quick disconnects. There are three categories of program equipment that must be provided: archival and administrative program equipment; office furnishings - program equipment; specialized storage program equipment. All program equipment must be new, not used or refurbished.

> 4.1.1   Archival and administrative program equipment is used to further library goals in its archival, museum, and public and education programs, and the administrative support needed to operate these programs. These items must be provided but will not be counted in determining the size of the endowment.

> 4.1.2   Office program equipment (including furnishings) must be provided but will not be counted when determining the size of the endowment. Section C specifies the required categories of office equipment with recommendations of how to address each requirement. The Foundation, while obliged to fully equip and furnish the library and to provide each category of office equipment, has the flexibility within these categories to accept or not accept the specific NARA recommendations.

> 4.1.3   Holdings storage program equipment must be provided to ensure efficient and effective use of textual, non-textual, and artifact holdings. Unlike the preservation-quality shelving listed as operating equipment, the cost of holdings storage program equipment will not be counted when determining the size of the endowment.

4.2   Furniture outgassing. Furniture and equipment must be chosen with the lowest possible ratings for production of volatile organic outgassing (VOC). Maximum ratings for VOC outgassing must be 0.50 milligrams per cubic meter. Generally, this will require natural wood furniture rather than furniture made with composite material. However, if the manufacturer can provide information that the composite meets this VOC requirement, then composite material is acceptable. Whenever metal furniture storage units are used in offices and work areas, units with a factory-applied powder coating are preferred over those with a baked enamel coating.

4.3   Furniture flame spread ratings. Furniture and equipment must also be chosen with the lowest possible flame spread ratings. Vertical panels for museum areas and for bulletin boards, cork board, and tack boards must have a flame spread of less than 25, with a smoke rating of less than 45 as tested to ASTM E-84-95b, Surface Burning Characteristics of Building Materials and NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.

4.4   Sections B, C, and D contains examples of equipment necessary for the three programs; however, the list is not all-inclusive and may change with evolving technology, program requirements, and the final library design. Any question about whether specific equipment is considered "operating" or "program" must be referred to NARA for a determination.

Section B. Archival and administrative program equipment

4.5   Telephone sets. Telephone sets must be provided for each office or work space (staff desk) and the research room, orientation room, processing rooms, admissions desk, museum store manager's office, orientation theater projection room, each holdings storage room, exhibit clean room and production shop, mechanical rooms, exhibit spaces, food service areas, and staff lounges. The primary answering position/control console should be located in the reception area. This electronic office telephone system must include cabling, internal direct-dial extensions, call transfer, conference calling, voice mail, and automated attendant answering. Two direct external voice lines (not part of the general system) must be provided to the sensitive compartmented information facility (SCIF) for secure telephone and secure fax. At least five external dial lines must be provided to the computer room. A dry conduit with pull string must be provided from the telephone service entrance point to the computer room for future high-speed computer communications. Additional sets must be provided in the public entrance and lobby where tickets sales will occur. Before purchase of telephone sets, the Foundation must consult with NARA to ensure compatibility with NARA requirements.

4.6   Computers. Other than those that operate the building management and security systems, PCs are not required to be provided by the Foundation to the Library. However, if such a gift is provided, these items will not be subject to the endowment provisions of the 1986 Act. The Foundation must coordinate any such gift with NARA to ensure compatibility with other NARA computer systems.

4.7   Audiovisual equipment. Audiovisual equipment must be provided as appropriate to the holdings. Based on the technology needed for the specific holdings, NARA will provide requirements to the Foundation during the planning process. Those requirements might include the following: 2 DVD players, 1 DVD recorder, 7 VHS VCRs, 2 Betacam SP VCRs, 1 3/4" SP VCR, one studio-grade video camera, 1 digital video camera, 1 35MM camera and accessories, 2 digital cameras and accessories, a PC or server with a CDR/DVDR burner, a professional scanner for prints/negatives and a large monitor, 4 audio cassette player/recorders, 2 1/4" reel to reel recorders, 1 LP/EP turntable, 1 CD player, 1 CD recorder, 1 audio amplifier, 1 portable video projector, 10 color television monitors (provide cable outlets in conference room, a/v lab, auditorium, orientation theater, Director's office, and staff break room), a color television receiver, 2 motion picture film viewers, 4 AV equipment carts, 1 film viewer/editing table, 1 film splicer, and 2 light tables with lamps.

4.8   Museum gift shop. If the gift shop is to be operated by NARA, it must include commercial retail furnishings, including sales counters, display cases, and display racks. Two cash registers are required. The shop manager's office should include a desk and task chair, filing (10 cubic feet), bookshelves (90 linear inches), a visitor chair, duress alarm, and a safe (minimum 2 cubic feet capacity). The gift shop storage area requires retail display fixtures sufficient to accommodate the shop's inventory, and one worktable (30" x 60"). If the gift shop will also be the location of ticket sales to the museum, sufficient space must be provided for the visitor services software system including at least 2 computers, cash drawers, ticket printers, receipt printers, and touch screen monitors.

4.9   <u>Admissions desk</u>. If admissions are to be collected in a location other than the museum gift shop, a desk must be provided in the public entrance and lobby. This desk must be equipped with at least two (2) computers, cash drawers, ticket printers, receipt printers, and touch screen monitors. All associated cabling and conduit, and NARA-approved visitor services software and a server for admissions, tour reservations, and scheduling must also be provided along with 2 telephones, duress alarm, and chairs or stools for 2 employees. A visitor services software as specified by NARA must also be provided along with associated ticket printers, and any additional hardware and software necessary to operate the visitor services software. NARA will provide specifications for the software and its technical requirements to the Foundation.

4.10   <u>Auditorium</u>. If an auditorium is provided as part of the building given to NARA, the following are mandatory requirements. If, however, the Foundation chooses to locate the auditorium in a nearby facility not provided to NARA or in an area of the library building under the Foundation's control, the following are recommendations. The auditorium must have 250 stackable, interlocking chairs and 25 portable tables (Both round and rectangle tables should be provided to meet a variety of needs.). An assisted listening system is required. Also, storage space for the chairs and tables when not in use must be provided. The auditorium should have a small stage or at least a dais with a podium. A sound system and a projection booth with the capability to show industry standard formats must be provided.

4.11   <u>Orientation theater</u>. The orientation theater must be equipped with multi-media projection equipment capable of displaying motion pictures, videotape, and computer graphics and an audio system suitable for live presentations. An assisted listening system is required. The theater should have a small stage or at least a dais with a moveable podium.

4.12   <u>Museum gallery furnishings, including installed exhibit</u>. For new library construction that will include a permanent exhibit gallery, the Foundation must provide the permanent exhibit for the library, including exhibit design and fabrication of all associated casework, graphics, lighting systems, and other components typically found in a professionally designed and installed museum exhibit. The exhibit must meet NARA environmental and security requirements. Planning for this exhibit must be done in close cooperation with NARA. NARA can assist the Foundation and exhibit design team in ensuring that the exhibit meets established museum standards and standards established elsewhere in this document. The initial exhibit design plan furnished to NARA must include the exhibit layout, with a clear indication of anticipated traffic flow and adjacencies. The plan must indicate locations where original NARA holdings will be displayed. Information on components such as audiovisual and interactive units that may require intensive and/or costly maintenance or oversight must be provided. The designer must provide detailed drawings of the case design including construction techniques, degree of case seal, location of any internal lighting systems, and access points into the case(s). NARA must approve casework design and materials and reserves the right to test materials including casework components and finishes before the exhibit installation. NARA requires the construction of prototypes of each specific case type in order to determine acceptability of design. NARA must approve the design fabrication of mounts for original holdings. Installation of original holdings must not take place until all construction and finish work is completed, and the

gallery and cases have been aerated for at least four weeks. Other information on facility design to support the exhibit must be provided as part of the overall building design review process with NARA. Case bonnets, access doors, and other movable components must be sized so that no more than two (2) people are required to access any object. The proposed security system in the museum must be submitted to NARA during the facility design review stages noted in Part 1.

Section C. Office furnishings - program equipment.

4.13   General Office furniture.

    4.13.1   Director's office. The Director's office should include an executive desk with executive chair, bookcases (300 linear inches), worktable with 4 chairs, credenza, sofa with 2 side chairs, and 2 end tables, a coffee table, and desk and end table lamps. All of this furniture should be of a style appropriate for the reception of distinguished visitors. Adjacent to the Director's office should be space for the Director's secretary/library receptionist. This office should include a desk with chair, credenza, 4 visitor chairs, and 1 coffee table, along with filing cabinets suitable for an executive suite.

    4.13.2   NARA senior staff offices. The Assistant Director, Curator, Supervisory Archivist, and Education Specialist offices should each include a desk with chair, bookcases (300 linear inches), credenza, filing cabinet (5 cubic foot capacity), and 2 chairs for visitors.

    4.13.3   Administrative Officer's office. The Administrative Officer's office should have a clerical desk with credenza and chair, bookcases (300 linear inches), 2-3 filing cabinets (15 cubic feet total capacity), 1 file cabinet safe, 1 2-stage safe for storage of money, 1 worktable, and 2 visitor chairs.

    4.13.4   Facility Manager's office. The Facility Manager's office should include a desk with chair and credenza, bookcases (300 linear inches), 2-3 filing cabinets (15 cubic feet total capacity), 2 visitor chairs, a drafting table (60"x 36") with drafting chair, a table for the HVAC computer/controls, and a map cabinet for drawings (capacity for at least 300 42"x 30" drawings).

    4.13.5   Registrar's office. The Registrar's office should include a desk with chair, credenza, bookcases (300 linear inches), 2-3 filing cabinets (15 cubic feet total capacity), worktable, and 1 visitor chair.

    4.13.6   Exhibit support staff's office. The exhibit support staff's office should include a desk with chair, bookcases (300 linear inches), 2-3 cabinets (5 cubic feet each), 2 lockable steel storage cabinets (60 cubic feet), a work table (at least 36"x 60"), a drafting table (36"x 72"), and 1 visitor chair.

    4.13.7   Museum gift shop manager's office. The museum shop manager's office must include a desk and credenza, a 4-drawer file cabinet, three chairs, a safe, and a

bookshelf. The Manager's office and cash register area will need conduit and cabling for computer and telephone communications at each workstation. Doors should be a minimum of 36 inches wide.

4.13.8   General staff offices. Each staff member should have a desk with credenza and chair, one filing cabinet (3 cubic feet), and one visitor chair. Systems furniture or modular furniture is appropriate for staff workstations. Desk and credenza should be suited for use with computer equipment.

4.13.9   Contractor offices. The mechanical, guard, and custodial contractors should have an office area with desks (30"x 48"), credenzas, task chairs, visitor chairs, and filing cabinets with a total of 20 cubic feet of storage space. Systems or modular furniture is acceptable. Designers should consult with NARA throughout the design phase to determine the appropriate number of desks or other office equipment for onsite contractors.

4.14   Processing areas.

4.14.1   Textual processing room. The textual processing room should include at least 4 heavy-duty large tables (72"x 36"), 8 task chairs, adjustable perimeter shelving (at least 240 linear feet), filing cabinets (15 cubic feet), bookcases (300 linear inches), 2 flat file cabinets, a small desk (for telephone/computer terminal), and chair. Twenty book carts must be provided for use by staff in retrieving, making available, and processing textual holdings. Space must be set aside for a copier.

4.14.2   Artifact processing room. The artifact processing room should include at least 3 heavy-duty large tables (72"x 36"), 6 task chairs, adjustable perimeter shelving, 2 lockable cabinets, 2 flat file cabinets, and 1 small desk with chair with telephone and computer access. The room should include a small sink with counter, and a small extraction hood for object marking and for simple treatments by a conservator on-site.

4.14.3   Non-textual processing room. This room must include any audiovisual equipment for holdings as listed in paragraph 4.8 or provided to the Foundation by NARA before construction of the library. Also, it should include 2 staff workstations (desk, credenza, and chair), bookshelves (90 linear inches), one filing cabinet (3 cubic feet), 2 worktables (36"x 60"), and 4 task chairs.

4.15   Research rooms.

4.15.1   Textual research room and orientation room. The textual research room must include at least 12 research tables (72"x 36") with 2 task chairs per table, bookcases or shelves (200 linear inches) for finding aids and reference publications, filing cabinets (15 cubic feet), and a workstation for the research room monitor (desk, book shelves-60 linear inches, chair). 2 additional worktables must be provided for public access computers. The orientation room adjacent to the research room should have a staff desk with task chair and 2 visitor chairs, bookshelves (90 linear inches),

filing cabinet (5 cubic feet), 1 sofa and 2 side chairs, 2 end tables with lamps, and 1 coffee table. The orientation room should also include lockers (see paragraph 2.32.2 for dimensions) and a coat rack for researcher use. The research room should include a microfilm/fiche reader (and all associated electrical requirements). Electrical and space requirements for a copier must be provided, but the copier will be provided by NARA. Depending on the style and arrangement of research room furniture, suitable handicap accessible furnishings must also be provided in the research room.

4.15.2   Non-textual research room. The non-textual research room should include at least two tables (72"x 36") with two task chairs per table, four AV research booths with chairs, shelves (90 linear feet), filing cabinets (10 cubic feet), workstation for research room monitor including a desk with chair, and a bookshelf (60 linear inches).

4.16   Conference rooms. These rooms each require a large table with portable/stackable chairs (at least 30) and a retractable screen for motion pictures and slides. Concealed marker and/or chalkboards, a platform, and a podium would be useful for seminars and lectures. A permanently mounted video projector, capable of projecting computer graphics (XGVA or higher) and videotape, with wall-mounted access cables, must be provided. Doors should be a minimum of 36 inches wide.

4.17   Public area furniture. Any public reception area in the library should be furnished with comfortable visitor chairs, coat racks, coffee tables, lamps, wall hangings, and other furnishings appropriate for a public area. Benches should be provided throughout the museum permanent exhibit and on the library grounds for use by patrons.

4.18   Exhibit production shop equipment. The Foundation must consult with NARA regarding the types of shop equipment to be provided. Examples of shop equipment required by NARA include: 10-inch tilting arbor saw, 6-inch belt and 12-inch disk finishing machine, 15-inch drill press (floor model) with accessories, a lathe, a belt sander, one-horsepower motor sander-grinder, panel saw, one horsepower portable compressor, miscellaneous hand tools, including hammers, screwdrivers, pliers, wrenches, pliers, cutters, rules and tapes, squares and levels, plumbs, dividers and calipers, punches and scribes, power and manual hand drills, bits, taps, and dies, compass, hack and coping saws, chisels and gouges, planes, metal snips and shears, protective equipment, and appropriate storage cabinets with locks and wall-mounted equipment racks. Dust collectors must be provided on any dust-generating power equipment. The shop area must be soundproofed to prevent interference with activities in the rest of the facility. Two work tables of at least 6' x 8' should be provided, with perimeter shelving and work surfaces. There should be several workbenches with vises and provision for stacking of lumber and plastics and a number of metal cabinets with adjustable shelves. All necessary safety equipment should be provided.

4.19   Clean room. The Foundation must provide equipment necessary to operate the clean room. Examples of appropriate equipment include: 72"x 96" heavy duty work table, 2 task chairs, a desk, a 36"x60" drafting table with drafting chair, a light box (24"x 36"), color-corrected 5000K lamp, a studio-grade mat cutter (minimum opening of 36"), dry mount press, silk

screen area vented directly to the exterior, workbench, large tack board, steel storage cabinets (180 cubic feet), and 10 drawers of map cases (42"x 30") should be provided.

4.20   Paint shop. In addition to the operating equipment noted in paragraph 2.30, this area should include 3 benches (each at least 8 feet long), closed cabinets appropriate for the storage of paints, solvents, and adhesives, compressor for spray gun, high pressure waste hose, one small work table, one chair. Storage cabinets must be Fire Underwriters graded for paint storage and should be vented to the outside.

4.21   Receiving room. 2 heavy duty 36"x 96" work tables, 5 large metal trash containers, 4 large plastic recycle containers, 2 pallet jacks, 2 30"x 45" flat trucks, 2 12"x 60" streamliners, and 120 cubic feet of heavy-duty steel shelving should be provided.

4.22   Wall hangings. Suitable wall hangings should be provided throughout the public areas of the facility. These hangings must not be original holdings but may be reproductions of appropriate holdings.

4.23   Staff lounge. In addition to the operating equipment noted in Part2, the staff lounge should have a microwave vented to the outside, a 22 cubic foot refrigerator, and a stove (with proper ventilation directly to the outside). 4 tables and 10 chairs should be provided.

4.24   Food service and support. The food service and support area, if provided in the facility given to NARA, should include 15 large tables, 50 stackable chairs, and a coat closet capable of handling up to 50 guests. The food service kitchen, if provided in the facility given to NARA, should be designed by a foodservice designer and have an electric four-burner stove, microwave, coffee maker, a variety of pots and pans, and a 22 cubic foot refrigerator with built-in icemaker. The kitchen should also have 2 fold-up tables, two chairs, and a telephone.

4.25   Catering kitchen. If provided, the catering kitchen must be equipped for the heating and warming foods prepared offsite.

4.26   Administrative storage areas. These areas should include metal shelving for storage of paper, forms, binders, etc.

Section D. Holdings storage program equipment.

4.27   General. This section provides guideline for the types and amounts of holdings storage program equipment required in holdings storage rooms. The exact needs may vary depending on the final design of the Presidential Library. NARA must approve the selection and location of equipment.

4.28   Artifact specialized storage. Each storage room must have at least two worktables (36"x 60") and two chairs. At least one mobile aluminum pulpit ladder must be provided to access all records stored on the upper shelves. Each pulpit ladder has at its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings.

4.29   <u>Non-textual specialized storage</u>. Each storage room must have at least two worktables (36"x 60") and two chairs. Each storage room must have at least one mobile aluminum pulpit ladder to access all records stored on the upper shelves. Each pulpit ladder has at its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings.

4.30   <u>Textual materials specialized storage</u>. Each stack area must have at least two worktables (36"x 60") and two chairs. The sensitive compartmentalized information facility (SCIF) must have at least two worktables, two work desks, four chairs, a map case, and two secure storage cabinets. NARA will provide further information on space needs within the SCIF when design begins. Each stack area must have at least one mobile aluminum pulpit ladder to access all records stored on the upper shelves. Each pulpit ladder has at its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings.