Building and Grounds Survey

As you drive up to the library and later climb out of your car, please notice what you see, and answer the questions below. Feel free to add extra comments beyond yes or no. I appreciate your help and time in taking this survey.

**EXTERIOR:**

1. As you drive into town, look for signs that direct you to the library. Is the library easy to find?

2. Is the building easily recognizable as a library?

3. Is the landscaping well maintained and attractive?

4. Can you see the parking lot?

Is the parking adequate for library programs?

5. Is the front door easily identifiable?

6. Can you find the book drop?

Can you drive up to the book drop and deposit books without getting out of your car?

7. Can someone in a wheelchair or using a walker access the building easily?

Is there adequate handicapped parking?

8. Would you feel safe walking out of the building in the dark?

Does the parking lot have adequate lighting?

9. What do you especially like or dislike about the building’s design?

**INTERIOR:**

1. What is located in the lobby? Displays and information on the area

* Are the staff and patrons protected from cold winds whenever the door opens?
* Is there a display area?
* Is it clean, neat, welcoming?
* Is there anything that seems unwelcoming or unfriendly about the entry lobby?
* What are the best features of the entry area?

2. Check out the restrooms.

* Are they locked?
* Handicapped accessible?
* Is there an unpleasant odor?
* Are they clean?
* Is there soap in the dispensers, adequate toilet paper, and other supplies as needed?

3. While standing near the front door, look around you.

* Can you see stairs or an elevator to another floor?
* Can you see service desks from where you are standing? Which ones?
* Where are computers for children?
* What kind of signage is there that helps you locate where you want to go

4. Walk to the circulation (checkout) desk.

* Do the checkout people stand or sit?
* If you were five years old is there a place you can walk up to and reach the desk?
* If you are in a wheelchair, is there a place at the desk that you can roll up to and still reach the desk at chair height?

5. Look up. Is the lighting attractive?

* Is it bright enough? Are there bulbs out?
* Walk around and through the adults stacks (book shelves). Can you read titles on the lower shelves?
* Is it bright enough to read comfortably anywhere?

6. While you are looking up, notice the ceiling.

* Are there stains? Missing tiles?
* Are there electrical wires hanging from the ceiling?

7. Is there a reference desk?

* Where is it located and how is it arranged?
* Again, if you are in a wheelchair, is there a place designed for your height?
* Where is the reference collection?

8. Where are the new books?

* Are the books arranged face out or in some other way that grabs your attention?

9. As you walk through the stacks/shelves, do the books look welcoming?

* Are the shelves crowded? In order?
* Can you find what you are looking for?

10. Look at the shelving throughout the library.

* Is there a separate area for audiovisual materials and are they shelved differently than books?
* Where are the mysteries in relation to the rest of the fiction?
* Can you find the nonfiction and is the numbering arranged so you can follow it from the 000s to the 999s?

11. Can you find the computers and the rules for using the computers?

* How is the area supervised?
* Are their computers in more than one part of the library

12. Is there a meeting room?

* What types of meetings or programs do they hold in these rooms? How do you know?

13. Can you find the online public access catalog (OPACs)? Are there enough OPACs for the demand?

14. Look for the children's and young adult sections.

* Are they designed for the people they serve?
* Are they inviting, comfortable, and practical?

15. Looking at the library as a whole: Is the building clean and neat? Or dirty, messy, or worn looking?

16. Is there enough comfortable seating for leisure reading, viewing, listening? Is it well located for use for ages of people?

* Are there enough tables and chairs for studying and other work?

17. Are the colors in each room pleasing?

* Appropriate for the audience intended for the room?

18. Is the temperature adequate in all parts of the building?

19. Look at the floors.

* Is the carpet worn, dirty, fraying, or ripped?
* Is tile clean?
* Are there hazards?

20. Look at the walls.

* Is paint chipping?
* Are there unexpected or unsightly holes, graffiti, hanging wires, ripped wall coverings, etc.

**FINALLY:**

1. What are the three major strengths of the building and grounds? Why?

2. What are the three major weaknesses? Why?

3. What did you expect or want to find in the library that you not see?