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**PROJECT PLANNING QUESTIONNAIRE**

**Libraries of today** are not just simple book repositories or places of study — they have become centers for multicultural communication, learning, knowledge exchange, social gathering, and more. As a result, major demands are being made on both function and design of today’s libraries.

Toledo has the expertise and product base to design and furnish modern spaces that are expertly suited to the needs of libraries and their patrons.

This tool is designed to help define the overall design concept for your project and identify your requirements. Your answers to the questions shown below are vital to ensuring we respond properly to your project needs. We're going to ask ***a lot of questions!*** Answer as many as you can, but don't feel obligated to answer every one. However, the more information we have, the better we'll be able to help you.

Fields marked with "Click here to enter text" are open-ended responses. Simply click on the highlighted section and type your answer. Fields marked with "Choose an item" contain drop-down menus with pre-selected options. Click on the highlighted section, then click on the ⏷arrow on the right side of the box and select your answer from the list.

When finished, please email the completed form to **furniture@toledofurniture.com****.**

**General Information**

**Name/Type of Facility: Click here to enter text.**

**Project Start Date: Click here to enter a date.**

**Project Completion Date: Click here to enter a date.**

**Budget: Click here to enter text.**

**Names of Key Project Decision-makers: Click here to enter text.**

 **Click here to enter text.**

 **Click here to enter text.**

 **Click here to enter text.**

1. **Floorplan**

Are drawings of the space available? **Choose an item.** If so, click in the center of the box below to insert an image from your files. Attach any additional electronic files (especially .DWG or AutoCAD drawings) when emailing the completed document to us.



* 1. **Main Route**

Indicate all areas to be furnished, with area boundaries marked where possible. Indicate the main route into the space with an arrow. Sometimes it will be obvious but often there is more than one entrance and it is useful to know which is more important.

* 1. **What is existing or built-in?**

Are there any architectural elements such as windows, doors, fixed columns, HVAC vents and radiators, etc. that are fixed in the existing space and cannot be moved? **Choose an item.**

If so, attach a floorplan, indicating where fixed elements are located within the space.

* 1. **Window Heights**

Are windows clearly marked on the plan? If we are able to put shelving under the windows, please indicate sill height(s). **Click here to enter text.**

Do you want to incorporate natural light as part of layout? **Choose an item.**

1. **The Space**

Will there be a need for any ADA or other special requirements? **Choose an item.**

Will there be designated functional areas? Check all that apply.

[ ]  Private Study [ ]  Instruction [ ]  STEAM/Makerspace [ ]  Technology Lab

[ ]  Collaboration [ ]  Meeting [ ]  Café/Food Court [ ]  Lounge/Commons

1. **Collection**

What types of materials are in the collection? We can estimate required shelving capacity that will work best in the available space, based on the total size of the collection. Check all that apply:

[ ]  Books How many? **Click here to enter text.**

[ ]  Periodicals How many? **Click here to enter text.**

[ ]  Electronic Media How many? **Click here to enter text.**

[ ]  Reference How many? **Click here to enter text.**

[ ]  Graphic Novels How many? **Click here to enter text.**

[ ]  Other How many? **Click here to enter text.**

1. **User Capacity**

What is the maximum number of patrons that will need to be able to use the library at any one time?

 **Click here to enter text.**

We can suggest an appropriate balance between desks, tables, and soft seating or conform to your requirements. If there are requirements for numbers of tables/desks/chairs in certain spaces, please list these. **Click here to enter text.**

What are the age groups of your patrons? Check all that apply.

[ ]  Adults [ ]  Teens/YA [ ]  Seniors

[ ]  Children [ ]  Babies/Toddlers

How many people would you like to be able to accommodate in the lounge area (if applicable)?

**Click here to enter text.**

Would you like touchdown points such as coffee table, etc.? **Choose an item.**

If yes, please specify. **Click here to enter text.**

1. **Aesthetic Preferences**

Please indicate desired aesthetics for the space (e.g., conventional, traditional, modern, eclectic, etc.). **Click here to enter text.**

What types of finishes do you prefer? **Choose an item.**

Color palette? **Choose an item.**

Please include any images of spaces you find appealing (paste/upload images into boxes below—resize as necessary).

  

1. **Shelving**

Do you prefer mobile shelving? **Choose an item.**

Do you prefer curved or straight shelving? **Choose an item.**

Do you have needs for specialized shelving? If so, please specify. **Click here to enter text.**

1. **Tables**

How many fixed and/or mobile tables will you need? **Click here to enter text.**

How many students per table? **Click here to enter text.**

What types of activities do these tables need to support? **Click here to enter text.**

Would you like the tables to be powered? **Choose an item.**

1. **Seating**

What types of seating do you require? Check all that apply.

[ ]  Task/Office How many? **Click here to enter text.**

[ ]  Study How many? **Click here to enter text.**

[ ]  Lounge How many? **Click here to enter text.**

[ ]  Stacking How many? **Click here to enter text.**

[ ]  Bench How many? **Click here to enter text.**

1. **Technology Requirements**

What types of devices must be supported? Check all that apply.

[ ]  Desktop Computers [ ]  Tablets

[ ]  Laptops [ ]  Other

Do patrons/students provide their own technology? **Choose an item.**

Are printing capabilities important? **Choose an item.**

How many desks/tables are required for desktop computers? Please specify: **Click here to enter text.**

What are your power/data requirements (Ethernet connections, line level 110 VAC, USB charging, etc.)?

**Click here to enter text.**

Do you want a space for touch-down technology use (e.g., laptops, tablets)? **Choose an item.** If so, will you incorporate charging capabilities? **Choose an item.**

Please indicate any restrictions that will dictate locations for technology access/accommodation.

**Click here to enter text.**

1. **Display Furniture**

What types of items are to be displayed? **Click here to enter text.**

Are the items available for circulation or display only? **Choose an item.**

1. **Circulation Desk**

Do you want a centralized circulation desk? **Choose an item.**

If yes, do you have a preference for the location? Please specify. **Click here to enter text.**

What areas need to be visible (i.e., sightlines)? **Click here to enter text.**

What height is preferred: standing or sitting? **Choose an item.**

How many people will use the desk at one time? **Choose an item.**

What types of electrical equipment (e.g., computers, scanners) will be used at this desk and how many of each? **Click here to enter text.**

1. **Notes**

Please elaborate on any additional preferences or requirements. **Click here to enter text.**