

5 PROGRAM SUMMARY

5.1 Tabular Program

The project scope of work defined the major program spaces required for the new stand-alone Archives building:

1. Reception Area
2. Reference / Reading Area
3. Records (Permanent and Temporary Collections)
4. Records Receiving
5. Staff Work Areas

During the programming phase, space needs were established within each of these categories. A summary of these values is provided in Table 5.1. These square footages have been proposed with the knowledge of past archival projects and review of peer institutions, including the City of Ottawa Archives Building and Georgia State Archives Building. The result of this programming process is the following program:

Table 5.1 New Stand-Alone Archives Building Space Requirements

Totals	SQUARE FOOTAGE	NOTES
RECEPTION AREA	4,450	Lobby and Public Spaces
RESEARCH CENTER	4,740	Research Library
ARCHIVES STORAGE	23,200	Based on Option 1
RECORDS CENTER STORAGE	40,200	Based on Option 1
RECORDS RECEIVING	3,410	Loading and Receiving Functions
STAFF WORK AREAS	9,590	Offices, Conf. Rooms, and Labs
OPERATIONS CENTER	15,000	Placeholder until DCPL Provides
Net Usable SF	100,590	NSF
Walls & Circulation 9%	9,053	SF
Building Systems (Building Support) 26%	26,022	SF
Gross Square Feet	135,665	GSF

5 - PROGRAM SUMMARY \ TABULAR PROGRAM

Lobby / Reception Area

The Lobby is the visitor's first impression of the Archives facility and the main transitional point to public and secure spaces. The reception area includes all of the functions associated with facility arrival and the public face of the facility. It is the least secure area of the facility. Additionally, this space provides exhibits, event space, and classroom space. It can also provide a patron lounge with seating and lockers. The reception/lobby area is the portion of the building where food and beverages should be served and consumed, keeping food, its preparation, and trash the greatest distance from archival storage, archival processing, and the lab. OPR expressed a desire for a strong exhibit component within the lobby space; the resulting exhibit gallery will require lighting, systems, and security at a greater level than the surrounding lobby space to protect and display the archival materials. Spaces added to the RFP program include a vending area, an exhibit gallery, an event support facility, and a security screening area. The spatial needs of the reception area are shown in Table 5.2.

Table 5.2 Tabular Program - Reception Area

SPECIFIC REQUIREMENT	PUBLIC	PRIVATE	SQUARE FOOTAGE
Lobby - Reception & Info	•		500
Patron Lounge/Lockers	•		400
Lobby Exhibit Space	•		300
Exhibit Gallery	•		1,500
Event Support		•	200
Vending	•		150
Security		•	200
Multi-Use/Meeting Space	•		1,200
RECEPTION AREA			4,450

5 - PROGRAM SUMMARY \ TABULAR PROGRAM

Research Center

The research center is a secure area used by the public to review records in the Archives facility. The core of the research center is a monitored reading room that is used by patrons to research records that have been pulled from the archival storage. It consists of desks for reviewing paper and oversized documents and an area for microfilm/audio-visual research. There should be enough circulation surrounding the desks so that each researcher can have a cart of records. Researchers make requests and are monitored from a staffed central desk. The central desk monitors and ensures that records are properly handled and not removed from the room and should have few visual barriers. Photocopiers and scanners are located near the central desk and may be operated by staff or researchers depending on research policies. In addition, a registration and researcher consultation area is available for researchers to register, be briefed on Archives' rules, make verbal and computer requests for records, check computers for finding aids and digital records, and to consult with staff on their research. Some repositories show a film as part of their orientation process. Computer terminals and paper finding aids/indexes are available in the registration/consultation area. In addition, a larger reference library is available in the research center. Lockers are available outside the reading room for patrons to store their bags and belongings. A secure holding room for carts is necessary to store pulled records until they can be returned to the records storage rooms; the holding room can also be used as a secure staff entrance. Spaces added since the RFP include the registration desk, research consultation, central desk, reference library, and patron lockers. The spatial needs of the research center are shown in Table 5.3.

Table 5.3 Tabular Program - Research Center

SPECIFIC REQUIREMENT	PUBLIC	PRIVATE	SQUARE FOOTAGE
Registration/Consultation	•		300
Research Room (Main Reading Room)	•		2,500
Research Room Central Desk	•		300
Reference Library	•		500
Computers (Terminals for Finding Aids and Digital Records)	•		240
Microfilm Research/AV Research	•		300
Digitizing Photocopiers		•	150
Holding Area (for Carts of Records)		•	300
Patron Lockers (Coin-Operated)	•		150
RESEARCH CENTER			4,740

5 - PROGRAM SUMMARY \ TABULAR PROGRAM

Archives & Records Center Storage

The records storage program has changed in scale due to the results of the records tabulation presented in Chapter 3, Evaluation of Current Holdings (pg 27). This chapter determined that there are 507,000 CF of Archives and Records Center records, not 90,000 CF of records. As a result, the storage program has increased substantially from the RFP. It should be noted that the quantities of cool storage, cold storage, digital media storage, art/artifact storage, and Library of Government Information are based upon preliminary assumptions drawn from past experience and the requirements found in similar facilities serving similar collections. Space allocations will be adjusted as needed based on information provided by OPR as it becomes available. The spatial needs shown in Table 5.4 are based on Option 1 presented in Chapter 4, Records Storage Options (pg 35). (Refer to Appendix J - Expanded Option Descriptions & Cost Estimates (pg 343) for program square footages of other storage options.)

Table 5.4 Tabular Program - Archives & Records Center Storage

SPECIFIC REQUIREMENT	PUBLIC	PRIVATE	SQUARE FOOTAGE
Textual Storage (Paper)		•	45,000
Cool Storage (Photographs, Film, Magnetic Tape, Glass Plates, DVDs, X-rays)		•	4,500
Cold Storage (Color Film, Slides, Prints)		•	4,200
Digital Archives Storage Room		•	4,000
Art/Artifacts		•	2,500
Library of Government Information		•	3,000
Ladder and Lift storage		•	200
ARCHIVES & RECORDS CENTER STORAGE			63,400

5 - PROGRAM SUMMARY \ TABULAR PROGRAM

Records Receiving

Records receiving is dedicated to providing a secure environment for receiving archival materials and for non-archival deliveries into the building. The RFP asked for a loading dock, a freight elevator to service all levels, and a quarantine room for dirty records. The program has been expanded substantially to include two loading docks – a covered, conditioned one for archival materials and a second one for equipment, supplies, mail, food and trash. Two docks separate building services from archival materials, thereby protecting the records from theft, pests and rodents, mold, dirt, and polluted air. Additional spaces include a receiving room, supply storage, a trash/recycle room, and a restroom to isolate this program component from the remainder of the building. The spatial needs of this department are found in Table 5.5.

Table 5.5 Tabular Program - Records Receiving

SPECIFIC REQUIREMENT	PUBLIC	PRIVATE	SQUARE FOOTAGE
Records Dock		•	700
Service Dock		•	700
Trash/ Recycling Room		•	200
Building Supply Storage		•	250
Covered Loading Dock(s)		•	300
Freight Elevators to Reach All Floors		•	n/a
Secure Receiving Room		•	800
Quarantine Room for “Dirty” Records		•	400
Toilets for Receiving Area		•	60
RECORDS RECEIVING			3,410

5 - PROGRAM SUMMARY \ TABULAR PROGRAM

Staff Work Areas

Back of house staff spaces can be divided into four key functions: secure records processing, digital preservation, conservation, and staff office space. The RFP included a processing room, a conservation lab, a preservation imaging lab, a meeting/ conference room, and a staff lounge. These requirements have been augmented to include office space, workstations, a quiet room, a project room, electronic records processing, an exhibit prep shop, an exhibit staging area, and storage, and where appropriate, the District of Columbia Workplace Design Guidelines have been applied. The spatial requirements of this department are shown in Table 5.6.

Table 5.6 Tabular Program - Staff Work Areas

SPECIFIC REQUIREMENT	PUBLIC	PRIVATE	SQUARE FOOTAGE
Processing Room (s)		•	3,500
Archival Supply Storage		•	600
Preservation Imaging Lab		•	450
Conservation/ Preservation Lab		•	1,000
Electronic Records Processing		•	400
Exhibit Prep Shop		•	800
Exhibit Staging Area		•	500
Director Office		•	150
Archivist Offices		•	240
Workstations		•	640
Quiet Room		•	120
Multi-Use Room Large		•	240
Project Room		•	400
Staff Lounge		•	400
Office Supplies		•	150
STAFF WORK AREAS			9,590

5 - PROGRAM SUMMARY \ TABULAR PROGRAM

DC Public Library Operations Center

Added to the scope of the archival project is the DC Public Library Operations Center, a function that can capitalize on a joint site, shared building resources, and operational efficiencies. No program for the individual spaces has been provided; Table 5.7 provides an estimation of the spaces that would be required, totaling to the requested overall footprint of 15,000 NSF. These spaces include distribution, acquisitions, receiving, and storage. Note that the DC Operations Center will not share the Archives' loading dock. Library materials have a greater likelihood of exposure to bugs, lice, and mold; these contaminants must be kept away from both archival materials and processing spaces, including the loading dock.

Table 5.7 Tabular Program - DC Public Library Operations Center

SPECIFIC REQUIREMENT	PUBLIC	PRIVATE	SQUARE FOOTAGE
DISTRIBUTION CENTER		•	11,000
ACQUISITIONS		•	2,500
LOADING DOCK		•	700
RECEIVING ROOM		•	400
STORAGE		•	400
OPERATIONS CENTER			15,000

5 - PROGRAM SUMMARY \ GRAPHIC PROGRAM

Other

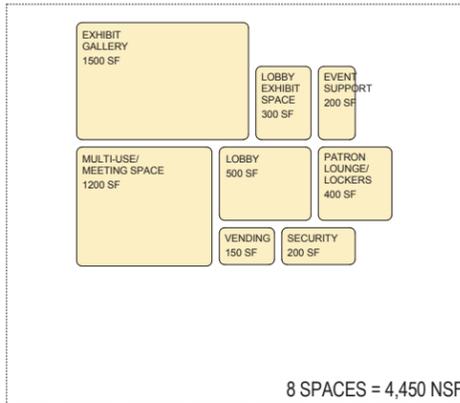
Building support spaces will be required for the proper functioning of the building. Included are public restrooms, shower/changing room(s), telecommunications, and other spaces to support systems. Telecommunications spaces will be sized in collaboration with the DC Office of the Chief Technology Officer (OCTO) after site selection during the follow-on programming phase. All building support space areas are included in the gross square footage.

5.2 Graphic Program

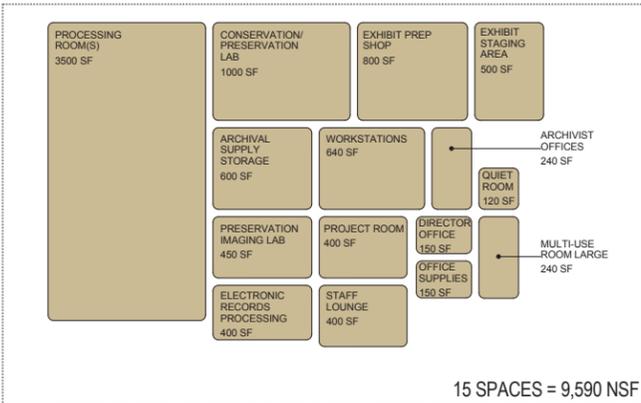
The facing page provides a graphic representation of the building program to show the relative sizes of the program elements in Section 5.1. As can be seen in Figure 5.1, storage accounts for 63% of the net square footage of the building.

5 - PROGRAM SUMMARY \ GRAPHIC PROGRAM

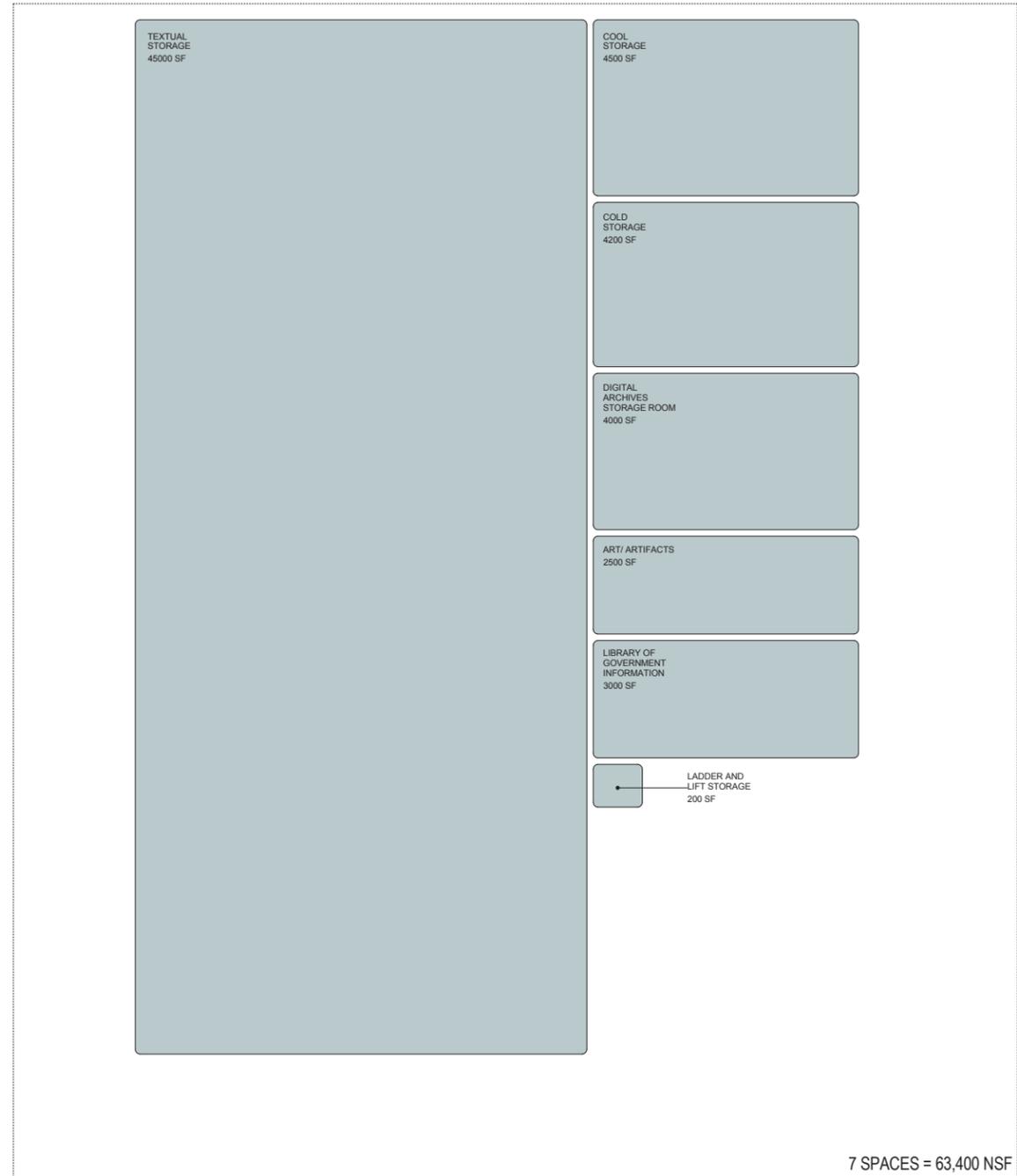
RECEPTION



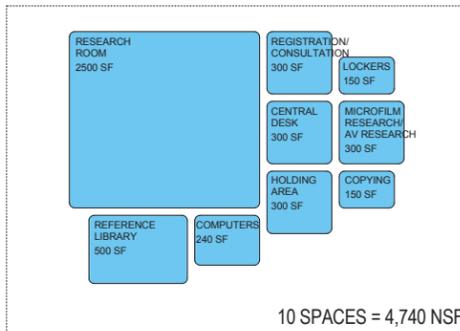
STAFF WORK AREAS



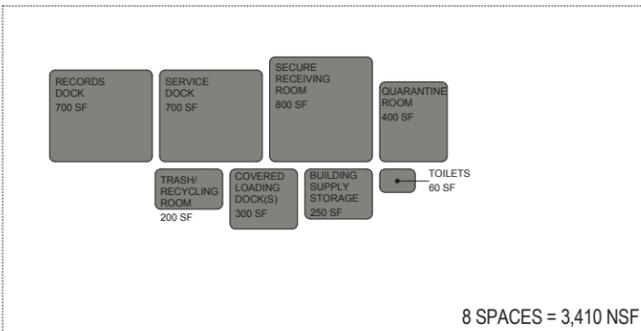
ARCHIVES AND RECORDS CENTER STORAGE



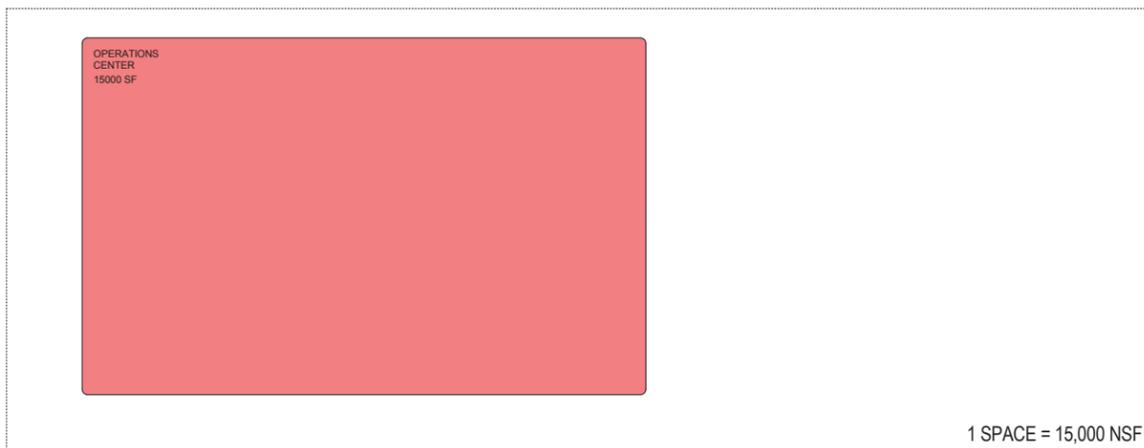
RESEARCH CENTER



RECORDS RECEIVING



DCPL OPERATIONS CENTER



100,590 Total NSF

Figure 5.1 Graphic Program (1" = 50'-0")

