

# Library Renovation Tips from “Extreme Makeover: Library Edition”

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## Planning

1. Identify what you want to accomplish – set goals.
2. Involve your Maintenance and IT departments in the planning.
3. Make a list of everything you need to buy and everything that needs to be done.
4. What will you do with any old furniture?
5. Select a vendor.
6. Make a layout of the new library design (if vendor does not do this).
7. Get ideas for styles and color schemes.
8. Plan a timeline for everything to be done.
9. Will you need to close for installation? How will you provide services if you must?

## Working with Vendors

1. Try to get a vendor with an interior designer.
2. Be sure quote is itemized and colors are specified.
3. Hold invoices until any issues are resolved.
4. Allow 60-90 days turn-around time for wood furniture and 4-6 weeks on seating.
5. Get estimate on how long installation will take.
6. Anticipate back orders, delays, fabrics not being available, fabrics not working on chair styles, etc.
7. Be sure you have enough space for all your seating.
8. Compare your master list with vendor quote. Ask vendor rep to tell you which parts go with what furniture pieces. Don't forget your keyboard trays!

## Upholstery

1. Cloth – may show wear/dirt more; harder to clean; pen holes will blend with weave; can get special finishes to resist spills.
2. Vinyl – easier to clean; pen holes will show worse; can get in print patterns and textures; can get special finishes.
3. Print patterns – small patterns will appear solid from a distance; go with larger prints if you want a print to show up well.
4. Abrasion – Anything above 50,000 rubs is good. The higher the number, the more durable it is.
5. Samples – Always get samples for true color. Look at designs from a distance and up close.

## **Wood Furniture**

1. Tables and Countertops – get laminate tops that are the same color as the wood. These will be easier to clean, won't show scratches, and will still look like the piece is all wood.
2. Wiring and Cables – be sure tracks are available to manage these. Be sure holes are cut, and that the holes are in the right places.
3. Wood Staining – be sure wood is stained evenly.

## **ADA Requirements**

1. Be sure table heights and aisle widths meet ADA standards.
2. Include lower ADA section for circulation desk.

## **Shelving Needs**

1. Are your stacks stable? Do you need braces?
2. What style and size will your call number signs be if the vendor provides them? Or will you order them on your own?
3. If getting new shelving, where will you shelve/store collections during installation?

## **Facilities Needs**

1. Is carpet under large pieces (i.e. circulation desk) still in one piece, or was it cut around the furniture?
2. If adding additional electrical or Internet wiring, factor in extra wiring for more computers in the future.
3. Get painting done before new furniture arrives. Are there any areas that can't be painted?
4. Do you need more storage space? Consider replacing some tables with cabinets.
5. Who will clean/vacuum?
6. Plan parking spaces for delivery trucks.

## **Getting Rid of Old Furniture**

1. Take photos and send list with the photos to those interested.
2. Have receiving library pick up old furniture.
3. Coordinate pick up with new furniture delivery.
4. Don't forget the hardware!
5. Remove old furniture from college inventory list (usually done before pick up).
6. Send any remaining pieces to State Surplus.

## **Video Links**

### ***CCCC Library Renovations***

<http://www.youtube.com/watch?v=LVTHQ07spWQ>

### ***Samsung Library, Korea (a library of the future)***

<http://www.youtube.com/watch?v=L1d6IXBG8GM>