

DoD Space Planning Criteria for Health Facilities

Medical and Patient Libraries and Resource Centers

2.2.1. PURPOSE AND SCOPE:

This section provides guidance for the planning of Medical Libraries, Patient Libraries and Patient Resource Centers in medical facilities.

2.2.2. DEFINITIONS:

Medical Library: A Medical Library provides access to knowledge-based information resources and services to the clinical and administrative staff of a hospital or medical center. These resources include indexes, professional journals, reference and specialty textbooks, technical reports, and audiovisual/multimedia in print, electronic, and micrographic formats. The Medical Library supports clinical and management decision-making, performance-improvement activities, patient and family education, continuing education of the staff, and research.

Patient Library: A patient library provides reading material to inpatients during their stay in a hospital or medical center.

Patient Resource Center: Patient resource centers provide a location where patients can learn about preventative medicine and healthy lifestyles. Such centers will also provide various resources to enable patients to research and learn about specific health problems. Such a center will include handout publications, reference material and computer work stations with internet access.

2.2.3. POLICIES:

Medical Libraries: Medical Libraries shall be programmed in DoD hospitals and Medical Centers. Medical Libraries may also be programmed in freestanding clinics, which are the main health facility for a DoD installation.

Patient Libraries: Patient libraries will be programmed in hospitals or medical centers and may be located adjacent to the Medical Library to share staff resources. Patient Libraries in hospitals and medical centers may be combined with Patient Resource Centers.

Patient Resource Center: In a hospital or medical center, the Patient Library should be combined with the Patient Resource Center.

2.2.4. PROGRAM DATA REQUIRED:

Concerning the Medical Library:

Is this medical library for a hospital? (YES/NO)

Is this medical library for a Medical Center? (YES/NO)

Is this medical library for a freestanding clinic? (YES/NO)

Does this medical library have existing holdings? (Books, journals, etc.) If so how many linear feet of shelving is currently used?

Is there a medical librarian FTE?

How many personnel (FTEs) are on the medical library staff?

How many volunteers work in the medical library?

What is the maximum number of volunteers working in the medical library at any one time?

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Concerning the Patient Library:

- Is this a patient library for a hospital or a Medical Center?
- Is there a librarian (FTE) for the patient library?
- How many personnel (FTEs) are on the patient library staff?
- How many volunteers work in the library?
- What is the maximum number of volunteers working in the library at any one time?

Patient Resource Center:

- Is this a patient resource center for a hospital or medical center?
- Is this a patient resource center for a freestanding clinic?
- Is there a manager FTE for this patient resource center?
- How many health care providers work in this MTF?

2.2.5. SPACE CRITERIA:

For A Medical Library:

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m ²	nsf	
Medical Librarian's Office	11.15	120	If FTE projected.
Circulation/Reference Desk Staffed by a Library Assistant	9.29	100	If FTE projected.
Reading Area	22.30	240	One per Medical library in a Medical Center or hospital.
	11.15	120	One per medical library in a freestanding clinic.
Medical Staff Work Area	11.15	120	One per library with librarian FTE for the sorting of books, etc.
General Holdings (Library Stacks)	37.16	400	One per hospital or medical center. Add an additional 200 nsf for a Medical Center. Additional space must be justified by a study. (Rule of thumb: NSF=FTE X .25 X 10) FTE = total number of employees in hospital.
	27.87	300	One per frees standing clinic.
Reference Holdings	33.45	360	Per Medical Library for hospitals/med. ctrs.
Copying Area	5.57	60	Per Medical Library for hospitals/med. ctrs.
Computer Work Stations	1.86	20	Minimum. 20 nsf per workstation.

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For A Combined Patient Library and Patient Resource Center in a hospital or Medical Center:

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m ²	nsf	
Patient Librarian’s Office	11.15	120	If FTE projected. Note that it may be that the Medical Librarian also serves as the librarian for the Patient Library, if so, provide only one office in the Medical Library.
Circulation Desk Staffed by a Library Assistant or Volunteer	9.29	100	If FTE projected.
Reading Area	22.30	240	One per Patient library.
Medical Librarians’ Work Area	11.15	120	One per Patient library for the sorting of books, etc.
General Holdings (Library Stacks)		varies	400 nsf for a hospital, add an additional 200 nsf for a Medical Center. Additional space must be justified by a study.
Copying Area	5.57	60	Per Patient Library for hospitals/med. ctrs.
Book Cart Assembly and Holding Area		varies	40 nsf per hospital nursing unit.
Volunteers’ Room		varies	60 nsf for maximum number of volunteers on duty at any given time.
Computer Work Stations	1.86	20	Minimum. 20 nsf per workstation.
Conference Room	11.15	120	If there is an authorized librarian.

For a Patient Resource Center:

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m ²	nsf	
Patient Resource Center Manager Desk	9.29	100	One per Patient Resource Center in a free standing clinic. (Resource Manager and circulation desk staff are the same when combined with a patient library.)
Copying Area	5.57	60	Per Patient Library for hospitals/med. ctrs.
Reading Area	22.30	240	One per resource center in a freestanding clinic.
	31.59	340	One per resource center in a hospital.
	50.17	540	One per resource center in a medical center .
Publications Storage Room	9.29	100	One per patient resource center in a free standing clinic
	13.94	150	One per resource center when combined with a patient library in a hospital.
	18.58	200	One per resource center when combined with a patient library in a medical center.

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	m ²	nsf	
Computer Work Stations	5.57	60	Minimum of two 30 nsf seated work stations. Provide 1 work station for every 10 healthcare providers in the mtf. Add 12 nsf for each additional workstation. First two workstations must be handicapped accessible. All remaining workstations are standing workstations. Maximum number of work stations is 12.
Conference Room	11.15	120	For patient meetings.