

# Library Plan

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## INTENT

Comfortable, well lit and appropriately designed and located public libraries affording an appropriate supply of reference materials, leisure reading materials, and other information is a valuable public service Prince William County provides to its residents.

The intent of the Library Plan is to establish level of service (LOS) standards for library facilities and prescribe strategies for achieving and maintaining that LOS through the development review process. The LOS standards are based upon existing conditions within the County and industry standards. These LOS standards are defined as building size and volumes (periodicals and books) needed to meet national standards for suburban jurisdictions.<sup>1</sup> These LOS standards quantify monetary costs for providing Countywide library service, according to these LOS standards, where new development affects library services and facilities.

In addition, the intent of the Library Plan is to encourage the design of a system of library facilities and information resources that will provide access to desired information within a reasonable time for all County residents. It is also intended to identify additional resource needs such as books and other materials necessary to offset the impact of additional library users within the Countywide Library System.

The components of the Library Plan are:

- Intent, Goal, Policies, and Action Strategies
- Level of Service Standards for Library Facilities (Table 1)
- Projected Library System Needs (Table 2)
- Existing and Projected Library Facilities (Figure 1)
- Level of Service Standards for Libraries (Appendix A)

***GOAL: To achieve and ensure adequate provision of library facilities and information resources to all citizens of Prince William County.***

**LIB-POLICY 1: SITE LIBRARIES IN AREAS PROVIDING ACCESS TO THE MOST PEOPLE IN A CONVENIENT MANNER.**

### **ACTION STRATEGIES:**

1. Provide sites and facilities in accordance with the following criteria to help achieve the level of service standards specified in Table 1.
  - Sites should be located on or adjacent to a major County thoroughfare.

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<sup>1</sup> The Library of Virginia and the Prince William County Library System.

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- Sites should be located close to a community or larger shopping center.
  - Sites should allow easy visual access from the surrounding area.
2. Apply LOS standards for library facilities as depicted in Table 1, and in accordance with the procedures and requirements outlined in Appendix A.
  3. Update, every two years, the community profile<sup>2</sup> for each existing library facility.
  4. Locate future library sites where the Comprehensive Plan indicates a need for libraries (see Figure 1).
  5. Discourage dedication of land that does not meet the minimum standards for either community or regional libraries as outlined in Table 1.
  6. Monitor new information storage and access technology, as well as customer acceptance of it, to determine its influence on levels of service.
  7. Adjust future library site and facility needs and LOS standards to allow for impact of new technology.
  8. Continue to explore ways of expanding interlibrary relationships and loan agreements.

## **LIB-POLICY 2: ENCOURAGE MITIGATION MEASURES TO OFFSET THE IMPACTS OF NEW RESIDENTIAL DEVELOPMENT BY UTILIZING ADOPTED LEVEL OF SERVICE STANDARDS.**

### **ACTION STRATEGIES:**

1. Upon receiving an application for a rezoning and/or special use permit, review and determine library needs based upon the impact of the proposed residential development. This impact is measured by weighing per capita demand on library facilities by proposed development against Countywide library facilities. The Library System performs this impact analysis, in accordance with the procedures outlined in Appendix A to this chapter, and provides its findings for use in staff analysis of the residential rezoning.
2. Encourage new development to mitigate impacts on the LOS for the library system. Mitigation techniques should consist of funds or facilities earmarked for the County library system. Provisions for such mitigation measures should be

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<sup>2</sup> Community profile is a document produced by each library in the system which provides a "snapshot" of the Countywide system, using demographic information, library usage patterns, road networks, housing patterns, and commercial and retail development.

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commensurate with the increase in Countywide population attributable to the proposed development, in accordance with Appendix A.

3. Encourage mitigation measures that will address systemwide needs and not merely the needs of the closest facility.

## **LIB-POLICY 3: ENSURE THE COMPATIBILITY OF LIBRARY FACILITIES WITH OTHER LAND USES AND FACILITIES.**

### **ACTION STRATEGIES:**

1. Encourage the collocation of other public facilities with library facilities. The following is a list of both compatible and incompatible uses:
  - **Facility Compatible:**
    - ◆ County & Municipal Office
    - ◆ Recreation Facility
    - ◆ Day Care Center
    - ◆ School & University
  - **Facility Incompatible:**
    - ◆ Fire Station
    - ◆ Police Station
    - ◆ Hospital
  - **Site Compatible:**
    - ◆ Park
    - ◆ Police Office
    - ◆ Commuter Parking
    - ◆ Telecommunications facility
  - **Site Incompatible:**
    - ◆ Landfill
    - ◆ Fire Station
    - ◆ Prison
    - ◆ Police Station
    - ◆ Hospital
2. Coordinate with other County agencies to utilize empty or underutilized space for library facilities.

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3. Evaluate potential library sites based on the following considerations:
  - Collocation with other compatible government facilities, when possible.
  - Buildable acreage that is not hampered by unusual easements, excessive setbacks, or difficult topographical conditions.
  - Building and site designs that complement existing landscape and neighborhood layout, in terms of access and visual integration.
  - Minimal impact from present or future changes to delivery areas, loading docks, or industrial-oriented uses.
  - Provision of a prorated share of adjacent space, when a library is to be constructed as part of a larger complex (such as recreation center or shopping center), in order to ensure adequate and convenient facilities, including parking.
  
4. Develop library sites and construct library facilities according to the relevant guidelines of the Community Design Plan.

**TABLE 1**

**LEVEL OF SERVICE STANDARDS FOR LIBRARY FACILITIES**

Site Selection Standards	Regional	Community	Mini	Source
Minimum Site Size	6 acres	5 acres	1.5 acres	PWPLS
Maximum Building Size	30,000 sq. ft.	19,000 sq. ft.	3,000 sq. ft.	PWPLS

Square Footage Needs Standards	Regional	Community	Mini	Source
Sq. Ft. of Library per Capita	0.4	0.4	0.4	PWPLS
Circulation per Capita	10	10	10	PWPLS
Maximum Circulation	1,000,000	800,000	200,000	PWPLS

Other Needs Standards	Regional	Community	Mini	Source
Books per Capita	2.5	2.5	2.5	VSLA
Maximum # Books	200,000	150,000	40,000	PWPLS
Minimum # Books	100,000	50,000	10,000	PWPLS
Periodicals per Capita	.025	.020	.010	PWPLS
Maximum # Periodicals	550	300	80	PWPLS
Minimum # Periodicals	200	100	10	PWPLS
Minimum # Computer Stations	16	8	2	PWPLS

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These standards are used by the Library System for a variety of purposes. Site and building size are used as a component in the site selection criteria. Square feet of library per capita and circulation per capita are used jointly to determine square footage deficit or surplus of facilities. Quantity and per capita books and periodicals are components of the library capacity analysis.

TABLE 2

## PROJECTED LIBRARY SYSTEM NEEDS

Library Type	Existing	Year 2020 381,000
Regional	2	1
Community	2	5
Mini	6	0*
TOTAL	10	6

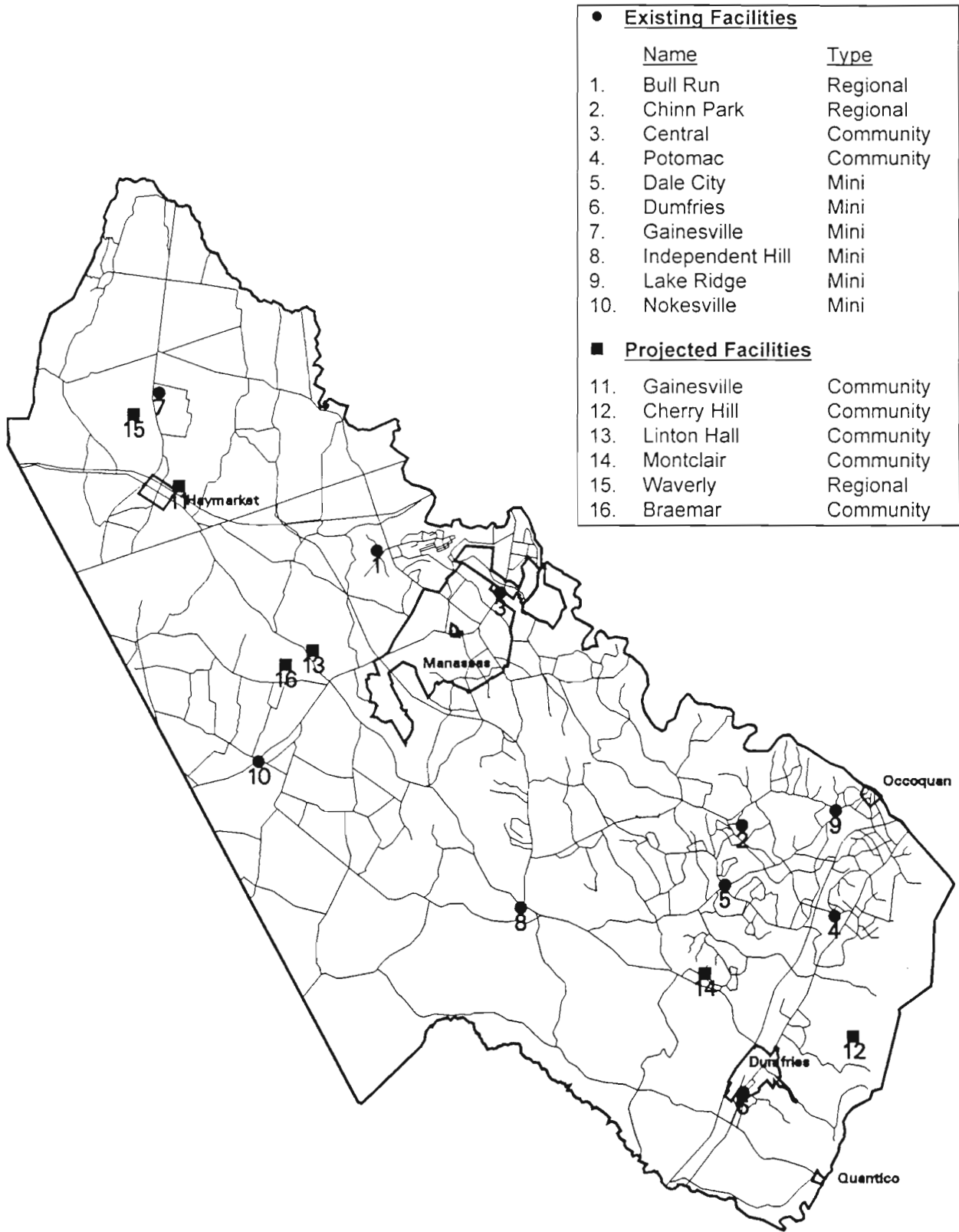
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\*Although Prince William County does not intend to construct new mini-libraries, the mini-library technique could be used as an interim library in areas with short-term service delivery problems.

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Figure 1

Existing and Projected Library Facilities



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## APPENDIX A

### LEVEL OF SERVICE STANDARDS FOR LIBRARY FACILITIES

New development presents demands for Countywide library service that affect the ability of facilities to meet established LOS standards. It is important, therefore, that Prince William County provide library services Countywide that address that demand. The demand for Countywide library service and library facilities must be measured, and means must be identified for maintaining the established Countywide level of service for library facilities after new development occurs.

Any application for a rezoning or special use permit shall contain the following information:

- Number of dwelling units proposed.
- Name(s) and location(s) of libraries serving the project area.

Rezoning or special use permits for residential use shall meet the established LOS standards for library facilities. Applications that fail to meet the LOS standards shall be considered inconsistent with the Library Plan.

There are two LOS measurements for library facilities:

- Square feet per capita of library facilities.
- Books and periodicals per capita.

It shall be determined that LOS standards have been met if the following condition is met:

- The applicant has provided a monetary contribution to fund existing or planned library facilities that will meet the Level of Service Standards for Library Facilities with development of the proposed residential use, and/or to add to the circulation capacity and/or increase the number of books and periodicals available at the existing or planned libraries. The contribution(s) will be an equitable amount to provide for library facilities at the LOS standards contained in the Library Plan.

The methodology for determining equitable monetary contributions for new development is outlined in the *Policy Guide for Monetary Contributions*, Prince William County Planning Office.