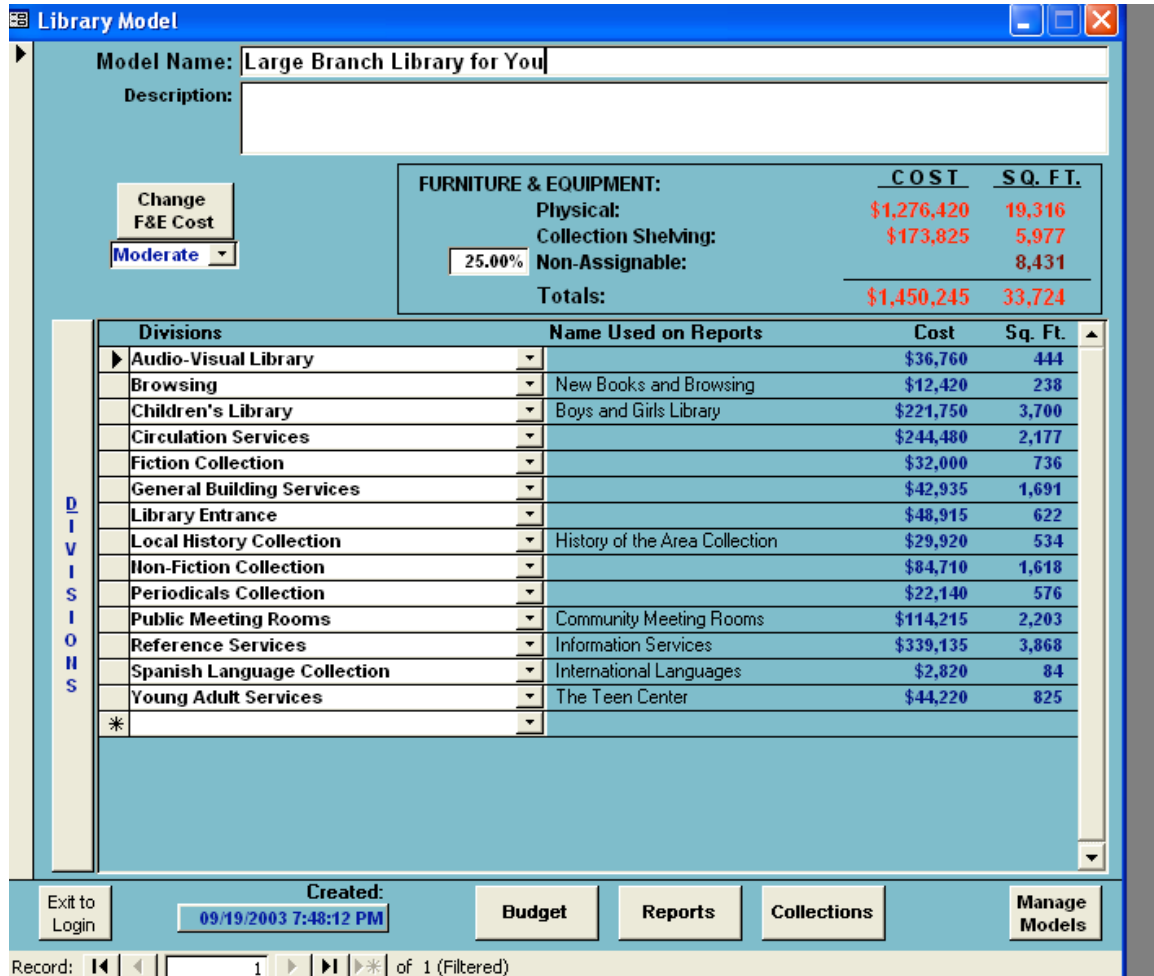


# Library Model Screen

After you select a library model on the “**Manage Models**” Screen, the following **Library Model** Screen appears:



This model is the 1<sup>st</sup> of one library model currently available.

The navigation buttons may be used to access other library models.

This screen is the “home base” for working with the selected model. It shows all of the summary information about the model and provides access to the Manage Models Screen, the Collections Screens, the Budget Screen, Reports Screen as well as the Log-In Screen (allows you to exit the database) via the buttons at the bottom of the screen.

## Model Name:

This is the name that you give to the library model which is being edited and turned into a specific library building program.

## Description:

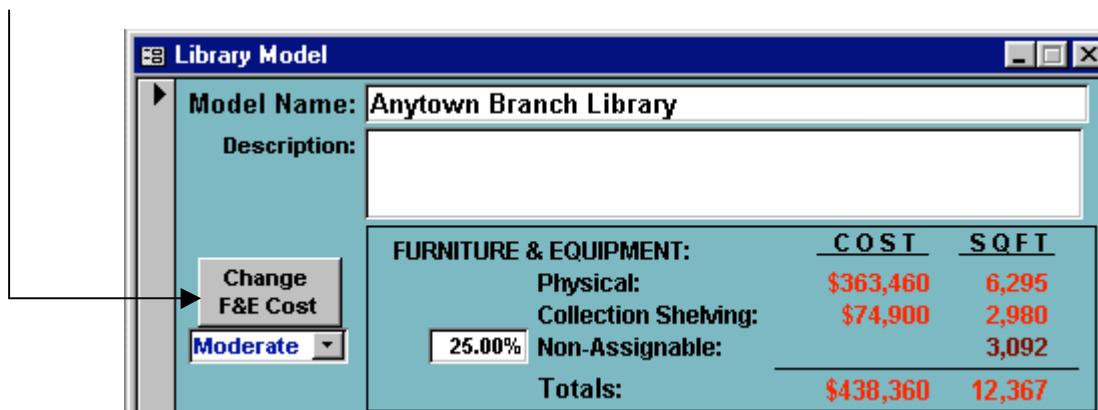
You may add text in the box that further describes the project to help distinguish this library model from any others in the database.

## Change F&E Cost Button:

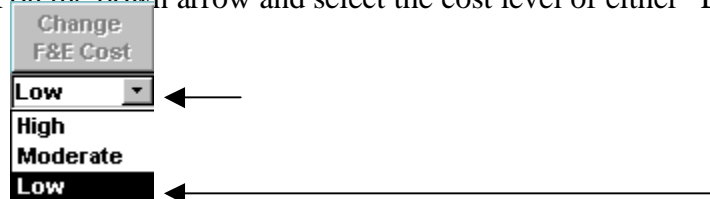
Before you start working with a model, select the cost basis level you want to use as the default cost for furniture and equipment (F&E) throughout the library model. “Moderate” is the default cost setting and does not require any change to use.

When the cost basis is changed, the default cost figures for all of the furniture and equipment is changed from the “Moderate” value to the “Low” or “High” cost value.

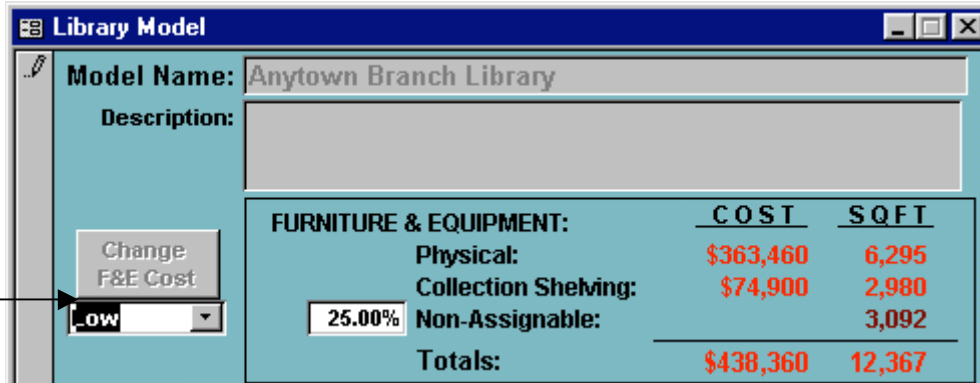
Click on the gray “Change F&E Cost” button,



Then click on the down arrow and select the cost level of either “Low” or “High”:



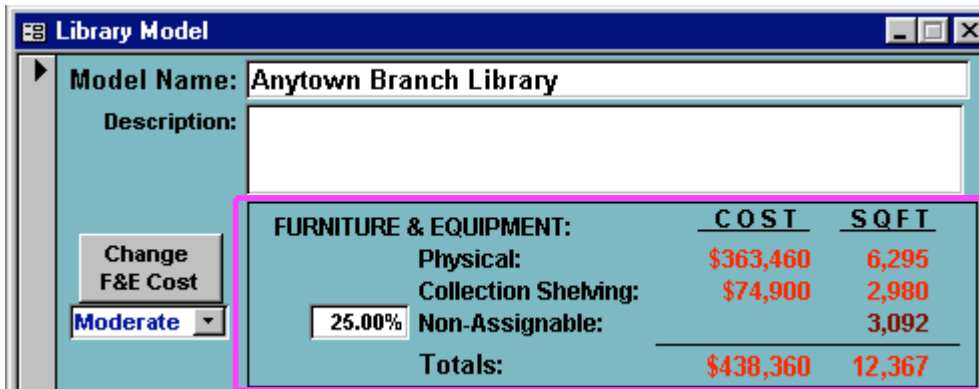
Then click on the gray bar where the "pencil" is located, and wait for the "hour glass" to disappear for the calculation to be complete.



The resulting cost figures will total the "Low" or "High" cost figures for all furniture and equipment unless a cost figure has been overridden.

## Furniture & Equipment Cost & SQ FT Summary Box:

This box summarizes both the costs and square footage for both the physical and collection sides of the Library Model. All summary figures in the box are in red.



## Cost of the Furniture and Equipment in the Library Model:

The cumulative cost for all furnishings and equipment (Inventory Items on the Physical side and Shelving Units on the Collection side) are summarized in the "Cost" column:

FURNITURE & EQUIPMENT:		COST	SQFT
Physical:		\$363,460	6,295
Collection Shelving:		\$74,900	2,980
Non-Assignable:			3,092
Totals:		\$438,360	12,367

The total cost for all furniture and equipment is summarized at the bottom.

### Square Footage of the Furniture & Equipment:

The box also summarizes the square footage for the furniture and equipment.

FURNITURE & EQUIPMENT:		<u>COST</u>	<u>SQ FT</u>
	Physical:	\$244,335	6,664
	Collection:	\$58,855	2,663
<input type="text" value="25.00%"/>	Non-Assignable:		3,109
	Totals:	\$303,190	12,436

### Net Assignable Square Footage:

The first two lines show the net assignable square footage for the Physical side (Inventory Items) and the Collection side (Shelving Units):

FURNITURE & EQUIPMENT:		<u>COST</u>	<u>SQ FT</u>
	Physical:	\$363,460	6,295
	Collection Shelving:	\$74,900	2,980

### Non-Assignable Square Footage:

The third line shows the non-assignable square footage (space for walkways, stairs, lobbies, restrooms, mechanical space etc.).

<input type="text" value="25.00%"/>	Non-Assignable:		3,092
	Totals:	\$438,360	12,367

It is shown as a percentage of the total gross square footage that is the net assignable square footage and the non-assignable square footage added together.

### Adjustability of Non-Assignable Square Footage:

Highlighting the figure in the box with the cursor

<input type="text" value="25.00%"/>	Non-Assignable:		3,092
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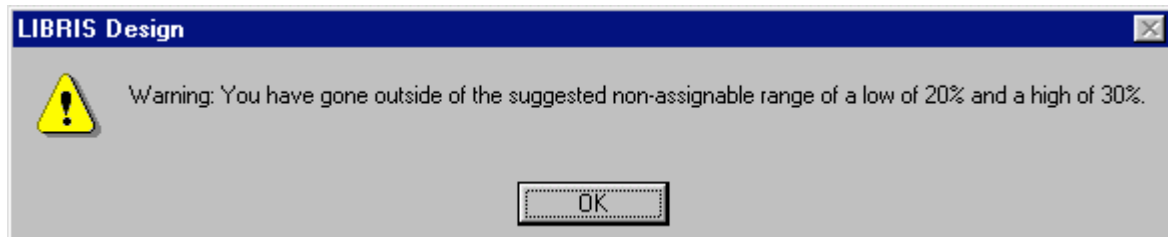
and typing in a new percentage figure will change the non-assignable square footage,

<input type="text" value="20.00%"/>	Non-Assignable:		2,319
	Totals:	\$438,360	11,594

and the total gross square footage.

### Normal Range of Non-Assignable Square Footage Percentage:

If you enter a number higher than 30% or lower than 20%, you will get the following warning message (click "OK" and change the number):



### Control Buttons:

At the bottom of the Library Model Screen, is a set of buttons that control different functions.



#### Exit to Login:

Clicking the "Exit to Login" button takes you back to the **LIBRIS Design Login Screen** and allows you to exit the program, or allows a different user to login under their own password.

#### Manage Models:

Clicking the "Manage Models" button takes you back to the **Manage Models Screen** where you select and copy another expert model or another user model to edit, copy or delete.

## Collections:

Click the "Collections" button to open the "Collection Type Screen" where you edit the library's three different types of collections (i.e., Books, Multimedia and Periodicals).

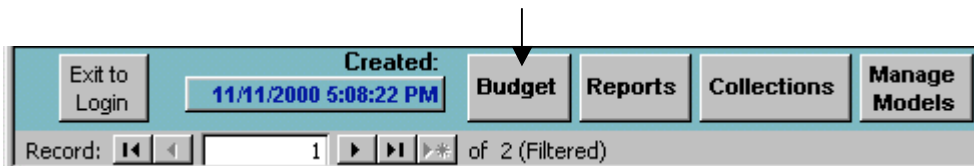


## Reports:

Clicking the "Reports" button takes you to a **User Reports** control panel. From here, you can select from over 45 different reports which display the information in the database in a number of different ways. You may also compile the final building program by clicking on the "Open Final Menu" tab on the **User Reports** control panel.

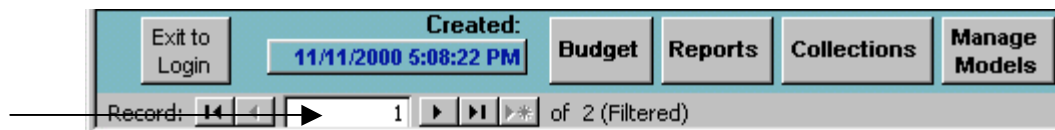
## Budget:

Clicking the "Budget" button takes you to a series of budget screens called "**Project Cost Estimate**" screens that provides you with a tool to create the budget for the entire library construction project.



At the bottom of the screen is the date the library model was first created. This is helpful so that when copies of a model are made, you always know which model was the original and which models were subsequent copies.

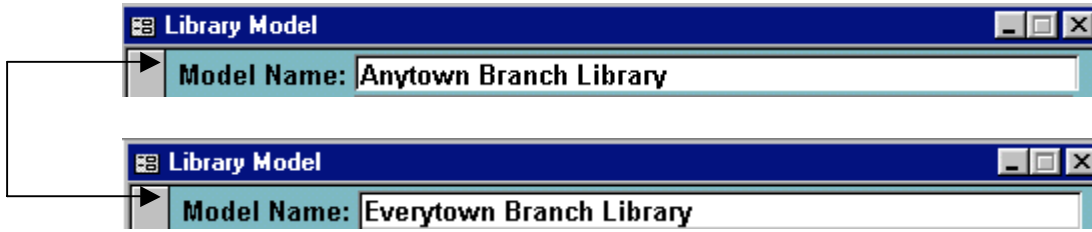
## Record Navigation:



The **record navigation** buttons are in the bottom left and corner of the **Library Model Screen**.

These buttons allow you to move between any number of Library Models that you have available by clicking on the left or right facing arrows.

Notice that as the navigation buttons are activated, the name of the model changes in the "Model Name" box at the top of the screen.



## Division List:

One of the most important parts of **Library Model Screen** is the section in the middle that shows a list of all of the **Divisions** resident within the library model:

**Model Name:** Large Branch Library for You  
**Description:**

Change F&E Cost: Moderate

FURNITURE & EQUIPMENT:		COST	SQ. FT.
Physical:		\$1,276,420	19,316
Collection Shelving:		\$173,825	5,977
Non-Assignable:			8,431
Totals:		\$1,450,245	33,724

Divisions	Name Used on Reports	Cost	Sq. Ft.
Audio-Visual Library		\$36,760	444
Browsing	New Books and Browsing	\$12,420	238
Children's Library	Boys and Girls Library	\$221,750	3,700
Circulation Services		\$244,480	2,177
Fiction Collection		\$32,000	736
General Building Services		\$42,935	1,691
Library Entrance		\$48,915	622
Local History Collection	History of the Area Collection	\$29,920	534
Non-Fiction Collection		\$84,710	1,618
Periodicals Collection		\$22,140	576
Public Meeting Rooms	Community Meeting Rooms	\$114,215	2,203
Reference Services	Information Services	\$339,135	3,868
Spanish Language Collection	International Languages	\$2,820	84
Young Adult Services	The Teen Center	\$44,220	825
*			

## Definition of a Library “Division”:

- Divisions are the highest level breakdown of areas in the library used in the Libris Design database.
- Each Division is made up of one or more “Spaces.”

- Divisions are either an administrative “Department” such as “Technical Services” or “Reference Services,” or a functional activity (or physical location) such as “Public Meeting Rooms,” “Fiction Collection,” etc.

### Division Cost & Square Footage Figures:

For each Division name on the list, there are two figures shown to the right of the name:

1. The first is the “Cost” column that provides the cost of all of the inventory items in the Division.

Divisions	Name Used on Reports	Cost	Sq. Ft.
Audio-Visual Library		\$36,760	444
Browsing	New Books and Browsing	\$12,420	238
Children's Library	Boys and Girls Library	\$221,750	3,700
Circulation Services		\$244,480	2,177

2. The second is the “Sq Ft” (Square Foot) column that provides the net-assignable square footage of all of the furniture and equipment within the division.

### Adding a Division to the Division List:

To add a Division to the library model, that is not already on the list, pull down the scroll bar until you are looking at the bottom of the list of Divisions:

The screenshot shows the 'Library Model' window. At the top, the 'Model Name' is 'Large Branch Library for You'. Below it is a 'Description' field. A 'Change F&E Cost' button is set to 'Moderate'. A summary table for 'FURNITURE & EQUIPMENT' shows:

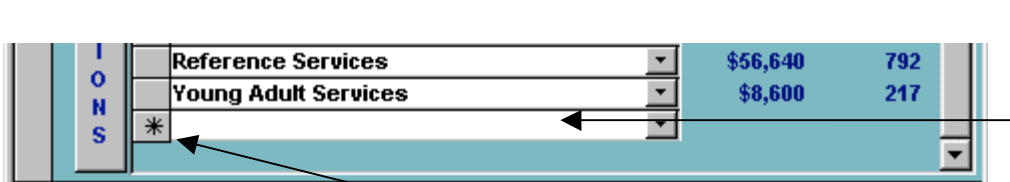
	COST	SQ. FT.
Physical:	\$1,276,420	19,316
Collection Shelving:	\$173,825	5,977
25.00% Non-Assignable:		8,431
<b>Totals:</b>	<b>\$1,450,245</b>	<b>33,724</b>

Below this is a scrollable list of divisions. The 'Non-Fiction Collection' is highlighted. The list includes:

Divisions	Name Used on Reports	Cost	Sq. Ft.
Audio-Visual Library		\$36,760	444
Browsing	New Books and Browsing	\$12,420	238
Children's Library	Boys and Girls Library	\$221,750	3,700
Circulation Services		\$244,480	2,177
Fiction Collection		\$32,000	736
General Building Services		\$42,935	1,691
Library Entrance		\$48,915	622
Local History Collection	History of the Area Collection	\$29,920	534
Non-Fiction Collection		\$84,710	1,618
Periodicals Collection		\$22,140	576
Public Meeting Rooms	Community Meeting Rooms	\$114,215	2,203
Reference Services	Information Services	\$339,135	3,868
Spanish Language Collection	International Languages	\$2,820	84
Young Adult Services	The Teen Center	\$44,220	825
*			

### New Record Box:

The “New Record Box” is the last white box at the bottom of the list and is empty.



It has a gray box to the left that has an asterisk “\*” inside it.

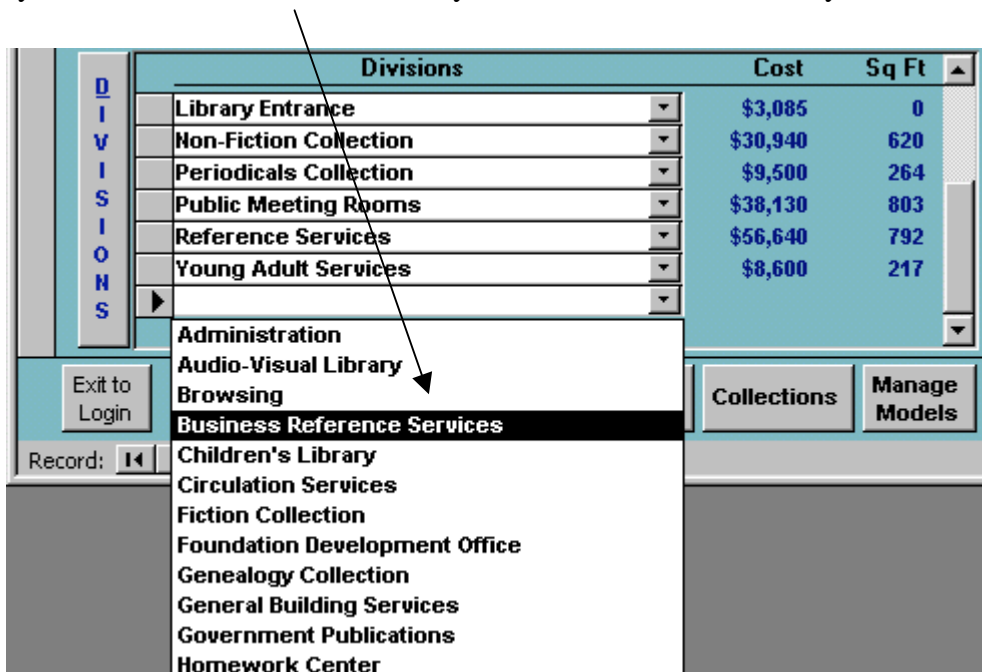
### Pull Down Box:

When you want to add a new Division record, click on the down facing triangle button to the right of the “New Record Box”:

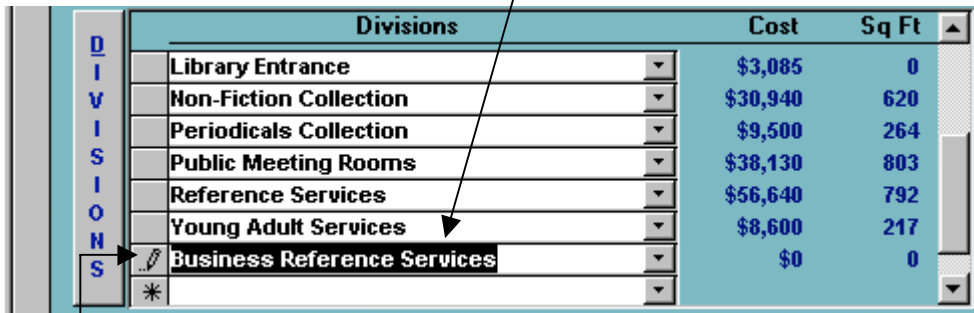


### Pull Down List:

A pull down list appears with the names of the Divisions in the Libris Design database. Next, you select the Division name that you wish to add to the Library Model:



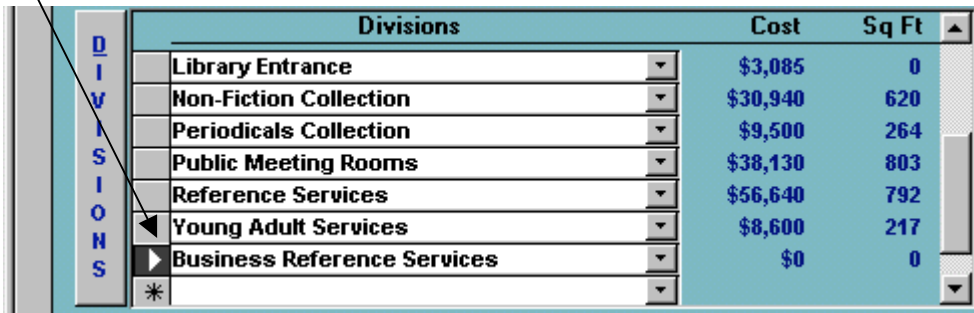
Once you have selected the desired Division by releasing the mouse button,



A screenshot of a software interface showing a list of divisions. The list has columns for 'Divisions', 'Cost', and 'Sq Ft'. The 'Business Reference Services' row is highlighted, and a pencil icon is visible in the left margin next to it. An arrow points from the text above to the pencil icon.

Divisions	Cost	Sq Ft
Library Entrance	\$3,085	0
Non-Fiction Collection	\$30,940	620
Periodicals Collection	\$9,500	264
Public Meeting Rooms	\$38,130	803
Reference Services	\$56,640	792
Young Adult Services	\$8,600	217
Business Reference Services	\$0	0

Once the **pencil icon** is clicked on, the Division will be added to the Library Model and the **right facing triangle** appears:



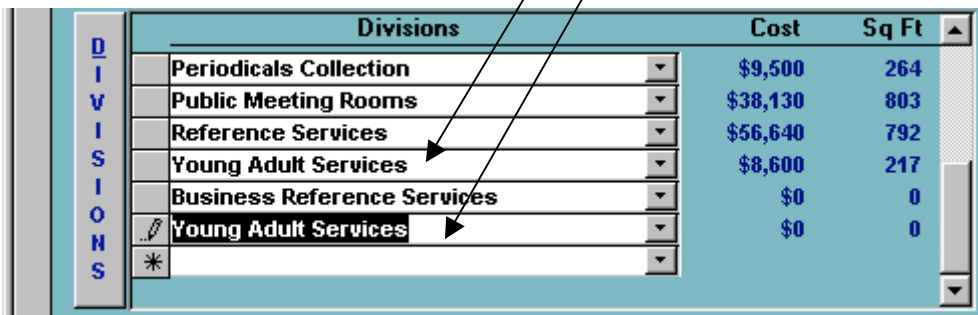
A screenshot of the same software interface. The 'Business Reference Services' row is now selected, and a right-facing triangle icon is visible in the left margin next to it. An arrow points from the text above to the triangle icon.

Divisions	Cost	Sq Ft
Library Entrance	\$3,085	0
Non-Fiction Collection	\$30,940	620
Periodicals Collection	\$9,500	264
Public Meeting Rooms	\$38,130	803
Reference Services	\$56,640	792
Young Adult Services	\$8,600	217
Business Reference Services	\$0	0

### Selecting a Division that is already on the List:

You cannot select a Division name that is already on the list.

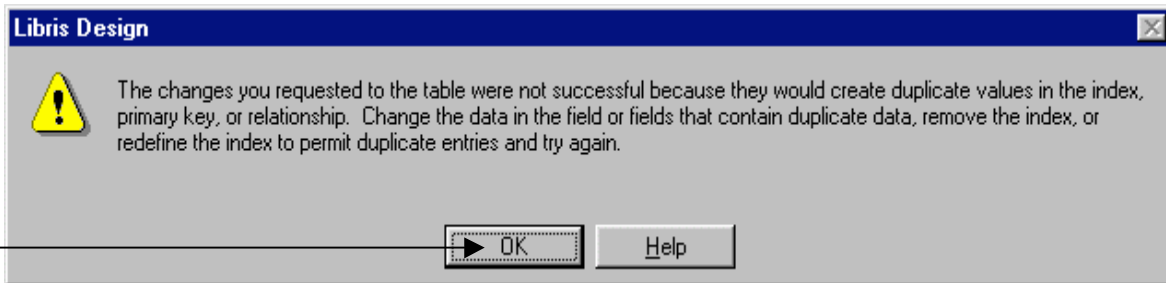
In this case you are trying to add the “Young Adult Services” division again.



A screenshot of the software interface showing the 'Young Adult Services' row selected. A pencil icon is visible in the left margin next to it. An arrow points from the text above to the pencil icon.

Divisions	Cost	Sq Ft
Periodicals Collection	\$9,500	264
Public Meeting Rooms	\$38,130	803
Reference Services	\$56,640	792
Young Adult Services	\$8,600	217
Business Reference Services	\$0	0
Young Adult Services	\$0	0

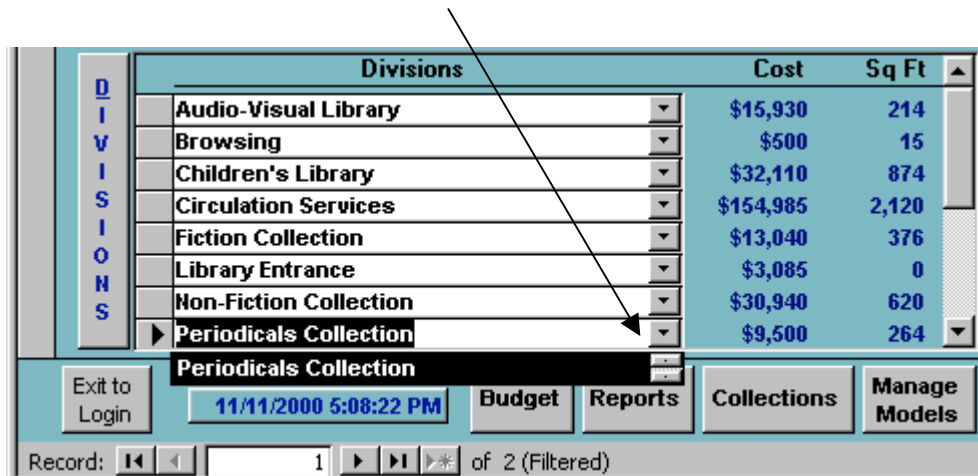
If you select a Division from the pull down list that is already on the Division List for the Library Model, and try to save the record by clicking on the pencil icon, you will get the following error message:



- This is MS Access programmer “speak” for “You made a Mistake.”
- In this case, it means that you can’t have two Divisions by the same name on the list.
- Click the “OK” button, and then select a different Division, or press the “<Escape>” button on the keyboard to exit out of the activity of adding a Division.

### Improper Method of Adding a Division:

A Division cannot be added by clicking on an already existing Division and trying to select a new division from the list.



You must always go to the bottom of the list and add a new division in the "New Record Box."

### Deleting a Division from the Division List:

Divisions cannot be deleted from the Library Model Screen. You must go down to the next level screen, the “Division Screen”, in order to delete a Division.

## Opening the Division Screen:

To open the **Division Screen** for the “Periodicals Collection” Division, place the cursor “I” bar over the Division name and double click on it.

**Library Model**

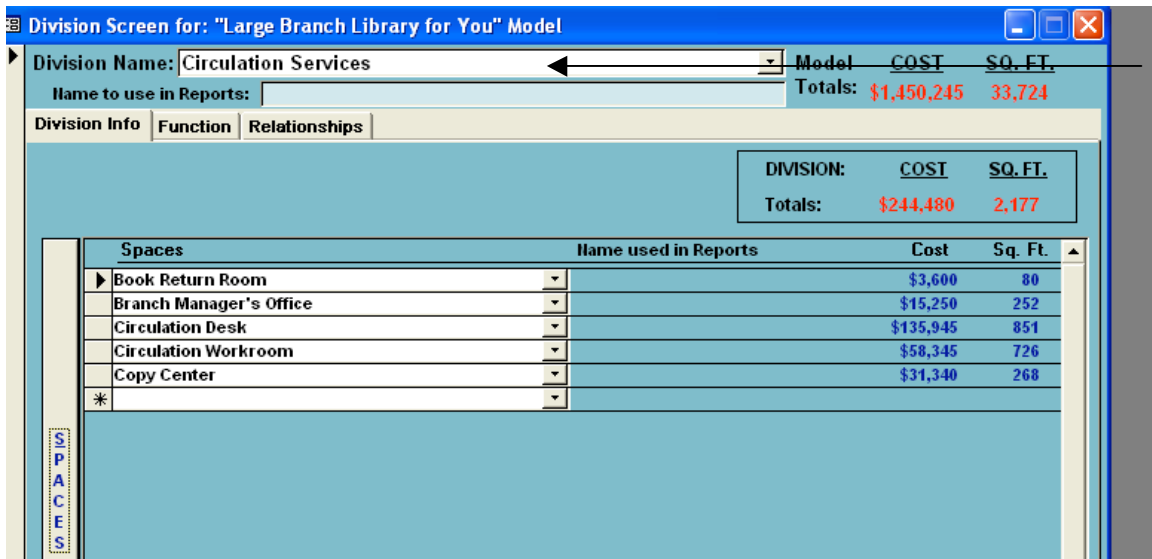
Model Name: Large Branch Library for You  
 Description:

Change F&E Cost  
 Moderate

FURNITURE & EQUIPMENT:		COST	SQ. FT.
Physical:		\$1,276,420	19,316
Collection Shelving:		\$173,825	5,977
Non-Assignable:	25.00%		8,431
<b>Totals:</b>		<b>\$1,450,245</b>	<b>33,724</b>

Divisions	Name Used on Reports	Cost	Sq. Ft.
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<b>Non-Fiction Collection</b>		<b>\$84,710</b>	<b>1,618</b>
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Reference Services	Information Services	\$339,135	3,868
Spanish Language Collection	International Languages	\$2,820	84
Young Adult Services	The Teen Center	\$44,220	825
*			

## Division Screen:



The "**Division Screen**" will open with the "**Division Name**" that was selected shown at the top of the screen.

Once the **Division Screen** is open, you may navigate "up and down" the list of divisions by using the navigation buttons at the bottom of the screen.

See the "**Division Screen**" help document on the website for in-depth instructions on how to utilize the various components of this screen.