



**THE NEW WALTON LIBRARY**

**SURREY COUNTY COUNCIL  
LOCAL COMMITTEE (ELMBRIDGE)**

**11 JUNE 2007**

**KEY ISSUE:**

This report updates the Local Committee on the progress of the new Walton Library

**SUMMARY:**

This report gives details of the design process, access and service delivery options for the new Walton Library and seeks the opinion and advice of the Local Committee on service development.

**OFFICER RECOMMENDATIONS:**

That the Local Committee in Elmbridge:

- (i) Note the plans for design and service delivery in the new Walton Library.
- (ii) Advise the Library Service on the future range of service developments in the new Walton Library

## **1 INTRODUCTION AND BACKGROUND**

- 1.1 The Executive agreed the additional capital funding for the new Walton Library in December 2006 and requested officers to enter into negotiations for the lease with the developers. These negotiations are nearing completion and planning for the design and service delivery has begun.
- 1.2 Walton Library will be a flagship library for Surrey County Council situated in the new Heart Shopping Centre. The library is 810 square metres in size and it will be located on the second floor above a new Debenhams Desire store. The new library will be designated as a main town library and will have an increased amount of stock available, 27 public access terminals and an extension in the opening hours. The library will be fully self-service and will have identified spaces for information, learning, children and young people. The library design will encourage people to come in and stay and the emphasis will be on attracting children, young people and families.
- 1.3 The work required to prepare the building is due to start in August 2007 and conclude in January 2008. The fitting out with the library furniture and equipment will take four to five weeks, with an anticipated opening date in March 2008.

## **2 ACCESS**

- 2.1 Access to the library will be through a foyer on the ground floor with the entrance on the corner of Nettlefold Walk and Hepworth Way. The entrance will have automatic doors which will lead into a foyer, with a lift and a staircase giving access to the library on the second floor.
- 2.2 The foyer will be attractively designed to encourage customers to enter with an illuminated welcome sign and advertising what is available in the library with pictures of the library in use.

## **3. SERVICE DELIVERY**

- 3.1 The library will be a fully self-service library. The 3 self-issue terminals will include one DDA compliant terminal. There will be a pay point where customers collect their requests and pay any charges. Staff will be at hand to help anyone who requires assistance.
- 3.2 Stock will be arranged in sequences of adult fiction and adult non-fiction, reference material, including local history, and separate sections for children and teenagers. There will be featured displays of books in all areas as research shows that a majority of customers spend a short time in the library and choose a book by browsing rather than searching for a specific title.

- 3.3 There will be a staffed information point which will include reference books and terminals giving access to the online resources, including the 11 subscription websites available in the library. This area will also have leaflets and posters and will provide Surrey County Council information. The public will be able to get their enquiries answered by a member of staff or find their own information. This will also include an information point funded by Elmbridge Borough Council.
- 3.4 There will be access to 27 public internet computer terminals with MS Office software and print/scan facilities with some giving access for customers with special needs. 4 terminals will be located in the Children's area and 2 in the teenage area. There will be 2 terminals at the information point and 3 terminals by the entrance giving access for e-mail only. There will be 16 terminals for use by adults, 10 of which will be arranged to allow for learning sessions to be facilitated.

#### **4. DESIGN**

- 4.1 The layout of the library is being planned by design consultants Opening the Book in partnership with Platform Designs and JDS Group. They have been responsible for many prestigious fitting out contracts including bookshops and a number of projects on Surrey libraries, including Ash and Horsley, Ashford and Knaphill. Surrey County Council has a contract with them to design our library refurbishments and new libraries. They are working closely with library staff to ensure we get the best design.
- 4.2 The design leaves the windows free and makes good use of the available light. As you enter the library there will be clear lines of sight and a feeling of spaciousness. At the entrance there will be a Quick Choice area, with attractive stands displaying a wide selection of books and also a laptop bar of quick e-mail use. There will be a clear view of the self-issue terminals and the pay point, leading on to the Children's area.
- 4.3 The shelving will be 1800mm height in the adult area and a mix of 1200mm and 1300mm in the children's area. This gives easy access to the books on the top shelves for all and maintains an appearance of space in a room with a ceiling at approximately 2800mm height.
- 4.3 The children's area will be visually stunning, with a Reading Tower as a centrepiece and Picture Book tunnels. The area will also have a sofa for adults and children, tables and seating for study. The area will be designed to allow space for children's events including Rhyme time sessions.
- 4.4 An area for 13 – 17 year olds will include computers on high tables with bar stool seats, a small sofa and shelving that will be attractive to that age group. We also plan to include equipment that would enable people to listen to CDs or watch DVDs.

4.5 Seating and tables will be available throughout the library.

## **5. OPENING HOURS**

5.1 Recommended opening hours for the library are in line with the opening hours for the shopping centre. The planned opening hours will have the library opening at 9 a.m. every day, with 6 p.m. closing and two later evenings. On Saturday the library would be open from 9 a.m. to 5 p.m.

5.2 We are preparing a detailed costing for a pilot Sunday opening from 10 a.m. to 4 p.m. Overall this could lead to 61 hours open per week, and increase of 15 hours per week.

## **6. PARTNERSHIPS**

6.1 We will be working jointly with Elmbridge Borough Council with an information point with both Surrey County Council and Elmbridge branding that will provide a service for both the County and Borough Council. This will be part funded by the Borough. There will also be a meeting room and two small interview rooms for use by Councillors and staff from both authorities.

6.2 Discussions on creating links with the local Children's Centre are taking place, but no conclusion has yet been reached.

6.3 We will support Elmbridge Museum by providing display space to promote their services

6.4 We are also meeting with the Trustees for the Charity of Robert Phillips to discuss extra funding for the children's and young people's areas.

## **7 SUSTAINABLE DEVELOPMENT IMPLICATIONS**

7.1 The contacts for the fit out of the library will contain the usual requirements for waste removal and use of appropriate construction materials.

7.2 The lighting will be new Installer's lighting guide No.4 - Lighting requirements for Part L of the Lighting And The Building Regulations Part L 2006 (England & Wales).

7.3 Air conditioning using electric chillers is required as there are fully glazed curtain windows on both sides and no opening windows.

**8 CRIME & DISORDER IMPLICATIONS**

8.1 The library will be able to make use of the excellent security arrangements in place in the centre.

**9 EQUALITIES IMPLICATIONS**

9.1 Access to the library will be designed to be fully compliant with the Disability Discrimination Act. Guiding and signage will be suitable for customers with partial sight. One self-service terminal and one public access computer will be at a workstation that is fully accessible with adjustable height.

9.2 The library will stock books in a range of languages and will have access to over 40 languages to meet the needs of its customers.

**Report by: Sally Parker Area Manager, Libraries**

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