

Space Needs Assessment Introduction

What is a Space Needs Assessment?

This type of assessment gives the library staff and trustees a general estimate of their library's space needs based on their library's underlying service goals and can help determine whether to initiate a facilities planning process.

Why is it important?

The results from a space needs assessment will inform all subsequent planning by trustees and library staff. Comparing the findings of this assessment against the space available in the existing building will mark an initial indication of need. The space needs indicated on the assessment can be used to evaluate the adequacy of the current library or the amount of space needed at a new location.

Who can I contact for more information or help getting started?

The fastest way to receive help is by submitting a HelpDesk ticket on our website. IFLS staff will notice the message and the most well-suited person will get back to you.

References

Wisconsin Department of Public Instruction. (n.d.). *Planning and Evaluation*.

Wisconsin Department of Public Instruction. <https://dpi.wi.gov/libraries/public-libraries/planning-evaluation>