

## Library provision in Lerwick

Feasibility Report  
March 2007



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### 1.0 Introduction

#### 1.1 Background

At the meeting of Shetland Islands Council on the 29<sup>th</sup> March 2006, a Member's Motion was presented 'that Shetland Islands Council resolves to give first consideration to developing the site, soon to be vacated by Shetland Archive, for a new Shetland County Library'.

It was resolved 'That the Council receives a report, within two cycles, on the future of the library service, with particular regard to its location, and that no decision is made on the Archives site until that report is presented.' (Min. ref. 40/06)

A Feasibility Study was commissioned in June 2006 (min.ref 120/06) and looked at a broad range of sites, focusing on the three options highlighted in the brief: the former Archives site, the Waterfront, and Lower Hillhead, plus the 'do nothing' option.

Extensive consultation was undertaken, focusing on the community's requirements of library, rather than site-specific discussion. At all times, the 'do nothing' option was emphasized and discussed.

Analysis of Service Need through staff and public consultation, together with comparison of parallel provision in Orkney, Highland and Moray confirmed the inadequacy of the current provision, reinforcing the need outlined in the original Business Case.

#### 1.2 Current Service Provision

Shetland's central, 'County' Library and Learning Centre moved into the refurbished St Ringans buildings in early 2002. This move has been very positive in a number of respects:

- Preservation of an important Lerwick building, including unique stained glass windows.
- Creation of a welcoming, calm, serene library area.
- Opening of a dedicated Learning Centre, to take forward the 'People's Network' in Shetland.
- Computer access to entire catalogue, with associated Library Management System to enable customers to order books from home and access books from any library in Shetland and beyond.
- Central support for 2 mobile libraries, 8 school libraries and 5 community collections.

#### 1.3 Current Accommodation

The current service provision is based over a variety of buildings:

- The existing St Ringans main library
- The Learning Centre - dedicated I.T. building
- Basement of Old Library Centre and former Museum building on Lower Hillhead
- Part use of ground floor of Old Library Centre and former Museum building on Lower Hillhead. This office space, events room and facilities are shared with the Adult Learning department and the Community Worker for Lerwick/ Bressay
- Teachers Resource centre at Hillhead (access support)
- Mobile library van garages at Garthspool for the 2 vans

### 1.3 Current Accommodation (continued)

There are longstanding misgivings as to the ability of St Ringans to provide an adequate library service. This was acknowledged by elected members in the discussion leading to the commissioning of the feasibility study “ during discussion, members were in general agreement that the existing library was inadequate for it’s current use” (min. ref 120/06) National quality indicators found St Ringans small and restrictive.

In the five years since the move, there have also been significant developments in the delivery of library services:

- Increased emphasis on integration of computers for the delivery of information and reference resources.
- Successful national implementation of the People’s Network, providing free Internet access for all through public libraries.
- New emphasis on libraries, working in partnership with Literacy staff, to attract reluctant and emergent readers.
- Shetland Library has embraced these new directions and enjoyed significant success in both targeted work and in the general drive to encourage reading, computer and audio/visual usage by all age groups in the population.
- This success has, however, led to confirmation that St. Ringans cannot provide adequate facilities.
- A number of groups are particularly disadvantaged within the restrictions of the current buildings:
- Children – area available is cramped, with little space for browsing and no space for activities such as story telling. Noise levels in open plan settings can disturb other users.
- Young People – no flexibility to provide a separate, young people’s area, to encourage the continuity of the reading habit through important, adolescent years.
- Students – Regular requests received for an increase in tables and general study space.
- Reluctant and Emergent readers – no room to provide relaxed, casual reading area, periodicals area, clear, visible, interesting displays, or e.g. a welcoming, social, refreshment area.
- Non-computer or non-book users, in terms of cross-fertilisation of usage (current facilities are separate).
- Those with restricted mobility, or poor eyesight, who find the closely grouped shelves difficult to select from.
- Readers wishing to select from a wider range – catalogue selection is largely suitable if you know what you are looking for. Most readers desire shelf selection from broader range. St Ringans’ public areas can only accommodate 40% of available books.

Using the national Quality Standard, the Public Library Quality Improvement Matrix, a recent analysis of the indicator on “Organisation and use of resources and space, undertaken internally as part a management study, found “*The library accommodation in Lerwick is too small and restricts full display of resources. The junior area and mobile backup space is particularly deficient*”

A significant proportion of the Shetland population would benefit from the proposed improvements. In recently published Performance Indicators from Audit Scotland, Shetland Library came second in Scotland in two categories; with 34% of the population borrowing materials from the library and 21% of people using Learning Centre facilities. Library computer terminals were accessed on 28,676 separate occasions.

#### 1.4 Timescale

At the Council meeting held on the 28<sup>th</sup> June 2006, the following brief was approved (min.ref. 120/06)

- 'A detailed technical Feasibility Study is undertaken on potential sites: Former Shetland Archives Site on King Harald Street, between Union Street and Prince Alfred Street, Waterfront site, Re-structuring provision on Lower Hillhead'
- Further detailed background information is obtained from recent new-build library projects such as Elgin and Orkney.
- Public and stakeholder consultation is carried out.

#### 1.5 Consultations

Public and stakeholder consultation has been carried out as indicated in the table below:

- |  |                                       |
|--|---------------------------------------|
| • Full staff meeting                         | 21 June 2006                          |
| • Open public meeting                        | 11 July 2006                          |
| • Community Council consultation             | September - November 2006. March 2007 |
| • Lerwick Community Council visit            | 16 October 2006                       |
| • School library and book group consultation | September – November 2006             |
| • Your Voice questionnaires                  | October – November 2006               |
| • Interim open public meeting                | 27 November 2006                      |
| • Shetland Library staff consultation        | 29 November 2006                      |
| • Youth Voice consultation                   | 25 February 2007                      |
| • Open public meeting no. 3                  | 05 March 2007                         |
| • Shetland Library staff consultation        | March 2007                            |
| • Stakeholder project board meetings         | July, November 2006. March 2007       |
- 
- SIC Planning Department, Roads Department, and I.T. Department have all been consulted.
  - SIC in-house project team comprising of library and information services manager and staff, architect, architectural technician, quantity surveyor, structural engineer, building surveyor and land surveyor have all contributed to this report.
  - CPMT further confirmed that the study would not be limited to the options in the business case, and would consider retaining the status quo, remaining on the existing sites and the consequences of doing so.

## **2.0 Brief**

### **2.1 User Requirements**

The basis of the brief development was determining the requirements of a new build development and considering all the options against this, including the present service provision.

Stakeholders were also asked what their aspirations for a library would be:

- Bright, airy, modern building with good pedestrian, car & public transport access
- Covered, indoor service area / garage for 2 Mobile Libraries & one delivery van
- Bus stop
- General & disabled parking
- Space for prams, pushchairs
- Views into library from outside
- Welcoming, inviting foyer
- Children's area, age differentiated
- Young people's area
- Computers for children & young people
- Story telling area
- Adult lending fiction & non-fiction (wheeled bookcases, to enable creation of events area)
- Music, film & talking books
- Public access computers in carousels throughout lending area
- Separate learning suite with e.g. 6 computers
- Flexibility and adaptability, especially regarding ICT
- Book reference area
- Local Studies area (Shetland Collection)
- Newspaper / periodical area – tables & couches
- Study tables / Reading Room (quiet)
- Informal seating (some movable) throughout library
- Informal refreshment availability
- Recording Studio
- Processing area for Lerwick & 8 school libraries
- Staff Room
- Staff showers

### **2.2 Requirements for Service**

Ideally, the Library would be housed in a bright, airy, modern building, with good pedestrian, car and public transport access. A children's area, story-telling/events area, couches, coffee tables, computer carousels, a local studies area, a recording studio for the talking newspaper, informal refreshment area, a small learning suite would all be in evidence, alongside the roomy, well-spaced bookshelves. There would be garaging and work spaces for the 2 Mobile Libraries, space for stock rotation and support for the 8 school libraries as well as a full range of back-room functions under the same roof as the public library.

### 2.3 Accommodation schedule

Initial national comparisons suggest that a future gross floor area of around 3,000 square metres, plus car parking, would be appropriate. The new Elgin Library is around 3,000 square metres, Orkney around 2,400, whilst our current composite space across 3 buildings, but excluding the garages, is around 1,000 square metres.

#### Floor Area Comparison of the 3 Main Options

Description	Floor Area m2
<b>Existing Library</b> (St Ringans + Learning Centre + part Old Library Centre and former Museum building + off site garages)	1000m2
<b>Retain existing buildings and refurbish Old Library Centre and former Museum building</b>	1600m2
<b>New building</b>	2915m2

The accommodation schedule was compiled following meetings with library staff and based on a mixture of comparisons of existing areas within St Ringans, similar library buildings and areas (based on information following library staff visiting library building in Elgin, Kirkwall and Moray and receiving detailed plans on 2 of the buildings visited). The accommodation schedule forms the basis of the overall list of rooms, area, spaces, offices, meeting rooms etc and the overall floor areas they require.

An overview of the accommodation schedule has been carried out by Elaine Fulton, Director of Scottish Library and Information Council, who is satisfied that the provision is in line with current standards.

## 2.3 Accommodation schedule (continued)

Accommodation Schedule	Numbers of People	Area	Relationship		Notes
			Priority 1	Priority 2	
1.0 Entrance Area/ Foyer		25	View to main desk View from street	Events room Toilets	
1.1 Events Room	60	90	Entrance foyer	Toilets	Use when library closed With small store
1.2 Front Area	10	50	Entrance foyer	View to main desk Reading room	
1.3 Reading Room	20	50	Front area	Ref/ local studies	
1.4 Reference Area	10	30	Local studies Reading room		Flexibility
1.5 Shetland Local Studies	6	25	Reading room Reference area		
<b>Lending Area</b>		1590			
1.6 Adult Lending	100 + 4 staff		View to main desk Front area		I.T. Stations scattered around area
1.7 Teenage Area	10		Linked to Adult area		
1.8 Children's Lending	30		Children's toilets/ baby changing Route via counter	Linked to teenage	Small room
1.9 Learning Suite	7 + tutor	30	Visible from counter		Separate room. Sound proof With small store
1.10 Processing Dept	7 max	80	Delivery area, reserve stock, Public areas		With small store
<b>Admin and Offices</b>					
1.11 Library and Info Manager	1	15	Public areas		
1.12 Librarians	4	40	Public areas		One space
1.13 Admin	2	20	Public areas		One space
1.14 Library Staff	4	20	Public areas		One space
1.15 Staff Room	15 max	20			
1.16 Garage + Workspace	Max 3/4	100			Size of 2no vans + small van
Workshop		25			In garage area
Mobile Library/ housebound office		25			In garage area
1.17 Reserve		150			New rolling stack (8.5x8.5m) 70m2. Existing rolling stack (40m2)
1.18 Recording Studio	4	15			
1.19 General furniture/ equipment store		50			
1.20 School Resource Centre	10 - 15	40	Main desk		
1.21 Meeting Room 1	20	30	Public use		Access when library closed
1.22 Meeting Room 2	10	20	Public use		
1.23 Meeting Room 3	6	15	Public use		
1.24 Server Room	3 occasionally	9			
1.25 Secure storage room	2 occasionally	25			80m shelving
1.26 Cleaners store	2 occasionally	5			
1.27 Public toilets	4 (2 disabled)	18			
1.28 Staff toilets	4 toilets	12			15 staff approx.
1.29 Children's toilets	1no toilet inc baby changing	6			
1.30 Staff toilets disabled + shower		10			
1.31 Plant room		10			
<b>Subtotal</b>		<b>2650</b>			
<b>10% Circulation</b>		<b>265</b>			
<b>Overall Total (net internal area)</b>		<b>2915</b>			

## 2.4 Room Data Sheets

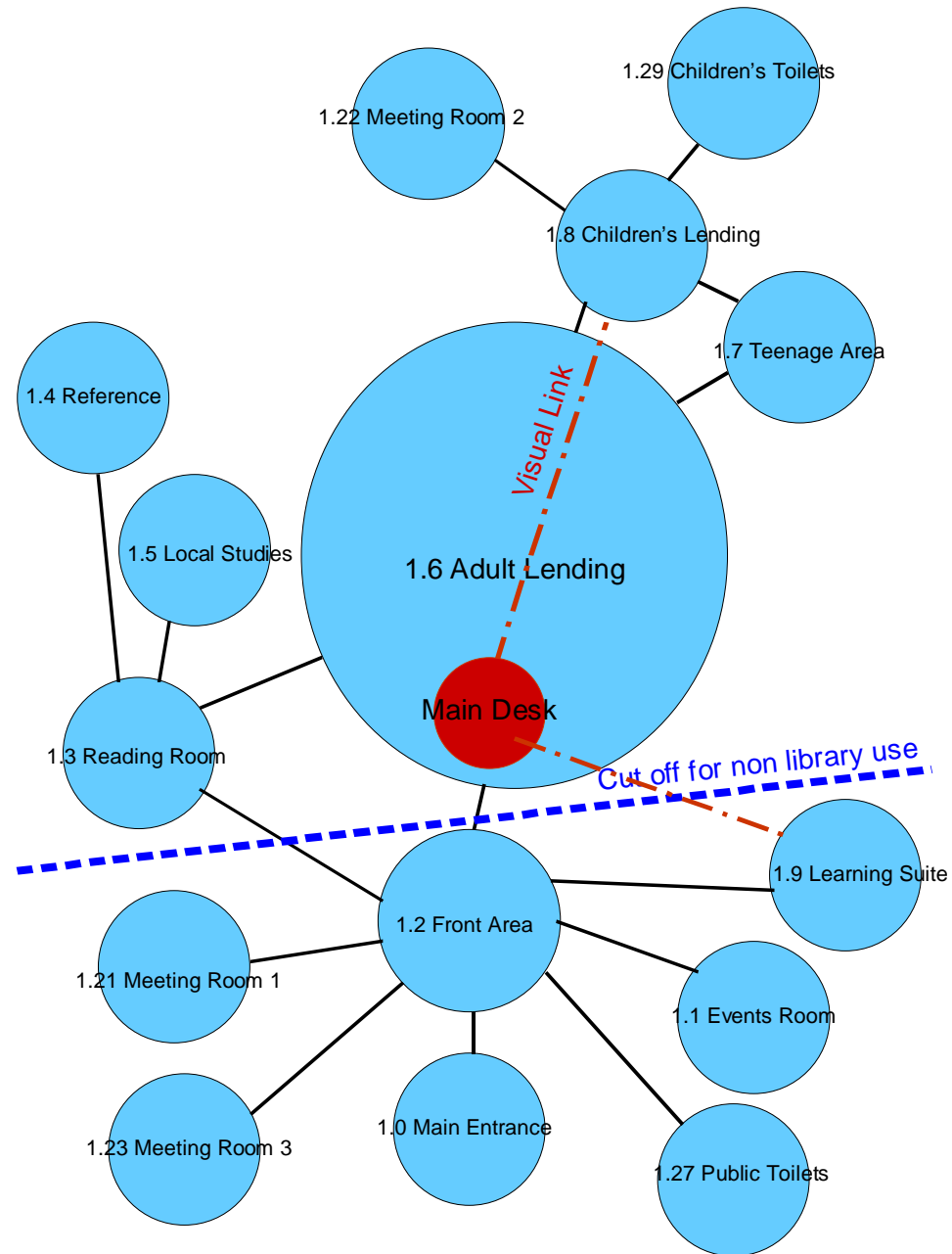
Room data sheets were prepared for all areas/ rooms listed on the accommodation schedule in order to determine the requirements for each individual area. This is a typical example

LLP Lerwick Library Provision		DRAFT room data sheet	
<b>Adult Lending</b>			<b>1.0</b>
<b>Information required by:</b>			Revision notes
<b>Activity Space</b>	<b>Adult Lending</b>		
<b>Occupants</b>	100 customers, 4 staff, Counter / Enquiry/ Staffed area/ Self Service Issue facility		
<b>Function/functional requirements</b>	Central part of library Books, Books, Books, (including bulk of materials currently in reserve) with allied mixed media materials (specific subject learning packs, DVD's) Open access computer carousels e.g. 2 areas, each with 4 to 6 computers Varied seating throughout, including some moveable cubes, or stools, some small "armrest" tables Refreshments available		
<b>Relationships + connections</b>	Counter visible from most parts of Library, including Entrance "Shading" from Teenage area, possibly via Sci-fi, Fantasy, DVD / Music/ Download materials		
<b>Qualitative Requirements</b>	Clear followable sequences for alphabetical fiction & Dewey subject non-fiction Comfortable seating encouraging folk to spend time browsing, reading Good natural (possible skylights) & artificial lighting throughout Café / refreshment area / facilities		
<b>Layout + Flexibility</b>	Possibility of Issue Desk backing on to Processing / staff offices to enable quick access to help at desk & enhance security Wiring & network cabling in grid pattern throughout, to enable flexibility in terms of emphasis in future - flood wiring Wireless is only part solution		
<b>Critical Dimensions + Floor Area</b>			
<b>Ceiling Height</b>			
<b>Sound Conditions</b>			
<b>Information required by:</b>			
<b>Floor Loadings</b>			
<b>Visual Conditions</b>	Luminance	Lux	
	Daylight		If main part of library does not have direct windows, roof or skylights could add natural light
	General Lighting		
<b>Air Conditions</b>	Temperature	C°	
<b>Heating / Ventilation</b>	Opening windows		
<b>Services</b>	Power Supply		
	Water Supply		
	Drainage		
	Communications		
<b>Ceiling Finish</b>			
<b>Floor Finish</b>	Carpet, to deaden noise - possible 'colour coded' areas		
<b>Wall Finish</b>			

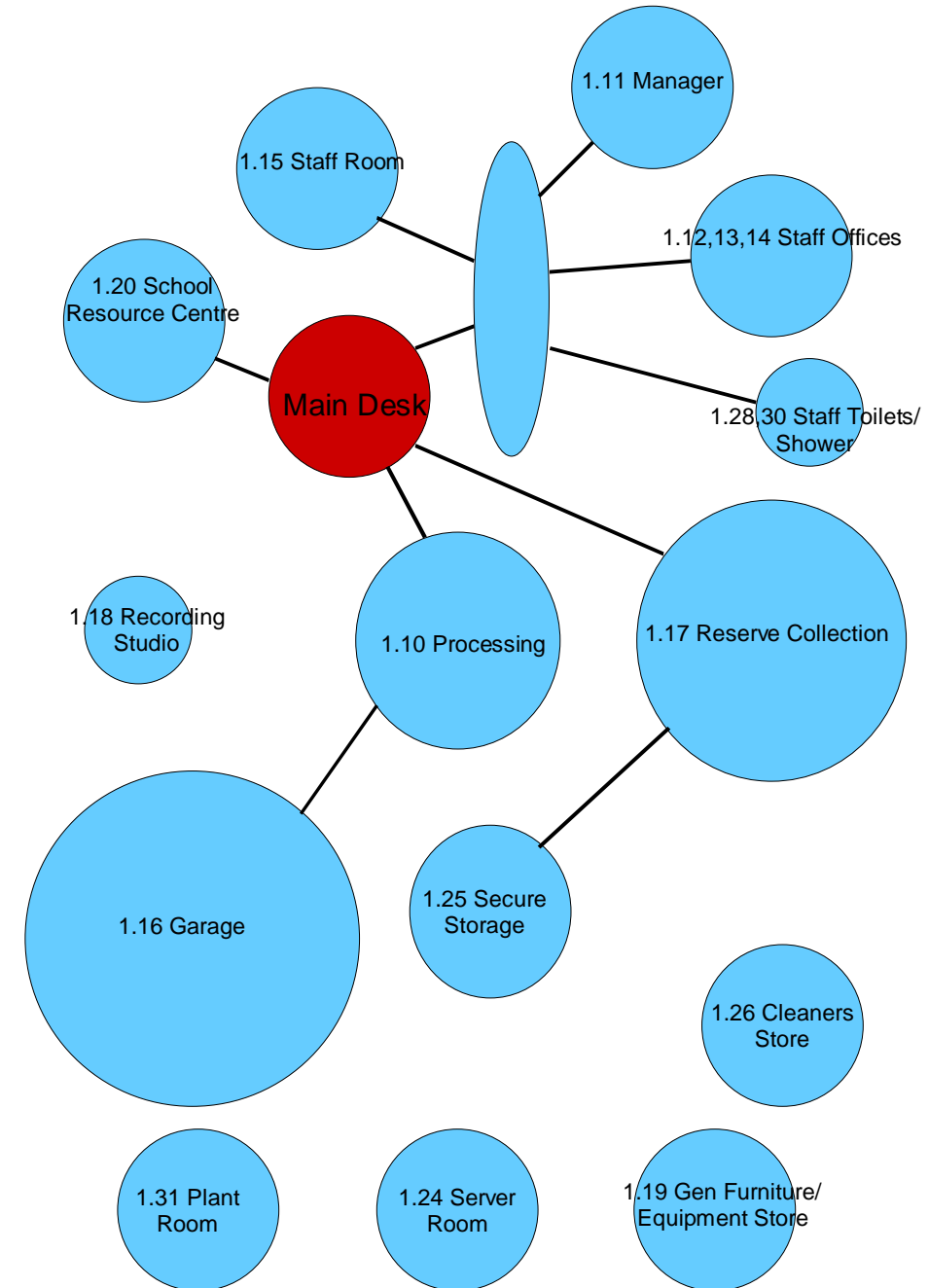
### 2.5 Relationship Diagram

Based on meetings with library staff and the information collated from the room data sheets 2 relationship diagrams were produced to identify the main links within the public area and the staff areas.

#### Library: Public Relationships



#### Library: Staff Relationships



**3.0 Summary of Options**

**3.1 Summary of Proposed Sites, Existing Buildings and Cost**

The following information is an abbreviated summary of all the considered options:

**Option 1 – Do nothing**

Retain the existing service within St Ringans main Library, the Learning Centre, basement and part use of the ground floor in the Old Library Centre and former Museum building on the Lower Hillhead office, school resource office at the Hillhead and the mobile van garages at Garthspool.

**Option 2 – Retain St Ringans and the Learning Centre Building. Refurbish Old Library Centre and Former Museum Building on Lower Hillhead**

Retain the existing Library buildings and fully refurbish the Old Library Centre and former museum building on Lower Hillhead.

**Option 3 – New Library Building on Former Shetland Archives Site**

This option is to build a new purpose built Library building on the site of the former Shetland Archives site on King Harald Street, opposite Islesburgh Community Centre and running between Union Street and Prince Alfred Street.

**Option 4 – New Library Building on Site Behind New Museum**

This option is to build a new purpose built Library building on the site directly behind the new Museum and Archive building.

**Option 5 - New Library Building on Waterfront Site**

This option is to build a new purpose built Library building on the site identified for the Cinema and Music venue.

**Option 6 - New Library Building on North Ness Site**

This option is to build a new purpose built Library building on the site identified for new Council offices.

Summary of the 6 options considered with costs for each			
Options	Description	Acquisition	Capital Cost (2007 prices)
1	Do nothing	N/A	£30,000
2	Retain existing buildings and refurbish Old Library Centre and former Museum building	SIC owned building	£2,477,000
3	New Library building on former Shetland Archives site	SIC owned site	£9,511,000
4	New Library building on site behind new Museum	Currently occupied. Lengthy period to purchase and clear site	£9,551,000 + Commercial Land Costs + Demolition Costs
5	New Library building on Waterfront site	SLAP owned site (ear marked for Cinema and Music Venue)	£9,551,000 + Commercial Land Costs
6	New Library building on North Ness site	SLAP owned site (ear marked for Council office development)	£9,551,000 + Commercial Land Costs

**Project Options to Meet Identified Service Needs**

The Council Resolution asked that a report should pay particular regard to location. In this respect six initial, clear options emerged. Each of these options has broad advantages and disadvantages and are listed below. The technical feasibility study would, as well as looking at these options in detail, consider all potential options.

### 3.2 Cost Report

#### General

This report details estimated capital costs for building a new Library provision on a new site and for altering the existing St Ringans Library provision to incorporate the former Museum building on the Hillhead.

The estimated costs are based on previous building contracts constructed by Shetland Islands Council and accommodation schedules and notes prepared by Capital Programme Services.

Consulting Engineers have not been appointed to assess the Electrical & Mechanical costs.

Structural Engineers have not been appointed to assess the Structural costs.

#### New Library Provision

The capital costs are based on the information available at early stage and these costs should therefore be treated as indicative only. They are not based on in-depth information they are more an assessment of what capital cost could reasonably be required for works of this size, purpose, nature and locality. As this is a preliminary report the capital costs at this stage are of necessity approximate estimates. They are based on the proposed floor area and historical information taken from other similar types of construction projects. They are not based on finalised detailed designs and specifications.

There are inevitably a large number of unknowns associated with the proposed project at this early stage.

Many issues such as access, foundations, external site works, external drainage, site services etc, would all require further assessment and any associated additional costs identified and reported. The site and layout for the building would be subject to planning constraints. The final site position and layout will have a bearing on the estimated costs.

#### Altering the Existing St Ringans Library Provision to Incorporate the Former Museum Building on the Hillhead

The existing electrical and mechanical installations of the former museum will require altering and extending and allowance for these costs has been included in the estimates. Altering the fabric of existing Museum building has been allowed for in the estimated capital cost. Maintenance costs have not been included. Maintenance items may not be required immediately however they will require attention over future years. The asbestos register states that asbestos is present in the former museum and allowance for its removal has been included in the estimates. Works involving renovations are particularly subject to additional expenditure risks. These unknowns will only become apparent if further more detailed project work stages are investigated.

### 3.2 Cost Report (continued)

#### New Library Provision - Budget Costs

The budget costs for Building a new library provision are based on the Architect's accommodation schedule produced in February 2007

The floor areas from these schedules are as follows: -

New building floor area 2915m<sup>2</sup>

<b>New Library Provision</b>	
Proposed New Library Building	£7,300,000
Furniture & Fittings (client to confirm)	£730,000
Professional fees	£1,460,000
Building Warrant Fees	£21,000
<b>Estimated Total</b>	<b>£9,511,000</b>

The budget costs are at a base date of March 2007 and exclude VAT.

#### Altering the Existing St Ringans Library Provision to Incorporate the Former Museum Building on the Hillhead – Budget Costs

The budget costs for altering the existing St Ringans library provision to incorporate the former museum building on the Hillhead are based on the Architect's notes produced in February 2007

<b>Altering the Existing St Ringans Library Provision to incorporate the former museum building on the Hillhead</b>	
Proposed Alterations and Extensions to Existing Buildings	£1,900,000
Furniture & Fittings (client to confirm)	£190,000
Professional fees	£380,000
Building Warrant Fees	£7,000
<b>Estimated Total</b>	<b>£2,477,000</b>

The budget costs are at a base date of March 2007 and exclude VAT.

#### Recommendation

It is recommended that the estimated costs are updated at any future project design stages and budgets amended accordingly. The appointment of Consulting Services Engineers would assist in more accurate estimates for the electrical and mechanical installations.

**3.3 Life Cycle Costing and Net Present Value**

Whole Life Performance = Designing for life. Acceptance that the performance of the building throughout its 60-year life is absolutely integral to the design concept and detailed development of any successful scheme. This is particularly important as opportunities for savings are rapidly reduced as the early concept design is formalised.

To assist the design team, Life Cycle calculations are carried out on a number of key elements. Through these exercises various options can be considered in order to arrive at best value solutions not just in terms of initial spend but with consideration of maintenance, cleaning and replacement costs over the whole of the 60-year life of the building.

Operational costs have not been included in the Life Cycle Costings and Net Present Value as this is expected to remain neutral over both options other than the additional revenue costs of 4 new staff for the Refurbishment of the Old Library Centre and former Museum building option, which have been included. Although the proposed options are larger than the existing library provision in floor area, higher performance specification and energy efficient design will ensure that running costs are not proportionally larger.

**Life Cycle Costing** = Maintenance and refurbishment costs of the building over a 60 year period

**Life Cycle Costing - over 60 year period**

Option	LCC
Retain existing buildings and refurbish Old Library Centre and former Museum building	£7.82M
New building	£10.36M

Notes

Cost prepared from local construction rates available to the Capital Project Team for March 2007.

Costs are prepared on day one basis (March 2007).

Costs will be subject to inflation from March 2007.

Further cost evaluations will be required with the development of the project brief.

No allowance has been made for unforeseen changes within the local construction market or within the unforeseen works hidden within the buildings fabric or site constraints.

Operational costs have been omitted in both options other than the additional staff revenue costs (4 staff) associated with the refurbishment option.

**Net Present value** = The amount that a future sum of money is worth today given a specified rate of return

Example: An investment that earns 10% per year and can be withdrawn for £1000 in 5 years would have a present value of £620. In other words, £620 today is worth £1000 in 5 years time.

**Net Present Value - over 60 year period**

Option	NPV
Retain existing buildings and refurbish old Library Centre and former Museum building	£4.84M
New building	£9.47M

**4.0 Option 1 - Do Nothing**

4.1 Advantages	4.2 Disadvantages	4.3 Solutions	4.4 Capital Cost
Lowest cost option	Inadequacies of Service Continue		
Minimum Effect on Council Capital Programme	No Improvement to Public Concerns		
Continuity of Service	Restriction to Expand - Develop Services. Continuation of service constrained by inadequate building. Only 40% of stock on display		
Town centre location	Staffs have to walk outside between the buildings and separate floors. Health and Safety issues	Internal Communication between Basement and Ground floor can be improved through the provision of an internal staircase	£30K
Close to Hillhead carpark	No direct van access for loading/ unloading. Health and Safety issues		
Retains full use of existing council buildings	Limited on street parking		
	Does not meet full brief requirements of new build		

The existing service (housed in various buildings as described in 3.1 above) previously had a feasibility/ scheme carried out to put in an internal stairway between the Vestry at the back of the library, down to the Basement.

This work was set to go ahead in Spring 2005 with a proposed plan that removed the existing book lift facility. This scheme was halted as it was felt that this introduced a more hazardous working environment for staff, necessitating the carrying of boxes of books down a stair.

The project was re-visited, coming up with a solution that retained the book lift. There were detailed drawings and a costing produced for the new scheme. The budget for the project was not in the Capital Programme. The scheme was set to proceed, when the Feasibility Study looking into library provision in Lerwick was proposed and as it was felt that the stairway might limit future uses of the St. Ringans building should it be decided to move the library elsewhere, it would be best to once again hold on the project.



**5.0 Option 2 - Retain St Ringans and the Learning Centre Building. Refurbish Old Library Centre and Former Museum Building on Lower Hillhead**

5.1 Advantages	5.2 Disadvantages	5.3 Solutions	5.4 Capital Cost
Town centre location	Does not meet full brief requirements of new build	Refurbish Old Library Centre/ Former Museum	£2,477,000
Retains existing buildings with an identified use	Increased revenue costs and fragmented service through use of 3 buildings/ 7 floors		
Lower costs than other options	Restriction to Expand - Develop Services		
Increased area from existing provision	Staff have to walk outside between buildings, Health and Safety issues	Close Union Street and form pedestrian route between buildings	
Off street van access and I.T. link	Limited on street parking, no space for mobile van garage		
Close to Hillhead carpark	Relocation of Adult Learning and Community Work impacting on priority client group		
	Has to compete on Council's capital programme		

- 5.5 Schedule of Refurbishment Works** – Appendix 1  
Refer to Appendix 1 for the schedule of Refurbishment Works to the Old Library Centre and former Museum building.
- 5.6 Structural Report** – Appendix 2  
Refer to Appendix 2 for the Structural report to the Old Library Centre and former Museum building.
- 5.7 Contract Programme** – Appendix 3  
Refer to Appendix 3 for the Contract Programme to the Old Library Centre and former Museum building.



**6.0 Option 3 - New Library Building on Former Shetland Archives Site on King Harald Street, Between Union Street and Prince Alfred Street**

6.1 Advantages	6.2 Disadvantages	6.3 Solutions	6.4 Capital Cost
Town centre location	High cost	New build option on Council owned site	£9,511,000
Fully utilises a vacant site	Has to compete on Council's capital programme		
Links to Islesburgh Community Centre	Future use and repair to St Ringans and Old Library Centre to be considered		
Meets full brief requirements including modern energy efficient design and future flexibility	Valuable town centre site, offers potential for other uses		
On bus route	Council records store to be relocated	Potential to relocate to St Ringans basement	
Service vehicles & limited parking			
On street parking			
No interim decant			
Limited disruption to service			
Council owns site Retain existing revenue costs, efficient staff deployment			

**6.5 Contract Programme** – Appendix 4  
Refer to Appendix 4 for the Contract Programme for new build.



**7.0 Option 4 - New Library Building on Site Behind New Museum**

7.1 Advantages	7.2 Disadvantages	7.3 Solutions	7.4 Capital Cost
Potential links to new museum	High construction cost. Site acquisition and demolition costs, high value commercial site	New build option	£9,511,000 + Commercial Land Costs + demolition costs
Meets full brief requirements including modern energy efficient design and future flexibility	Has to compete on Council's capital programme		
On bus route	Occupied site in private ownership		
Service vehicles & limited parking	Difficult links to new Museum and Archives (pedestrian)		
No interim decant	Impact to on street parking in residential area		
Limited disruption to service	Not perceived as town centre		
	Long lead in for site acquisition/ clearance		
	Future use and repair of St Ringans and Old Library Centre to be considered		



**8.0 Option 5 - New Library Building on Waterfront Site (Cinema and Music Venue)**

8.0 Advantages	8.1 Disadvantages	8.2 Solutions	8.3 Capital Cost
Adjacent location to new museum, attracting co users of above services.	High construction cost. Site acquisition costs, high value commercial site	New build option	£9,511,000 + Commercial Land Costs
Meets full brief requirements including modern energy efficient design and future flexibility	Has to compete on Council's capital programme		
Service vehicles and parking	Site fully earmarked for Cinema and Music venue - no capacity to increase space		
Limited disruption to service	Not perceived as town centre		
Vacant site	Future use and repair of St Ringans and Old Library Centre to be considered		



**9.0 Option 6 - New Library Building on North Ness Site**

9.1 Advantages	9.2 Disadvantages	9.3 Solutions	9.4 Cost
Potentially adjacent to Cinema/ Music venue, attracting co users of above services.	High construction cost. Site acquisition costs, high value commercial site	New build option	£9,511,000 + Commercial Land Costs
Meets full brief requirements including modern energy efficient design and future flexibility	Has to compete on Council's capital programme		
Service vehicles and parking	Site fully earmarked for council offices.		
Limited disruption to service	Not perceived as town centre		
Vacant site	Insufficiently linked to other public facilities		
	Future use and repair of St Ringans and Old Library Centre to be considered		



### 10.0 Conclusions

The following 3 options were identified for more detailed study

#### 10.1 Option 1 Do Nothing

Maintaining the status quo would further exacerbate the constraints to providing adequate library facilities for all persons in the area (Section 163(2) of the Local Government (Scotland) Act 1973 refers). This option would create no capital costs other than the £30K placed against the installation of the internal staircase linking the basement and ground floor of the building.

#### 10.2 Option 2 Retain St Ringans and the Learning Centre Building. Refurbish Old Library Centre and Former Museum Building on Lower Hillhead

Re-modelling of the former Old Library centre and former Museum building and St Ringans presents a corporate opportunity, making best use of existing resources and retaining important, central buildings for public use. This option, however, compromises some aspects of service delivery, particularly the provision of an integrated and clear service, the support for Mobile Libraries and the need to contain revenue costs. This option involves the capital costs of £2,477,000 but displays good investment refurbishing an existing council building in need of upgrading.

#### 10.3 Option 3 New Library Building on Former Shetland Archives Site on King Harald Street, Between Union Street and Prince Alfred Street

New build on former Shetland Archives site offers the best option from a service-specific standpoint. This would enable Shetland Library to deliver a modern, efficient service, embracing contemporary design and recognising consultation outcomes. Costs of £9,511,000 and timescale in relation to the Council's Capital Programme could, however, make this a longer-term solution.

As one of the few remaining town centre sites currently available this site also offers potential for other types of development that the council may be considering, for example housing or social care.

Developing a library on the archive site would release St Ringans Church, Learning Centre and part of the Old Library Centre and former Museum building for other uses. In order to fully consider future uses a full feasibility study would be required. This would identify potential uses and any capital works required. It should be noted however that any long-term use of the Old Library Centre and former Museum building would require major refurbishment as highlighted in Appendix 1.

The following 3 options were discounted because they did not fully meet the requirements of the service.

#### 10.4 Option 4 New Library Building on Site Behind New Museum

New build on museum site offers an acceptable option from a service-specific standpoint. This would enable Shetland Library to deliver a modern, efficient service, embracing contemporary design and recognising consultation outcomes. Costs of £9,511,000 (Plus Commercial Land Costs + demolition costs) and timescale in relation to the Council's Capital Programme could, however, make this a longer-term solution. Location is not perceived as town centre. Lacks sufficient on site parking and access and would also put pressure on the surrounding residential area for parking.

#### 10.5 Option 5 New Library Building on Waterfront Site (Cinema and Music Venue)

New build offers an acceptable option from a service-specific standpoint. This would enable Shetland Library to deliver a modern, efficient service, embracing contemporary design and recognising consultation outcomes. Costs of £9,511,000 (Plus Commercial Land Costs) and timescale in relation to the Council's Capital Programme could, however, make this a longer-term solution. This site is ear marked for the Cinema and Music venue, which is at an advanced design stage. Location is not perceived as town centre.

#### 10.6 Option 6 New Library Building on North Ness Site

New build offers an acceptable option from a service-specific standpoint. This would enable Shetland Library to deliver a modern, efficient service, embracing contemporary design and recognising consultation outcomes. Costs of £9,511,000 (Plus Commercial Land Costs) and timescale in relation to the Council's Capital Programme could, however, make this a longer-term solution. Location is not perceived as town centre. Other proposals are being considered for this site.

Any of the above 3 options would require consideration of the existing library buildings as discussed in paragraph 10.3 above.

## 11.0 Appendix 1 – Schedule of Refurbishment Works for Old Library Centre and Former Museum Building, Lower Hillhead

### 11.0 Old Library Centre and Former Museum Building

#### 11.1 Roof

- Remove existing roof finish.
- Form new glazed atrium roof.
- Supply and fit insulation to fall and recover the roof with a new single membrane finish.
- Replace all surface water drainage pipe work.

#### 11.2 Elevations

- Take down and remove existing cladding panel system, including fixings to the perimeter of the upper floor. Repair/ Replace steel box sections.
- Replace curtain walling/ cladding system around upper floor.
- Remove external fire escape stair and construct new enclosed fire escape stair.
- Infill existing entrance to Lower Hillhead with glazed screen and open up new entrance way located on Union Street elevation. Allow for new paths rails etc.

#### 11.3 Internal

- Complete asbestos survey of the entire building required.
- Open up the upper floor to reinstate balcony opening.
- Supply and fit new passenger lift (assume it will serve 2 floors).
- Remove existing non-load bearing partitions.
- Construct new public, staff and disabled toilet accommodation.
- Construct new office and meeting space accommodation.
- Take down and replace all suspended ceilings.
- Uplift existing floor coverings, make good isolated areas of damaged floor screed and replace all floor coverings with new commercial grade carpet.

#### 11.4 Services

- Replace the existing heating system with a hot water radiator system connected to the district heating.
- Remove all electrical fittings and cabling and fittings and replace with new, including distribution boxes, cable trunking, sockets, lights etc.
- Allow for supply and fitting of a hardwired IT network.

#### 11.5 St Ringans

- Carry out internal alteration works to enable the existing gable doors to be used as the principal access.
- Construct new step and ramped access to new main door through the existing stonewall on Union Street. New flight of steps.
- Allow for overhaul of double doors and add automatic sliding doors within these. Form internal glazed partition to make lobby area within the double doors.
- Form internal staircase within library to access basement (plans already done and costed at £30k).

#### 11.6 External Works

- Allow for forming a pedestrian area within Union Street. Block off street and pave over. Allow for street furniture etc.
- Construct covered shelter area for 2 library vans.
- Allow for new signage.
- Allow for removal of paths/ steps and allow for landscaping at existing entrance to old library. Rebuild perimeter wall to Hillhead.
- Demolish existing oil store.

**11.7 New extension to Old Library Centre**

- Allow for adding a single storey flat roofed extension, clad in stone, to the north side of the old library building accessed from ground floor, allow for excavations etc. allow 80m<sup>2</sup>.

**11.8 New extension to Old Library Centre**

- Allow for adding a single storey flat roofed extension, clad in glass and stone, to the south side of the old library building forming a new entrance area and visual link to St Ringans, allow 70m<sup>2</sup>.

**11.9 Fit out to Old Library Centre**

- Allow new library shelving throughout.
- Loose furniture for offices and public areas (settees etc).
- Extensive renovation to basement area, including replacement of rolling stacks for “working” reserve.

## 12.0 Appendix 2 – Structural Report for Old Library Centre and Former Museum Building, Lower Hillhead

### 12.0 Structural Report

Colin Ashton, Structural Engineer with the Shetland Islands Council Department of Design and Technical Services in June 1996, carried out a Structural report.

A visual structural inspection was carried out on the building by John Williamson, Structural Engineer with the Shetland Islands council capital programme service on 12<sup>th</sup> January 2007 as a follow up and update of the more detail structural report carried out in June 1996.

### 12.1 Former Library/ Museum Building, Hillhead, Lerwick

- Report on Inspection carried out on 12<sup>th</sup> January 2007
- Introduction
- This report follows a visual inspection of the building on 12<sup>th</sup> January 2007 and is a follow up to the more detailed structural report carried out in June 1996.
- The inspection was visual with no areas being opened up for closer inspection.

### 12.2 Comparison with 1996 Structural Survey and Report

- The 1996 report found the main concrete roof and first floor to be in good condition. There was no evidence that this was not still the case.
- The repaired lintel to the west elevation appears to have been successful with no evidence of further deterioration.
- The cracks in the lintel to the windows at the rear stairs reported in 1996 still have to be repaired to protect the reinforcement from corrosion.
- The rectangular hollow section columns on the perimeter of the building were found to be corroded at their base in 1996. The columns at first floor were seen and remain as before. Other columns have been covered up and were not able to be inspected. These columns will have to be replaced as part of any refurbishment of the building.
- The cladding panels to the first floor remain in poor condition and will have to be replaced. Some patchwork repairs have been carried out which hide most of the original problems. Corrosion was seen on some of the soffits and evidence of water penetration was found on the south elevation. All the cladding should be replaced as part of any refurbishment.
- The crack in the masonry to the right of the main entrance, reported in 1996, still has to be repaired.
- The roof covering is in very poor condition and will have to be repaired to protect the underlying concrete roof slab.
- The steel fire escape structure is corroded and is in need of major refurbishment. It is considered that it is at the stage where replacement would be the most cost effective solution.

### 12.3 Summary

- The reinforced concrete structure of the building remains in good condition. It does not appear to have deteriorated to any significant amount since the 1996 inspection.
- The steel square hollow section columns to the perimeter of the building have corroded and will have to be replaced as part of any refurbishment.
- The cladding to the first floor remains in poor condition and will have to be completely replaced as part of any refurbishment.
- The roof covering requires replacement
- Cracked lintels will have to be repaired to provide protection to the steel reinforcement.
- The cracked masonry at the main entrance requires re-pointing.

13.0 Appendix 3 – Programme for Refurbishment Option

Refurbishment option

Stage	Timescale (in Months from Project Start Date)																																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34			
Prepare tender documents for design team appointment	█	█																																			
Tendering period for Design Team (EU Procurement)		█	█	█																																	
Design/ Preparation of Contract Documents					█	█	█	█	█	█	█	█	█	█	█	█																					
Tendering Period for Contractor (EU Procurement)																█	█	█																			
Decant staff from Old Library Centre																																					
Works - Old Library Centre (12 months)																																					
Old Library Centre Operational																																			█	█	
Works to St Ringans																																				█	█
Completion																																				█	
Total Time (34 months)	34 months																																				

14.0 Appendix 4 – Programme for New Building Option

**New Build Option**

Stage	Timescale (in Months from Project Start Date)																																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42							
Prepare tender documents for design team appointment	█	█																																															
Tendering period for Design Team (EU Procurement)		█	█	█																																													
Design/ Preparation of Contract Documents					█	█	█	█	█	█	█	█	█	█	█	█	█																																
Tendering Period for Contractor (EU Procurement)																	█	█	█																														
Contract Period (24 months)																																																	
Completion																																																	█
Total Time (42 months)	42 months																																																