**Appendix 3k**

**Signage Requirements**

An initial guide to the quantity and location of signage for the strategic wayfinding scheme is outlined below, but this will be developed further as part of the contract. The basic signage requirements include:

Ground floor (public areas)

* 3 entrance areas / lifts
* 1 upright at bottom of main stairs with map of spaces and different floors
* 4 on doors / at entrance ways (for learning room, rented partner space,  adult learning room and changing places toilet)

Ground floor (staff areas)

* 4 on doors / at entrance ways (for adult learning room, staff and volunteer welfare area, partner space, strong rooms)

First floor (public areas)

* 1 at the lift
* 2 at entrance to Archive reading room (or manifest on the glass) and exhibition space
* signage at key points in library area (e.g. information / enquiry, journals, copies, digital resources)

First floor (staff areas)

* 4 on doors / at entrance ways (i.e. preservation studio, digitisation, collections workroom, office)

General – 4 for the toilets and 3 for the cleaner’s stores

Outside - 3 larger signs on / near building for wider site interpretation