Project brief

Make a quiet place for reading and small group visits.

Opening checklist

1. Confirm the room is available for the afternoon session.
2. Set out the book return tray by the entrance.
3. Keep a clear path from the door to each table.

Session notes

Floor plan

Leave space between the shelves and the reading tables.

Walk the room

1. Mark the entrance and both ends of the main aisle.
2. Arrange the two reading tables by the windows.
3. Walk the route with a book cart before opening.

Session notes

Lighting

Balance daylight with low-glare task lighting.

Test the reading seats

1. Read a page at each end of the long table.
2. Lower the shade if afternoon sun falls across the text.
3. Check the lamp switches from the seated position.

Session notes

Shelving

Keep frequently borrowed books within easy reach.

Prepare the shelves

1. Group picture books near the welcome table.
2. Face out a small selection of recent arrivals.
3. Leave one open shelf for returns.

Session notes

Seating

Offer a choice of solo chairs and shared table seats.

Set the furniture

1. Place a chair and a reading light beside the quiet shelf.
2. Keep the ends of the shared table clear.
3. Store spare chairs off the main path.

Session notes

Materials

Choose easy-to-clean finishes for daily use.

Review the samples

1. Check the table finish under daylight and the reading lamp.
2. Keep a labeled sample of the curtain fabric.
3. File the care instructions with the room plan.

Session notes

Handover

Give the next host a short, usable record of the room.

Before the next session

1. Return the tables to their marked positions.
2. Note any lamp or shelf that needs attention.
3. Leave the opening checklist with the next host.

Session notes