

## ELEMENTARY SCHOOL LIBRARY MEDIA CENTER

### New Construction

#### I. PROGRAM PHILOSOPHY

Education today is faced with the challenge of preparing students for a world that will exist in an entirely different form when they are adults. School library media spaces provide the total school population with teaching and learning experiences for developing self-directed, lifelong learners. The library media program must be at the core of the curriculum by supporting Florida B.E.S.T. standards instruction and providing services that will aid in the positive utilization of various district digital resources.

The mission of the school library information program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- by providing digital and physical access to reading materials;
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas;
- by working with other educators to design teaching and learning strategies to meet the needs of individual students;
- to collaborate with teachers, aligning what is offered in maker space areas with curriculum in classrooms.

#### II. PROGRAM GOALS

The goals of the school library information program include:

1. To provide intellectual access to information through systematic learning activities which develop cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, and creating information at all age levels and in all curriculum content areas
2. To provide physical access to information through
  - (a) a carefully selected and systematically organized collection of diverse learning resources
  - (b) access to information and materials outside the library learning hub and the school building
  - (c) a maker space area designed to provide creative access for student independent learning
  - (d) collaboration areas where students and/or classes with teachers meet to share information, solve problems, or engage in project-based learning.
3. To provide learning experiences that encourage users to become discriminating consumers and skilled creators of information through introduction to the full range of communications media and use of the new emerging information technologies
4. To provide leadership, instruction, and consulting assistance in the use of instructional and information technology and the use of sound instructional design principles
5. To provide resources and activities that contribute to lifelong learning
6. To provide a facility that functions as the information hub of the school, as a focus for integrated, interdisciplinary, intergraded and school wide learning activities

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7. To provide resources and learning activities that represents a diversity of experiences, opinions, social, and cultural perspectives

### III. PROGRAM ACTIVITIES

A wide variety of educational opportunities will take place in the library. Independent learners will be guided in the use of the online library management system to access information and media literacy resources. The Library Media space provides a creative, flexible and collaborative environment for reading, research, exploration and hands on learning. Traditional books and eBooks will provide a wide variety of fiction and non-fiction to build higher order thinking and reading skills. Independent research will be encouraged using online reference materials.

Small group instruction may include digital storytelling to promote the love of reading and to improve listening skills. Student groups will produce a local television show for school announcements to broadcast over the school's network.

Classroom instruction will include an orientation to the organization and proper use of resources available in the library. Schoolwide motivational reading programs will be encouraged. Classes can come to the library as an extension of classroom instruction for collaboration and use of digital resources for multimedia creation. Students may also come to the library to participate in maker space projects and hands-on learning. In addition, all students will participate in Library Media guided lessons to critically evaluate information sources as to their appropriate use, reliability, and awareness of persuasive language (digital literacy).

### IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio:	NA
Student Capacity per Period:	NA
Total Number of Teachers:	1
Total Number of Aide:	(If applicable)
Grade Levels or Age Levels for Which Program is intended:	Prekindergarten - 5
Hours per Day Space Will Be Used:	6 Hours Minimum

The Library Media Technology Specialist should be working to provide a quality educational literacy program for students.

### V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

A Collaboration Station provide the space for students to use their 1-1 device for project-based learning, research, and design. This area is meant for 4-6 students to work together with furniture appropriate for their age group, including the ability to charge devices. A wall mounted monitor with HDMI connections can allow for students to share their work easily with other group members.

### VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

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Library Media Office and technical processing areas are combined.

AV storage and maintenance and repair areas should be combined area.

Boys and Girls restrooms in Media Center. \*6A-2, 1045 (7) (a) 3 and Florida Building Code, Section 423.16 Plumbing.

Adult staff restroom \*6A-2.045 (7) (a) 3 and Florida Building Code, Section 423.16. Plumbing.

Request permission to add Textbook Storage to all new library information centers because of year-round air conditioning.

Conference (Multimedia) to be one-half of school wide allocation.

C.E.R. (Communications Equipment Room) space to be taken from Mechanical allocation.

## **Elementary School Library Media Center - New Construction**

## VII. PROGRAM FACILITIES LIST

[illegible]

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#### VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

All items to be shown on schematic and preliminary drawings

# indicates items to be furnished and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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#### **READING ROOM/STACKS/PERIODICAL STORAGE**

<b>Circulation Desk</b>	#1	Depressible Book Drop (part of Circ. Desk)
	#6/8	3-4 ft. Modular Sections to flexibly arrange the Circulation Desk
	1-2	Networked Computers for library management
	1	Barcode Scanners
	2	Task Chairs
	4	Book Trucks
<b>Classroom Seating</b>	12	42" Tables
	48	14-18" Chairs
	#1	Interactive projector or ceiling mounted projector
	#1	Whiteboard or SMART Board
<b>Storytelling Area</b>	1	Storytelling Chair
	1	Wood Display Shelf
	1	Colorful Area Rug
<b>Collaboration Area</b>	1	Collaboration Table 60" w/AC power
	4-6	Task Chairs
	1	Wall Mounted 55" monitor w/HDMI

#### **Shelving**

(Steel shelving with laminate top and slotted/plain end panels) Book: 3 ft. wide sections, adjustable divider shelves in sufficient quantity to provide the recommended 10 books per student (42" high floor shelving, 66" high wall shelving)

New Book: One 3 ft. wide sections of slanted shelving 15" deep to display

Behind Circulation Desk: Two sections of 42" high x 3 ft. wide adjustable divider shelving

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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#### **TECHNICAL PROCESSING/OFFICE**

4	Modular Technical Processing Sections
1	Lockable Modular Overhead Storage Sections
1	Pencil Drawer
2	Adjustable Task Chairs
1	3 ft. section of shelving 66" high

#### **TELEVISION STUDIO/CONTROL ROOM**

See current TV Studio bid for equipment specifications for Elementary Schools

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<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
<b>MEDIA PRODUCTION LAB/ TEACHER WORKROOM</b>		
	1	4 ft. x 6 ft. Workstation with Storage Below
	1	Die Cut Lettering System on Cart
	1	Poster Printer
	1	Labeling and Sign Maker
	1	Teacher Computer with Poster Printer/Labeling sign Maker Template Software
	1	27" Laminator on Cart (Bid Catalog item)
<b>MULTI-PURPOSE CONFERENCE ROOM</b>		
	1	Conference Table
	8	Library Chairs
<b>BOYS/GIRLS RESTROOM</b>		
<b>COMMUNICATIONS EQUIPMENT ROOM</b>		
	#1	Servers to Support the School's Local Area Network

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#### IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Ventilation and air conditioning noise control is needed. Ventilation and air conditioning noise in conference room and Television Studio needs to be minimal.

- Acoustics

TV Studio/Control Room must be soundproofed.

Acoustical treatment of Reading Room and Stacks is required.

- Floor

AV Storage/Maintenance (TV Studio/Control Room), Media Production Lab, and Textbook Depository (CER) shall have vinyl composition tile. All other areas except restrooms shall be carpeted.

- Ceiling

Acoustically provide a study atmosphere.

TV Studio ceiling should allow for maximum utilization between support structures and should be painted black.

- Cabling (TV Studio/Control Room)

If control room is separated from studio area, there needs to be a 5-8" hole (using PVC pipe) for cabling flow through.

One wall (minimum) needs to be painted with BESCOR Chroma Key Green Paint in its entirety. Best if 3 walls are covered with this paint

- Network Connections

TWO to FOUR active ethernet ports should be put in the TV Studio/Control room areas. Wired network connections should also be in the main reading room area and AV Storage/Maintenance.

- Lighting

Reading room shall have area-controlled LED lighting.

Conference room shall have the ability to control light levels.

All other areas shall have standard LED lighting.

Lighting shall be controlled from all entrances to a space.

Lighting shall be designed to allow for the lowering of light levels to allow for AV presentations.

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TV Studio must have ability to control light levels.

Dimmer switched power must be provided for production lights in TV Studio.

Lighting grid installed in ceiling of TV Studio should be 1-1/2" pipe.

- Windows

Walls of Technical Processing/Office and Conference Multimedia Room adjoining Main Reading Room shall have observation windows.

Wall of Media Production area adjoining Main Reading Room shall have observation windows.

View window from Control Room to TV Studio will have the window well on the Control Room side.

Observation window sills should be 43" above finished floor.

No windows to outside in AV Storage Maintenance (TV Studio/Control Room).

- Doors

Alarm system on all secondary exits, window covers installed where needed.

- Communications

Throughout the Main Reading Room/Stacks, provide power/data on the floor 12 ft. centers each way using flush mount.

- Electrical

Typical throughout library information center: provide electrical plug mold strips continuous (40" above finish floor) above all cabinet tops and work counters (excluding circulation counter). Receptacles to be 120-volt type spaced at 12" on center.

Conference room shall have one duplex outlet on each opposing wall. Throughout the Main Reading Room/Stacks provide power and data on the floor 12 ft. centers each way using flush mount.

Provide a minimum of four (4) clean power receptacles in Control Room of TV Studio.

Architect to coordinate with the Program Coordinator of Library/Media Technology for additional electrical requirements throughout library information centers to accommodate power and data incorporated within shelving.

Access to outlets along walls with casework shall be considered during design.

Provide power for light grid in Television Studio. Provide dimmer switches in the Control Room for power to the light grid.



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#### IX. SPECIAL CONSIDERATIONS (continued)

- Built-in Cabinetry

- A. Modular Circulation Desk

Contractor will provide a modular circulation desk and matching depressible book truck with self-adjusting top per specifications by the Program Coordinator of Library Media/Technology; meets ADA height accessibility standards.

- B. Built-in cabinets/shelving

Production/Professional Library  
No cabinetry

AV Storage/Maintenance and TV Studio/Control Room

Media bottom shelf is 3 ft. deep the length of the Control Room.

Riser shelf is 14" deep the length of the view window. The riser shelf shall support up to four (4) 22-inch computer monitors, which are about 8 inches deep at the base and shall be located at a height to provide 8 inches clear above work counter to allow for other audio and video equipment underneath. Network ports should also be factored in to the design so that they are accessible to studio equipment. (Drilled holes with grommets for power cords and cables are required in work counter and shelf. Prior to drilling, coordinate the location and number with Program Coordinator of Library/Media Technology.)

- C. Built-in Instructional Aids

One Interactive Projector

Whiteboard or SMART Board

All teaching spaces to have minimum per S.R.E.F.

- D. Other Built-ins

Light rack in the TV Studio 6 ft. out from each wall using 1 ½" Pipe. Light rack should have no more than 4 ft. square area without cross pipe to compensate. Rack should be 3" below lowest finished ceiling or 18" below any unfinished ceiling with power supply attached to the grid.

- Other Considerations

Location and number of all keyed-alike cabinet locks to be determined by Program Coordinator of Library/Media Technology.

Steel shelving provided by customer.

Metal shelving: None provided.

Textbook Storage Area: Steel shelving provided by customer.

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SPACE RELATIONSHIPS

Library Media Center

