

MIDDLE SCHOOL LIBRARY INFORMATION 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 information centers provide the total school population with teaching and learning experiences for developing self-directed, lifelong learners. The library information program must be at the core of the curriculum by supporting Student Expectations based on the Sunshine State Standards and providing services that will aid in the positive utilization of their various 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 intellectual and physical access to materials in all formats
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas
- by working with other educators to design learning strategies to meet the needs of individual students

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 information center and the school building
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 center of the school, as a focus for integrated, interdisciplinary, intergraded and school wide learning activities
7. to provide resources and learning activities that represent a diversity of experiences, opinions, social, and cultural perspectives

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III. PROGRAM ACTIVITIES

A wide variety of educational opportunities will take place in the library information center. Independent learners will be guided in the use of the electronic card catalog to access print and non-print resources. A quiet atmosphere will be established for the recreational reading of magazines, fiction, and nonfiction. Computerized reading management programs will motivate students to read more and better quality books while building higher order thinking and reading skills. Independent research will be encouraged using CD-ROM based reference materials with online links. Interactive distance learning opportunities will be made available via voice and/or video conferencing, satellite transmission, and the internet.

Small group instruction will include storytelling to promote the love of reading and to improve listening skills. Student groups will produce a local television show and instructional videotapes for broadcast over the school's television distribution system.

Classroom instruction will include an orientation to the organization and proper use of resources available in the library information center. Schoolwide reading motivation programs will be encouraged. A class can come to the library information center to assemble their prerecorded videotaped segments and still digital photography into presentation software using non-linear editing at the multimedia workstation. In addition, all students will critically evaluate information sources as to their appropriate use, reliability, and awareness of persuasive language.

IV. ORGANIZATIONAL NOMENCLATURE

Library Information Specialists - Student Ratio: NA

Student Capacity Per Period: NA

Total Number of Library Information Specialists: 1

Total Number of Aides: NA

Grade Levels or Age Levels for Which
Program is Intended: 6, 7 and 8

Hours Per Day Space Will Be Used NA

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

A multimedia studio will be created in a separate room of the Library Information Center, preferably adjacent to the TV Studio or in a conference room. The multimedia studio will consist of a Power Macintosh with AV capability, digital camera, color scanner, camcorder, laser disc player, videocassette recorder, 27" color television, satellite feed, cable television access, and internet access. The creation and assembly of raw footage imported into presentation software on the computer can be recorded to videotape and incorporated into school produced broadcasts for school wide distribution.

Distance learning is an emerging technology including satellite delivery of information, internet access, and interactive communication (voice and/or video conferencing). All schools need satellite transmission to make remote learning available for student course work or teacher training. Internet access must be available across the local area network to all computer workstations at a school site. Through voice and/or video conferencing, students can interact

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V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES (continue)

with peers across the world, communicate with experts in a field of study, or experience scientists currently doing field work.

Other trends to watch include the rise of high-definition digital television; the merging of telephone, television, and computer; the compact format of digital video discs, the mix of music production and computer technology; and the eventual networking of information devices on local area networks.

The Library Information Specialist(s), Media Assistant, and Technology Specialist should be working as a team to provide a quality educational program for students.

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

Technical processing and office areas have been combined.

Conference is to be one-half of overall school allocation.

Request permission to add textbook storage to all new media centers because of year-round air conditioning.

A. V. Storage and Maintenance and Repair have been divided (One-half in AV Storage and the other one-half into Multimedia Studio).

Group Project area will be used as Television Studio and Control Room.

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

Minimum square footages used in core spaces except dining.

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VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

All items to be shown on schematic and preliminary drawings

purchased and installed by contractor

Optional Items: A school may opt to automate the Card Catalog, therefore, they will not need a Card Catalog.

Space or Area	Number of Items	Description of Furniture/Equipment Needed
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READING ROOM/STACKS

	1	Newspaper Stand with Shelving
	1	Atlas Stand
	1	Dictionary Stands: Tabletop
	4	Book Trucks: Metal, 5" swivel casters
	4	Three-Drawer Lateral File Cabinets
	1	Flat File: 10 Drawer Unit, Top, Closed Base
	1	Paperback Displayer: For 350 Paperbacks
	2	Carrels: Wet
	25	Tables: Laminate Tops, adjustable legs (any combination of shapes and sizes)
10% of Student Population		Chairs: 18" Sled Base, Stackable
	6	Chairs: Occasional, Upholstered
	2	Secretary's Chairs
	4	Online Catalog Access Computers
	4	Laser Printers
	4	Televisions: Color, 27 Inch
	1	Online Catalog Access Table (Seating for Four)
	1	Book Security System (Provided and installed by owner)
	1	Pencil Sharpener
	1	Online Circulation Computer Access Terminal with Bar Code Scanner
	20	Computer Tables
	20	Multimedia Computers
	2	Book Carts

Shelving

Books: 3'W and 6'W sections, adjustable divider shelves, in sufficient quantity to provide ten books per student (or meet SAC standards), selected to meet need and flexibility from the following 9" and 11" deep, 42" H (One Base, Two Adjustable Divider Shelves) to 66" H (One Base, Four Adjustable Divider Shelves) single or double faced; steel or wood

Periodicals

3' W sections, slanted shelves 15" deep, 66" H, (Provision for 50 periodicals or 14 shelves)

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

3	Networked Computers
2	Secretary's Desks with pull-out tray for personal computer
2	Secretary's Chairs
2	Files: Four-Drawer Horizontal File Cabinets
1	Television Receiver: Color, 27 Inch
1	Color Laser Printer

PRODUCTION/PROFESSIONAL LIBRARY

2	Tables: Round or square, laminate top, adjustable legs
8	Chairs: 18" Sled Base, Stackable
1	Television Receiver: Color
1	Computer and Printer and Table
1	Four-Drawer Lateral File Cabinet

A.V. STORAGE/MAINTENANCE

16	Laptop Computers
2	54" Projection Carts
2	42" Projection Carts
2	34" Projection Carts
2	26" Projection Carts
2	54" Television/VCR Mobile Cabinet
2	Color Television Receivers, 27 Inch
2	Record Players, Stereo
1	16mm Projector
2	Projection Screens: Tripod, 69" x 92" NTSC Format
1	PA System: Portable with Microphone
10	Audiocassette Recorders: Classroom
4	Overhead Projectors
4	Video Camcorders with Tripod
1	Along wall without cabinets, heavy duty adjustable metal shelving 24"D x 72"H
4	Digital Cameras
4	Easels

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MEDIA PRODUCTION LAB/COPYING ROOM

1	Four-Drawer Lateral File Cabinet
1	Roll Laminator, 25"
1	Paper Cutter, 31" x 31"
2	Tables: Rolling 36" x 36", 4 swivel casters
2	Stools: Adjustable
1	Programmable Dissolve Control
1	Audiocassette Recorder: Synchronizing
2	Microphones
1	Television Receiver: Color, 19 Inch
1	Camera: 35mm, Manual with Macro Lens
1	Copy stand (35mm Camera) with Lights
1	Light Table
1	Camcorder
1	Desktop Transparency Master
1	Computer/Printer

CONFERENCE ROOMS

2	Tables, Laminate Top, Adjustable Legs
8	Chairs, 18" Sled Base

COMMUNICATIONS EQUIPMENT ROOM (TELEVISION HEAD END)

2	CD Stackers
1	File Server
1	Television Receiver

MULTIMEDIA STUDIO

1	Camcorder
1	Digital Camera
1	Color Scanner
1	Multimedia Computer
1	Color Laser Printer

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<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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TELEVISION STUDIO

1	Video Edition	
1	External Speakers	
3	Lavalier Microphones: One Omni Directional, and One Uni Directional and One Wind Screen	
#1	Back Drop Curtain with Bar (Must meet Stage Curtain Specifications)	
*#1	Hanger for Microphones	Microphone Snake
#1	Bar Grid for Lights	

VIDEO EQUIPMENT

3	Camcorders
3	Tripods
2	Light Kits
4	Monitors with A-B-C + Television Inputs
1	Video Mixer
1	Video Titler
1	Television: 20 Inch
1	Videocassette Recorder

AUDIO EQUIPMENT

1	Audio Mixer
4	Tie-Pin Microphones
2	Handheld Microphones
1	Headset

EDIT SUITE

3	Videocassette Recorders
1	Five-Piece Intercom
1	A/B Roll Edit Controller

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IX. SPECIAL CONSIDERATIONS

- Acoustics

Multimedia must be soundproof.

All classrooms and student-occupied spaces shall have the transfer of noise limited so that the educational process will not be affected.

- Floor

AV Storage/Maintenance and Media Production areas shall have reinforced vinyl floor finish.

- Walls

Conference rooms shall be divided by folding partition wall with a minimum standard rating of 55.

- Windows

Walls of conference rooms, office/processing, multimedia studio and media production rooms adjoining reading room shall have observation window. Vision panel to be provided between main entry doors to reading room.

View window from Control Room to Television Studio.

- Plumbing

Hot and cold water with single sink shall be located in technical processing.

Drinking fountain inside shall be electric water-coolers providing chilled water.

- Electrical/Data

- A. Typical throughout media 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.
- B. Conference room shall have one duplex outlet on each opposing wall. Reading room shall have power and data provided in the floor at 12' centers each way. Power shall be served electrically from the floor. Receptacles must be recessed.
- C. Single duplex receptacle to be placed in each knee space and each open space below circulation counter. Double duplex receptacle (clean circuit) in knee space for computer use.
- D. Architect to coordinate with the Supervisor of Library/Media Technology for additional electrical requirements throughout media centers to accommodate power and data incorporated within shelving.
- E. Location of electrical outlet for Book Security System to be determined by Supervisor of Library/Media Technology.
- F. Access to outlets along walls with casework shall be considered during design.

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IX. SPECIAL CONSIDERATIONS (continued)

- **Built-in Cabinetry**

- A. **Built-in work counter**

Circulation desk and matching book return truck with self-adjusting top to be constructed and installed by contractor. See Appendix A for specifications.

- B. **Built-in cabinets/shelving**

Typical all cabinets: plywood with plastic laminated on all exposed faces and edges. Typical: "top shelves" throughout are not to be higher than 7'-0" above the finish floor.

Technical Processing/Office:

Each cabinet section should be 3' high x 3' long x 24" deep, one drawer 5" deep each section, with doors below drawers. Provide wall cabinets continuous above all base cabinets 3' long x 12" deep. Include one adjustable shelf in each wall and base cabinets. Provide 24 lineal feet minimum of base cabinets. Wall with vision window shall not have any cabinets.

Production/Professional Library:

Provide one wall with 6 linear feet of cabinets preferably continuous. Each section should be 3' high x 3' long x 24" deep, one drawer 5" deep each section; doors below drawers. Adjustable shelving should be above cabinets. Each shelf section should be 3' long x 12" deep.

AV Storage/Maintenance:

Provide a continuous 12 ft. work counter along one wall 3 ft. high; one wall cabinet 3'-6" wide x 30" high x 14" deep above work counter with lock.

Group Projects/TV Studio/Control Room:

Line one wall with cabinets. Most cabinet sections shall be 3'H x 24"D, one drawer 5"D in each section, doors below drawers. Provide wall cabinets continuous above all base cabinets, 3'L x 12"D. All cabinets shall have adjustable shelving. Wall with vision window shall not have any cabinets. A work counter 24" deep x 30" high x 6' long in the Control Room, with a television monitor shelf. Television monitor shelf shall support up to four 13 inch television monitors, which are about 14 inches deep and shall be located at a height to provide 8 inches clear above work counter to allow for VCR and other audio and video equipment underneath. Drilled holes with grommets for power cords and signal cables are required in work counter and shelf. Prior to drilling, coordinate the location and number with Supervisor of Library/Media Technology.

Communications Equipment Room:

Storage Cabinet 7'H x 6'W x 24"D with adjustable shelves, lockable.

Countertop for Computers 20'L x 24"D x 30"H.

Wall Cabinet above counter (allow for height of computers) 20'L x 12"D x 30" Tall with adjustable shelves and lockable.

Multimedia Studio:

A work counter 24" deep x 30" high x 6' long

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IX. SPECIAL CONSIDERATIONS (continued)

- Built-in Cabinetry (continued)

C. Built-in Instructional Aids

48 sq. ft. of Tackboard

Two pull-down projection screens 60" x 80" NTSC Format

- Other Considerations

Location and number of all cabinet locks to be determined by Supervisor of Library Media/Technology.

Book Security System to be aligned with entry.

Provisions must be made for Electronic Card Catalog in schools not having school wide networks.

Location of Electronic Card Catalog site to be determined by Supervisor of Library Media/Technology.

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APPENDIX A

CIRCULATION COUNTER (INCLUDING SUPPORT CABINETS):

MATERIAL: Plywood with laminated plastic on all exposed faces and edges.

COUNTER TOP:

- (1) Maximum 3'-6" high by 2'-8" across (deep) by 20 lineal feet minimum.
- (2) Countertop to extend 6" beyond outer (Reading Room) side of cabinet base except at Book Return area.
- (3) All exterior corners of countertop to have minimum 6" radii.
- (4) A video display monitor unit will be positioned on the counter top near the keyboard, facing the "service side" of the counter. Openings for computer cables will be provided where needed by the Supervisor of Library Media/Technology.

CABINET BODY (SUPPORTING THE CIRCULATION COUNTER):

- (1) All Reading Room-side surfaces to be closed. Toe space with resilient base material on all exposed faces.
- (2) A pull-out tray to accommodate the computer keyboard should be installed beneath the open knee space.
- (3) Thirty inch (30") wide open knee spaces to occur below both the book-card file recess and the computer keyboard space.*/***
- (4) A cabinet section 40" high, 36" long and 26" deep (inside measurements) is to occur immediately on both sides of the computer knee space. Both are to include adjustable shelving. Cabinet body to be secured with side-hinged doors and keyed cupboard locks.
- (5) Two (2) base cabinet sections 2' long by 2'-2" deep by 40" high with four (4) drawers each. Top and middle drawers to be minimum five inches (5") deep. Bottom two (2) drawers to be ten inches (10") deep each.* One top drawer to have key lock.
- (6) Design and laminate to be approved by Supervisor of Library Media/Technology.

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APPENDIX B

BOOK-RETURN CABINET AND TRUCK

- (1) Construction: Same as indicated for countertop and base cabinets. Cabinet unit to be constructed integrally with the circulation counter.*
- (2) An open "book-return" slot, 12" wide by 4" high should occur on vertical center line of room side face of base cabinet. Bottom of "book-return" slot opening to be 2'8" above finish floor. Service-side face of "book-return" cabinet to have clear opening 35" wide by 40" high. Cabinet inside depth to be minimum 24" clear to receive portable book-receptor cart.* Exterior dimensions of cabinet should integrate properly with the adjacent circulation counter.*
- (3) The contractor will build or purchase a Book Return Truck similar to attached specification and operational with the Book Return Slot in the above mentioned cabinet. Book Return Truck must have self-adjusting top.

* Architect to consult with the Supervisor of Library/Media Technology for final arrangement of various base cabinets indicated in order to establish a satisfactory-workable arrangement and circulation counter configuration.

** See "(11) Electric " for built-in electrical requirement.

*** Architect to consult with the Supervisor of Library/Media Technology regarding the specific dimensions required to adequately facilitate the particular computer equipment the school system will be furnishing for use in this area.

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May 14, 1997

TO: John Julian, ITV Broadcast and Maintenance Specialist
Media Services

FROM: John Buckles, Specialist
Educational Specifications

SUBJECT: Television Studios and Control Rooms

John, based on our meeting with Bonnie Kelley on May 7, 1997, the following spaces will be allocated in the ed specs for Television Studios and Control Rooms:

Elementary School
416 NSF for Studio
0 NSF for Control Room

Middle School
500 NSF for Studio
100 NSF for Control Room

High School
800 NSF for Studio
200 NSF for Control Room

All of these spaces will be taken from the existing spaces being allocated for Media Centers and will not use the facilities list spaces available for CCTV and storage spaces.

JB/bm

cc: Sue Bailey
Cathy Fleeger
Bonnie Kelley
Judi Westfall