### 3.7.3 ESSENTIAL AREAS FOR ALL LIBRARY MEDIA CENTER FACILITIES

<table>
<thead>
<tr>
<th>Library Media Center Space</th>
<th>Functions/Activities/Special Considerations</th>
<th>Equipment // Furnishings</th>
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| **Circulation**            | Area where media and materials are checked in and out. Area for returns (book drop). Should include information desk. Usually located near the library media center’s main entrance. | * network access  
* electrical outlets  
* charge desk and staff work area  
* public access catalogs  
* circulation computer  
* shelving for reserves and special collections  
* book carts/trucks  
* security system (optional at elementary level)  
* display  
* telephone/intercom  
* book drop  
* copier |
| **General Reading, Browsing, Listening and Viewing** | Central room of library media center for student and faculty use. Allows adequate space for shelves (wall and free standing). Visible supervision by library personnel is a consideration. Creative use of shelving and furniture may be used to define areas in the library which accommodate a variety of functions and different sized groups. The areas described below need not be discrete areas, but may overlap or flow into one another. | * network access  
* electrical outlets  
* adequate lighting (natural and artificial)  
* acoustical treatment  
* variety of seating (such as carrels, lounge chairs, standard tables and chairs) for reading, quiet study, viewing, listening and research for individuals and groups of different sizes  
* computer stations for information retrieval using current and emerging technologies  
* individual audiovisual equipment with headphones  
* clock  
* display |
| **Circulating Collection:** Core collection (fiction and non-fiction) | | * network access  
* electrical outlets  
* shelves (adjustable and movable, with consideration given to height of students in the building, librarian line of sight, and necessary accommodations for ADA regulations)  
* public access catalog(s) |
| **Reference and Electronic Information:** Non-circulating materials used for research (e.g., encyclopedias, dictionaries, gazetteers,) | | * network access  
* electrical outlets  
* shelves (adjustable)  
* atlas and dictionary stands  
* computer stations for information retrieval using |
| **Group Instruction Room** | Area for direct instruction, reading aloud, storytelling, book talks, puppet shows, video conferencing, meeting space | * network access  
* electrical outlets  
* lightening and darkening capabilities  
* carpeted risers or stairs  
* flat area with chairs and tables  
* Smart Board  
* bulletin board  
* flannel board  
* podium or lectern  
* provision for audio / video recording  
* projection capabilities for computer images, VCR/DVD, overhead and other resources  
* projection screen  
* computer with appropriate interface  
* television monitor (27” minimum) |
| **Story Area or Independent Reading Area** | Area for reading stories in elementary schools and for comfortable, independent reading for middle and high school students | **Elementary:**  
* cushions for sitting on floor  
* story chair for librarian  
**Secondary:**  
* comfortable seating  
* paperback racks, book displays |
| **General Storage** | Storage area for back issues of periodicals, media and seldom used materials | * adjustable shelving  
* cabinets |
| **Workroom** | Technical services area for minor repairs, materials processing, sorting, cataloging; may also include area for equipment storage and distribution and/or media production. | *adjustable shelving – deep, for storage of audiovisual equipment  
*cabinets for storage of supplies  
*work counters  
*sink  
*production equipment |
### Office for Media Center Administration
- Room for administrative tasks, storage of administrative records and files, meetings and conferences which allow open view of the media center.
- *desk, filing cabinets
- *computer with Internet access, printer
- *table for consultation and collaborative planning with teachers
- *shelving for professional collection

### Equipment Room
- Secure area accessible to hallway, preferably adjacent to workroom, for storage, distribution, maintenance, and repair of hardware and software
- *electrical outlets
- *area for previewing videos

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### ADDITIONAL AREAS TO BE CONSIDERED

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| **Listening and Viewing Area** | Area where students can listen to books on tape and view videos and DVDs for class assignments. | * electrical outlets  
  * soundproofing  
  * earphones, tape players, CD players, television monitors, DVD players |
| **Production Center** | Area for students to create written, visual, audio and video products to demonstrate their learning. | * production equipment and supplies  
  * access to copy machine |
| **Conference Rooms** | Small rooms for small groups to work together – students, teachers, small learning community groups, clubs | * table and chairs  
  * bookshelves |
| **Reception Area** | Welcoming, open area near the entrance to the library that invites everyone to come in and sets a comfortable climate conducive to learning | * comfortable seating  
  * display boards |