The Media Center Program Area is the program containing spaces for library and technology services. This includes spaces for a reading room and circulation, a media specialist's office, storage, and a workroom. It also includes separate spaces for the technology control center and student instruction.

While there will be a central Media Center, each Learning Community will also contain a Student Production Center.

The Media Center should be utilized by all students, staff, teachers, and community members. Therefore, a centrally located Media Center with public access would be ideal.

The Media Center will consist of:

- Reading Room/Circulation
- Student Production Centers
- Media Specialist Office
- Workroom/Storage
- Telecommunications Room
- Hub Rooms, distributed thru Bldg
- Open Computer Lab
- Project Room

Media Center

The Media Center will serve as the information hub of the school, providing access to materials within and outside the physical facility. An important aspect of this area is the continued use of printed material as well as electronic sources of information.

All curricular areas of the school will share the Media Center instructional technologies, which include computers, audio, database access, and Internet information technologies. The Media Center is a technology-intensive environment, with computer information stations located throughout the Reading/Learning/Circulation area.

An emphasis is placed on the Media Center providing experiences regarding the following opportunities for students:
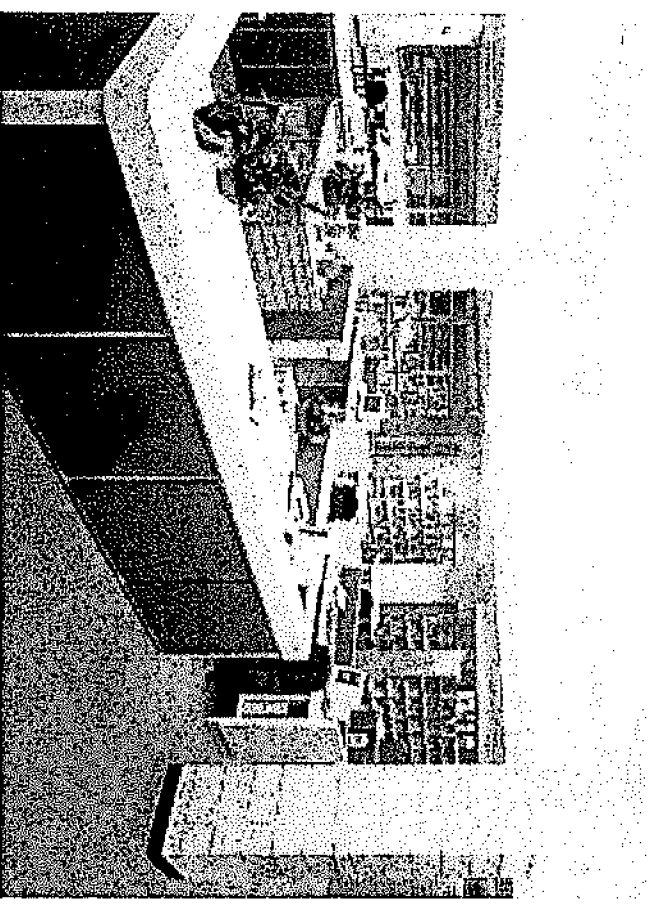
- Identify, evaluate, and communicate information
- Exercise responsibility when using materials, information, and technology
- Maintain the highest standards of scholarship
- Develop the habits of confident, skillful, and discerning readers

Students are expected to become self-directed learners and feel comfortable using the Media Center for any field of inquiry.

The Media Center will serve students in grades 9-12. Its resources are available to all students in an atmosphere that is inviting, comfortable, and vibrant where full classes or individuals can meet.

The Media Center should have flexible work and social settings for multiple activities that take place simultaneously. The instructional and meeting rooms should be able to be used without impacting the reading room and other spaces. The Media Center also provides spaces for reflection.

The pages that follow contain a list of spaces and drawings illustrating the relationship between various program areas, and the individual spaces within the program area. Additionally, a description of the activities, persons to accommodate, and items to be considered is included.

Media Center Space Requirements

Media Center	Suggested		
	TS	Quantity	SF	Total
Reading Room/Circulation		1	4,000	4,000
Student Production Centers	In Each Learning Community			
Media Specialist Office		1	150	150
Workroom/Storage		1	400	400
Telecommunications Room		1	300	300
Hub Rooms, distributed thru Bldg		4	25	100
Open Computer Lab		1	1,000	1,000
Project Room		2	500	1,000
Media Center Sub-Total				**6,950**

* 6 Student Production Centers. One in each Learning Community

Media Center Space Descriptions
Reading Room / Circulation

READING ROOM / CIRCULATION	
ACTIVITIES	**PERSONS**
Reading	Students
Circulation of materials and resources	Individual students for research
Whole group and small group instruction	Media specialist
Provide meeting areas	Community patrons for after school hours
Research	Volunteers
Processing new media	Teachers
	Technology Information Specialist

READING ROOM / CIRCULATION		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Multiple duplex electrical outlets on each wall	Yes
	Full spectrum lighting	Yes
	Ability to control specific lighting areas; dimmable	Yes
	Book theft detector	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Wireless access points throughout school	Yes
	Wireless laptops with carts for battery recharging	Yes
	Electronic surveillance system in every area/room	Yes
	Interactive whiteboards, computer projection opportunities throughout the room	Yes

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READING ROOM / CIRCULATION		QTY
FURNITURE / EQUIPMENT	Casework to include: - Circulation desk and base cabinets - Periodical shelving - Bookshelves, some portable	Yes
	Portable, lightweight 4-person tables with chairs	20
	Soft seating for recreational reading	Yes
	Mobile & Adjustable computer tables with chairs	Yes
	Clock	Yes
	Copier / printer (multi-function device)	1
	Printers and printer tables	Yes
	Networked computers with access to programs and online-card catalog	Yes
	Computer projector and mounted screen	2
DOORS & WINDOWS	Door: double doors, large view panel with built in book drop	Yes
	Windows: operable, with blinds to allow controlled natural lighting	Yes
SPECIAL CONSIDERATIONS	Controlled natural light	Yes
	Ceiling height proportionate to room dimensions (1.5 story)	Yes
	Open flow for traffic in reference/ professional/periodicals area	Yes
	Auditory privacy	Yes
	Provide method to darken room for AV presentations	Yes
	Access to Library/Media Center during/ after school hours while maintaining security in the remainder of the school	Yes
	Carpeted flooring	Yes
	Magnetic marker boards	Yes
	Passive and active security	Yes
	Wireless, portable microphone to use when teaching	Yes
	Laptop charging stations	Yes

Media Center Space Descriptions
Media Specialist Office

MEDIA SPECIALIST OFFICE	
ACTIVITIES	**PERSONS**
Administrative work	Library/ Media Specialist
Scheduling	
Minor repairs	
Processing new books	
Materials – ordering	
Preliminary website search for curricular match – classroom presentation and bookmarking	

MEDIA SPECIALIST OFFICE		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets	
TECHNOLOGY	Desktop and laptop	Yes
	Quad outlet adjacent to each data port	Yes
	Video and data ports	Yes
	Telephone/intercom/voicemail port	Yes
FURNITURE / EQUIPMENT	Casework to include:	
	- Counter top with base and wall cabinets	
	- File cabinets	Yes
	- Bookcase	
	Desk and chair	2
	Networked computer	2
	Printer	1
	Magnetic marker board	Yes
	Small tack board	Yes
	Door: view panel	Yes
DOORS & WINDOWS	Windows: ½ glass wall looking into Reading Stacks and Circulation	Yes
	Clear visibility of Library/ Media Center	Yes
	Operable blinds	Yes
SPECIAL CONSIDERATIONS	Auditory privacy	Yes
	Carpeted flooring	Yes
	Adjacent to Workroom/Storage & Reading Room	Yes

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Media Center Space Descriptions
Workroom / Storage

WORKROOM / STORAGE	
ACTIVITIES	
Preparing for presentations	
Processing new media	
Repair book bindings	

	PERSONS
	Library/Media Specialist
	Students
	Teachers
	Other staff
	Community

WORKROOM / STORAGE		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Electrical outlets with building surge protectors as needed	Yes
	Dedicated circuits with grounds	Yes
	Dimmer for all lights	Yes
TECHNOLOGY	Telephone intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Wireless network equipment	Yes
	Wireless laptops with room for 1 cart for battery recharging	Yes
FURNITURE / EQUIPMENT	Casework to include:	
	- 4 tall storage cabinets with shelving, drawers, and lockable devices	Yes
	Equipment racks	Yes
	Tables, chairs, and student work desks	Yes
	Networked computers	Yes
	Printer and printer tables	Yes
	Portable video conferencing equipment	Yes
	Portable video production equipment	Yes
	Scanner	Yes
DOORS & WINDOWS	Door: view panel	Yes
	Windows: ½ glass wall looking into Reading Stacks and Circulation	Yes
SPECIAL CONSIDERATIONS	Vinyl flooring	Yes

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Media Center Space Descriptions
Telecommunications Room

TELECOMMUNICATIONS ROOM	
ACTIVITIES	**PERSONS**
Security	Media Specialist
Networking of computers	Technology Technician
Storage of licensed technology	Curriculum Resource Specialist
Recharging laptops	Other staff

TELECOMMUNICATIONS ROOM		QTY
MECHANICAL	HVAC to meet requirements of heat producing equipment	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Electrical outlets with building surge protectors as needed	Yes
	Dedicated circuits with grounds	Yes
	Special electrical requirements and protection	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Wireless network equipment	Yes
	Video distribution system	Yes
	See district technology specifications	Yes
FURNITURE / EQUIPMENT	Equipment racks	Yes
	Shelving for video/cable system	Yes
	Work tables	Yes
DOORS & WINDOWS	Doors: lockable	Yes
	Windows: none	Yes
SPECIAL CONSIDERATIONS	Tile flooring	Yes
	Optional special requirements for technology consultants	Yes

Media Center Space Descriptions
Hub Rooms

HUB ROOMS, DISTRIBUTED THRU BLDG

ACTIVITIES	PERSONS
File server storage	Administration
WAN equipment	Technology personnel
Network equipment	
Telephony	

HUB ROOMS, DISTRIBUTED THRU BLDG

		QTY
MECHANICAL	Climate controlled	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Quad outlets on each wall	Yes
TECHNOLOGY	Data ports	Yes
	Wireless access points	Yes
FURNITURE / EQUIPMENT	Racks	Yes
	Servers	Yes
DOORS & WINDOWS	Lockable door	Yes
	No windows	Yes
SPECIAL CONSIDERATIONS	No sunlight	Yes

Media Center Space Descriptions
Project Room

PROJECT ROOM		

ACTIVITIES	PERSONS	
Meeting space for school community	Media Specialist	
Quiet reading/study area for students	Media Assistant	
Project based learning rooms	Staff	
	Students	
	Teachers	

PROJECT ROOM		QTY
MECHANICAL	No special requirements	
PLUMBING	Hot and cold water for sink	Yes
ELECTRICAL / LIGHTING	Multiple duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
	Overhead lighting [dimmable]	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	White board screen on whole wall	Yes
	Ceiling-mounted computer projector with retractable screen and computer	Yes
FURNITURE / EQUIPMENT	Counter top with sink, base, and wall cabinets	Yes
	Modular conference table	1
	Conference chairs	1/25 SF
	Credenza	Yes
	Magnetic marker board	Yes
	Retractable projection screen	1
	Tack board	Yes
	Clock	1
DOORS & WINDOWS	Door: large view panel with optional sidelight	Yes
	Windows: to hallway with mini-blinds	Yes
SPECIAL CONSIDERATIONS	Carpeted flooring	Yes

Media Center Space Descriptions
Open Computer Lab

OPEN COMPUTER LAB

ACTIVITIES	
Whole group and small group instruction	
Project-based and standard learning	
Research	
Computer learning	
Professional Development	
Parent training and adult education	

PERSONS	
Students	
Individual students for research	
Media specialist	
Community patrons for after school hours	
Volunteers	
Teachers	
Technology Information Specialist	

OPEN COMPUTER LAB

		QTY
MECHANICAL	Adequate ventilation	Yes
	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Multiple duplex electrical outlets on each wall to data ports	Yes
	Dedicated lines and electrical for computers	Yes
	Dimmer light switches	Yes
	Room darkening capability	Yes
TECHNOLOGY	Telephone/Intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Data drops with double, triple, or quad Communications Network Outlets	35
	Wireless access points throughout school	Yes
	Electronic surveillance system in every area	Yes
	Headphones and microphones	Yes
	Interactive whiteboards connected to the Audio/Visual storage plates	Yes
	on the wall and floor, with proximity to electrical and data ports	Yes

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Media Center Space Descriptions
Open Computer Lab

OPEN COMPUTER LAB		QTY
FURNITURE / EQUIPMENT	Printers and printer tables	Yes
	Wall cabinets	Yes
	Worktables	Yes
	Comfortable ergonomic student chairs that allow movement	Yes
	Marker board	Yes
	Tack board	Yes
	Computer tables and chairs	Yes
	Shelving for printer supplies/paper	Yes
	Locking storage cabinets with multiple power outlets	Yes
DOORS & WINDOWS	Door: no special requirements	
	Windows: operable, with blinds to allow controlled natural lighting	Yes
SPECIAL CONSIDERATIONS	Provide method to darken room for Audio/Visual presentations	Yes
	Access to Library/Media Center during/ after school hours while maintaining security in the remainder of the school	Yes
	Area for distance learning [with video conferencing]	Yes
	Security consideration for community after-school use	Yes
	Teacher presentation station	Yes
	Moveable furniture	Yes

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