**Information Center**

**School Type:** EMH<br>

**Functional Area Description**<br>The role of the Information Center is changing from being a place for book distribution to being a central area for research and technology resources. This program area should be a technology-intensive environment that provides every student with physical and intellectual access to the resources and tools required for learning in a welcoming and stimulating environment. The Information Specialist provides services not only within the Information Center, but also throughout the Neighborhoods and may even offer digital services via blended learning environments. The Information Center and the Computing Center may be co-located to reinforce and provide flexible blended learning environments and staff collaboration.

Media and research skills will be a part of the student’s educational experience, incorporated into everyday learning and integrated into the subject matter.

The Information Center may be located adjacent to the Commons with transparent or movable partitions to allow “blurring” of the lines for greater crossover functions. In elementary schools, the Information Center shall not be located adjacent to the food service area due to the unacceptable levels of distraction this presents to younger students.

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**Planning Requirements**

<table>
<thead>
<tr>
<th>Area Description</th>
<th>SF</th>
<th>M²</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Center</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Instructional Area</td>
<td>varies</td>
<td>varies</td>
<td>280 SF + 70% enrollment</td>
</tr>
<tr>
<td>2 Stacks/Professional Library</td>
<td>varies</td>
<td>varies</td>
<td>1.5 SF * enrollment — min 400 SF</td>
</tr>
<tr>
<td>3 Circulation Desk</td>
<td>125</td>
<td>11.6</td>
<td></td>
</tr>
<tr>
<td>4 Workroom/Storage</td>
<td>varies</td>
<td>varies</td>
<td>.5 SF * enrollment - min 150 SF</td>
</tr>
<tr>
<td>5 Broadcast Room</td>
<td>150</td>
<td>13.9</td>
<td>Elementary School only</td>
</tr>
<tr>
<td>6 Staff Collaboration</td>
<td>140</td>
<td>13.0</td>
<td>Per staff</td>
</tr>
</tbody>
</table>

Staff Collaboration includes 75 SF personal workstation; 25 SF personal storage; 10 SF kitchenette allowance; 30 SF collaboration allowance. Additional shared storage is not included as the Information Center has designated storage space.
The Information Center contains the Instructional Area, the Media Stack areas, a Circulation Desk, a Workroom/Storage area, Staff Collaboration and, in elementary schools, a Broadcast Room.

1 Instructional Area
The Instructional Area will provide a flexible space and supporting furniture and fixtures to accommodate a variety of settings including whole-class instruction as well as independent research and learning, student workgroups, peer-coaching, and leisure reading. Other activities may include storytelling, puppet theaters, presentations, and literary development with computers and information technology.

2 Stack Area
Stack Areas include collections composed of e-books, DVDs, multimedia kits, objects, artifacts, and books. Start-up book collections for new schools generally begin with 5,000 circulating books. Schools with more than 500 students use a formula of 10 books per student. As collections grow, the national standard is 20 items per student. An item may be a book, e-book, DVD, online database, and so on. Care should be given to provide equity of resources in Unit Schools so that collections fully support both elementary and secondary curriculum programs. A Unit School may require a start-up collection of 7,500 books: 3,000 targeted to elementary, 3,000 to secondary, and 1,500 bridging the gap between elementary and secondary.

At elementary schools, utilize 5-foot high (1.5 m) perimeter shelving and 3.5-foot high (1.1 m) stand-alone shelving. Provide ample low sloped or flat top picture book display shelving. For middle and high schools, utilize 7-foot high (2.1 m) perimeter shelving and 5-foot high (1.5 m) stand-alone shelving. Shelving quantity will be determined by collection size. The professional library will be included within the general stack area or near the circulation desk. In unit schools, ensure age-appropriate zoning of collections. Consider also the range of shelving unit sizes required; e.g. picture book shelving for lower elementary age students requires deeper shelving than typical book units.

Mobile collections for the Neighborhoods may include self-contained studio sets of books or carts of books that are rotated to the Neighborhoods based on need and require appropriate storage furniture that enables easy transportation of the collections.

Computers may be located within the Stack Area for general use and access to the library catalog.

3 Circulation Desk
The Circulation Desk serves as reference station and central book drop and check-out, and should be readily visible to facilitate student assistance. Locate the circulation desk preferably near the main entrance with direct access to the Information Center Staff Collaboration area. The desk should maintain visibility to all parts of the Information Center.

4 Information Center Workroom/Storage
This area provides space for administrative duties associated with the Information Center: book repair, cataloging, and storage of reference materials. **Allocate a portion of the space for secure lockable storage for valuable items.**

5 Broadcast Room-ES Only
This area provides space for school broadcasts and video production projects. The MS and HS will use the video/broadcast studio described in the CTE Lab Ed Spec.

This space should be connected to the video distribution system to allow for transmission of different media (broadcast, video, audio) from the Broadcast Room throughout the school.

NOTE: Images shown are intended to provide real-world examples and spark design creativity.
6 Staff Collaboration—Information Specialist and Educational Technologist Workspace

This space provides the staff with personal workspace, personal storage, a small kitchenette and collaboration space. The Staff Collaboration space in the Information Center will provide workspaces for the Information Specialist and the Educational Technologist. There is a proposed professional development position titled “Teaching, Leading and Learning” that is listed in the Neighborhood Staff Calculation in the Program for Design (PFD). This position may be included in the Information Center Staff Collaboration area or in a Neighborhood Staff Collaboration area based on input during the design process.

MANDATORY

A. The Information Center shall remain as the centrally located information resource area.
B. The collection should not be permanently disbursed throughout the building.
C. Collections may be provided to the neighborhoods on a revolving basis.
D. The Information Center shall include collaborative and individual work spaces, stacks, and flexible furnishings.
E. The need for reference book stacks may be reduced because reference and research materials may be delivered digitally.

NOTE: 3D illustrations are shown for informational purposes and are not intended to limit design options.