Information Center

School Type: K 1 2 3 4 **5** 6 7 **8** 9 **10 11 12** E M H

Functional Area Description

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.

Portions of the information center shall be distributed with grade and subject level materials and located in the neighborhoods. Distributed spaces shall include independent and group spaces for reading and flex labs for project-based learning. Media and research skills will still be a part of the student's educational experience, incorporated into everyday learning and integrated into the subject matter.

Ideally, the information center will be adjacent to the commons and centralized among the neighborhoods. It is also suggested that the "connectors" between the information center and the commons could be blurred to provide for greater crossover functions. For example, the area between the information center and the food court/dining area might include a snack bar where students work on independent projects or read a book while having something to eat. In some high schools, students have set up a coffee bar. Or the

Adjacency Diagram
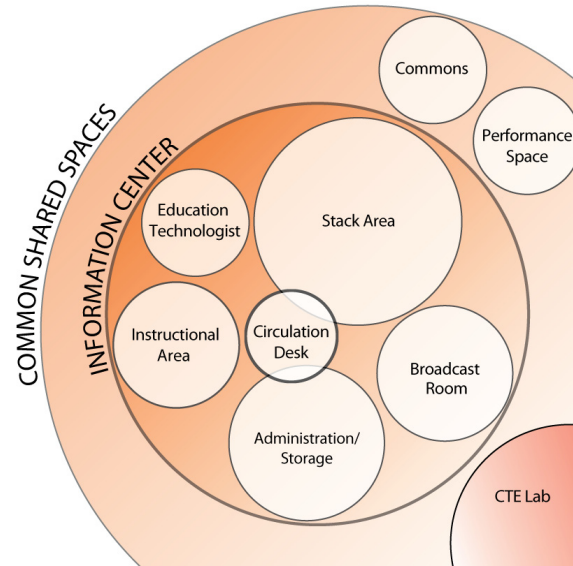
Planning Requirements (varies - see Planning Requirements, Detailed at end of this Ed Spec)

	Area Description	SF	M²	Notes
	Information Center			
1	**Instructional Area**	varies	varies	Enrollment +400
2	**Stacks**	varies	varies	Enrollment x2, min 400
3	**Circulation Desk/Professional Library**	2.5	2.4	
4	**Administration Area/Storage - ES**	varies	varies	(Enrollment x 0.4) + 150, min 325
4	**Administration Area/Storage - MS**	varies	varies	(Enrollment x 0.5) + 150, min 325
4	**Administration Area/Storage - HS**	varies	varies	(Enrollment x 0.6) + 150, min 325
5	**Broadcast Room**	300	28	ES only
6	**Educational Technologist Office**	100	9	

division between the information center and the seminar/presentation area could be blurred so the seminar area is simultaneously part of the information center and the commons.

The information center contains the media stack areas, a conference center, a resource area, a media production area, and a place for parents, staff, and community to meet.

1 Instructional Area
The instructional area will provide an open area with tables and chairs for group instruction and independent study.

2 Stack Area
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-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.

Computers may be located within the stack area for general use and access to the library catalog.

3 Circulation Desk
Locate the circulation desk near the main library entrance with direct access to the information center office/storage. The desk should maintain visibility to all parts of the information center. A space near the circulation desk will include a professional library.

4 Information Center Office/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 storage; this can be accomplished by providing a separate room within the space or lockable storage cabinets.

5 Broadcast Room-ES Only
This area provides space for school broadcasts and video production projects. The MS and HS will use the video communication room. This space should be designed in the form of a green room that allows for flexibility of media productions. Allocate space for an announcement desk and secured, lockable storage of media equipment. Suggested room dimensions are 12 ft x 25 ft (3.7 m x 7.6 m) with a demising curtain located at 7 ft (2.1 m) from one end, separating the desk and media storage from an open area for video projects.

Space should be adjacent to the Closed Circuit TV (CCTV) system that allows for transmission of different media (broadcast, video, audio) from the information center throughout the school.

6 Educational Technologist Office
This area provides space for the educational technologist. The educational technologist assists teachers with implementation of the technology portion of the curriculum. This office should be located near the flex lab that is provided in conjunction with the information center.

▶ *Elementary School Information Center: GEMS World School, CPG Consultants Pte Ltd, Dubai, United Arab Emirates*

NOTE: Images shown are intended to provide real-world examples and spark design creativity.
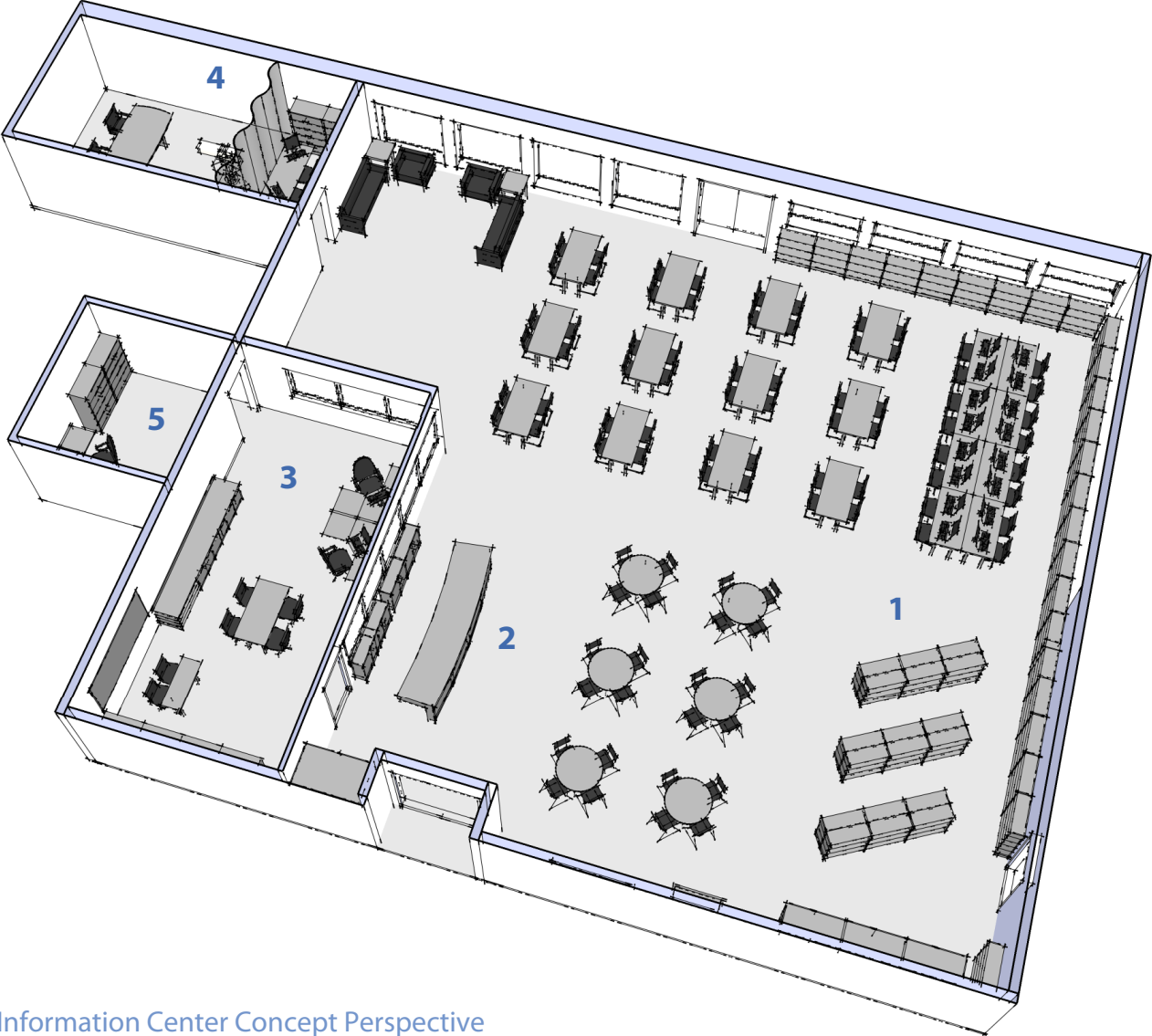
Information Center Concept Perspective

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