

## ELEMENTARY INSTRUCTIONAL FORM

AREA: Media - Including: Skills Development Lab; Reading Resource Room; Textbook Storage  
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### I. PROGRAM PHILOSOPHY

The library media center is a multifaceted learning environment which supports complements and expands the instruction taking place in the classroom. It combines under one administrative structure, the elements of programs that include print library materials, as well as non-print media such as computer, audio visual, and instructional television. The large media reading room area should be an aesthetic focal point for the entire school - a spacious and attractive extension of the classroom where students and faculty feel welcome.

### II. PROGRAM GOALS

1. Students, individually or as a group, are brought together with various forms of media for the purpose of learning.
2. Print, non-print and electronic media in various forms are cataloged, stored and made accessible for learning situations.
3. Media in a variety of forms are produced by students and educators to meet particular learning requirements.
4. Students and educators receive assistance and support in the effective and efficient use of print, non-print and electronic media.

### III. PROGRAM ACTIVITIES

For purposes of clarification, we have assigned alpha letters to each area (room) description as listed on the Program Facilities List. Alpha room assignments are as follows:

Alpha	Facility List	Description of Area	Net. Sq. Ft.
A	Reading Room/Stacks		2679
B	Periodical Storage		145
C	C.C.Television		507
D	Technical Processing		290
E	Prod. Professional Library		290 (Tech Specialist Office/Server Room)
F	A-V Storage		434
G	Textbook Storage		253 (From facilities list Other Spaces)
H	Media Staff Office/Workroom		150 (From facilities list Resource Room)
I	Maintenance Repair		72
J	Media Production Lab		362
K	C.C.T.V.Storage		362
L	Copying Room		145
M	Group Projects		362 (TV Production)
N	Small Group Listening		72 (TV Control Room)
O	Skills Development Lab		90 (From facility list Skills Development Lab)
Q	Resource Room		490 (From facility list Resource Room)
R	Storage, Material		90 (From facility list Resource Room)
S	Student Toilet (1 boys, 1 girls)		72 (From facilities list Student Toilet)

**A/B/C. (A) Reading Room/Stacks/ (B) Periodical Storage/ (C) C.C.Television)**

Space allocations within this combined area should include:

1. Circulation (Check in/out) - control point for all print and non-print media; all areas of media reading room including circulation desk area should be subject to visual supervision from the media staff office and technical processing. Circulation desk should include built-in work space for Media/Tech Assistant.
2. Browsing - casual reading area with periodicals, newspapers and paperback books; display of new materials and student work; located near media center entrance and circulation area.
3. Reference/study - area to provide for individual or small group study; includes print and access to electronic reference materials; located near circulation area for ease of assistance by media/tech staff.
4. Computer stations - area to include several computer stations and printer hard-wired to school-wide network for student use.
5. Stacks - may be integrated throughout this entire area; adjustable shelving, no higher than 66-inches, should accommodate all formats of materials; should include specialized shelving for current periodicals and newspapers in the circulation area and reference books in the reference/study area; any free standing units should allow for flexibility of space utilization in the reading room as a whole and not exceed 42" in height.

**D. Technical Processing**

Work area for processing all media materials and equipment for circulation.

**E. Prod. Professional Library (Technology Specialist Office/Server Workroom)**

Office/work space for technology specialist and secure room to house computer servers associated with the Premise Distribution System (PDS - computer network). Should be adjacent to Communications Equipment Room. (See PDS specifications)

**F/G. (F) A-V Storage/ (G) Textbook Storage**

Storage of AV materials (kits, videotapes, etc.), AV equipment (projectors, carts, tape recorders, etc.) and school textbook supply, located near media center secondary exit and staff work space; lockable doors with no windows.

**H/I (H) Media Staff Office/Workroom/ (I) Maintenance Repair**

Office/work space for media staff, easily accessible from all areas of center, visual supervision of (A/B/C) Reading Room/Stacks area, circulation desk and (D) Technical Processing area.

**J/K/L (J) Media Production Lab/ (K) C.C.T.V. Storage/ (L) Copying Room**

Provides area for preparation and production of AV materials such as graphics,, die-cut lettering, posters, laminating, etc., by students and educators. Includes area for professional library materials; providing educators with an area for listening and viewing, selection and previewing instructional materials, books and periodicals. This area is also used for media staff/teacher planning and preparation of classroom materials. Area will also house teacher use copy machine(s). CATV head-end equipment (except decks for playback) should be located in this area for school-wide distribution of ITV programming. Decks for playback of pre-recorded programs are to be located in base cabinetry of circulation desk in (A/B/C) Reading Room/Stacks area.

**M. Group Projects**

For preparation and production of, A.V. programs, such as videotapes by students and educators. Space will be set up as a 2-camera, mini television studio where live broadcasts of television programs are possible throughout the school via the CATV Distribution System.

**N. Small Group Listening**

Provides separate self-contained space to serve as a control room, video editing suite for activities associated with the (M) Group Projects room and (J/K/L) Media Production Lab/C.C.T.V. Storage/ Copying Room. View windows should face both (M) Group Projects room and J/K/L Media Production Lab/C.C.T.V. Storage/ Copying Room areas.

**O. Skills Development Lab**

Provides facility for students, individually or as a group, to receive instruction via computer technology or to utilize computer equipment as a tool in their individual instructional needs. Teachers may use facility for training or individual use as well.

**P. Storage/Materials (For Skills Labs/Classrooms)**

Provides storage space for equipment and materials associated with the (O) Skills Lab/Classroom.

**Q. Resource Room (Reading Resource Room)**

This resource area will be utilized by the school Reading Specialist to provide individual and group instruction in reading.

**R. Storage/Materials (For Reading Resource Room)**

Provides storage space for equipment and materials associated with the (Q) Reading Resource Room.

**S. Restroom**

Provide facilities for educators working in library media center and provide emergency facility for students in center.

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

It is essential that library media facilities be designed with flexibility, in order to accommodate changes which will occur in the instructional program, and be adaptable to new technological developments such as the increasing utilization of microcomputer equipment throughout the center and the school.

The (M) Group Projects/ (N) Small Group Listening rooms will be set-up as a mini television studio/control room, used for various video productions including a daily school news program broadcast live via CATV as well as the recording of teacher and student produced video programs associated with classroom and other school related activities.

The (J/K/L) Media Production Lab/C.C.T.V. Storage/ Copying Room will function as a hands-on multimedia production lab serving both students and educators needs in the production of instructional materials. Special consideration must be given to provide space for large copy machines for teacher use, and ample flat work surfaces for hands-on projects.

: Media - Including: Skills Development Lab; Reading Resource Room; Textbook Storage

## VI. SQUARE FOOTAGE CHANGES

Some individual areas listed on the Program Facilities List have been combined to create more flexible spaces for the implementation of school library/media programs unique to Pasco County Schools.

(A) Reading Room/Stacks, (B) Periodical Storage and (C) C.C. Television have been combined to provide necessary space for group instruction, individual work & study areas, materials check-in and check-out circulation and computer technology area.

(F) A-V Storage and (G) Textbook Storage have been combined in order to provide space for storage of AV equipment, AV materials and textbooks in one room.

(H) Media Staff Office/Workroom and (I) Maintenance Repair have been combined to provide ample office/work space for staff and maintenance and repair of equipment.

(J) Media Production Lab, (K) C.C.T.V. Storage and (L) Copying Room have been combined in order to provide necessary space for teachers and students to work on media related projects and the production of classroom/instructional materials, including duplication of print materials by teacher via large copy machines.

## VII. PROGRAM FACILITIES LIST

Fish Code	No. of Areas	Description of Area	No. of Staff Per Area	No. of Students Per Area	No. of Students Total	Net Sq. Ft. Per Unit	Net Sq. Ft. Total
380	1	Reading Room/Stacks					2723
381	1	Technical Processing					294
382	1	Prod. Professional Lab					294
383	1	A-V Storage					442
384	1	Periodical Storage					147
385	1	C.C. Television					515
386	1	C.C.T.V. Storage					368
387	1	Media Production Lab					368
388	1	Copying Room					147
389	1	Small Group Listening					74
390	1	Group Projects					368
391	1	Maintenance Repair					74

## VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

Space or Area	No. Of Items	Description of Furniture/Equipment Needed
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(A/B/C) (A) Media Reading/Stacks

(B) Periodical Storage

(C) C.C. Television

1

Circulation desk 15' x 30" including: Book Chute Unit, Storage Units with drawers, Cupboard Units  
Microcomputer/Printer station  
Book trucks

2

6	Computer Terminal Stations
12	Rectangular Library Tables (30" x 60")
3	Rectangular Computer Tables (27 x 72)
1	Sloped Reading Table
6	Student Stools
54	Chairs (wood)

\* Steel library book shelving to house 15,000 volumes, allowing 10 volumes per shelf foot. Single-faced shelf units, 66" high against walls; free-standing units to be double-faced, 66" high or 42" high depending of location - visual supervision concern.

7	Computer Terminals
3	Microcomputer, CD drives and printer
(D) Technical Processing	1 Microcomputer, disk drive, printer
	1 Microcomputer cart
	1 Paper punch 2/3 hole, heavy duty
	1 Stapler - heavy duty, electric
	2 Library Shelving Units (96" h, same style as reading room)
	3 Tables, rectangular (30" x 60")
	8 Chairs, data posture

**(E) Production Professional Library  
(Tech Specialist Office/Server Room)**

1	Teacher's Desk (double pedestal)
1	Chair (executive, swivel)
2	Chairs - Occasional
2	Book Case, wood (36" x 72")

**(F/G) (F) A.V. Storage**

**(G) Textbook**

\* Maximum adjustable heavy gauge steel utility shelving as space allows. -adjustable 18" deep x 48" wide shelves. 7 ft. High sections. Wall-mounted and free standing.

1	Kick stool
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**(H/I) (H) Media Staff Office,**

**(I) Maintenance Repair**

2	Teacher's Desk (double pedestal)
2	Chair (executive, swivel)
2	Chairs - Occasional
1	Chair-typing, posture
2	Book Case, wood (36" x 72")
1	Computer Terminal
1	Microcomputer, printer

**(J/K/L) (J) Media Production Lab**

**(K) C.C.T.V. Storage**

**(L) Copying Room**

1	Art paper pack - 10 rolls with wheels.
1	Laminator - roll, electric, 25"-27"
1	Refrigerator-small, under counter
1	Paper Cutter
1	Lettering machine w/ dies

\* Steel library shelving units -

4	Tables, rectangular, folding (30" x 60")
2	Chairs, stack, sled base

	1	Rolling island workstation w/ storage
	*	Large copy machines (School copy center)
	1	CATV Head-end cabinet & equipment
<b>(M) Group Projects</b>		
	2	Video camcorder
	2	Tripod and dolly for camcorder
	2	Microphones
	2	Microphone stand
	1	24 x 72 Table
	4	Occasional Chairs
<b>(N) Small Group Listening (TV Control Room)</b>		
	6	Chairs, data posture
	2	13 Television Monitor
	1	Digital video production mixer
	6	Four channel audio mixer w/AC adapter
	1	VCR (VHS format)
	1	Mini-DV player/recorder
<b>(O) Skills Labs/Classrooms</b>		
	15	Computer tables
	15	Student chairs
	1	Teacher desk
	1	Teacher chair
	2	30 x 60 rectangular tables
	1	LCD projector - ceiling mounted
	1	70 x 70 projection screen
<b>(P) Storage, Material</b>		
	*	Maximum adjustable heavy gauge steel utility shelving as space allows. - Adjustable 12" - 15 deep x 48 wide shelves. 7 ft. high sections. Wall-mounted and free standing.
	1	Kick stool
<b>(Q) Resource Room</b>		
	10	Student chairs
	1	Teacher desk
	1	Teacher chair
	1	File cabinet
	6	Book Shelves (as per library shelving)
	2	30 x 60 rectangular tables
	1	70 x 70 projection screen
<b>(R) Storage, Material</b>		
	*	Maximum adjustable heavy gauge steel utility shelving as space allows. - Adjustable 12" - 15 deep x 48 wide shelves. 7 ft. High sections. Wall-mounted and free standing.
	1	Kick stool
<b>General AV Equipment</b>	*1	Per instructional area - permanently mounted wall hung projection screen 70"x70"
	30	Overhead projectors
	1	Opaque projectors
	75	Headphones 1/4 Phone/mono

35	Headphones - 3.5 Stereo
30	Audio cassette player/recorder (large group)
30	Overhead projector carts
10	34" A.V. carts w/electrical strip
6	48" T.V. cart with electrical strip
1	70" x 70" matte tripod screen
10	VCR/DVD player/recorders
*1	27" Color television receivers - per instructional Area -permanently installed TV mounting bracket
3	13 Television Receiver
10	Tie-down straps
1	Portable P.A. system
1	Network file server with back-up
1	Laser writer printer
1	LCD overhead projection panel for each grade level
2	CD Rom drives
2	LCD overhead projection panels for media

## IX. SPECIAL CONSIDERATIONS

### (1) Heating/Cooling/Ventilation

Year-round temperature and humidity control is necessary for preservation of materials and equipment throughout the library media center. All areas should have separate controls. The reading room should have separate controls for special meetings or classes, which may be held during, before, or after hours.

### (2) Acoustical

The variety of activities which take place in the library media center calls for acoustical control which will minimize the intrusion of sound from one area into another. Considerations should include: location of the center itself away from other areas of the school which generate high noise levels; location of heating, cooling and ventilation systems away from the center; low noise level within the center through acoustic treatment of walls, floors and ceilings; provision of a vestibule entry to act as a sound damper, acoustic wall treatment for the special need of audio and video taping in the (M) Group Projects room.

### (3) Floor

The (A/B/C) Reading Room/Stacks room and the (M) Group Projects room should have carpet with a noise reduction coefficient (NRC) of .45. With exception of a small entrance foyer, this could be tile. All other floor areas should be vinyl tile.

### (4) Walls

Wall areas in the reading room not covered by library book shelving should have takable surfaces to facilitate the display of information and/or art work.

One 4" PVC pipe should be installed through wall between (M) Group Projects room and (N) Small Group Listening room to facilitate passage of cables. Ends of pipe are to fit flush with wall, centered in wall left-to-right, with center of pipe is to be 12" above finished floor.

### (5) Ceiling

Acoustically treated, see #2. (A/B/C) Reading Room/Stacks and (M) Group Projects rooms should have minimum ceiling height of 12'. Aesthetic architectural treatment of ceiling in Reading Room is desirable to reduce the "warehouse effect" of such a large space.

**(6) Lighting**

Generally non-glare light surfaces should be used; light control switches should be conveniently located with 2-way switches provided as needed to accommodate flexible traffic patterns and to eliminate walking into/across a darkened room.

**(A/B/C) Reading Room/Stacks**

The reading room lighting should be centrally controlled and banked in zones to facilitate the use of darkness in one area while using the lights in another area.

**(M) Group Projects**

A simple hanging grid constructed of 1-1/4" metal pipe should be installed approx. 8" below the finished ceiling in this room. 8 duplex power outlets each separately controlled by a rheostat, located in (M) Closed Circuit Storage room, should be installed at various locations on or above the grid to allow for the operation of eight-120v, 600 w each television/photo quartz lights.

Electrical outlets which will accommodate lighting along the hanging pipe grid in the (M) Group Projects & Instruction room should be rheostat controlled.

**(N) Small Group Listening**

In addition to typical fluorescent ceiling lighting, the Small Group Listening room is to have several incandescent lighting fixtures mounted in the ceiling over countertop, rheostat controlled to minimize glare on window glass and television monitors used in this area.

**(7) Windows**

Outside light is aesthetically desirable but must be easily controlled for audio-visual projection. Shades, drapes, or blinds should be included in window designs.

Observation - visual control windows (preferable half-walls) are necessary for supervision of students in the following areas:

1. Common wall between (A/B/C) Reading Room/Stacks & (H/I) Media Staff Office/Maintenance Repair;
2. Common wall between (J/K/L) Media Production Lab & (N) Small Group Listening;
3. Common wall between (N) Small Group Listening & (M) Group Projects.

The glass between (M) Group Projects and (N) Small Group Listening should be double-pane for acoustic control and be comprised of large, clear, non-wire panes in order to provide optimum visibility. Bottom of window should be 32' above finished floor and extend 48" bottom-to-top and left-to-right the length of that wall.

**(8) Doors**

Door thresholds in the center and throughout the school should be 32" minimum width in order to accommodate A.V. Projection carts. All center doors should be key lockable for security and should have a small vision glass area.

**(9) Water**

Sinks supplied with hot & cold water should be installed in the following areas:

**(J/K/L) Media Production Lab - Single basin stainless steel**



## 10. Communications

Communications needs specified in the Media section include General Communications such as intercom, clock, fire alarm and telephones, CATV and computer network outlets. Computer Network Administration: Since the Technology Specialist position, as a member of the Media/Technology staff, is housed in the Media Center facility, it is imperative that the Server Room be included within or located adjacent to the Technology Specialists office (E) Prod. Professional Library for ease in maintaining the operations of the school-wide computer network. CATV Administration: Note that the CATV distribution system head-end cabinet which includes the electronics hardware, modulators and coax cable splitters etc. for the school-wide distribution of cable television signals is located in the (J/K/L) Media Production Lab, however, the VCRs and other playback devices associated with playback of programs are to be located in one of the base cabinets of the circulation desk in the main (A/B/C) Reading Room/Stacks area.

### GENERAL COMMUNICATIONS:

Intercom, clock, telephone, book/materials security system.

Intercom - 2-way audio communications between all areas of media center and school main office. System should also permit patching through to each individual classroom from all areas of media center

Clocks - locate in all areas of the center.

Telephones-Voice - locate in all areas of the center.

Data Communications - (see PDS Specifications)

## IX. SPECIAL CONSIDERATIONS

### 11. Electrical

Service accessible to all areas: all outlets 20 amp. Minimum, outlets 8' apart in all walls void of cabinets unless otherwise specified and 4' apart on or above each counter top area in all rooms.

#### (A/B/C) Reading Room/Stacks: Circulation Desk

Four duplex outlets to accommodate six computer terminals and two printers minimum. If terminals are located in open floor area of room, electrical outlets are to be flush mounted in floor.

Circulation desk area to have two duplex electrical outlets mounted within the electrical raceway of circulation desk.

A UPS battery back-up device will be housed in one base cabinet section of the circulation desk where VCRs are housed.

#### (J/K/L) Media Production Lab

One duplex electrical outlet, each on a separate minimum 15 amp circuit should be located in wall where CATV head-end equipment will be located.

Electrical outlet installed 24" apart in walls above all counter top surfaces. Minimum of two of these electrical outlets are to be wired to a separate 20 amp circuit, to accommodate one roll laminator and one heat press which each require 15 amp minimum services.

#### (M) Group Projects

A simple hanging grid constructed of 1-1/4" metal pipe with power outlets (rheostat controlled) should be installed 12" below the ceiling in room to allow the temporary and mobile hanging of 8-120 V, 600 W each television/photo quartz lights; each duplex outlet independently controlled. Orientation of hanging grid and location of rheostat controls to be determined between architect and Supervisor of Instructional Media & Technology in design phase.

Common wall with (M) Group Projects is to have one duplex electrical outlet in wall spaced every 18". These outlets to be on/off switch controlled. All other wall areas to have standard spacing.

Wall space below counter top to have one 4" PVC pipe installed through the wall, centered on wall, center of pipe approx. 12" A.F.F. and finished flush with wall on each side. This "port" is for the passage of wires and cables between the two rooms.

**(O) Skills Lab**

Adequate electrical outlets should be provided to accommodate 35 computers, 2 printers, and other peripheral devices used in association with the computer lab activities. A duplex electrical outlet and deep cable junction box with three 1" conduits should be provided in the ceiling for connection of an LCD projector. Exact location of outlet, junction box and termination points of 1" conduit will be determined by the Supervisor of Instructional Media & Technology in the design phase.

**12. Gas and Air**

N/A

**13. Safety**

Standard

**14. Fencing**

N/A

**15. Service Drives**

Easy access for delivery and pick-up of materials and equipment.

**16. Parking**

3 staff spaces, 1 A-V Repair/Delivery space

**17. Built-ins**

**(A/B/C) Reading Room/Stacks - None**

**(D) Technical Processing**

One wall of counter space at a height of 36-inches should be provided with the area under the counter having deep adjustable shelving and cabinet doors with a minimum of 16-inches width. Two open cabinets with adjustable 12-inch shelves should start 26-inches above the top of the counter and run its length. A minimum of 8' of counter space, 30" wide, should be built-in desk type, 30" high with a stack of 6" deep drawers located at each end of this counter space. All cabinet doors should be common key-lockable.

**(E) Prod. Professional Library (Tech Specialist Office/Server Room)**

One wall of counter space, 30-inches wide and 32-inches high, and one wall of counter space, 24-inches wide and 36-inches high, both having deep adjustable shelving and large (16-inch) cabinet doors, should be provided. A single stainless steel sink should be included at one end of the 36-inch high counter.

In addition, the third wall should have space for school copy machine and counter space where space is available. The central floor area should be left open for movable tables.

**(F/G) AV Storage/Textbook Storage**

Counter space, minimum 8', 36" high with under the counter space having deep adjustable shelving and cabinet doors with a minimum 16 inch width.

Metal shelving for storage of equipment and materials. (To be supplied by owner)

**(H/I) Media Staff Office/Workroom**

One wall of counter space 26-inches wide and 30-inches high with cabinet space underneath. Two open cabinets with adjustable 12-inch shelves should start 24-inches above the top of the counter and run the length of the counter and file cabinets.

**(J/K/L) Media Production Lab**

An island counter equipped with heavy duty casters, 8-feet long, 5-feet wide and 36-inches high should be included in this room. (Closed lockable cabinets under one end and poster board storage {4-inches wide, 30-inches deep slots} under the other end.) All other under counter space shall be cabinet with adjustable shelves and lockable doors. This shelving may be deep shelving.

The CATV head-end equipment cabinet should be provided on wall adjacent to common wall with control room between this room and (N) Small Group Listening (TV Control Room) CATV head-end cabinet should be commercially purchased not built-in. Remainder of that wall should have built-in base cabinets with counter top at a height of 36", depth of 24" with the area under the counter having full depth adjustable shelving and cabinet doors with a minimum of 16" opening width.

Other half of remaining wall areas should have built-in cabinet base with single stainless steel sink in counter top at height of 36", depth of 24", with the area under counter being a combination of full depth adjustable shelving and cabinet doors with a minimum of 16" width and drawers.

All cabinet doors should be common key-lockable.

All wall areas above counter tops to be open 12" depth adjustable shelving starting 24" above counter top and run its length.

**(M) Group Projects**

Two walls of this area should be of dry-wall construction with flat blue-gray paint to serve as back-drop for video production. These two walls should also include ceiling-to-floor curtain on track with track having 4'-6" radius curve in corner. Installation and color to be coordinated by Supervisor of Instructional Media & Technology.

**(N) Small Group Listening (TV Control Room)**

Wall common with (M) Group Projects should have counter top (no base cabinets) running length of that wall and adjacent wall. Top of counter top to be 30" A.F.F., depth 27". Bottom of window frame over counter top looking into (K/L) should be 34" A.F.F. so counter top could have a 4"-6" splash board. Other counter space as walls and room design permits.

A hole with smooth 2-1/2" diameter grommet should be installed in counter top as close to back splash board as possible and every 18" along length of counter top for passage of cables.

## 18. Build in Instructional Aids

All wall space not specified for shelving in rooms (A/B/C) Reading Room/Stacks, and (J/K/L) Media Production Lab should have takable surfaces for display purposes.

Each instructional area (classroom), conference rooms and A-V production areas of the school should have a permanently attached 70-inch x 70-inch project screen. The following instructional areas should have one television CATV outlet and an AC power outlet whereby the AC outlet is within one foot either side of the CATV outlet and the center of both outlets are at a level of 80" A.F.F. A television wall mounted bracket is to be installed no more than 18" from CATV and AC outlet to accommodate a 27" television receiver, whereby the bottom of bracket shelf supporting the television is 72-inches A.F.F.:

- All classrooms or areas designated as instructional areas, music rooms, front office lobby area; one CATV outlet, one AC outlet and one wall mount per room.
- (A/B/C) Reading Room/Stacks, multipurpose rooms; one CATV outlet, one AC outlet and one wall mount one per room elevation. (One per south elevation wall, one per west wall, etc.)
- Cafeteria/Stage area; one CATV outlet, one AC outlet and one wall mount per elevation plus one CATV outlet, one AC outlet and one wall mount on each side of stage facing audience.

Consideration must be given to locate television wall bracket in area where it will not interfere with Normal student/teacher traffic patterns.

## 19. Other Considerations

The spatial relationship shown on the bubble diagram should be reflected in the building design to allow effective interaction of teacher/students and media staff and to promote efficient use of space and instructional media.

# Media

