

STANDARD IV: LEARNER-CENTERED LIBRARY ENVIRONMENT -- STRATEGIES FOR LIBRARIANS

Goal: To provide design guidelines for facilities to allow for manipulation, production, and communication of information by all members of the learning community.

Level of Support of [Student Achievement](#)

Principle 1. The design of the school library is aligned with the educational objectives of the learning community. The library environment is designed for flexible access and supports all educational objectives of the Library program. Educational specifications for any renovation or proposed new facility will include a description of the proposed project expressing the range of issues and alternatives, in accordance with [19 Texas Administrative Code \(TAC\) §61.1036, School Facilities Standards for Construction on or after January 1, 2004, Subchapter CC, Commissioner's Rules Concerning School Facilities](#). Acceptable Level in Strategy A below is specified in 19 Texas Administrative Code (TAC) §61.1036, [School Facilities Standards for Construction on or after January 1, 2004, Subchapter CC, Commissioner's Rules Concerning School Facilities](#). In the following Program Development stages, the librarian:

Exemplary Program Development	Recognized Program Development	Acceptable Program Development	Below Standard Program Development
A. Seeks input from teachers, other school campus staff, district program staff, students, and parents regarding functionality of the library. In the event of renovation or design of new facilities, the librarian works with a design professional or consultant to develop written specifications.	A. Seeks input from teachers, other school campus staff, district program staff, student, and parents regarding functionality of the library. In the event of renovation or design of new facilities, the librarian works with a design professional or consultant to develop written specifications.	A. Works with a design professional or consultant to gather input from teachers, other school campus staff, and district program staff regarding functionality of the library. In the event of renovation or design of new facilities, the librarian works with and provides input in developing written specifications.	A. Does not work with a design professional or consultant to gather input from teachers, other school campus staff, and district program staff regarding functionality of the library and does not provide in developing written specifications.
B. Is thoroughly familiar with and advocates the Commissioner's Rules Concerning School Facilities and other professional guidelines such as Designing a School Library Media Center for the Future .	B. Is familiar with the Commissioner's Rules Concerning School Facilities and other professional guidelines such as Designing a School Library Media Center for the Future .	B. Is familiar with the Commissioner's Rules Concerning School Facilities .	B. Is not familiar with the Commissioner's Rules Concerning School Facilities .
C. Networks with (including site visits) local, regional, state, and national librarians to acquire trends in design and specifications and to develop an idea portfolio for future	C. Networks with (including site visits) local and state librarians to acquire trends in design and specifications and to develop an idea portfolio for	C. Networks with local librarians to acquire trends in design and specifications.	C. Does not network with local, regional, state, and national librarians to acquire trends in design and specifications or develop an idea portfolio for future construction or

construction or renovation.	future construction or renovation.		renovation.
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Table I - Library Space Allocations

Acceptable Level is specified in 19 Texas Administrative Code (TAC) §61.1036, [School Facilities Standards for Construction on or after January 1, 2004, Subchapter CC, Commissioner's Rules Concerning School Facilities](#).

Exemplary Level	Recognized Level	Acceptable Level	Below Standard
<100 Students			
Total Square Feet			
At least 6400 square feet	At least 3900 square feet	At least 1400 square feet	Less than 1400 square feet
101-500 Students			
At least 6400 square feet plus an additional 4.0 square feet for each student in excess of 100	At least 3900 square feet plus an additional 4.0 square feet for each student in excess of 100.	At least 1400 square feet plus an additional 4.0 square feet for each student in excess of 100.	Less than 1400 square feet plus an additional 4.0 square feet for each student in excess of 100.
501-2000 Students			
At least 8000 square feet plus 3.0 square feet for each student in excess of 500.	At least 5500 square feet plus 3.0 square feet for each student in excess of 500.	At least 3000 square feet plus 3.0 square feet for each student in excess of 500.	Less than 3000 square feet plus 3.0 square feet for each student in excess of 500.
2001+ Students			
At least 12,500 square feet plus an additional 2.0 square feet for each student in excess of 2000.	At least 10,000 square feet plus an additional 2.0 square feet for each student in excess of 2000.	At least 7500 square feet plus an additional 2.0 square feet for each student in excess of 2000.	Less than 7500 square feet plus an additional 2.0 square feet for each student in excess of 2000.

Computer/On-line Reference Area. Libraries with more than 12 student computers shall add 25 square feet of space for each additional computer anticipated as specified in [19 TAC §61.1036](#).

Reading/Instructional Area and Reference/Independent Study Area shall be 30% of library space as specified in [19 TAC §61.1036](#).

Stack Area, Circulation Desk Area, and Computer/Online Reference Areas shall be 45% of library space as specified in [19 TAC §61.1036](#).

Necessary Ancillary Areas and Staff Area shall be 25% of library space as specified in [19 TAC §61.1036](#).

Windows shall be placed so that adequate wall and floor space remains to accommodate the shelving necessary for the library collection size established by the School Library Standards and Guidelines as specified in [19 TAC §61.1036](#).

Benefits for Students:

Access state of the art technology and resources in an ergonomically suitable environment.

Communicate through local and wide area networks.

Have space within the library to create a variety of projects including production and communication in a variety of formats.

Principle 2. The library is designed to serve as a flexible, functional, and barrier-free simultaneous-use facility for individuals, small groups, and classes as described by state and federal guidelines. The library is also designed to maximize the use of available space to permit displays of student, faculty, and community-produced materials, and collections. The facility provides all members of the learning community opportunities to explore and meet their information and recreational needs during and beyond the school day. The library provides an exemplary level of safety, security, and an age-appropriate facility for all individuals, small groups, and classes. [\(Correlates to SBEC Standard IV 1,2,3,5\)](#)

Specifications for Library Facilities and Strategies for Librarians: In developing written specifications for library renovation and design of new facilities, the following should be considered.

Exemplary Program Development	Recognized Program Development	Acceptable Program Development	Below Standard Program Development
A. The Library is a welcoming and appealing environment with displays and décor contributed by students and staff as reported in student and staff surveys at a satisfaction level of at least 90%.	A. The Library is a welcoming and appealing environment with displays and décor contributed by students and staff as reported in student and staff surveys at a satisfaction level of at least 80%.	A. The Library is a welcoming and appealing environment with displays and décor contributed by students and staff as reported in student and staff surveys at a satisfaction level of at least 55%.	A. The Library is a welcoming and appealing environment with displays and décor contributed by students and staff as reported in student and staff surveys at a satisfaction level of less than 55%.
B. At least 90% of library shelving is adjustable with recommended standardized width of 36” and depth of 12”, and adjustable, and located primarily on the perimeter of the library.	B. At least 80% of library shelving is adjustable with recommended standardization of a width of 36” and depth of 12”, and adjustable, and located primarily on the perimeter of the library.	B. At least 55% of library shelving is adjustable with recommended standardization of a width of 36” and depth of 12”, and adjustable, and located primarily on the perimeter of the library.	B. Less than 55% of library shelving is adjustable with recommended standardization of a width of 36” and depth of 12”, and adjustable, and located primarily on the perimeter of the library.
C. Shelving accommodates all shelved material with at least 25% extra shelf space for growth.	C. Shelving accommodates all shelved material with at least 10% extra shelf space for growth.	C. Shelving accommodates all material without extra shelf space for growth.	C. Shelving does not accommodate all shelved materials.
D. The library is designed to provide display space for community and student work on top of the shelves, on walls, and at special display areas.	D. The library is designed to provide display space for community and student work on top of the shelves and on walls.	D. The library provides display space for community and student work on top of the shelves.	D. The library provides little or no display space for community and student work.
E. Technology infrastructure meets the standards as designated by campus STaR Chart at the Target Tech Level.	E. Technology infrastructure meets the standards as designated by campus STaR Chart at the Advanced Tech Level.	E. Technology infrastructure meets the standards as designated by campus STaR Chart at the Developing Tech Level.	E. Technology infrastructure meets the standards as designated by campus STaR Chart at the Early Tech Level.

<p>F. At least 90% of the Library furnishings and equipment is comfortable, age-appropriate, and ergonomic.</p>	<p>F. At least 80% of the Library furnishings and equipment is comfortable, age-appropriate, and ergonomic.</p>	<p>F. At least 55% of the Library furnishings and equipment is comfortable, age-appropriate, and ergonomic.</p>	<p>F. Less than 55% of the Library furnishings and equipment is comfortable, age-appropriate, and ergonomic.</p>
<p>G. The library provides access to 100% of the special needs learners by complying with Americans with Disabilities Act (ADA) standards and "Texas Accessibility Standards" as promulgated under the Texas Civil Statutes, Article 9102, Architectural Barriers Act, as administered by the Texas Department of Licensing and Regulation.</p>	<p>G. The library provides access to 100% of the special needs learners by complying with Americans with Disabilities Act (ADA) standards and "Texas Accessibility Standards" as promulgated under the Texas Civil Statutes, Article 9102, Architectural Barriers Act, as administered by the Texas Department of Licensing and Regulation.</p>	<p>G. The library provides access to 100% of the special needs learners by complying with Americans with Disabilities Act (ADA) standards and "Texas Accessibility Standards" as promulgated under the Texas Civil Statutes, Article 9102, Architectural Barriers Act, as administered by the Texas Department of Licensing and Regulation.</p>	<p>G. The library provides access to less than 100% of the special needs learners and does not comply with Americans with Disabilities Act (ADA) standards and "Texas Accessibility Standards" as promulgated under the Texas Civil Statutes, Article 9102, Architectural Barriers Act, as administered by the Dept of Licensing and Regulation.</p>
<p>H. Construction quality is in compliance with relevant local, state, and federal laws, including Title 19, Part II, Chapter 61, Subchapter CC: Commissioner's Rules Concerning School Facilities educational specifications related to lighting, HVAC, wiring, electricity, plumbing, mechanical, etc.</p>	<p>H. Construction quality is in compliance with relevant local, state, and federal laws, including Title 19, Part II, Chapter 61, Subchapter CC: Commissioner's Rules Concerning School Facilities educational specifications related to lighting, HVAC, wiring, electricity, plumbing, mechanical, etc.</p>	<p>H. Construction quality is in compliance with relevant local, state, and federal laws, including Title 19, Part II, Chapter 61, Subchapter CC: Commissioner's Rules Concerning School Facilities educational specifications related to lighting, HVAC, wiring, electricity, plumbing, mechanical, etc.</p>	<p>H. Construction quality is not in compliance with relevant local, state, and federal laws, including Title 19, Part II, Chapter 61, Subchapter CC: Commissioner's Rules Concerning School Facilities educational specifications related to lighting, HVAC, wiring, electricity, plumbing, mechanical, etc.</p>
<p>I. The physical design of the Library allows the learning community convenient access and use for at least 12 hours per week beyond the instructional day.</p>	<p>I. The physical design of the Library allows the learning community convenient access and use for at least 8 hours per week beyond the instructional day.</p>	<p>I. The physical design of the Library allows the learning community convenient access and use for at least 5 hours per week beyond the instructional day.</p>	<p>I. The physical design of the Library does not allow the learning community convenient access and use beyond the instructional day.</p>
<p>J. The library is ergonomically designed to be free of columns or other visual barriers to facilitate unobstructed view of the entire area to ensure adequate supervision of the site and the safety of learners.</p>	<p>J. The library is ergonomically designed to be free of columns or other visual barriers to facilitate unobstructed view of at least 85% of the area to ensure adequate supervision of the site and the safety</p>	<p>J. The library is ergonomically designed to be free of columns or other visual barriers to facilitate unobstructed view of at least 70% of the area to ensure adequate supervision of the</p>	<p>J. The library is not ergonomically designed to be free of columns or other visual barriers. The view of less than 70% of the area is obstructed and does not ensure adequate supervision of the site or the</p>

	of learners.	site and the safety of learners.	safety of learners.
K. Maintains sound collection management practices, assesses materials and resources inventory, and conducts a cost benefit analysis to determine if a security system is required. If justified, librarian advocates for the purchase of a security system to be installed at the library entrance.	K. Assesses materials and analyzes data to determine if a security system is required. If justified, librarian advocates for the purchase of a security system to be installed at the library entrance.	K. Tracks and reports losses annually to the administration but does not conduct a cost benefit analysis to determine if a theft detection system is required.	K. Does not track or report losses to the administration.
L. Is knowledgeable about professional standards such as the architectural and engineering standards published by the Illuminating Engineering Society (IES) , for artificial and natural direct and indirect lighting. Librarian assesses library to determine if it is up to standard and advocates for needed improvements. When renovating an existing facility or designing a new facility, the librarian plans with the architect to design a library that includes appropriate full spectrum lighting for each area of the library individually as well as for the overall facility at all times of the day; lighting controls for each area that are conveniently placed near the main entrance to the library and are individually controlled; and uniform illumination of all shelves.	L. Is aware of professional standards such as the architectural and engineering standards published by the Illuminating Engineering Society (IES) . When renovating an existing facility or designing a new facility, the librarian plans with the architect.	L. Uses professional librarian resources to recommend design or improvements. When renovating an existing facility or designing a new facility, the librarian plans with the architect.	L. Is unaware of professional standards such as the architectural and engineering standards published by the Illuminating Engineering Society (IES) .
M. Knows and advocates for conditions in the library that optimally support the resources, technology, and facilities. Heating, ventilating, air conditioning, and climate control (HVAC) are maintained throughout the year as required in each of the	M. Is aware of conditions in the library that support the resources, technology, and facilities. Librarian informs administration of the requirements for heating, ventilating, air conditioning, and climate control (HVAC) required to support the library.	M. Is aware of conditions in the library that support the resources, technology, and facilities. Heating, ventilating, air conditioning, and climate control (HVAC) are maintained when the school is in use.	M. Is unaware of conditions in the library that optimally support the resources, technology, and facilities. Heating, ventilating, air conditioning, and climate control (HVAC) are not maintained as required in each of the environmental regions of the State.

environmental regions of the State. HVAC for the library is separate from the rest of the school and controls are in the library.			
N. Arranges library furniture, equipment and materials ergonomically to foster flexible, efficient and effective traffic flow and use of space and items. Arranges library shelving and furniture in accordance with ADA .	N. Arranges library furniture, equipment and materials to maximize space for flexible use. Arranges library shelving and furniture in accordance with ADA .	N. Arranges library furniture, equipment and materials in accordance with ADA .	N. Does not arrange library furniture, equipment ergonomically or in compliance with ADA .
O. Uses at least 90% of available display space on top of shelves, on walls, and in special areas to display student and community work and for reading promotional displays.	O. Uses at least 80% of available display space on top of shelves, on walls, and in special areas to display student and community work and for reading promotional displays.	O. Uses at least 55% of available display space on top of shelves, on walls, and in special areas to display student and community work and for reading promotional displays.	O. Uses less than 55% of available display space on top of shelves, on walls, and in special areas to display student and community work and for reading promotional displays.

Benefits for Students:

Access a library that is a sanctuary that provides a non-threatening environment in which they pursue their individual interests, study independently, study with friends and groups, and attend meetings of student organizations.

Utilize a library that is designed and arranged to enhance its appeal and their ability to study.

Students who are physically challenged utilize adaptive devices and furnishings to support their independent and barrier-free access to the library.

Display work and products in the library.

Utilize the library to complete assignments during and beyond the instructional day.