FACILITIES

Essential questions/investigations:

1. Examine the appeal/atmosphere of the media center (Stand at the entrance and look at the entire library media center.).
    a. Is it inviting and appropriate for the students at this school?
    b. Are areas/spaces clearly labeled?
    c. Is the furniture (chairs, tables, leisure furniture) the appropriate size and in good repair?
    d. What is the condition of the carpet, walls, etc.

2. Think of an item you would like to locate in this library media center
    a. Start at the entrance to begin your search.
    b. Is there adequate/appropriate signage to direct you to the needed area? If you were a student at this school, would the signage be appropriate for you?
    c. If you need to use the OPAC (on-line catalog), is it easy to locate and use?
    d. Are shelves clearly labeled?
    e. Were you able to locate your item in a reasonable amount of time? (Students often have a limited amount of time to locate resources and use them.)
    f. What would have made your search easier?

3. Examine the main use area. Are there clearly defined areas for each of these activities and is the furniture/equipment appropriate for the tasks? Is the space adequate in size for the task and size of school?
    a. Circulation
    b. Large group (whole class) instruction
    c. Small group instruction
    d. Reference (print and electronic)
    e. Informal reading/leisure area
    f. Print collection
    g. Non-print collection
    h. Story sharing

4. Examine the support areas. Are these adequate for the activity – space, furniture, equipment, etc.. Are they orderly, clean, and accessible?
   a. Planning/administrative
   b. Work area
   c. Storage
       - Supplies
       - Periodicals
       - Equipment
       - Nonprint
   d. Conference
   e. Media retrieval system
   f. Production (video, etc.)

5. Are spaces safe and handicap accessible?

6. Would rearrangement of spaces provide better use and/or access of the space?

7. suggestions