



CHAPTER 4

LIBRARY SPACE

LOCATION

The location of the school library is of as much concern as is its size and shape. It should best be located in an area of maximum accessibility to the students and teachers. The premises chosen to accommodate the library should meet the following requirements:

- ❖ be in a quiet area, free from excessive noise, disturbances and pollution.
- ❖ be away from canteen, common room, playground and parking area.
- ❖ have good ventilation and ample day light.
- ❖ have sufficient floor area in the reading room to enable the students to use it comfortably either in groups or individually.
- ❖ have sufficient work space for the staff to receive books on approval and undertake accessioning, classification, cataloguing, minor repair, issue and return, and reference service activities.



Fig. 5. An Ideal Library with ample space and light



- ❖ have separate enclosure to be used as committee/conference room by teachers and pupils for participating in joint or group discussions.
- ❖ have sufficient stack area so as to organise the books in open shelves.
- ❖ have a counter/enclosure for keeping personal belongings.

The BIS standards provide that the secondary and senior secondary school library building should have a Stack Room, a Librarian's Room and a Reading Room, with a capacity for seating 40 to 120 students at a time. The stack room should be large enough to accommodate between 10000 to 15000 volumes.

The size and seating capacity of the reading room depends on the optimum number of students that a school usually admits. A provision of 10 sq.ft. floor area per pupil in the reading room is considered adequate. On the basis of these considerations, a library should provide accommodation for at least 50 students of a class at a time, plus 10% extra space for other group activities, projects and reference service beside room for librarian, circulation counter, reference desk, books / periodicals display, committee/conference room, property counter, catalogue enclosure.