

Library Audits

Deep Dive into the Library Monitoring Rubric

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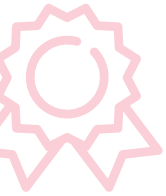
mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

2021-2022





1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

To create collaborative relationships between school librarians and classroom teachers which transforms the school library program into a support system that strengthens the curriculum by bridging the informational literacy gap.



The AASL National School Library Standards encourage learners to:



INQUIRE

- Build new knowledge by inquiring, thinking critically, identifying problems, and developing strategies for solving problems.



INCLUDE

- Demonstrate an understanding of and commitment to inclusiveness and respect for diversity in the learning community.



COLLABORATE

- Work effectively with others to broaden perspectives and work toward common goals.



CURATE

- Make meaning for oneself and others by collecting, organizing, and sharing resources of personal relevance.



EXPLORE

- Discover and innovate in a growth mindset developed through experience and reflection.



ENGAGE

- Demonstrate safe, legal, and ethical creating and sharing of knowledge products independently while engaging in a community of practice and an interconnected world.



Children without basic literacy skills when they enter school are **3-4 times** more likely to drop out later.



Reading to a child in an interactive style raises his or her IQ by over **6 points**.



15 minutes per day of independent reading can equal **1 million+** words in a year.



Daily reading to children puts them almost **1 year** ahead of those who are not being read to.



Children who read 3,000 words per day will be in the **top 2%** of standardized tests.





Warm-Up Talk

What do you need to know about the school library monitoring rubric (audit)?



Overview

School Library Audits



Important Information



Library audits only occur during a FULL district audit.

Accreditation Standards: *Administration and Personnel*



2.3 The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth ($\frac{1}{4}$) of the workday to library/media administrative activities.

{Miss. Code Ann. § 37-17-6(3)(a-e)}

2.3.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

2.3.2 If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

Accreditation Standards: *Administration and Personnel*




- 3 The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance.
{Miss. Code Ann. § 37-3-46(b)}

- 3.6 Administrators who rate as school-level administrators, counselors, librarians, and teachers, and teacher-observers shall complete an MDE-approved Professional Growth System (PGS) training.



Standard is being created to ensure that all librarians are evaluated using the correct PGS.

Accreditation Standards: *Instructional Practices*

- 
- 18** Each school has a library media center. Refer to the current edition of the Mississippi Public and Nonpublic School Library Guide. {Miss. Code Ann. § 37-17-6(3)(a-e)}
 - 18.1** Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.
 - 18.2** The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

Resources



MS School Library Guide and Resources

Monitoring Rubric

DOMAIN I: LIBRARY COLLECTION

1.1 Automated Management System: All library collections shall be cataloged in a web-based automated system, including fiction, nonfiction, easy, reference, professional collection, and non-print items, including CDs/DVDs and eBooks. The school library shall barcode and place correct spine labels on the physical item and add all record information in the automated system.

Evidence: Collection Statistics, Training Documents, OPAC Lessons

Minimum Requirements	Progressive (Minimum +)
<input type="checkbox"/> Circulation/Cataloging Capacity	<input type="checkbox"/> 2 management computers
<input type="checkbox"/> Librarian Management computer	<input type="checkbox"/> Online access to materials available in the school library throughout the school facility/remote sites
<input type="checkbox"/> Barcode scanner	<input type="checkbox"/> Remote circulation and inventory capabilities
<input type="checkbox"/> Online access to materials available in the school library	
<input type="checkbox"/> All equipment and materials cataloged	
<input type="checkbox"/> Cataloging, processing, and shelving of resources according to the Dewey Decimal Classification System	
<input type="checkbox"/> Teacher and student OPAC (Online Public Access Catalog) training	
<input type="checkbox"/> Inventory capabilities	

Library Guide	Evidence	Notes
<input type="checkbox"/> Section 4.7: Cataloging and Processing	<input type="checkbox"/> Collection Statistics <input type="checkbox"/> Training Documents <input type="checkbox"/> OPAC Lessons	

Source: Miss. Code Ann. § 37-17-6 (Adopt 6/2018) 2

Rubric Format

Domain

Section

Evidence

Requirements

DOMAIN I: LIBRARY COLLECTION

1.1 Automated Management System: All library collections shall be cataloged in a web-based automated system, including fiction, nonfiction, easy, reference, professional collection, and non-print items, including CDs/DVDs and eBooks. The school library shall barcode and place correct spine labels on the physical item and add all record information in the automated system.

Evidence: *Collection Statistics; Training Documents; OPAC Lessons*

Minimum Requirements

- Circulation/Cataloging Capacity
- Librarian Management computer
- Barcode scanner
- Online access to materials available in the school library
- All equipment and materials cataloged
- Cataloging, processing, and shelving of resources according to the Dewey Decimal Classification System
- Teacher and student OPAC (Online Public Access Catalog) training
- Inventory capabilities

Progressive (Minimum +)


- 2 management computers
- Online access to materials available in the school library throughout the school facility/remote sites
- Remote circulation and inventory capabilities

Organization


Library Data Binder




Best Ways to Collect Data




DO NOT collect items in a box throughout the year.




Pictures or photo albums are **NOT** required as evidence.



Using computer files or cloud storage is a great way to organize and store digital documents.



A binder or folder is a great way to collect and organize reports and other information.



Use whatever type of organization process that helps you locate information quickly.

Resources



 **SCHOOL LIBRARY PROGRAM OFFICE**
LIBRARY DATA BINDER CATEGORIES

The following organizes evidence for the School Library Monitoring Rubric and School Librarian Professional Growth Rubric. The evidence below is not an exhaustive list, but the categories will help librarians organize artifacts for both rubrics. There is a table of contents and examples of the evidence to show how to organize the library data binder.

Library Budget	
Library Monitoring Rubric	2.4 Funding: School districts shall provide sufficient funding for the purchase and maintenance of current resources for the school library.
School Library Guide	Section 6.2: Budget and Funding
Evidence	Budget Report; Budget Justification or Specific Budget Request

Library Collection	
Library Monitoring Rubric	1.1 Automated Management System: All library collections shall be cataloged in a web-based automated system, including fiction, nonfiction, easy, reference, professional collection, and non-print items, including CDs/DVDs and ebooks. The school library shall barcode and place correct spine labels on the physical item and add all record information in the automated system. 1.2 General Collection: Collection shall include nonfiction, fiction, and easy titles. The collection shall be consistently weeded, and assessments shall be used to guide selection of materials. Collection can also include ebooks that can be circulated or tracked through the library's automated system. 1.3 Reference Materials: Collection shall include print and/or digital Encyclopedias, Dictionaries, Almanacs, Thesauruses, and Atlases. Print and/or non-print periodicals such as newspapers and magazines shall be included in this collection. 1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions. 1.5 Professional Collection: Resources shall support Mississippi Department of Education Professional Development Accountability Standard 15 (Miss. Code Ann. § 37-17-8) (7 Miss. Admin. Code Pt. 3, Ch. 44, § 44-1) as well as the professional growth of teachers, administrators, and school librarians.
Librarian Growth Rubric	Domain 1 Instructional Planning Standard 2: Plans instruction and provides print and digital resources that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs by working with teachers, administrators, and the school library advisory committee.

School Library Data Binder Categories | 1



Library Data Binder Categories

Data Binder Format



Main Category →	Library Policies and Procedures
Library Monitoring Rubric Connection →	2.3 School Library Policies and Procedures: A library handbook of library policies and procedures shall be developed, adopted, and used in each library. The handbook shall include procedures concerning circulation, maintenance, inventory of materials, and weeding of the collection.
Librarian Professional Growth Rubric Connection →	Domain III Library Culture and Learning Environment Standard 8: Resources are selected according to the principles of the <i>School Library Bill of Rights</i> and <i>Intellectual Freedom</i> and provides access to information in consideration to students' needs, abilities, and diversity.
School Library Guide Connection →	Section 1.4: Intellectual Freedom; Section 1.5: Freedom to Read; Section 4.1: Understanding Collection Development; Section 4.5: Weeding of Collection Resources; Section 4.6: Challenged Materials; Section 4.7: Cataloging and Processing; Section 6.5: Librarian Evaluation; Section 6.9: Policies and Procedures Handbook
Evidence →	Cataloging and Processing Policies; Circulation Policy; District Policies; <i>Library Bill of Rights</i> ; Policies and Procedures Manual

Templates

- Templates have been created to help librarians collect and organize data.
- Each template has a header with the name of the document and connections to resources.

Example

- **Title:** Teacher Request Form
- **Library Monitoring Rubric:** Section 2.2
- **Librarian Growth Rubric:** Standards 2 and 3
- **School Library Guide:** Section 3.5

TEACHER REQUEST FORM
Library Monitoring Rubric - Section 2.2
Librarian Growth Rubric - Standards 2 and 3
School Library Guide - Section 3.5

TEACHER INFORMATION

Teacher _____


Grade Level _____ Subject Area _____

Do you have any recommendations for books, periodicals, or electronic resources that should be added to the school library's collection?

REMINDERS

- Classroom sets cannot be purchased using library funds. Only 5 copies per title can be ordered.
- DVDs and CDs must connect to the curriculum standards and meet copyright regulations.

Resource Type	Title	Author	Cost

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Mississippi Department of Education
SCHOOL LIBRARY PROGRAM

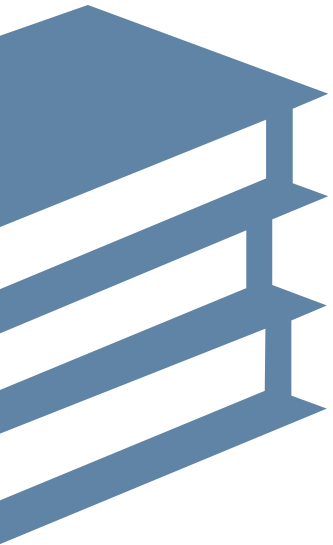
Category 1

Library Collection



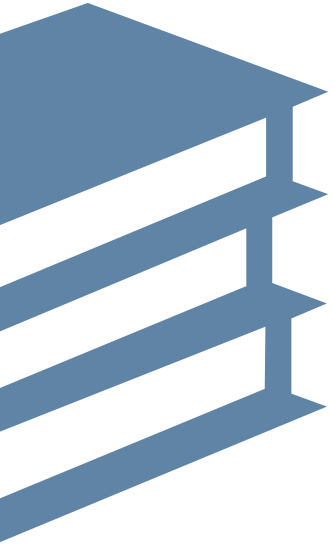
Description

- All library collections **shall** be cataloged in a web-based automated system, including fiction, nonfiction, easy, reference, professional collection, and non-print items, including CDs/DVDs and ebooks.
- The school library **shall** barcode and place correct spine labels on the physical item and add all record information in the automated system.



Minimum Requirements

- Circulation/Cataloging Capacity
- Librarian Management computer
- Barcode scanner
- Online access to materials available in the school library
- All equipment and materials cataloged
- Cataloging, processing, and shelving of resources according to the Dewey Decimal Classification System
- Teacher and student OPAC (Online Public Access Catalog) training
- Inventory capabilities



Collection Age Report
Call numbers grouped by prefix.

Range	Age		Circulations		Collection Copy Count
	Copies w/ Dates	Average Age	This Year	Total	
000 - 099	23 [92.00%]	2009 [7 yrs.]	0 [0.00%]	4 [0.29%]	25 [0.88%]
100 - 199	27 [90.00%]	2007 [9 yrs.]	1 [0.38%]	8 [0.58%]	30 [1.05%]
200 - 299	13 [92.86%]	2004 [12 yrs.]	0 [0.00%]	1 [0.07%]	14 [0.49%]
300 - 399	195 [76.47%]	2008 [8 yrs.]	11 [4.23%]	42 [3.04%]	255 [8.94%]
400 - 499	22 [91.67%]	2001 [15 yrs.]	0 [0.00%]	23 [1.66%]	24 [0.84%]
500 - 599	172 [83.90%]	2009 [7 yrs.]	17 [6.54%]	39 [2.82%]	205 [7.19%]
600 - 699	127 [89.44%]	2009 [7 yrs.]	7 [2.69%]	14 [1.01%]	142 [4.98%]
700 - 799	131 [88.51%]	2008 [8 yrs.]	29 [11.15%]	61 [4.41%]	148 [5.19%]
800 - 899	98 [76.56%]	2005 [11 yrs.]	6 [2.31%]	25 [1.81%]	128 [4.49%]
900 - 999	307 [86.72%]	2006 [10 yrs.]	52 [20.00%]	137 [9.91%]	354 [12.42%]
92	1 [100.00%]	2000 [16 yrs.]	0 [0.00%]	0 [0.00%]	1 [0.04%]
E	0 [0.00%]	- [- yrs.]	0 [0.00%]	0 [0.00%]	0 [0.00%]
FIC	1,428 [95.97%]	2007 [9 yrs.]	133 [51.15%]	994 [71.92%]	1,488 [52.19%]
PRO	6 [100.00%]	2013 [3 yrs.]	0 [0.00%]	9 [0.65%]	6 [0.21%]
R	0 [0.00%]	- [- yrs.]	0 [0.00%]	0 [0.00%]	2 [0.07%]
REF	5 [100.00%]	2009 [7 yrs.]	0 [0.00%]	3 [0.22%]	5 [0.18%]
SC	24 [100.00%]	2006 [10 yrs.]	4 [1.54%]	20 [1.45%]	24 [0.84%]
No Call #	0 [0.00%]	- [- yrs.]	0 [0.00%]	0 [0.00%]	0 [0.00%]
Temporary	0 [0.00%]	- [- yrs.]	0 [0.00%]	2 [0.14%]	0 [0.00%]
	2,579	2007 [9 yrs.]	260	1,382	2,851

Required Evidence

- Collection Statistics - Summary (current circulation, age, and value)
- Training documents
- OPAC Lessons

MS School Library Guide

- Section 4.7 – Cataloging and Processing

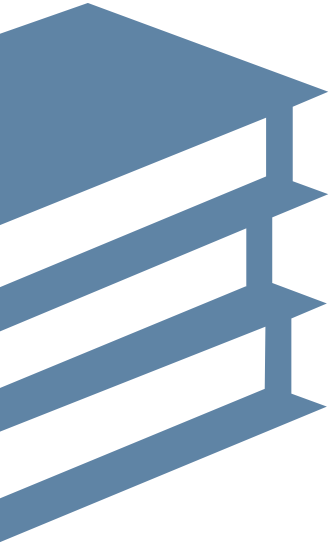
Description

- Collection **shall** include nonfiction, fiction, and easy titles.
- The collection **shall** be consistently weeded, and assessments shall be used to guide selection of materials.
- Collection **can** also include ebooks that can be circulated or tracked through the library's automated system.



Minimum Requirements

- A **goal** of 10 books per student that are in good condition, supports the school's instructional program, and provide titles for pleasure reading
- A **well-balanced, diverse** collection that is both **age** and **content** appropriate



HINT: Age and Use is more important than the number of books.



1.2 General Collection

Required Evidence

- Historical Collection Report (statistics for a particular time frame)
- Weeding Report
- Requisitions
- Collection Development Plan

MS School Library Guide

- Section 4.2 - Selection Tools;
- Section 4.4 - Collection Guidelines;
- Section 4.5 - Weeding of Collection Resources

Library Weeding Log

From: 10/1/2013 To: 10/31/2013

10/30/2013 - Copies Removed: 105

Alex and the ironic gentleman : a novel (Removed: 1)

Author: Kress, Adrienne.	ISBN: 978-1-60286-005-6	Published: 2007		
Call Number	Barcode	Price	Acquired	Removed By
FIC KRESS	52504182	\$15.00	10/22/2010	elizabeth.simmons
Was Available -- Weeded				

AN OCEAN APART, A WORLD AWAY (Removed: 1)

Author: LENSEY NAMIOKA	ISBN: 0-440-22973-1			
Call Number	Barcode	Price	Acquired	Removed By
FIC NAMIOKA	5250005306	\$15.00	1/8/2011	elizabeth.simmons
Was Available -- Weeded				

ARIES RISING : STAR CROSSED (Removed: 1)

Author: BONNIE HEARN HILL.	ISBN: 978-0-545-29297-9			
Call Number	Barcode	Price	Acquired	Removed By
FIC HILL	52503389	\$10.00	10/26/2010	elizabeth.simmons
Was Available -- Weeded				

BACK TO THE DIVIDE (Removed: 2)

Author: ELIZABETH KAY.	ISBN: 978-0-439-65929-1			
Call Number	Barcode	Price	Acquired	Removed By
FIC KAY	5250005173	\$25.00	1/7/2011	elizabeth.simmons
Was Available -- Weeded				
FIC KAY	5250005174	\$25.00	1/7/2011	elizabeth.simmons
Was Available -- Weeded				

Beautiful creatures (Removed: 1)

Author: Garcia, Kami.	ISBN: 978-0-316-07703-3 (pbk.)	Published: 2010		
Call Number	Barcode	Price	Acquired	Removed By
FIC GARCIA	52503191	\$35.00	11/29/2010	elizabeth.simmons
Was Available -- Weeded				

BOYS ARE DOGS (Removed: 1)

Author: LESLIE MARGOLIS.	ISBN: 0-545-20039-3			
Call Number	Barcode	Price	Acquired	Removed By
FIC MARGOLIS	52504895	\$10.00	12/6/2010	elizabeth.simmons
Was Available -- Weeded				

Boys are dogs (Removed: 1)

Author: Margolis, Leslie.	LCCN: 2007-52362	Published: 2008		
Call Number	Barcode	Price	Acquired	Removed By
FIC MARGOLIS	52504889	\$10.00	12/6/2010	elizabeth.simmons
Was Available -- Weeded				

Breakout squad (Removed: 2)

Author: Windham, Ryder.	LCCN: 2009-11515	Published: 2009		
Call Number	Barcode	Price	Acquired	Removed By
FIC LUCAS	52503375	\$10.00	10/12/2010	elizabeth.simmons
Was Available -- Weeded				

Report generated on 10/31/2013 at 10:29 AM

Page: 1 Total pages: 36

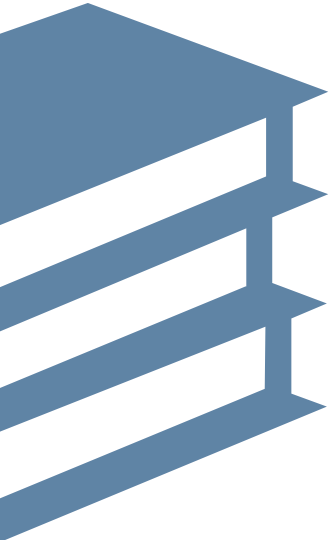
Description

- Collection **shall** include print and/or digital Encyclopedias, Dictionaries, Almanacs, Thesauruses, and Atlases.
- Print and/or non-print periodicals such as newspapers and magazines **shall** be included in this collection.



Minimum Requirements

- A core reference collection that is in good condition that supports the school’s **current** instructional program
- A **well-balanced** collection that is both **age** and **content** appropriate



Type of Resource	Elementary School (Grades Pre-K - 5)	Middle School (Grades 6 - 8)	High School (Grades 9 - 12)
Encyclopedia, General	<ul style="list-style-type: none"> • At least 1 or more online general, grade-level appropriate encyclopedia AND • 1 current set of print, not older than 5 years 	<ul style="list-style-type: none"> • At least 1 or more online general, grade-level appropriate encyclopedia 	<ul style="list-style-type: none"> • At least 1 or more online general, grade-level appropriate encyclopedia
Dictionaries	<ul style="list-style-type: none"> • Electronic access to online dictionary AND • Up to 5 copies of recent, appropriate dictionary AND • Foreign language dictionaries available for 	<ul style="list-style-type: none"> • Electronic access to online dictionary AND • Up to 5 copies of recent, appropriate dictionary AND • Foreign language dictionaries available for 	<ul style="list-style-type: none"> • Electronic access to online dictionary AND • Foreign language dictionaries available for languages taught or spoken in the school and represented by the



HINT: Age and Use is more important than the number of books.

LESSON 1: INTRODUCTION (MS STUDIES)**Objective**

- Students will demonstrate an ability to show understanding of how the cultural and historical context influenced the blues and use search skills and technology tools to find and share information.

Duration

- 2 class periods

Materials

- Computers with internet access
- "Depot Blues"
- Reading materials from the *Library of Congress*

Tasks

1. Provide students with articles from *Library of Congress* to read independently and student will listen to the music links embedded in the articles.
2. Once they have read the articles, students will post comments or questions on a online discussion board platform. The discussion board will lead into a broader discussion of the birth of the blues in Mississippi.
 - a. Students will also answer specific questions regarding the reading and listening samples. Questions may include: (1) When and where did the blues originate? Or (2) What subjects were used in the blues?
3. **Optional:** Students can create a pathfinder containing other available resources that can be added to the school library's online system through the "resource list" function.

LESSON 2: RESEARCH (LIBRARY)**Objective**

- Students will improve their database and web search skills and create online playlist of musical selection.

Duration

- 2 class periods

Materials

- Computers with internet access
- List of Mississippi blues musicians
- Pathfinder curated by school librarian
- YouTube Playlist instructions



Deskins, Liz. *Content-Area Collaborations for Secondary Grades*. ALA Editions, 2020.

3

Required Evidence

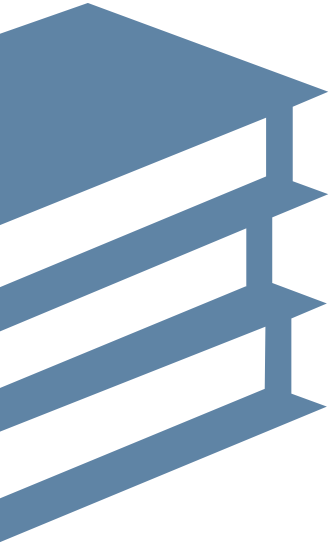
- Weeding Report
- Requisitions
- Reference Lessons
- Collection Development Plan

MS School Library Guide

- Section 3.6 - Planning for Instruction;
- Section 4.4 - Collection Guidelines;
- Section 4.5 - Weeding of Collection Resources

Description and Minimum Requirements

- Collection **shall** include internet resources, MAGNOLIA, audio/visual, technology, and/or digital and ebook subscriptions.
- School library website available on school home page for student access which includes librarian's name, schedule, and email
- Maintain a list of **credible** and **age-appropriate** websites that support the current curriculum
- MAGNOLIA Database available with links on library computers/website and advertised in the library
- Emerging formats available to support the current curriculum
- Training on non-print resources



HINT: School Library Section 5.3 Digital Resources has examples of digital resources


Required Evidence

- List of credible and age-appropriate websites
- Lesson plans or training using non-print resources
- A/V curriculum connection (if there are videos that are questionable)

MAGNOLIA


Resource Training for Teachers

2019-2020



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Ensuring a bright future for every child

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explora

MAGNOLIA PUBLIC SCHOOLS

elephants Select a Field (optional) Search

AND Select a Field (optional) Clear

AND Select a Field (optional)

Basic Search Advanced Search Search History

Refine Results Relevance Page Options Share

Search Results: 1 - 30 of 818

TOPIC OVERVIEW

Elephant.

Elephants have always fascinated both children and adults. Their size amazes people. Elephants are the largest living land mammals. They are unique... [more](#)

Salem Press Primary Encyclopedia

Other Topics: Asian elephant.

EBSCOhost

explora

An EBSCO Experience

Explora

Features

- Lexile-leveled encyclopedia and magazine articles
- Read-aloud option

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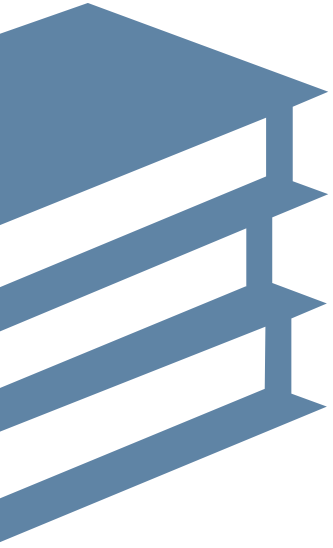
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MS School Library Guide

- Section 3.11 - MAGNOLIA Database;
- Section 4.4 - Collection Guidelines;
- Section 5.3 - Digital Resources

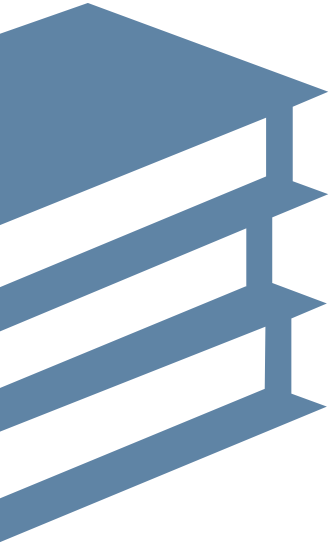
Description

- Resources **shall** support Mississippi Department of Education Professional Development Accountability Standard 15 {Miss. Code Ann. § 37-17-8} (7 Miss. Admin. Code Pt. 3, Ch. 44, R. 44.1) as well as the professional growth of teachers, administrators, and school librarians.



Minimum Requirements

- A **goal** of 20 print and/or digital current professional titles
- Access** to print and/or electronic professional periodicals
- Current **credible** websites for professional development purposes available through the school library website



HINT: Section 5.3 Digital Resources gives example of digital professional resources.



Required Evidence

- Promotion of Professional Development resources

MS School Library Guide

- Section 2.5 - Professional Development;
- Section 4.4 - Collection Guidelines;
- Section 4.5 - Weeding of Collection Resources



Category 2

Library Management



Description



- A certified school librarian **shall** be assigned to the school library Miss. Code Ann. § 37-17-6(3)(a-e).
- The librarian **shall** offer an organized program of service to students and staff.
- The librarian **shall** function 100% in the library position, either ½ or full time, depending on the school population.
- The librarian **shall** not serve as a substitute teacher.



Minimum Requirements

- A certified school librarian is assigned to the school library (half-time if school enrollment is 0-499; full-time if school enrollment is 500 or more)
- Flexible scheduling/Open access is incorporated into the school library schedule especially during a non-traditional school day (i.e., testing, school programs, and professional development meetings)
- Time is allotted at the beginning and end of the school year for necessary library maintenance tasks including inventory
- Ample time (at least 25% half-or full-time) is allotted throughout the school week to complete management and administrative library tasks (planning, weeding, shelving, ordering, etc.) and is shown on the librarian's schedule



Required Evidence

- Detailed Library Schedule
- Board-approved Job Description
- Other Assigned Duties
- Yearly Inventory Report

Block/Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-7:45	Open Library Time 2nd Grade	Open Library Time 2nd Grade	Open Library Time 2nd Grade	Open Library Time 4th Grade	Open Library Time 4th Grade
7:45-8:00	Open Library Time 3rd Grade	Open Library Time 5th Grade	Open Library Time 5th Grade	Open Library Time 4th Grade	Open Library Time 3rd Grade
8:00-8:40	Reading Intervention	5th Grade Class	5th Grade Class	Reading Intervention	Library Administration
8:40-9:20	Reading Intervention	Reading Intervention	Reading Intervention	Reading Intervention	
9:20-10:00	Library Administration	Library Administration	Reading Intervention	Library Administration	Open Library Time
10:00-10:40	2nd Grade	2nd Grade	Library Administration	2nd Grade	
10:40-11:20	1st Grade	1st Grade	1st Grade	Reading Intervention	
11:20-11:50	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:50-12:30	4th Grade	4th Grade	4th Grade	Library Administration	Library Administration
12:30-1:10	3rd Grade	Reading Intervention	3rd Grade	3rd Grade	
1:10-1:50	Library Administration	Kindergarten	Kindergarten	Kindergarten	Silent Reading
1:50-2:15	Silent Reading	Silent Reading	Silent Reading	Silent Reading	
2:15-2:30	Dismissal	Dismissal	Dismissal	Dismissal	
2:30-3:30	Faculty Meeting	PLC Meeting	Professional Training	Library Advisory Meeting	Reading Meeting

MS School Library Guide

- Section 3.7 - Promotion Flexible, Open Access;
- Section 6.1 - Personnel

Description and Minimum Requirements

- The school library program **shall** participate in periodic reviews and ongoing informal and formal assessments used to develop short- and long-range strategic plans for improvement.
 - Program assessment is based on informal and formal assessment which includes input from administrators, faculty and students (MDE Librarian Growth Rubric)
 - The school librarian sets SMART Goals which are reported to the administration no later than September of the current school year
 - Needs assessments, inventories, professional tools, curriculum objectives, and input from the Library Advocacy Committee are used by the school librarian to establish annual goals



Required Evidence

- Library short-and long-term goals for improvement for the last 2 years
- Teacher and students surveys (responses)
- Teacher Requests
- Evaluation using the MDE Librarian Growth Rubric
- SMART Goals (Student Learning and Library Program)

MS School Library Guide

- Section 6.5 - Librarian Evaluation;
- Section 6.8 – SMART Goals

STUDENT LEARNING OUTCOME
 Library Monitoring Rubric - Section 2.2
 Librarian Growth Rubric – Standard 1
 School Library Guide - Section 3.6

SCHOOL YEAR _____ GRADE LEVEL(S) _____

DIRECTIONS: This form is a tool to assist school librarians in setting a SMART goal that results in measurable learner progress. The SMART goal should be collaboratively developed by the school library advocacy committee. Student Learning Outcomes are due to administrators by the end of September of each school year.

SETTING Describe the population and any special learning circumstances

Main Criteria	Element	Description
Essential Question: What is the most important knowledge/skill(s) I want my students to attain by the end of the school year?		
	Objective Statement	
PRIORITY OF CONTENT	Rationale	
	Aligned Standards	
Essential Question: Where are my students now (at the beginning of school year) with respect to the objective?		
	Baseline Data/ Information	
Essential Question: Based on what I know about my students, where do I expect them to be by the end of the school year and how will they demonstrate their knowledge/skills?		

Student Learning Outcome ▶ 1

Description and Minimum Requirements

- A library handbook of library policies and procedures **shall** be developed, adopted, and used in each library.
 - The handbook **shall** include procedures concerning circulation, maintenance, inventory of materials, and weeding of the collection.
- There is a district-approved policy used for selection of materials, challenges to materials, copyrights, donated materials, and Internet use are standards in the school library's collection development policy



Hint: Should have a policy number and/or date when approved by the board



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Appendices

Appendix A: Library Bill of Rights
Appendix B: Library Orientation
Appendix C: Book Processing Formats
Appendix D: LMS Description
Appendix E: Library Services

Required Evidence

- School Library Policy Manual (Handbook)
- District Approved Policies (Selection, Gift, Weeding, and Challenged Materials)
- Circulation Policy

MS School Library Guide

- Section 4.1 - Understanding Collection Development;
- Section 4.5 - Weeding of Collection;
- Section 4.6 - Challenged Materials;
- Section 4.7 - Cataloging and Processing;
- Section 6.9 - Policies and Procedures Handbook

Description and Minimum Requirements

- School districts **shall** provide sufficient funding for the purchase and maintenance of current resources for the school library.
 - The school library meets the minimum basic collection requirements as stated in the guidelines for Section 1: Library Collection
 - The school district is required to provide consistent, sustained library funding to maintain and upgrade library collections, equipment, and facilities
 - The school librarian must administer the approved school library budget and monitor acquisitions in order to meet all of the instructional and informational needs of the school's learning community
 - The school librarian must submit an annual budget plan which can include requests to the school principal/administrator no later than February of the current school year
 - The school librarian should prepare annual reports documenting how each source of funding for the library program was spent



BUDGET JUSTIFICATION FORM

Library Monitoring Rubric - Section 2.4
 School Library Guide - Section 6.2

MISSION STATEMENT

PROBLEM STATEMENT (What issues/deficits/learning programs/school goals are you addressing with this budget? Include size, age, and condition of existing materials if applicable):

COLLECTION GOALS (What materials do you plan to buy? Address of existing materials if not addressed in problem statement, expected use of materials, or other clarification. Add goals as needed):

ACTION PLAN Add rows as needed. Please use the OPTIONAL box below the order form if you have used in-school monies, grants, or PTA/O funds to acquire materials to demonstrate you have created an overall balanced order for your school.

Goal	Collection Area	Number of Items <small>(specify books, AV, eBooks)</small>	Cost
Subtotal			
		Total Cost of Processing	
Grand Total		Grand Total Cost	



Required Evidence

- Budget expenditures
- Current budget plan and operating budget
- Additional Funding

MS School Library Guide

- Section 6.2 - Budget and Funding

Description and Minimum Requirements

- The school library program **shall** establish an advocacy committee for the school library program within the school and beyond.
- The advocacy committee includes:
 - Library staff
 - Principal/administrator
 - Teachers
 - Parents
 - Students (when age appropriate)
- The advocacy committee meets as needed for program planning and discussion of procedural issues



Required Evidence

- Library Advocacy Committee members, meeting schedule, and meeting agendas
- Library Advocacy Committee goals and objectives

MS School Library Guide

- Section 3.8 - Encouraging Advocacy

ADVOCACY COMMITTEE MEETING AGENDA

Library Monitoring Rubric - Section 2.5
Librarian Growth Rubric - Standard 1
School Library Guide - Section 3.8

Date _____

Objective _____

SIGN-IN

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

MEETING MINUTES



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MS Department of Education
SCHOOL LIBRARY PROGRAM

Description and Minimum Requirements

- The school librarian **shall** use a public relations plan to promote advocacy for the school library program.
- The school librarian uses a variety of communications and methods to publicize the school library and its resources and services



PUBLIC RELATIONS PLAN

Library Monitoring Rubric - Section 2.6
Librarian Growth Rubric - Standard 4
School Library Guide - Section 3.8

Goals/ Objectives: (What are your plans this year to promote the library's programs and resources?)

Target Audience: (Who do you want to reach?)

Outlets: (How do you want to reach your Target Audience?)

* This should be created with the help of your Library Advocacy Committee and the Public Relations contact for your school or school district. Find more information regarding Public Relations by visiting www.ala.org/aasl/advocacy/tools/toolkits/promoting.



MS Department of Education
SCHOOL LIBRARY PROGRAM

Required Evidence

- School Library Public Relations Plan
- Public Relations examples

MS School Library Guide

- Section 3.8 - Encouraging Advocacy;
- Section 3.9 Library Promotional Events

Category 3

Library Facilities



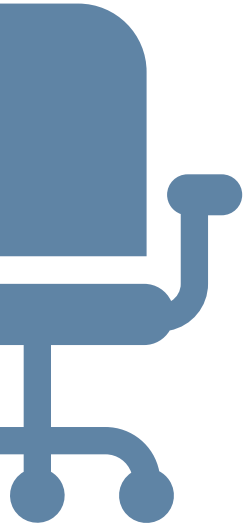
Description

- The school library **shall** be arranged to: (1) accommodate flexible access by classes and individual students; (2) perform basic functions of a curriculum integrated school library program; (3) provide a climate conducive to learning and student achievement; and (4) provide equitable access to information and resources within the school, community, and global networks.



Minimum Requirements

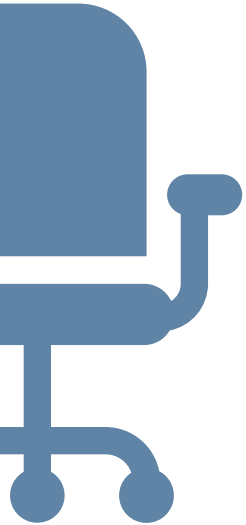
- The school library is neat and well-organized
- The atmosphere is one of welcome and productivity
- Shelving and furniture are age appropriate
- The arrangement of the school library supports use by a minimum of one (1) class and individual students
- The school library is accessible by persons with disabilities in accordance with Public Law 101-476 Education of the Handicapped Act Amendments 1990
- The school library is equipped with temperature control
- Lighting and electrical accommodations have been integrated effectively
- All books are shelved from left to right on the shelf, read from top to bottom, and should accommodate for growth



Minimum Requirements

In addition to adequate space for print/non-print collections, space arrangements should include specific areas for:

- Circulation
- Large group use/instruction
- Small group use
- Individual research
- Storytelling area for elementary students
- Leisure reading
- Library management area
- Use of technology
- Secure storage of library resources and materials
- Displays/Quality Signage





Wrap-Up Talk

What other resources do you need to feel secure about the audit?



To subscribe, send a message to esimmons@mdek12.org with “subscribe library” as the subject of the email.

Please include name, role, and name of school and district.



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