

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.
Librarian Growth Rubric	Domain I Planning Standard 5: Develops and monitors a budget for the library in support of the school's instructional program in consultation with school/district administration.
School Library Guide	Section 6.2: Budget and Funding

Library Collection

Library Monitoring Rubric	<p>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.</p> <p>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.</p> <p>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.</p> <p>1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions.</p> <p>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, R. 44.1) as well as the professional growth of teachers, administrators, and school librarians.</p>
Librarian Growth Rubric	<p>Domain II Library Management Standard 7: Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility.</p> <p>Domain II Library Management Standard 8: Maintains accurate library records and statistics on the use of materials.</p> <p>Domain II Library Management Standard 9: Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items.</p>

School Library Guide

Section 3.6: Planning for Instruction; **Section 3.11:** MAGNOLIA Database; **Section 4.2:** Selection Tools; **Section 4.4:** Collection Guidelines; **Section 4.5:** Weeding of Collection Resources; **Section 4.7:** Cataloging and Processing; **Section 5.3:** Digital Resources; **Section 6.6:** School Library Monitoring Rubric

Library Facilities

Library Monitoring Rubric

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.

3. Library Arrangement: 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.

Librarian Growth Rubric

Domain II Library Management Standard 7: Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility.

Domain IV Library Environment and Facilities Standard 16: Organizes the library for optimal use by students and faculty.

Domain IV Library Environment and Facilities Standard 17: Demonstrates high expectations for all students and maintains positive library environment which produces learning opportunities for all students and staff.

School Library Guide

Section 3.3: Creating a Reading Environment; **Section 6.7:** School Library Facility Requirements; **Section 6.9:** Policies and Procedures Handbook

Library Goals and Objectives

Library Monitoring Rubric

2.2 Needs Assessments: 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.

Librarian Growth Rubric

Domain I Planning Standard 1: Consults with teachers and administrators to create long-range and short-range plans for the library in support of the school's instructional program.

Domain I Planning Standard 3: Plans for and provides the necessary resources, technology, and instructional services that align with MS library standards and curriculum goals.

School Library Guide

Section 3.5: Understanding Collaboration; **Section 3.6:** Planning for Instruction; **Section 6.5:** Librarian Evaluation; **Section 6.8:** Short-and Long-Term Goals

Library Policies and Procedures

Library Monitoring Rubric

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 Growth Rubric

Domain I Planning Standard 2: Develops and implement library policies and procedures for effective library use.

Domain IV Professional Responsibilities Standard 20: Promotes the Library Bill of Rights and Intellectual Freedom.

School Library Guide

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

Library Professional Responsibilities

Library Monitoring Rubric

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, R. 44.1) as well as the professional growth of teachers, administrators, and school librarians.

Librarian Growth Rubric

Domain IV Professional Responsibilities Standard 18: Participates in appropriate professional learning opportunities and/or belongs to professional library organizations. Applies professional learning to benefit students and teachers.

School Library Guide

Section 2.5: Professional Development; **Section 5.4:** Technology Professional Associations/Conferences

Library Programs and Collaboration

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 includes ebooks that can be circulated or tracked through the library's automated system.

1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions.

2.5 Library Advocacy Committee: The school library program shall establish an advocacy committee for the school library program within the school and beyond.

2.6 Public Relations: The school librarian shall use a public relations plan to promote advocacy for the school library program.

Librarian Growth Rubric

Domain I Planning Standard 4: Plans instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.

Domain III Collaboration and Services Standard 10: Encourages reading of various forms of literature by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials.

Domain III Collaboration and Services Standard 11: Maintains effective communication with staff and students informing them of new acquisitions and library services.

Domain III Collaboration and Services Standard 12: Determines instructional needs within the library program by consulting with library advocacy committee.

Domain III Collaboration and Services Standard 13: Collaboratively teaches information and digital literacy as an integral part of the curriculum.

Domain III Collaboration and Services Standard 14: Provides training to students and teachers in the use of resources, technology, and equipment.

Domain III Collaboration and Services Standard 15: Assists students and teachers in locating information and resources for research.

Domain IV Professional Responsibilities Standard 19: Communicates effectively with teachers, students, and family about the library program and available resources. Advocates for the library program in the school and community.

School Library Guide

Section 3.2: Understanding the Librarian's Role in Reading and CCRS; **Section 3.3:** Creating a Reading Environment; **Section 3.4:** Using Data in the Library; **Section 3.5:** Understanding Collaboration; **Section 3.6:** Planning for Instruction; **Section 3.8:** Encouraging Advocacy; **Section 3.9:** Library Promotional Events; **Section 3.11:** MAGNOLIA Database; **4.2:** Selection Tools; **Section 4.4:** Collection Guidelines; **Section 4.5:** Weeding of Collection Resources; **Section 4.7:** Cataloging and Processing; **Section 5.3:** Digital Resources



Mississippi Department of Education SCHOOL LIBRARY PROGRAM

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