LIBRARY MEDIA PROGRAM RUBRIC

2017-18

Demonstrator: Developing Visions For Learning

Fully Functioning Characteristics	Examples of Evidence
I. The Library Media Center has a vision and a mission statement aligned to the school and district goals and reviewed annually.	The school library media vision statement: • is approved by school leadership • is posted in the library and on its website • is reviewed regularly by stakeholders

Demonstrator: Teaching For Learning

Fully Functioning Characteristics	Examples of Evidence
I. **Building Collaborative Partnerships** The school library media program (SLMP) promotes collaboration among members of the learning community to encourage learners to be skilled, lifelong users and creators of ideas and information.	The school library media program supports collaborative partnerships through: • inquiry lessons and units • communication with and support from administration/leadership • input and assistance from parents, community members and organizations to enhance inquiry lessons and units • student input in the learning process
II. **The Role Of Reading** The school library media program promotes reading for learning, personal growth and enjoyment.	The school library media program promotes reading through: • reinforcement of reading strategies • collaboration with teachers and other specialists • acquisition and promotion of current, high-quality, high-interest collections of books and other reading resources in multiple formats • initiatives that encourage and engage learners in reading for understanding and enjoyment • an environment where reading is valued, promoted, and encouraged • read-alouds, book talks, displays, student-created book products, exposure to authors and other means that motivate learners to select a variety of materials • parent, family member and caregiver involvement

Fully Functioning Characteristics	Examples of Evidence
III. **Addressing Multiple Literacies** The school library media program provides instruction that addresses multiple literacies (e.g. information, media, visual and technology).	The school library media program addresses multiple literacies through: • collaboration with classroom teachers • access to formats most appropriate to the learning task • opportunities for inquiry and critical thinking using information in multiple formats • instruction on searching for information in various formats • emerging technologies and formats • approved policies regarding legal, ethical and social responsibilities in accessing, using and creating information in various formats
IV. Effective Practices for Inquiry The school library media program is based on an inquiry-based approach to learning.	The school library media program demonstrates effective practices for inquiry through: • adherence to educational and program standards • planned activities that involve application, analysis, evaluation and creativity • a school-wide model for the information search process • learning aids that help users collect information and data • state-of-the-art and emerging technologies as a means for effective and creative learning
V. Assessment In Teaching for Learning The school library media program is guided by assessment of student learning data.	The school library media program uses formative and summative assessment of student learning data to : • build collaborative partnerships for inquiry learning • promote reading for learning • provide programming to address identified knowledge gaps • inform selection of resources

Demonstrator: Building The Learning Environment

Fully Functioning Characteristics	Examples of Evidence
I. **Planning And Evaluating The SLMP** The school library media program is guided by a strategic plan that reflects the mission, goals and objectives of the library media center and school.	The school library media program plan is: • strategic for continuous improvement • regularly evaluated for program improvement and realignment of goals • used to recognize accomplishment of objectives • used to advocate for the school library instructional program • based upon research findings

II. Staffing
Schools shall employ a school media librarian to organize, equip and manage the operations of the school media library. The school media librarian shall hold the appropriate certificate of legal qualifications in accordance with KRS 161.020 and 161.030. (KRS 158.102)
	The school library media program is:
	• staffed as follows:
	  Under 200: 1 full-time school media librarian (SML)
	  200-500: 1 full-time SML; .5 clerk
	  501-800: 1 full-time SML; 1 clerk
	  801-1200: 1 full-time SML; 1.5 clerk
	  1201-1600: 1.5 SML; 1.5 clerk
	  1601-2000: 2 full-time SML; 2 clerks
	  2001 and Up: 2.5 SML; 2 clerks
	• operated in an environment of mutual respect and collaboration in which all staff members work toward the common goal of student learning
	• supported by job descriptions that outline the roles, responsibilities, competencies and qualifications of library staff, including paraprofessionals, student aides and community volunteers
	• supportive of training for student aides and volunteers

III. The Learning Space The school library media program includes flexible and equitable access to physical and virtual collections of resources that	The school library media programs learning space: • is conducive to learning and collaboration • maintains hours for optimum access • accommodates **flexible scheduling** of the school library facility to allow for efficient and timely integration of resources into the curriculum

Fully Functioning Characteristics	Examples of Evidence
support the school curriculum and meet the diverse needs of all learners.	- is a safe, friendly, comfortable, well-lit, aesthetically pleasing and ergonomic space that is centrally located and well integrated with the rest of the school - encourages technology use, leisure reading and browsing, and use of materials in all formats - includes appropriate shelving and storage for resources - includes a virtual environment and access to digital information - exhibits student work - provides technology and telecommunications infrastructure to support teaching and learning
IV. The Budget The school library media program has sufficient funding to support the strategic plan.	The school library media program's budget support reflects : - rationales and priorities using evidence from strategic planning - an allocation of funding to make steady progress toward attainment of goals and objectives (recommended minimum of $15 per student or 20% of student allocation) - local and national evidence that shows how the SLMP impacts learning - current market data about information resource costs
V. Policies The school library media program includes policies, procedures, and guidelines that support equitable access to ideas and information throughout the school community.	The school library media program policies: - reflect input from appropriate members of the school community - demonstrate compliance with approved **selection and purchasing policies** - include acceptable-use of technology resources - promote ethical use of information - establish procedures for the equitable circulation of library materials - reflect appropriate use of library spaces and resources - include a **reconsideration policy** for challenged materials (this is usually a school board policy)

Fully Functioning Characteristics	Examples of Evidence
VI. Collection And Information Access The school library media program includes a well-developed collection of material in a variety of formats that support the school curriculum and are suited to user needs and interests.	The school library media program: • reflects an up-to-date collection of resources that appeal to differences in age, gender, ethnicity, reading abilities and information needs • provides and protects intellectual **access to information and ideas** and ensures that the collection meets the needs of the school curriculum • takes advantage of available virtual resources to support the school curriculum • includes a current automation system to track holdings • ensures that the library collection is up to date through annual **weeding** • provides a minimum of one computer per six students (based on student seating)
VII. Outreach The school library media program builds support from decision makers who affect the quality of the SLMP.	The school library media program builds support through : • relationships with local, state and national decision makers • promotional efforts aligned with school and stakeholder goals • partnerships with the local and global community that promote student learning • an advocacy group such as "Friends of the School Library" • school-based advisory committee or parent groups • volunteers in the library • communication resources (e.g. library website, newsletters, social networks) • regular reports giving concrete evidence of what the library does to prepare learners to be successful in the 21st century
VIII. Professional Learning The school library media program supports professional learning to sustain and increase knowledge and skills of educators.	The school library media program supports professional learning through: • access to professional materials and resources • opportunities for collaboration with the school media librarian • group presentations (e.g. Webinars, speakers, video conferencing, demonstrations, action research, book studies) • access to meeting space and equipment

Demonstrator: Empowering Learning Through Leadership

Fully Functioning Characteristics	Examples of Evidence
The school library media program is built by professionals who model leadership and **best practice** for the school community.	The school library media program leadership (e.g. school media librarian, principal, superintendent, SBDM, school board): • ensures that the SLMP has the prescribed funding, staff, policies, facilities and resources • is an early adopter of changes in current educational and technology trends • aligns program to school, state and national educational program standards • supports participation in local, regional, state and national **professional associations** for education and librarianship • stays informed and shares knowledge about libraries and learning • uses research to inform practice and makes evidence-based decisions • fosters an atmosphere of respect and rapport between the SLMS and all members of the learning community to encourage student learning and to promote teacher enthusiasm and participation • creates an environment that is conductive to active and participatory learning, resource-based learning, and collaboration with teaching staff

This rubric is not intended for use as an evaluation instrument for the school media librarian, but rather as a tool to evaluate the existing school library media program.