

Appendix

Assessing the School Library Media Program and its Partnerships

Adapted from *Information Power: Building Partnerships for Learning* (AASL and AECT, 1998)

Recommendations:






1. Involve the school's administrator(s), teachers, and library media specialist(s) in the completion of this assessment instrument.
2. Follow the assessment with a discussion directed toward identifying three planning priorities for each of the major sections (teaching and learning, information access and delivery, and program administration).


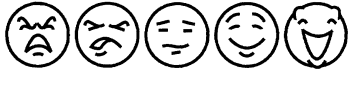
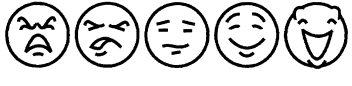
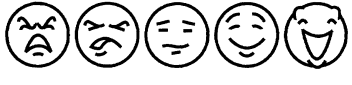
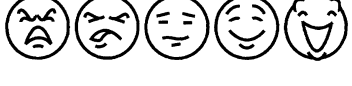
Directions:

1. To indicate your school's progress toward full implementation of each principle, mark the most appropriate face.
2. To indicate the level of participation by your school's principal(s), library media specialist(s), and teachers, mark the corresponding square *L*, *C*, *A*, or *N*:
L = leadership + collaboration + awareness
C = collaboration + awareness
A = awareness
N = no awareness or involvement






Adapted by: Kathy Latrobe, Professor, University of Oklahoma, School of Library and Information Studies, and Anne Masters, Director, Media Services and Instructional Technology, Norman (Oklahoma) Public Schools; graphics by Gary Kramer, Director, Video Resource Center, Norman Public Schools (1999).



















Principles of Teaching and Learning

<p>1. The library media program is essential to learning and teaching and is fully integrated into the curriculum to promote students' achievement of learning goals.</p> <p>The library media program ensures that:</p> <ul style="list-style-type: none"> • Information literacy standards are integrated throughout the teaching and learning process. • Appropriate resources support information literacy and critical thinking throughout the curriculum. • Technology plans focus on information literacy. 	<p>PROGRAM PROGRESS</p> 						
	<p>PROGRAM PARTICIPATION</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Principal</td> <td style="border: none; text-align: center;">LMS</td> <td style="border: none; text-align: center;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> </tr> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>2. The information literacy standards for student learning are integral to the content and objectives of the school's curriculum.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • a rationale for infusing information literacy standards into the curricular and instructional policies; and • integration of standards into day-to-day student learning activities. 	<p>PROGRAM PROGRESS</p> 						
	<p>PROGRAM PARTICIPATION</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Principal</td> <td style="border: none; text-align: center;">LMS</td> <td style="border: none; text-align: center;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> </tr> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>3. The library program models and promotes collaborative planning and curriculum development.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • the teaching and assessment of student achievement in information-literacy concepts and processes. 	<p>PROGRAM PROGRESS</p> 						
	<p>PROGRAM PARTICIPATION</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Principal</td> <td style="border: none; text-align: center;">LMS</td> <td style="border: none; text-align: center;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> </tr> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>4. The library media program models and promotes creative, effective, and collaborative teaching.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • a current professional collection that supports instructional excellence across the curriculum; • the design and implementation of instructional activities that reflect the best in current research and practice; and • the application of basic principles of instructional design in creating, implementing, evaluating, and revising activities and resources for learning. 	<p>PROGRAM PROGRESS</p> 						
	<p>PROGRAM PARTICIPATION</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Principal</td> <td style="border: none; text-align: center;">LMS</td> <td style="border: none; text-align: center;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> </tr> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>5. The library media program provides access to the full range of information resources and services to support learning.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • a professional collection that supports instructional excellence across the curriculum; and • the evaluation, acquisition, provision, and promotion of information resources to meet the learning needs of all learners. 	<p>PROGRAM PROGRESS</p> 						
	<p>PROGRAM PARTICIPATION</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Principal</td> <td style="border: none; text-align: center;">LMS</td> <td style="border: none; text-align: center;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> </tr> </table>	Principal	LMS	Teacher			
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<p>6. The library media program encourages and engages students in reading, viewing, and listening for understanding and enjoyment.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> the effective and enthusiastic use of books, videos, films, multimedia, and other creative expressions that provide pleasure and information; and the encouragement of reading for enjoyment and information. 	<p>PROGRAM PROGRESS</p>  <p>PROGRAM PARTICIPATION</p> <table border="1"> <thead> <tr> <th>Principal</th> <th>LMS</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>7. The library media program supports the learning of all students and other members of the learning community who have diverse learning abilities, styles, and needs.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> analysis of individual learning needs; and activities and resources to address the diverse needs of the learning community. 	<p>PROGRAM PROGRESS</p>  <p>PROGRAM PARTICIPATION</p> <table border="1"> <thead> <tr> <th>Principal</th> <th>LMS</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>8. The library media program fosters individual and collaborative inquiry.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> the learning community's intellectual access to needed information; and demonstration of the attitudes and skills of an independent, lifelong learner. 	<p>PROGRAM PROGRESS</p>  <p>PROGRAM PARTICIPATION</p> <table border="1"> <thead> <tr> <th>Principal</th> <th>LMS</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Principal	LMS	Teacher			
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<p>9. The library media program integrates the uses of technology for learning and teaching.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> expertise in assessing technologies for the enhancement of learning; and the use of new media and technologies for learning and teaching. 	<p>PROGRAM PROGRESS</p>  <p>PROGRAM PARTICIPATION</p> <table border="1"> <thead> <tr> <th>Principal</th> <th>LMS</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Principal	LMS	Teacher			
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<p>10. The library media program is an essential link to the larger learning community.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> an environment that encourages information literacy and lifelong learning; access to information resources within and beyond the school; and appropriate professional development opportunities for all staff. 	<p>PROGRAM PROGRESS</p>  <p>PROGRAM PARTICIPATION</p> <table border="1"> <thead> <tr> <th>Principal</th> <th>LMS</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Principal	LMS	Teacher			
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Principles of Information Access and Delivery

<p>1. The library media program provides intellectual access to information and ideas for learning.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • the matching of individual needs and interests with appropriate materials; • a collection development policy that provides access for members of the school community; and • comprehensive references services, including assistance with access, interpretation, and communication of intellectual content. 	<p style="text-align: center;">PROGRAM PROGRESS</p> <p style="text-align: center;">  </p> <hr/> <p style="text-align: center;">PROGRAM PARTICIPATION</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">LMS</td> <td style="width: 33%;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> </tr> </table>	Principal	LMS	Teacher			
Principal	LMS	Teacher					
<p>2. The library media program provides physical access to information and resources for learning.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • a well-designed facility; • the most advanced resources and equipment appropriate to learning needs; • the acquisition and circulation of all information and instructional resources; • the organization of all resources for effective and efficient use; and • flexible access to its programs and services. 	<p style="text-align: center;">PROGRAM PROGRESS</p> <p style="text-align: center;">  </p> <hr/> <p style="text-align: center;">PROGRAM PARTICIPATION</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">LMS</td> <td style="width: 33%;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> </tr> </table>	Principal	LMS	Teacher			
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<p>3. The library media program provides a climate that is conducive to learning.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • facilities, services, and schedules that are welcoming and appealing; • an inviting, attractive environment; • energetic and enthusiastic personnel; and • organization that promotes productive and focused learning. 	<p style="text-align: center;">PROGRAM PROGRESS</p> <p style="text-align: center;">  </p> <hr/> <p style="text-align: center;">PROGRAM PARTICIPATION</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">LMS</td> <td style="width: 33%;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> </tr> </table>	Principal	LMS	Teacher			
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<p>4. The library media program provides flexible and equitable access to information, ideas, and resources for learning.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • policies and procedures that promote intellectual freedom, flexible scheduling, extended service hours, and after-hours technological access; and • service and access to all learners, regardless of ability. 	<p style="text-align: center;">PROGRAM PROGRESS</p> <p style="text-align: center;">  </p> <hr/> <p style="text-align: center;">PROGRAM PARTICIPATION</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">LMS</td> <td style="width: 33%;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> </tr> </table>	Principal	LMS	Teacher			
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<p>5. The collections of the library media programs are developed and evaluated to support the school's curriculum and to meet the diverse learning needs of students.</p> <p>The school library media program ensures:</p> <ul style="list-style-type: none"> • policies that govern the selection, deselection, and reconsideration of materials; • continuous collection development; • the use of up-to-date reviewing and evaluation sources for the selection of materials; and • the promotion of learning resources. 	<p style="text-align: center;">PROGRAM PROGRESS</p> <p style="text-align: center;">  </p> <hr/> <p style="text-align: center;">PROGRAM PARTICIPATION</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">LMS</td> <td style="width: 33%;">Teacher</td> </tr> <tr> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 40px;"></td> </tr> </table>	Principal	LMS	Teacher			
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<p>6. The library media program is founded on a commitment to the right of intellectual freedom.</p> <p>The library media program ensures:</p> <ul style="list-style-type: none"> • creation and dissemination of policies that promote freedom of information; • an atmosphere of free inquiry; and • the openness to the ideas and the robust debate characteristic of a democratic society. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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<p>7. The information policies, procedures, and practices of the library media program reflect legal guidelines and professional ethics.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> • a library media specialist(s) with in-depth understanding of current legislation and regulations about access, copyright, and other legal issues; and • a commitment to intellectual freedom, confidentiality, the rights of users, and intellectual property rights. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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Principles of Program Administration

<p>1. The library media program supports the mission, goals, objectives, and continuous improvement of the school.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> • mission, goals, and objectives consistent with those of the school; • widely-held acceptance that it is essential to the school's instructional program; and • direction from results of assessments and evaluations for school improvement. 	PROGRAM PROGRESS 		
	PROGRAM PARTICIPATION Principal LMS Teacher		
<p>2. The library media program has at least one full-time, certified/licensed library media specialist supported by qualified staff.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> • support and feedback beyond the building level; • a library media specialist(s) involved with performance appraisals as supervisor and employee committed to personal development; and • library media specialist(s) active in professional organizations. 	PROGRAM PROGRESS 		
	PROGRAM PARTICIPATION Principal LMS Teacher		
<p>3. The library media program has a level of professional and support staffing that is based upon the school's instructional programs, services, facilities, size, and numbers of students and teachers.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> • staffing patterns based upon the analysis of program requirements; • supervision of technical and clerical staff that facilitates its smooth operation; and • access by students and teachers throughout the school day and at other times, as needed. 	PROGRAM PROGRESS 		
	PROGRAM PARTICIPATION Principal LMS Teacher		
<p>4. The library media program has on-going administrative support.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> • a library media specialists who communicates with principal(s) and other appropriate administrators about program plans, activities, and accomplishments; • a library media specialist who participates on the school's administrative team; and • a library media specialist who communicates the program's contribution to student learning. 	PROGRAM PROGRESS 		
	PROGRAM PARTICIPATION Principal LMS Teacher		
<p>5. The library media program has comprehensive long-range strategic planning that ensures its effectiveness.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> • planning as a priority and has resources to support the planning process; • alignment with the information literacy standards, the school's goals, and national curriculum standards; and <p>plans that direct the management of all resources, focus on program accountability, and accommodate a changing environment</p>	PROGRAM PROGRESS 		
	PROGRAM PARTICIPATION Principal LMS Teacher		

<p>6. The library media program has ongoing assessment.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> regular and systematic data collection from a wide range of users and potential users; plans and policies based upon the analysis of quantitative and qualitative data; and results of its assessments reported to all members of the learning community. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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<p>7. The library media program is sufficiently funded.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> a budget based upon current information that ensures the purchase and upkeep of all resources; a budget administered according to sound accounting procedures; and a budget that is maximized by centralized processing and purchase discounts and that is augmented by partnerships with local organizations and with grant writing. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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<p>8. The library media program provides ongoing staff development.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> library media specialist(s) with current and in-depth knowledge of the research and best practices in all aspects of the field; provisions for program staff to attend workshops and courses; and provisions for ongoing in-service opportunities for the full school community, particularly for the integration of information literacy standards and the use of technology. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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<p>9. The library media program affirms its own excellence and demonstrates its value to the entire learning community.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> regular reporting on plans, policies, and achievements; advocacy that demonstrates its value to a broad audience; and promotional outlets that include a variety of written, verbal, and visual formats. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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<p>10. The library media program has effective management of human, financial, and physical resources.</p> <p>The library media program has:</p> <ul style="list-style-type: none"> library media specialist(s) expert in budgeting, supervision, and scheduling; provisions for regular reporting to administrators and others regarding holdings, services, and finances; and library media specialist(s) who participates in hiring, training, and evaluating all program staff and who is responsible for assigning and scheduling staff and volunteers. 	<table border="1"> <tr> <td colspan="3">PROGRAM PROGRESS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROGRAM PARTICIPATION</td> </tr> <tr> <td>Principal</td> <td>LMS</td> <td>Teacher</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	PROGRAM PROGRESS						PROGRAM PARTICIPATION			Principal	LMS	Teacher			
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