

Tips & Scenarios for Using "School Librarians as Learning Leaders: An Administrator's Guide"

The overall goal of the guide is to highlight and emphasize the important instructional role of librarians in 21st century schools. For this goal to be realized and for the resources to be shared, used, and understood, it will depend on the efforts of *you*. Through everyday advocacy, you, as school library professionals, *can* make this happen. (Resources included are an infographic, an annotated resource guide, advocacy tips and scenarios, an action plan worksheet, and a usage survey.) See: www.ala.org/aasl/learningleaders.

Advocacy Begins with You!

Below are suggestions for facilitating the use of the "School Librarians as Learning Leaders: An Administrator's Guide," created as part of the 2016-2017 AASL Presidential Initiative, see: www.ala.org/aasl/learningleaders.

Tips for Advocacy:

Who Will Share These Resources:

- Librarians
- District coordinators
- State level leaders (regional service agencies, dept of ed., library commissions)
- Affiliate Assembly members
- Organization presidents/committees
- University professors

How to Share:

- Face to face meetings
- Presentations (local, state or national conference (not just library related), staff meeting, school board meeting, district administrative level).
- Professional development sessions
- School, district, or state communications (web links, newsletters)
- Social media

When to Share:

- Meeting a new principal
- Beginning of the school year
- Goal setting meetings
- End of year meeting
- Special opportunities (e.g., School board, Parent group, District, Staff, etc.)

What to consider when planning a meeting/presentation:

- Make use of the Action Plan Worksheet at: www.ala.org/aasl/learningleaders
- Remember, it's about your audience: Include goals/messages/talking points to emphasize relevance to the target audience
- Provide evidence/show impact (see "Evidence" section of infographic for ideas)
- Personalize information with local examples
- Inspire others to take action; what is your "ask"?
- **Be sure to fill out the Usage Survey available at:** www.ala.org/aasl/learningleaders

Who to Share With:

Advocacy Scenario Possibilities & Target Audiences:

➤ **Scenario: Share with Your Principal**

Target Audience: Principal

The school librarian, after becoming familiar with the resources, will incorporate relevant ideas from the Infographic and Annotated Resource Guide into the School Library Long Term Goals and share selected sections of the Infographic and ideas with the principal at the beginning of the year and end of the year.

Purpose: Utilize the infographic to construct a vision for the school library with the principal.

Process: After an initial meeting about ideas and goals the school librarians will initiate communication about progress or reflection (e.g., with a monthly email that includes a picture and short blurb focused on progress toward chosen goal (e.g., positive contribution to student or teacher growth). The school librarian will follow up with an end of the year meeting to discuss accomplishments and further planning.

➤ **Scenario: Share with District Administrators**

Target Audience: District Administrators (e.g., curriculum coordinators)

School librarians, district coordinators/directors present the Infographic and Annotated Resource Guide to district administrators in a way that best fits the local needs.

Purpose: The purpose will depend on local needs (e.g., raise awareness for what the school library program does, set the stage for future planning for school libraries, gain support for a particular initiative for school libraries, etc.).

Process: Plan the reason for a presentation, propose the presentation, present. Get feedback from the presentation and have a plan for follow-up.

➤ **Scenario: Share with School Board Members**

Target Audience: School Board

School librarians, district coordinators/directors present the Infographic and Annotated Resource Guide to school board members in a way that best fits the local needs.

Audience: School Board

Purpose: The purpose will depend on local needs (e.g., raise awareness for what the school library program does, set the stage for future planning for school libraries, gain support for a particular initiative for school libraries).

Process: Plan the reason for a presentation, propose the presentation, present. Get feedback from the presentation and have a plan for follow-up.

➤ **Scenario: Twitter Chat with School Librarians**

Target Audience: School Librarians

District leaders, or volunteers from state associations can host a twitter chat to share the 2016-2017 Presidential Initiative infographic, "School Librarians as Learning Leaders: An Administrator's Guide."

Purpose: To ensure school librarians are aware of "School Librarians as Learning Leaders: An Administrator's Guide" infographic.

Process: The twitter chat will be set up by a designated person or group who will also spread the word about date and time. Prompts should be pre-established to lead the discussion about the Infographic. Please use the following hashtags designated for use with the initiative resources:

Examples of chat prompts:

- What core messages can be derived from the infographic?
- How can the components of the infographic be aligned with priority goals of your administrator?
- What local examples can you share with administrators that align with the infographic?
- What resources within the infographic are you already familiar with and how have you used them?
- In what ways could you use the infographic as a whole to further your advocacy efforts?
- What audiences beyond your school administrators might benefit from receiving the infographic?
- What is your best advocacy tip?
- What is one thing you will do to share the infographic in an impactful way?
- Other resources for the initiative can be accessed at: www.ala.org/aasl/learningleaders.
- How are the "Tips & Scenarios for Using 'School Librarians as Learning Leaders: An Administrator's Guide'" useful?
- How can you use the Annotated Resource Guide?
- What is the value of the Action Plan Worksheet?
- As you put these resources to use, please fill out the Usage Survey.

➤ Scenario: Parent Group Information Session

The school librarian and possibly others (e.g., from the library committee) present information from the Infographic to the parent group as a way to involve them in future thinking for the school library (e.g., possibilities for our library, ways we can improve our program, ideas to capture and apply in our setting).

Audience: Parents

Purpose: To involve parents in the school library program planning or to inform them of possibilities for the future of the school library.

Process: The school librarian approaches the leaders of the parent organization to request time on their agenda to present. The school librarian would select relevant resources and information from the Infographic that would best fit their needs in their setting. She/he would then plan a presentation accordingly and create opportunities for feedback and discussion from the parents attending.

Note: Use this AASL brochure when working with parents:

http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aaslissues/brochures/parents_color-intro.pdf

Other Ways to Share with School Librarians:

- State Association Conferences
- District meetings
- Professional development sessions



The American Association of School Librarians (AASL) empowers leaders to transform teaching and learning. "Tips and Scenarios for Using *School Librarians as Learning Leaders: An Administrator's Guide*" is part of the 2016-2017 AASL Presidential Initiative.

Access additional resources at www.ala.org/aasl/learningleaders.