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Eastern Kentucky University Library Science Program

School Library Proficiencies Checklist

Student's Name: _____

Library Name: _____

Mentor's Name: _____

Email: _____

Semester: _____

Year: _____

Date: _____ mm/dd/yy

Each item on this list must be checked off by the professional school library mentor assigned to the student. The checklist is a prerequisite to the last course in the sequence of school library program courses, and Capstone. The checklist will not be accepted unless there is an approved mentor application on file for the student submitting the checklist. Many of the items on this checklist are projects assigned in the various certification courses.

Upon receipt of this checklist, the mentor will be contacted for further verification. The student must allow at least two weeks after receipt of this form for final approval. The checklist document must be submitted and verified before a student may be cleared to register for the last course in the school library program sequence of courses, and Capstone.

Proficiency Goals:

1. The Library Media Specialist as an information specialist.
2. The Library Media Specialist as teacher.
3. The Library Media Specialist as instructional partner.
4. The Library Media Specialist as program administrator.

1. Learner-Centered Teaching and Learning: Objectives:

The student:

1.1 Understands how to serve effectively as an information specialist in a wide range of contexts and across a broad spectrum of resources.	Agree	Date
1.1.1 Prepares bibliographies		_____
1.1.2 Prepares a mediagraphy for a content area		_____
1.2 Understands how to integrate the library media program with the school's educational and instructional goals		
1.2.1 Prepares a curriculum map		_____
1.3 Understands how to create library media programs that complement and enrich learning throughout the school		

1.3.1 Prepares an analysis of a segment of the collection described in the curriculum map (see 1.2.1), identifying strengths and weaknesses		_____
1.4 Works collaboratively with colleagues to serve learners		
1.4.1 Prepares a collaborative lesson with a teacher/teaching team		_____
1.5 Models and promotes collaborative planning, cooperative teaching, and direct instruction as determined by learners' needs and state curriculum standards		
1.5.1 Plans and executes a collaboratively planned lesson with a classroom teacher		_____
1.6 Works collaboratively with faculty to provide students with opportunities to assume responsibility for planning and engaging in independent learning		
1.6.1 Assists students to employ an information skills model (Big 6, I-Search, etc.)		_____
1.7 Models information problem-solving processes in providing instruction about reference and research techniques		
1.7.1 Uses the Big 6, I-Search, etc. to prepare and deliver a lesson on research 09/24/2007 techniques		_____
1.8 Uses varied reading materials, programs, and motivational strategies to guide the development of independent readers		
1.8.1 Prepares and delivers a story time and book talk activity to an elementary age audience.		_____
1.8.2 Prepares and delivers a storytelling and book talk activity to a secondary age audience.		_____

2. Learner-Centered Library Program Leadership and Management: Objective

The student:

2.1 Understands the application of sound managerial principles to the operation of the library media center to meet the needs of all members of the learning community	Agree	Date
2.1.1 Creates, revises, and/or reviews a library policy and procedures manual.		_____
2.2 Participates as an educational leader, an equal partner, and a change agent in the curriculum development process at both the campus and district levels		
2.2.1 Attends a curriculum development meeting as a library representative		_____

2.3 Participate in curriculum design and integrated planning of a shared campus vision that focuses on reading, teaching, and learning		
2.3.1 Prepares a mission statement for the library that is congruent with the building and district mission statements		_____
2.4 Advocate for the development of an exemplary library media program that encourages a vision of excellence for all learners		
2.4.1 Performs an influence analysis of the position of the library media specialist		_____
2.5 Synthesize information from a variety of sources for effective decision making to develop and maintain an exemplary library program		
2.5.1 Identifies essential professional journals and seminal works in the field		_____
2.6 Design policies and procedures that comply with local, state, and federal laws and policies while supporting sound decisions relating to school and library instruction and programs		
2.6.1 Analyzes library policies for compliance with local, state, and federal laws regarding schools and libraries, i.e. copyright, ADA, privacy, etc.		_____
2.7 Demonstrate effective leadership strategies while working within campus and district administrative structures to promote achievement of library program goals		
2.7.1 Plans a staff development session		_____
2.8 Employ effective interpersonal communication skills		
2.8.1 Prepares a newsletter or flyer to announce library events		_____
2.9 Implement effective strategies and techniques to systematically perform library management operations such as: budgeting; purchasing; scheduling; managing and maintaining facilities and resources; supervising adults and children; reporting; grant writing; and overseeing circulation and inventory		
2.9.1 Prepares a grant application		_____
2.9.2 Circulates materials using an automated system, considering overdue, reserves/holds, and inventory		_____
2.10 Uses effective planning, time management, and organization of work to maximize attainment of district and campus goals through exemplary library programs		
2.10.1 Prepares a 5-year plan to achieve maximum state library standards		_____
2.11 Monitors, assesses, and employs existing and emerging technologies Management applications		
2.11.1 Compares library automation programs(s) against industry standards and other programs for this market		_____

2.12 Designs and uses statistical reports to support an exemplary library program		
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2.12.1 Analyzes library compliance with state standards in a narrative report		_____
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3. Learner-Centered Technology and Information Access: Objectives

The student:

3.1 Understands how to develop and maintain a collection that supports the instructional, informational, and personal interest needs of all members of the school community.	Agree	Date
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3.1.1 Identifies vendors and resources and understands how to order materials		_____
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3.1.2 Selects print and non-print materials for a curriculum area based on published reviews from recognized reviewing sources.		_____
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3.2 Directs and encourages students in the ethical use of resources to locate, gather, select, synthesize, and evaluate relevant information.		
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3.2.1 Works with students on research projects using an information skills model (Big 6, I-Search, etc.)		_____
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3.3 Provide and promote ongoing learning opportunities for students, particularly in the areas of integration of information technology and information literacy.		
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3.3.1 Instructs students in the use of information technology such as online catalog or online searching		_____
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3.4 Collaborates with faculty to ensure that the process of evaluating and selecting library resources provides curriculum-related and leisure reading materials.		
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3.4.1 Consults with faculty to develop an order list of audio-visual and print materials addressing a specific curriculum area.		_____
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3.4.2 Consults with faculty to develop appropriate bibliographies for student interest areas.		_____
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3.4.3 Evaluates and selects web resources (pathways) for specific curricular objectives.		_____
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3.5 Design and implement acceptable use policies for current and emerging technologies.		
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3.5.1 Designs a library acceptable use policy for library technology that is congruent with the building/district Acceptable Use Policy.		_____
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3.6 Provides a balanced, carefully selected, and systematically organized collection of library resources that are sufficient to meet students' needs and are		
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continuously monitored to be current and relevant in each subject area.		
3.6.1 Prepare a collection map of a subject area, and compare it to the TEKS for a specific grade level.		_____
3.6.2 Creates, revises or reviews policies and procedures manual noting areas of organization of materials, weeding, selection and censorship.		_____
3.7 Employs existing and emerging technologies to access, evaluate, and disseminate information for possible application to instructional programs.		
3.7.1 Creates and audio-visual presentation to instruct.		_____
3.8 Advocates and promotes access to resources and information during and beyond the instructional day and school year.		
3.8.1 Identifies materials that can be made available beyond the school day, and publicizes their availability.		_____
3.9 Uses knowledge of literature and information resources to help students select materials.		
3.9.1 Performs reader guidance at the elementary level.		_____
3.9.2 Performs reader guidance at the secondary level.		_____

4. Learner-Centered Library Environment: Objectives

The student:

4.1 Appreciates human diversity and creates an environment that is supportive of all learners as individuals and as members of diverse groups.	Agree	Date
4.1.1 Create a display, bulleting board or program that features notable members of diverse groups.		_____
4.2 Creates a learning environment in which the diversity of groups and the uniqueness of individuals are recognized and appreciated.		
4.2.1 Evaluates a library collection to assess its balance of diverse points of view and any special needs based on the local community.		_____
4.3 Adapts teaching strategies to accommodate the diverse learning needs of the student population.		
4.3.1 Uses student demographic information to select and recommend appropriate media for instruction.		_____
4.4 Directs and encourages students to read a variety of fiction and nonfiction resources for personal and informational needs.		
4.4.1 Performs reader guidance at the elementary level. Performs reader guidance at the secondary level.		_____

4.5 Provides instructional access to library resources and facilities through open, flexible scheduling for classes, small groups, and individuals.		
4.5.1 Observes a flexibly scheduled library program at the elementary and secondary level.		_____
4.6 Understands the principles of exemplary library design as defined by state and federal guidelines for a simultaneous-use facility for individuals, small groups, and classes.		
4.6.1 Assesses a library facility for compliance with state and/or national facilities standards.		_____
4.7 Develops and maintains a flexible, functional, and barrier-free library facility that conforms to national and state library standards.		
4.7.1 Identifies areas of library facility that would not be compliant with the Americans with Disabilities Act.		_____
4.8 Provides a safe, secure environment that is age-appropriate.		
4.8.1 Identifies facility features and furnishings that would be appropriate for a specific age-range.		_____
4.8.2 Provides age-appropriate bibliographies identifying reading and interest level.		_____
4.9 Promotes awareness of and responsiveness to learning differences and other types of diversity in the learning community.		
4.9.1 Conducts a user analysis prior to preparing a collaborative lesson and incorporates appropriate activities to address all learners.		_____
4.9.2 Can locate and procure adaptive materials for special needs students (e.g. audio, Braille, large print, etc.).		_____

5. Learner-Centered Connections to the Community: Objectives

The student:

5.1 Understands how to work collaboratively within the school, the district, and the region to promote the goals of the library media program.	Agree	Date
5.1.1 Plans a public relations campaign to promote a reading initiative or author event.		_____
5.2 Establishes working partnerships with the families of learners and with community organizations and institutions to support learners.		
5.2.1 Plans an appropriate program, promotion or the events to include parents and/or community organizations to make parents and community		_____

aware of the relations hop of the library to the school program.

5.3 Establishes partnerships within the learning community to support district and campus goals through exemplary library programs.		
5.3.1 Interviews a librarian responsible for youth/children’s services in a public library to investigate potential cooperative arrangements.		_____
5.4 Promotes interlibrary loan policy to facilitate information access beyond the campus.		
5.4.1 Utilizes an automated interlibrary loan network to acquire material to support a lesson (e.g. TLC).		_____
5.5 Maximizes available space to permit displays of student, faculty, and community-produced materials and collections.		
5.5.1 Prepares a display of student, faculty, or community materials using visual design principles.		_____
5.6 Exhibits effective communication through oral, written, electronic, and nonverbal expression.		_____
5.7 Implements strategies for effective internal and external communications.		_____
5.8 Develops and implements a comprehensive program of community relations that uses strategies to effectively involve and inform multiple constituencies, including the news media.		
5.8.1 Prepares a newsletter, flyer, web page or other communication instrument promoting some aspect of the library program.		_____
5.9 Establishes partnerships with businesses, learning institutions, global communities, and other libraries and entities to strengthen programs and support campus goals.		
5.9.1 Explores partnerships with a community organization or business to enhance the library program (e.g.I Read-a-thon, Book It!, etc.).		_____
5.10 Develops library programs that offer families opportunities to participate in school activities and their children’s education.		
5.10.1 Organizes a library function that involves parents, such as a book fair, family reading night, lock in, technology program or a library program at Open House.		_____

6. Learner-Centered Information Science and Librarianship: Objectives

The student:

6.1 Understands legal and ethical issues relevant to the library media program and ensures that program policies and individual users demonstrate respect for legal requirement and ethical principles.	Agree	Date
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6.1.1 Analyzes an aspect of the library program for copyright infringement risk.		_____
6.1.2 Locates and reviews censorship policies, procedures, and practices.		_____
6.1.3 Maintains confidentiality of library records.		_____
6.2 Provides and promotes ongoing staff development for the learning community, particularly in the areas of integration of information technology, information literacy, and literature appreciation.		
6.2.1 Develops a staff development session, student lesson or document introducing and information technology, information literacy strategy, or literature-related activity.		_____
6.3 Understands and evaluates national, state, and local reading initiatives		
6.3.1 Compares local initiatives with national and state.		_____
6.4 Models and promotes the highest standard of conduct, ethics, and integrity in the use of the Internet and other print and electronic resources.		
6.4.1 Prepares a presentation for faculty (lesson or handout) on copyright implications of a specific technology.		_____
6.5 Participates in state and national technology initiatives.		
6.5.1 Prepares data for submission to a regional or statewide union catalog.		_____
6.5.2 Corrects data in a regional or statewide union catalog.		_____
6.6 Understands the role of all types of libraries and information agencies in an integrated learning environment.		
6.6.1 Identifies potential library partners (e.g. other school libraries, public library, college and university libraries, special libraries, etc.).		_____
6.7 Understands the role of the school library media program as a central element in the intellectual life of the school.		
6.7.1 Analyzes the campus improvement plan and the district and building technology plans to determine how the library is perceived as an element of the school program.		_____
6.8 Knows theories, principles, and skills related to the selection acquisition, organization, storage, retrieval, use, and evaluation of information.		
6.8.1 Identifies appropriate and inappropriate review sources for the audio-visual hardware and software, and print materials.		_____
6.9 Implements standard library procedures for classifying cataloging, and processing various resources that facilitate computerization and resource sharing.		
6.9.1 Prepares MARC format records appropriate for a local library		_____

automation system.

6.10 Evaluates and select existing and emergent technologies in support of the library program.		
6.10.1 Identifies appropriate technologies to create audio-visual materials.		_____
6.10.2 Assembles, operates, disassembles and maintains commonly used audio-visual equipment.		_____
6.11 Communicates effectively patrons to determine their information needs.		
6.11.1 Conducts reference interviews to clarify the information needs of patrons.		_____
6.12 Demonstrates an understanding of bibliographic and retrieval techniques needed to organize and use information sources.		
6.12.1 Prepares original cataloging for print and non-print materials.		_____
6.13 Understands and models principles of intellectual freedom, information access, privacy, and proprietary rights.		
6.13.1 Maintains confidentiality of library records.		_____
6.13.2 Reviews ALA code of ethics, and relevant AASL position statements on intellectual freedom, access to information, labeling and filtering.		_____
6.14 Maintains an active interest in and contributes to appropriate local, state, regional, and national professional associations and publications.		
6.14.1 Joins and participates in professional organizations.		_____
6.15 Engages in continual self-evaluation and self-directed learning for professional growth.		
6.15.1 Reads professional journals and/or follows current Internet discussion groups relevant to the profession.		_____
6.16 Demonstrates ethical behavior in all professional contexts.		
6.16.1 Reviews ALA code of ethics, and relevant AASL position statement on intellectual freedom, access to information, labeling and filtering.		_____
6.17 Works collaboratively with other information professional in support of the library program and the profession.		
6.17.1 Joins and participates in professional organizations and/or online discussion forums		_____
