



south dakota
STATE LIBRARY

Leadership. Innovation. Excellence.

21st Century School Libraries

21st Century School Library Self-Assessment

School District: _____
School Library: _____
School Administrator: _____
email: _____
School Librarian: _____
email: _____

The South Dakota School Library Guidelines* outline the best practices of a **21st Century school library**. We encourage librarians and administrators to use this voluntary self-assessment tool as an aid in implementing the guidelines.

The Three E's: Effective, Enhanced, Exemplary

- 3 = consistently exemplifies highest quality performance
- 2 = generally meets requirements in most areas
- 1 = striving to improve in areas known to be deficient
- 0 = falls short of meeting guidelines or hindered by barriers

*South Dakota School Library Guidelines
<http://www.library.sd.gov/LIB/SLC/index.aspx#Guideline>

Place: Learning Environment

3 2 1 0

Space

*Accommodates a variety of activities: individual, small groups, large groups, special events, professional development

Examples include, but are not limited to:

- areas for instruction and reading
- seating for more than one class
- large presentation area and/or dedicated adjoining small room/s
- computer access area

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Access

*Provides flexible and equitable access during school day, before and after school

Examples include, but are not limited to:

- schedule allows access for students from all grade levels during school day
- schedule allows for before and after school access for all students
- combination of fixed and flexible schedule allows for class access at point of need
- schedule allows for special group meetings

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Technology

*Provides access to a variety of current technology for learners

Examples include, but are not limited to:

- desktop computers and/or laptops, wifi access, outlets
- audio and video production tools
- tablets, ereaders, and MP3 players
- interactive whiteboard, document camera, digital projection

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Atmosphere

*Holds inviting, secure, age-appropriate furnishings and storage

Examples include, but are not limited to:

- student friendly and safe; library "belongs to all" attitude
- displays, lighting, signage as needed
- flexible shelving and furniture sized for age of students and accessible to all
- learning hub for all content areas

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Place: Learning Environment

3 2 1 0

Resource Collection

*Meets needs of population and curriculum through physical and virtual collection

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Examples include, but are not limited to:

- adequate and continually updated print and digital collections
- collections reflect school population size, academic and personal interests of students
- 24/7 access to digital resources
- web-based online catalog access

Budget

*Supports mission, stability, and growth through an annual budget

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Examples include, but are not limited to:

- dedicated district funding for resources and technology
- budget requests based on needs assessment
- inclusion in Title and/or grant proposals

Staff

*Contains trained staff to instruct, guide, and support learners -- both students and staff

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Examples include, but are not limited to:

- librarian or support staff available during all open hours
- staff trained in reader's advisory, research, technology tools, curriculum
- staff guide and supervise adult and/or student volunteers

TOTAL: Place

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Professional: Leadership for Learning

3 2 1 0

Teaching Staff

* Is a certified teacher librarian employed by the school

Examples include, but are not limited to:

- certified teacher with MLIS
- certified teacher with library endorsement
- full-time or part-time as usage and school population dictate

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Support Staff

*Supervises a paid staff assistant

Examples include, but are not limited to:

- paraprofessional in addition to certified staff
- full-time or part-time as usage and school population dictate
- adult and/or student volunteers supplement work of employed staff

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Online Presence

* Maintains an online library presence

Examples include, but are not limited to:

- promotes a web-based catalog
- maintains a library website, wiki, blog, etc.
- maintains a library presence on social media sites

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Leadership

*Participates in building, district, state, and/or national curriculum and/or as a planning committee member

Examples include, but are not limited to:

- serves on curriculum/standards committees
- serves on building/district technology committees
- serves on building/district school improvement committees
- communicates with administrators and other stakeholders regarding the library

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Professional: Leadership for Learning

3 2 1 0

Professional Organizations

*Participates as a member of library-related professional organization(s)

Examples include, but are not limited to:

- South Dakota examples: SDLA, SDEA, SDRC
- Regional examples: MPLA
- National examples: ALA, AASL, ISTE, ASCD

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Professional Development

*Participates in and presents professional development

Examples include, but are not limited to:

- develops a personal learning network
- attends and presents at school and/or district inservices
- attends online classes and/or webinars for CEU or renewal credit
- attends professional conferences/presents at conferences and/or webinars

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Teaching Practices

*Implements best teaching practices based on current data and trends

Examples include, but are not limited to:

- integrates Common Core Standards with State Library Standards
- adheres to concepts of Danielson Framework for Teaching
- applies new and emerging technology to learning and teaching
- co-teaches and assesses inquiry-based and collaborative group projects

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Collaboration

*Collaborates to co-teach with other staff members

Examples include, but are not limited to:

- attends collaboration meetings to plan for co-teaching units/lessons
- regularly communicates, cooperates and collaborates with staff in person and using digital tools
- assumes leadership role in promoting integration across all content areas

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Professional: Leadership for Learning

3 2 1 0

Ethical Model

*Models ethical participation in global world

Examples include, but are not limited to:

- models safe and appropriate digital footprint
- models knowledge of fair use and copyright
- models responsible behavior when communicating in all formats

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Policies and Procedures

*Creates, maintains, and updates board-approved library policies and procedures

Examples include, but are not limited to:

- creates a collection development policy, including a weeding and donations policy and a reconsideration policy and procedure
- develops a circulation policy and related procedures
- collaborates to develop a responsible use policy for students and staff
- policies and procedures are reviewed and approved by library advisory board and school board on a regular basis

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Management

*Uses current techniques and technology to manage library procedures and collection

Examples include, but are not limited to:

- maintains an integrated library system(ILS): circulation, cataloging, ordering, OPAC
- utilizes ILS reports for collection development and other statistical reports
- applies creativity, flexibility and best practices in field of librarianship

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Strategic Plan

*Develops library strategic plan with school- and/or community-based advisory group

Examples include, but are not limited to:

- develops mission that is aligned with school and district
- conducts a needs assessment on a regular basis
- develops goals and objectives on a regular basis
- collects qualitative and quantitative data to annually assess strategic plan

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Professional: Leadership for Learning	3	2	1	0
<p><u>Reading Model</u></p> <p>*Models and encourages a love of reading</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • promotes new resources through print and digital tools • provides book talks in the library and/or classrooms • promotes and models reading for personal enjoyment and meeting personal information needs 				
<p><u>Mission</u></p> <p>*Upholds a board-adopted library mission statement with goals and objectives, aligned with overall mission of school and district</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • available to the public, posted in library, website, etc. • reviewed and aligned annually by library advisory and school boards • directs daily collection development, instruction, events, activities 				
TOTAL: Professional				

DRAFT

Program: Learning and Teaching

3 2 1 0

Collaboration

*Supports collaboration across content areas with resources, planning, and co-teaching

Examples include, but are not limited to:

- integrates school-wide initiatives such as character education, anti-bullying, etc.
- provides collaborative tools and guides for students and staff such as website, wikis, emails, pathfinders, etc.
- provides resources to support instruction

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Reading Promotion

*Promotes reading for academic and personal learning for all levels and abilities

Examples include, but are not limited to:

- hosts book fairs and family literacy events
- promotes state and national book award programs
- promotes resources through reader's advisory, class instruction, digital tools
- coordinates book clubs and library/school/community events

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Resource Collection

*Maintains a current and balanced collection of physical and digital resources

Examples include, but are not limited to:

- maintains and updates multicultural collection of resources in all formats
- maintains and updates resources at all levels of abilities as needed and in all formats
- maintains and updates resources in all genres and to support all content areas

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Special Events and Programs

*Promotes and sponsors special events and programs school- and community-wide

Examples include, but are not limited to:

- cooperates and collaborates with public library for summer reading programs, featured authors/speakers, teen advisory boards, etc.
- promotes state and national school library initiatives
- develops partnerships in local community

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Program: Learning and Teaching	3	2	1	0
<u>Learner Assessments</u> * Includes the creation and completion of informal and formal assessments Examples include, but are not limited to: <ul style="list-style-type: none"> • develops formative assessments for daily instruction • develops rubrics, checklists, electronic portfolios and other summative assessments in conjunction with content teachers • uses a variety of diagnostic tools to assess student learning in multiple literacies 				
<u>Technology Tools</u> * Utilizes computer, Internet, and video/audio technology as tools for learning and teaching Examples include, but are not limited to: <ul style="list-style-type: none"> • provides instruction utilizing technology tools for research, evaluation and production • provides instruction for outside-of-school access to resources • provides instruction that leads to college and career readiness and lifelong learning habits 				
<u>Standards Alignment</u> *Aligns instruction and resources with local curriculum, state content standards, and national initiatives Examples include, but are not limited to: <ul style="list-style-type: none"> • resources are mapped to support curriculum of all content areas • lesson plans link to library and Common Core standards and are available to stakeholders • provides a scaffolded approach to inquiry 				
TOTAL: Program				
Place, Professional & Program TOTAL				

21st Century School Library Self-Assessment Total Point Ranges

Effective: 75-79 **Enhanced:** 80-83
Exemplary: 84-87

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<http://www.library.sd.gov/LIB/SLC/index.aspx#Guidelines>