

Site Visit Document Review Checklist for Teacher Librarians 2010-2011

(LP2) - Evidence the district employs a qualified teacher librarian.

281-IAC 12.3(12)

Evidence: Provide the name and folder number for the person(s) employed as teacher librarian. This includes information for individuals whose services are contracted through another district or AEA.

Note: This will be taken care of by administration.

(LP11.1) (LP11.2) (LP11.3) - Selection and reconsideration of school library materials; confidentiality of student library records; and legal and ethical use of information resources, including plagiarism and intellectual property rights.

281-IAC 12.3(12)(c)

Guidance: IASB Sample Policies: 506.1 (last updated, 12/4/08), 506.2, 506.4, 605.1, 605.3, 605.4, 605.7 (all last updated, 8/31/07) — <http://www.ia-sb.org/>

Possible Documents:

- Selection Policy
- Acquisition Policy
- Challenged Materials/Reconsideration Policy
- Weeding Policy
- Confidentiality Policy
- Plagiarism / Copyright / Intellectual Property Rights Policy/Guidelines (Signage, Pamphlets, Student Handbook Information)

(MCGF1) - Policy to ensure that students are free from discriminatory practices in the educational program (MC/GF policy)

281-IAC 12.5(8)

Note: Teacher librarians can assist with this.

Possible Documents:

- Subject/Keyword Search Reports
- Check-Out/Circulation Policies
- Diverse Stakeholders as Advisory Board Members
- Selection Policies
- Reconsideration Policies
- Weeding Policies
- Collection Reports/Statistics

(PM2) (PM3) - The board policy manual provides evidence policies are reviewed at least every five years.

281-IAC 12.3(2)

Evidence: Provide a copy of the board policy manual (or directions for electronic access).

Guidance: While many districts include the adoption, review, and revision dates on each individual policy. It is not required. These dates might appear on a separate page, such as an index page for each policy series.

Note: This will be taken care of by administration, but you do need to advocate for policy reviews.



J.Alfaro—QL Media Consultant

10/2009

(LP1) - Library Program

281-IAC 12.3(12)

(a) program is regularly reviewed and revised and designed to provide:

(LP4) methods to improve library connections to meet student and staff needs

Evidence: Evidence might include a plan that provides a collection that supports the curriculum, that seeks recommendations from students and teachers for the school library collection, and that includes the teacher librarian in curriculum review committees.

Possible Documents:

- Collection Development Policy
- Staff Recommendations for Purchases
- Messages to Staff Regarding Wish List Items
- Co-Teaching/Planning Documents with Classroom Teachers
- Curriculum/PLC Meeting Minutes Showing TL Participation
- Suggestion Box Examples
- Collection Reports by Subject/Dewey
- Profession Library Collection Report
- Support for Reading Programs—Scholastic’s Read 180!, Accelerated Reader, Reading Counts
- Lexiles Listed in OPAC

(LP5) connections with parents and the community

Evidence: Evidence might include newsletter or newspaper articles about services the school library provides, a link to the school library web page, or agendas from school board meetings where presentations were made about the school library program.

Possible Documents:

- Web page
- Newsletters
- School Board Meeting Agendas
- Outreach Activities—Book Fairs, Unpack the Backpack Nights, Iowa Online Database Cards
- Grants Awarded by Community Organizations

(LP6) support for the district’s school improvement plan

Evidence: Evidence might include a narrative about how the school library program supports the district’s school improvement plan, a climate survey that includes student and teacher feedback about the school library program, or a completed school library program audit form.

Possible Documents:

- Climate Survey Results
- School Library Audit Form
- State Library Survey
- Collection Statistics Connecting the Collection to the District Goals
- Narrative Showing Connection to and Support of the District Goals
- Training Provided to Staff and Students by Teacher Librarian

(LP7) access to or support for professional development for the teacher librarian

Evidence: Evidence might include a list of professional development activities related to the school library program that the teacher librarian has attended. This might include conferences, professional development offered by the AEA, or professional development offered by the district.

Possible Documents:

- Coursewhere Transcripts from the AEA Showing Media Academy Registration/Grades
- ITEC Registration Forms
- ILA Registration Forms
- ALA Registration Forms
- District Level PD Activities Attendance/Minutes/Agendas
- PLC Attendance/Minutes/Agendas

(LP8) current technology and electronic resources

Evidence: Evidence might include data or promotional materials about the use of AEA Online materials or local resources, evidence of instruction on AEA Online or local resources, or a school library web page with links to available online resources.

Possible Documents:

- Online Database Flyers & Cards
- School Library Web Page Links to Iowa AEA Online
- Directions for Using Iowa AEA Online Materials
- Locally-Provided Database Information—Flyers, Directions, Links
- State Library Survey
- School Library Audit Form
- AEA9 Media Academy Data Tool & Reports
- Iowa AEA Online Database Statistics
- AEA9 Media Academy Data Tool & Reports

(LP9) current and diverse collection of fiction and nonfiction materials in a variety of formats

Evidence: Evidence might include a selection plan containing procedures to select materials that support district curriculum and to provide diverse opinions, as well as procedures to keep the collection current.

Possible Documents:

- Selection Policy
- Collection Reports by Dewey
- Average Age of the Collection Reports
- Reports of New Acquisitions
- Weeding Policy
- Lists of Titles Which Highlight “Diverse or Opposing Viewpoints”
- Magazine/Journal Collection Reports
- Professional Library Collection Report
- OPAC Search Reports—possible search terms: boy, girl, Hispanic, African-American, disabled, gay, lesbian, poverty, religion, gifted, special education, ethnic, diversity, minority, multicultural, racial

(LP10) a plan for annually updating and replacing library materials, supports, and equipment

Evidence: Evidence might include an analysis of the school library materials and age of computers and other technology located in the school library, a report of the average copyright date of nonfiction and fiction books, and an action plan for updating materials and equipment.

Possible Documents:

- Average Age of the Collection Reports
- Age of Current Equipment
- Weeding Policy
- Selection Policy
- State Library Survey
- School Library Audit Form
- Action Plan/5 Year Plan for Improvements to Collection and Equipment

Guidance: The DE website includes several reference documents available for download related to school library programs, including the following:

- “Iowa School Library Program Guidelines: Libraries, Literacy, and Learning for the 21st Century”
http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=959&Itemid=1503
- “Iowa School Library Program Guidelines—Audit Form with Evidence”
http://www.iowa.gov/educate/index.php?option=com_docman&task=doc_download&gid=6534

Primary Source: *Iowa Department of Education: 2009-2010 Comprehensive Site Visits; Final Version: 8/14/09*

Site Visit Document Review Checklist for Teacher Librarians Facing an Equity Visit 2009-2010

The Department of Education Checklist

- Selection Policy—reinforce and support multicultural, nonsexist approaches to the entire curriculum
- Reconsideration Policy—reinforce and support multicultural, nonsexist approaches to the entire curriculum
- Weeding Policy
- Bulletin Boards/Displays—reflect diversity and are multicultural (MC) and gender fair (GF)
- Professional Resource Collection—include MC/GF approaches to instruction and the curriculum
- Lists & Bibliographies—MC/GF resource materials in various curriculum areas that are found in the library and available to staff and students
- Periodical Collection—includes periodicals that target diverse racial/ethnic groups
- Identification of E-Resources/Websites—related to diversity and MC/GF education for staff
- Student Library Aides—both male and female—reflect the cultural diversity of the student population
- Accessibility—the library, its resources and services are accessible to students, staff, parents and community members with disabilities (visual, hearing, mobility)