

21st Century School Library Taskforce

Final Report April 11, 2012

Introduction

21st Century school libraries and librarians make a powerful difference in student achievement and are partners in forming the habit of reading and learning for a lifetime.

Project Scope and Goal

In December 2011 a 21st Century School Library Taskforce was formed to develop a school library award process. The group was formed by invitation of the State Librarian, Dan Siebersma. The committee was to be broadly representative involving school librarians, school and district administrators, South Dakota Library Association representatives, the Department of Education, and staff members from the State Library. The group's goal was to develop a self-assessment tool and award application based on the current South Dakota School Library Guidelines.

Taskforce Activity

Over the past three months the Taskforce has conducted its work through one face-to-face meeting in Pierre, conference calls and the use of a wiki. Further details are available in the minutes of the meetings at

<http://21stcenturyschoollibrary.wikispaces.com/Timeline+and+Meeting+Agendas>.

The South Dakota School Library Guidelines note the components of a 21st Century school library and librarian. They describe what is necessary to be exemplary in three specific and distinct areas: Program, Place, and Professional. Based on this model the Taskforce developed a Likert-type scale as a self-assessment tool with accompanying instructions and an award application.

The self-assessment tool is intended to be used at the school library level by the school librarian and school administrator as a component in applying for the 21st Century School Library Award. It may also be used as an informal assessment and planning tool for individual school administrators and librarians who do not elect to apply for the award.

The resulting 21st Century School Library Award project final draft and accompanying resources are attached to this document.

Recommendations

The 21st Century School Library Taskforce makes the following recommendations:

- Present the 21st Century School Library Award self-assessment tool and award application to the South Dakota State Library Board for adoption.
- Present the 21st Century School Library Award self-assessment tool and award application to the South Dakota Library Association for endorsement.
- Present the 21st Century School Library Award self-assessment tool and award application to the South Dakota Board of Education for adoption.
- Develop webinar and workshop training to be conducted by State Library staff with school library partners beginning in the fall of 2012.

Conclusion

School libraries are in the midst of a major shift. No longer just a warehouse for books, emerging 21st century school libraries are learning hubs with physical and digital content, led by teacher librarians who work with students, teachers, administrators, curriculum, and project-based assignments. Learning and teaching take place before, during, and after the bell rings. As documented in national studies, school libraries that reflect 21st century best practices are essential to guiding our efforts in meeting the college and career ready needs of our K-12 student population.

Supporting Resources

Common Core State Standards Common Core State Standards Initiative
<http://www.corestandards.org>

Framework for Teaching Charlotte Danielson
<http://charlottedanielson.com/theframeteach.htm>

Planning Guide for Empowering Learners: Guidelines for School Library Media Programs AASL
<http://www.ala.org/aasl/guidelinesandstandards/planningguide/planningguide>

School Library Research Summarized Mansfield University
<http://libweb.mansfield.edu/upload/kachel/ImpactStudy.pdf>

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

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

Taskforce Members

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South Dakota State Library 21st Century School Library Self-Assessment

School District:

School Library:

School Administrator:

email:

School Librarian:

email:

Place: Learning Environment

The Three E's: Exemplary, Enhanced, Effective

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

The PLACE...

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*

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*

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*

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*

Resource Collection

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

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

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

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*

Professional: Leadership for Learning

The Three E's: Exemplary, Enhanced, Effective

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

The PROFESSIONAL...**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*

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*

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*

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*

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*

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*

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*

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*

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*

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*

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*

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*

Reading Model

*Models and encourages a love of reading
Examples include, but are not limited to:

- *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*

Program: Learning and Teaching

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The PROGRAM...

3 2 1 0

Mission

*Upholds a board-adopted library mission statement with goals and objectives, aligned with overall mission of school and district
Examples include, but are not limited to:

- *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*

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*

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*

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*

Multiple Literacies

* Promotes and provides for instruction in multiple literacies

Examples include, but are not limited to:

- *provides opportunities to read, view and listen in all formats*
- *co-teaches to integrate new and emerging digital tools and resources*
- *provides instruction in information, visual, media, and technology literacies*
- *implements information search process model across all grade levels*

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*

Learner Assessments

* Includes the creation and completion of informal and formal assessments

Examples include, but are not limited to:

- *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*

Technology Tools

* Utilizes computer, Internet, and video/audio technology as tools for learning and teaching

Examples include, but are not limited to:

- *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*

Standards Alignment

*Aligns instruction and resources with local curriculum, state content standards, and national initiatives

Examples include, but are not limited to:

- *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*

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

South Dakota State Library 21st Century School Library Award Application and Instructions

21st Century school libraries and librarians make a powerful difference in student achievement and are partners in forming the habit of reading and learning for a lifetime.

South Dakota School Library Mission Statement

It is the mission of the school library to:

1. Provide all learners a 21st century collaborative program for learning and teaching;
2. Provide all learners a place for both a physical and a virtual learning environment; and
3. Provide all learners access to a highly qualified professional for leadership in creating, promoting, and sustaining the program and place

The South Dakota State Library, a division of the Department of Education, is formally and annually recognizing schools with libraries that meet the characteristics of a 21st century school library through its program, facility, and instructional staff.

Awards will recognize the status of the library as Effective, Enhanced, or Exemplary based on the South Dakota School Library Guidelines adopted in 2011.

The voluntary process includes: 1) an online self-assessment tool, 2) supporting electronic examples, and 3) an award application.

The self-assessment is to be completed by the librarian and a school administrator.

Applications are accepted March 1 through May 1 of each year. The South Dakota State Library 21st Century School Library Committee, comprised of SDSL staff, a representative from DOE, and three previous year awardees, will review all applications. Award announcements will be made in September of each year. Award status is valid for a two-year period.

****If it is determined that an applicant does not meet the criteria for a specific level, the committee may request that an applicant resubmit their application no later than June 1. ****

****The review committee may request additional supporting materials be submitted. ****

APPLICATION FOR 21st Century School Library Award

Applying to be recognized as a 21st Century School Library is a three step process:

1. Complete the self-assessment tool located at (Survey Monkey URL) and submit electronically.
2. Submit at least one example for each of the following areas: Place, Professional, and Program. All submissions must be in electronic format. Examples include, but are not limited to: video, photo, link, website, lesson plan, etc.
3. Complete the information requested below and email it along with examples requested above to the attention of:

Kathleen Slocum, Continuing Education Coordinator, kathleen.slocum@state.sd.us

4. A phone interview will be arranged after submission is received to discuss the application, self-assessment, and supporting materials submitted.

Name of School District:

Name of School Library:

Address:

Add your self-assessment score below the Level of Award for which you are applying:

21st Century Effective

21st Century Enhanced

21st Century Exemplary

Name of Librarian:

Email:

Phone:

Name of Administrator:

Email:

Phone:

Date:

21st Century School Library Self-Assessment Total Point Ranges:

Effective = 75 - 79

Enhanced = 80 - 83

Exemplary = 84 - 87