

*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 a place for both a physical and a virtual learning environment; and
3. Provide access to a highly qualified professional for leadership in creating, promoting, and sustaining the program and place

## Self-Assessment Information

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. This tool can be a catalyst for conversations concerning future planning and development. It can serve as a checklist toward strategic planning and annual goals. It can supplement the work of the library and librarian when used in conjunction with the [School Library Collection Development Plan Framework](#) and [Student Assessment in the School Library Framework](#).

The South Dakota State Library, a division of the Department of Education, formally and annually recognizes schools with libraries that meet the characteristics of a 21st Century school library through its program, place, and professional. Awards recognize the status of the library as Effective (75-79), Enhanced (80-83), or Exemplary (84-87) based on the South Dakota School Library Guidelines. If the overall score of your 21st Century School Library Self-Assessment falls within one of the three point ranges noted above, you are eligible to apply for the [21<sup>st</sup> Century School Library Award](#). You can also use the self-assessment tool as a worksheet to complete the award application. Applications are accepted **March 1 through May 1** of each year. Award status is valid for a three-year period.

For further inquiries and technical assistance, please contact Joan Upell at 800/423-6665 or by email at [joan.upell@state.sd.us](mailto:joan.upell@state.sd.us).

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

Adopted by the South Dakota Board of Education, July 2012

Adopted by the South Dakota State Library Board, June 2012

Endorsed by the South Dakota Library Association, July 2012

**Please use the following scale to rate your library on the items below:**

- 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

<b>THE THREE E'S: Effective, Enhanced, Exemplary</b>				
<b>PLACE: Learning Environment</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>Space:</b> Accommodates a variety of activities: individual, small groups, large groups, special events, professional development</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>areas for instruction and reading</i></li> <li>• <i>seating for more than one class</i></li> <li>• <i>large presentation area and/or dedicated adjoining small room/s</i></li> <li>• <i>computer access area</i></li> </ul>				
<p><b>Access:</b> Provides flexible and equitable access during school day, before and after school</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>schedule allows access for students from all grade levels during school day</i></li> <li>• <i>schedule allows for before and after school access for all students</i></li> <li>• <i>combination of fixed and flexible schedule allows for class access at point of need</i></li> <li>• <i>schedule allows for special group meetings</i></li> </ul>				
<p><b>Technology:</b> Provides access to a variety of current technology for learners</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>desktop computers and/or laptops, wifi access, outlets</i></li> <li>• <i>audio and video production tools</i></li> <li>• <i>tablets, ereaders, and MP3 players</i></li> <li>• <i>interactive whiteboard, document camera, digital projection</i></li> </ul>				
<p><b>Atmosphere:</b> Holds inviting, secure, age-appropriate furnishings and storage</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>student friendly and safe; library "belongs to all" attitude</i></li> <li>• <i>displays, lighting, signage as needed</i></li> <li>• <i>flexible shelving and furniture sized for age of students and accessible to all</i></li> <li>• <i>learning hub for all content areas</i></li> </ul>				
<p><b>Resource Collection:</b> Meets needs of population and curriculum through physical and virtual collection</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>adequate and continually updated print and digital collections</i></li> <li>• <i>collections reflect school population size, academic and personal interests of students</i></li> <li>• <i>24/7 access to digital resources</i></li> <li>• <i>web-based online catalog access</i></li> </ul>				
<p><b>Budget:</b> Supports mission, stability, and growth through an annual budget</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>dedicated district funding for resources and technology</i></li> <li>• <i>budget requests based on needs assessment</i></li> <li>• <i>inclusion in Title and/or grant proposals</i></li> </ul>				
<p><b>Staff:</b> Contains trained staff to instruct, guide, and support learners – both students and staff</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>librarian or support staff available during all open hours</i></li> <li>• <i>staff trained in reader's advisory, research, technology tools, curriculum</i></li> <li>• <i>staff guide and supervise adult and/or student volunteers</i></li> </ul>				
<b>TOTAL: Place</b>				

<b>PROFESSIONAL: Leadership for Learning</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>Teaching Staff:</b> Is a certified teacher librarian employed by the school</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>certified teacher with MLIS</i></li> <li>• <i>certified teacher with library endorsement</i></li> <li>• <i>full-time or part-time as usage and school population dictate</i></li> </ul>				
<p><b>Support Staff:</b> Supervises a paid staff assistant</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>paraprofessional in addition to certified staff</i></li> <li>• <i>full-time or part-time as usage and school population dictate</i></li> <li>• <i>adult and/or student volunteers supplement work of employed staff</i></li> </ul>				
<p><b>Online Presence:</b> Maintains an online library presence</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>promotes a web-based catalog</i></li> <li>• <i>maintains a library website, wiki, blog, etc.</i></li> <li>• <i>maintains a library presence on social media sites</i></li> </ul>				
<p><b>Leadership:</b> Participates in building, district, state, and/or national curriculum and/or as a planning committee member</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>serves on curriculum/standards committees</i></li> <li>• <i>serves on building/district technology committees</i></li> <li>• <i>serves on building/district school improvement committees</i></li> <li>• <i>communicates with administrators and other stakeholders regarding the library</i></li> </ul>				
<p><b>Professional Organizations:</b> Participates as a member of library-related professional organization(s)</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>South Dakota examples: SDLA, SDEA, SDRC</i></li> <li>• <i>Regional examples: MPLA</i></li> <li>• <i>National examples: ALA, AASL, ISTE, ASCD</i></li> </ul>				
<p><b>Professional Development:</b> Participates in and presents professional development</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>develops a personal learning network</i></li> <li>• <i>attends and presents at school and/or district inservices</i></li> <li>• <i>attends online classes and/or webinars for CEU or renewal credit</i></li> <li>• <i>attends professional conferences/presents at conferences and/or webinars</i></li> </ul>				
<p><b>Teaching Practices:</b> Implements best teaching practices based on current data and trends</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>integrates Common Core Standards with State Library Standards</i></li> <li>• <i>adheres to concepts of Danielson Framework for Teaching</i></li> <li>• <i>applies new and emerging technology to learning and teaching</i></li> <li>• <i>co-teaches and assesses inquiry-based and collaborative group projects</i></li> </ul>				
<p><b>Collaboration:</b> Collaborates to co-teach with other staff members</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>attends collaboration meetings to plan for co-teaching units/lessons</i></li> <li>• <i>regularly communicates, cooperates and collaborates with staff in person and using digital tools</i></li> <li>• <i>assumes leadership role in promoting integration across all content areas</i></li> </ul>				
<p><b>Ethical Model:</b> Models ethical participation in global world</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>models safe and appropriate digital footprint</i></li> <li>• <i>models knowledge of fair use and copyright</i></li> <li>• <i>models responsible behavior when communicating in all formats</i></li> </ul>				

<b>Professional: Leadership for Learning (Continued)</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>Policies and Procedures:</b> Creates, maintains, and updates board-approved library policies and procedures</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>creates a collection development policy, including a weeding and donations policy and a reconsideration policy and procedure</i></li> <li>• <i>develops a circulation policy and related procedures</i></li> <li>• <i>collaborates to develop a responsible use policy for students and staff</i></li> <li>• <i>policies and procedures are reviewed and approved by library advisory board and school board on a regular basis</i></li> </ul>				
<p><b>Management:</b> Uses current techniques and technology to manage library procedures and collection</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>maintains an integrated library system(ILS): circulation, cataloging, ordering, OPAC</i></li> <li>• <i>utilizes ILS reports for collection development and other statistical reports</i></li> <li>• <i>applies creativity, flexibility and best practices in field of librarianship</i></li> </ul>				
<p><b>Strategic Plan:</b> Develops library strategic plan with school- and/or community-based advisory group</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>develops mission that is aligned with school and district</i></li> <li>• <i>conducts a needs assessment on a regular basis</i></li> <li>• <i>develops goals and objectives on a regular basis</i></li> <li>• <i>collects qualitative and quantitative data to annually assess strategic plan</i></li> </ul>				
<p><b>Reading Model:</b> Models and encourages a love of reading</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>promotes new resources through print and digital tools</i></li> <li>• <i>provides book talks in the library and/or classrooms</i></li> <li>• <i>promotes and models reading for personal enjoyment and meeting personal information needs</i></li> </ul>				
<b>TOTAL: Professional</b>				
<b>PROGRAM: Learning and Teaching</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>Mission:</b> 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"> <li>• <i>available to the public, posted in library, website, etc.</i></li> <li>• <i>reviewed and aligned annually by library advisory and school boards</i></li> <li>• <i>directs daily collection development, instruction, events, activities</i></li> </ul>				
<p><b>Collaboration:</b> Supports collaboration across content areas with resources, planning, and co-teaching</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>integrates school-wide initiatives such as character education, anti-bullying, etc.</i></li> <li>• <i>provides collaborative tools and guides for students and staff such as website, wikis, emails, pathfinders, etc.</i></li> <li>• <i>provides resources to support instruction</i></li> </ul>				
<p><b>Reading Promotion:</b> Promotes reading for academic and personal learning for all levels and abilities</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>hosts book fairs and family literacy events</i></li> <li>• <i>promotes state and national book award programs</i></li> <li>• <i>promotes resources through reader's advisory, class instruction, digital tools</i></li> <li>• <i>coordinates book clubs and library/school/community events</i></li> </ul>				
<p><b>Resource Collection:</b> Maintains a current and balanced collection of physical and digital resources</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>maintains and updates multicultural collection of resources in all formats</i></li> <li>• <i>maintains and updates resources at all levels of abilities as needed and in all formats</i></li> <li>• <i>maintains and updates resources in all genres and to support all content areas</i></li> </ul>				

<b>Program: Learning and Teaching (Continued)</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>Multiple Literacies:</b> Promotes and provides for instruction in multiple literacies</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>provides opportunities to read, view and listen in all formats</i></li> <li>• <i>co-teaches to integrate new and emerging digital tools and resources</i></li> <li>• <i>provides instruction in information, visual, media, and technology literacies</i></li> <li>• <i>implements information search process model across all grade levels</i></li> </ul>				
<p><b>Special Events and Programs:</b> Promotes and sponsors special events and programs school- and community-wide</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>cooperates and collaborates with public library for summer reading programs, featured authors/speakers, teen advisory boards, etc.</i></li> <li>• <i>promotes state and national school library initiatives</i></li> <li>• <i>develops partnerships in local community</i></li> </ul>				
<p><b>Learner Assessments:</b> Includes the creation and completion of informal and formal assessments</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>develops formative assessments for daily instruction</i></li> <li>• <i>develops rubrics, checklists, electronic portfolios and other summative assessments in conjunction with content teachers</i></li> <li>• <i>uses a variety of diagnostic tools to assess student learning in multiple literacies</i></li> </ul>				
<p><b>Technology Tools:</b> Utilizes computer, Internet, and video/audio technology as tools for learning and teaching</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>provides instruction utilizing technology tools for research, evaluation and production</i></li> <li>• <i>provides instruction for outside-of-school access to resources</i></li> <li>• <i>provides instruction that leads to college and career readiness and lifelong learning habits</i></li> </ul>				
<p><b>Standards Alignment:</b> Aligns instruction and resources with local curriculum, state content standards, and national initiatives</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>resources are mapped to support curriculum of all content areas</i></li> <li>• <i>lesson plans link to library and Common Core standards and are available to stakeholders</i></li> <li>• <i>provides a scaffolded approach to inquiry</i></li> </ul>				
<b>TOTAL: Program</b>				
<b>TOTAL: Place, Professional, and Program</b>				

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

Effective: 75-79

Enhanced: 80-83

Exemplary: 84-87