

THE SCHOOL LIBRARY PROFESSIONAL GUIDE

Professional time for school librarians and staff looks different than for the classroom teacher. In addition to day-to-day library tasks such as circulation, teaching classes, etc., here are some other ways the professional school librarian spends his/her time.

Supporting Staff

- Offer “office hours” for teachers and offer HELP hours, teach the teacher mini-lessons, or highlight resources.
- Support curriculum by curating resource lists especially for teachers.
- Support teachers by creating print or video instructions for accessing SDSL or district-owned databases.
- Visit teachers to offer your support or help them troubleshoot.
- Visit with students and/or parents who are struggling with technology and resource access from home.
- Create quick go-to video tutorials for teachers to share with students and parents.
- Help teachers create choice boards for their students. These tools allow for flexibility and ownership.
- Assist with teacher and student technology needs.
- Create read alouds for library use and classroom use.
- Create book talks to be shared via the library or via the classroom.
- Create a SHORT one or two question survey about how you can support teachers. Let them tell you what they need.

Library Technology & Administration

- Update and enrich your virtual library (webpage, blog, social media, etc.).
- Set up and promote a Live Chat service on your library website.
- Create and share video tutorials on your virtual library.
- Develop a template for your school library newsletter that you can reuse each month.
- Make a plan for your library's social media use.
- Learn a new technology to use in the library next year.

Curriculum

- Study the SD School Library Standards.
- Update library lessons to reflect new standards.
- Update your Scope and Sequence.
- Take a hard look at your yearly calendar. What can be revised? What's necessary? What's fluff? What's fluff but too awesome to not do.
- Needle your way into classroom teachers' lessons to incorporate library standards.
- Offer online book clubs or just reading meetups.

District

- Work on district-level library planning.
- Catch up with fellow librarians virtually or in person.
- Advocate for budgets with an increased demand for books, ebooks, and audio books.
- Study or refresh on library policies.

Collection Development

- Expand your book collection.
- Start or expand your digital book collection.
- Clean up records in your library catalog.
- Create reading lists.
- Develop book orders.
- Run circulation reports. Study trends. Make future plans.
- Run collection reports. Audit collections.
- Weed the collection if available to you.
- Take requests from teachers and order those materials to support their curriculum.

Community

- Plan for summer reading programming on your own or in conjunction with your public library.
- Stock little free libraries in local neighborhoods.

TOOLS FOR THE PROFESSIONAL

- [South Dakota's Future Ready School Libraries](#)
- [Library Science Course Framework](#)
- [School Library Collection Development Policy](#)
- [21st Century School Library Self-Assessment](#)
- [School Library Position Statements](#)