

Sheridan School District

Goals for Library Media Specialists

1. In the Sheridan School District Library Media specialists provide services to all students within the district. LM specialists serve in each school in four distinctly different roles:

- 1. Library Media Specialists**
- 2. Information Specialist**
- 3. Library Lessons/Reading Time**
- 4. Library Media Center Manager**

While serving in the four roles listed above, all Library Media specialists should meet the following goals at their school to maintain an effective program:

1. Support for classroom teachers
2. Media checkout and support
3. Collection development
4. Provide access to materials
5. Promote literature appreciation
6. Circulation of materials
7. Building involvement
8. Public Relations/Communication

Pending – until budget allows for Certified Librarian

9. Instruction to students
10. Training and supervision for student and adult aides

The following document details the goals for all LMC specialists in the Sheridan School District. It is desired that all LMC specialists work closely with classroom teachers and administration to provide a Library Media program that fits the unique needs of the school curriculum.

GOAL 1: SUPPORT FOR CLASSROOM TEACHERS

Provide instructional support for classroom that enhances the curriculum, this support can take the form of materials, resources.

- Curriculum planning with teachers to support instructional goals
- Gather materials to support curriculum
- Make materials available in a variety of formats
- Provide materials for curriculum modifications
- Provide for TAG and special needs students
- Contribute to the professional development of staff members
- Maintain a professional resource collection
- Provide technology in-service training
- Link staff to outside staff development opportunities
- Coordinate the use of District AV collections and online resources
- Schedule and distribute LMC materials

- Notify teachers of new and preview materials when available
- Coordinate outside resources
- Coordinate interlibrary loan with other schools in the district
- Provide ready reference questions support
- Schedule speakers, resources, special events

GOAL 2: MEDIA CHECKOUT AND SUPPORT

Provide building leadership in the acquisition, maintenance and integration of technology to students and staff.

- Coordinate the use of technology by students and staff
- Access to internet in Library computer labs
- Manage Library software
- Be a resource to staff regarding copyright issues
- Model appropriate ethical use of technology
- Be technologically literate
- Seek ongoing training in diverse and emerging technologies
- Troubleshoot equipment problems
- Schedule use of AV equipment within the school
- Provide preventative maintenance of equipment
- Provide for video-taping of programs and school activities as needed
- Manage cable resources for the building

GOAL 3: COLLECTION DEVELOPMENT

Manage, evaluate, develop and maintain library collections

- Select appropriate materials
- Research sources including multiple bi-lingual materials
- Preview materials at bookstores and libraries
- Read reviews in professional journals for selection purposes
- Cross-check purchases selections against current collection
- Check with teachers and curriculum for material selections
- Prepare orders
- Purchase materials
- Complete paperwork-Requisition or PO and list of materials
- Maintain LMC budget
- Keep track of encumbrances manually or electronically
- Request print-out of library budget periodically from office staff
- Process incoming materials
- Verify the shipment against P.O. and budget to check for discrepancies
- Scan barcodes on items to verify they have been entered in the library automation system
- Reinforce paperbacks with contact paper/tape prior to distribution
- Apply book jackets to hardback books
- Preview new materials
- Weed and repair materials
- Request circulation report from Insignia system administrator
- Review list to check for items with non-circulation reports
- Check condition of all books and repair when appropriate

- Check for outdated materials or inappropriate content
- Review District Library Media selection policy for guidelines
- Box items for discard and notify for pick-up shelving
- Inventory all book and AV materials each year
- Notify building administrator of starting and ending check-out dates
- Request inventory statistical report from Follett system

GOAL 4: PROVIDE ACCESS TO MATERIALS

Provide an environment and accessibility of materials to students and staff.

- Design and maintain a neat, organized and positive LMC
- Manage and regularly update bulletin boards and displays
- Create an inviting atmosphere
- Manage an effective and up to date LMC webpage
- Work with building administrator to schedule classes and activities in the LMC
- Provide LMC materials in varied formats
- Post signs to assist in location of materials
- Create self-help flyers for operation of equipment
- Create and customize bibliographies/resource lists for teachers
- Manage Interlibrary loan of materials

GOAL 5: PROMOTE LITERATURE APPRECIATION

Demonstrate an ongoing commitment to providing materials for all student and teacher reading interests.

- Act as a role model to share enthusiasm for books and reading
- Provide a wide variety of reading materials for students
- Provide multicultural materials
- Provide multiple reading levels
- Introduce new books to students and teachers
- Promote reading by providing reading experiences
- Promote literature through the use of Storytelling
- Promote literature through the use of Book talks
- Create reading challenges for students
- Schedule author visits to the Library Media Center

GOAL6: CIRCULATION OF MATERIALS

Manage the library Follette system to assure effective operation.

- Actively participate in development of system specification modifications and updates
- Advise students of policies regarding overdue/lost materials
- Maintain accurate records when assessing student's fines and fees
- Troubleshoot library automation system problems
- Provide interlibrary loan of materials

GOAL 7: BUILDING INVOLVEMENT

Work with the entire school community to provide a positive learning atmosphere for students.

- Support school goals and building philosophy
- Be involved with school and district committees
- Support and participate in school activities
- Participate in school fund raising activities
- Attend parent club meetings as needed

GOAL 8: PUBLIC RELATIONS/COMMUNICATION

Actively inform the school community of events pertaining to the library program.

- Provide for the recognition of Library Media Center volunteers
- Provide LMC newsletters to building staff and parents
- Manage an effective and current Library Media Center webpage
- Provide web-links to the Public Library, State Library and all other outside library resources available
- Organize LMC fund raising
- Provide LMC presentations to parent groups

Pending – (pending until budget allows)

GOAL 9: INSTRUCTION TO STUDENTS AND STAFF

Provide instruction in areas of information resources to students in collaboration with classroom teachers and independently with students.

- Curriculum planning with teachers
- Team teach with classroom teachers
- Develop performance tasks
- Collaborate on Benchmarks/Curriculum Framework
- Develop thematic units and integrated curriculum topics
- Assess student performance with scoring guides
- Provide materials in a variety of formats
- Match instructional materials to student learning styles
- Specific Media Skills -Students will be able to:
 - Define task
 - Locate materials
 - Access information from a wide variety of formats
 - Evaluate and interpret information
 - Use materials (including multimedia resources) appropriately

GOAL 10: COORDINATE, TRAIN AND SUPERVISE LIBRARY PERSONNEL

Work to provide high level of service by all library personnel.

- Provide ongoing training and evaluation to:
 - Library Media Assistants
 - Student assistants
 - Adult volunteers