

Best Practices for Library Media Specialists (LMS)

	Getting Started	Effective	Highly Effectives
Teacher / Librarian Collaboration	<p>The LMS cooperates with teachers and students providing a variety of resources and services.</p> <p>Example: The LMS provides a list of primary sources on the Reconstruction to the American History teacher as requested.</p> <p>Cooperation</p>	<p>The LMS initiates interaction with classroom teachers in coordinating instructional activities that are taught separately.</p> <p>Example: The LMS and the American History teacher are both working with Reconstruction primary source materials. They have planned their lessons independently.</p> <p>Coordination</p>	<p>The LMS assumes a leadership role in planning collaborative instructional activities that result in co-teaching. The LMS provides a wide range of ideas that support teachers in providing effective instructional units.</p> <p>Example: The LMS and the American History teacher co-planned the lesson using primary source materials from the Reconstruction. They each play an integral part in the delivery and evaluation of the lesson. They share responsibility for student growth against the lesson objectives.</p> <p>Collaboration</p>
Instruction / Planning	<p>The LMS displays information literacy and technology content knowledge, and is beginning to incorporate that knowledge into lessons taught in the LMC.</p>	<p>The LMS displays information literacy and technology content knowledge and occasionally incorporates it into lessons taught in the LMC.</p>	<p>The LMS displays extensive information literacy and technology content knowledge and regularly incorporates it into a wide variety of collaboratively planned lessons taught in the LMC.</p>
Instruction / Delivery	<p>The LMS is beginning to present information literacy and technology content.</p>	<p>The LMS sometimes presents information literacy and technology content and uses active learning strategies..</p>	<p>The LMS presents information literacy and technology instruction consistently and uses a variety of methods of presentation to make the lessons rich with learning enabling students to become independent learners.</p>
Instruction / Technology	<p>The LMS introduces students and staff to the LION catalog and district databases as an effective research tools. The LMS is beginning to use technology appropriately in the course of teaching.</p>	<p>The LMS teaches students and staff how to effectively use the LION catalog, district databases, the Internet and other technological resources. The LMS uses technology appropriately in the course of teaching and seeks new strategies that will enhance student achievement.</p>	<p>The LMS teaches students and staff how to use the most effective questions, search strategies, and resources for their learning needs using the most appropriate technologies. The LMS is always searching for new ways to use current and emerging technologies to enhance the learning experience for students. The LMS shares this knowledge with others in the school and district.</p>
Instruction / Literature Appreciation and Analysis	<p>The LMS maintains a collection that includes a variety of literature and regularly shares the best literature with students and teachers.</p>	<p>The LMS urges students to stretch beyond their normal genre choice, promotes award books, and helps students and staff develop an appreciation for a variety of good literature.</p>	<p>The LMS promotes the integration of fiction and non-fiction for broader content learning through collaboration with classroom teachers; works with teachers and students to develop an appreciation of a broad range of materials that are available at individual student's developmental level.</p>

School-wide Research Process	The LMS suggests research methods and projects in planning with teachers.	The LMS promotes the use of a small number of research process models when planning projects with teachers.	The LMS is the leader fostering a single research process model throughout the school to allow students to refine and retain their information management skills.
Library Programs (i.e. author study websites, literacy festivals, information seeking contests etc.)	The LMS is open to the idea of library programs and is beginning to develop and implement a program.	The LMS occasionally develops and implements library programs that are relevant to student interest and the school's instructional goals.	The LMS develops and implements a variety of library programs that are highly relevant to student interest and the school's instructional goals.
Collection Development / Selection	The LMS selects print and media materials for the library.	The LMS selects print and media materials taking the DPS curriculum and student interests into consideration. The collection is beginning to show balance.	The LMS regularly evaluates the collection for appropriate balance and selects all print and media materials using the DPS curriculum and the wide variety of student and staff interests and reading levels encompassing the record of human experience.
Collection Development / Collection Map	The LMS prepares the collection map according to ERS directives.	The LMS prepares the collection map according to ERS directives and evaluates the information to make collection decisions. The LMS shares the collection map with the school administration.	The LMS prepares the collection map according to ERS directives and evaluates the information to make collection decisions. The LMS creates a library plan of action and shares it with ERS, the school administration, staff and community.
Collection Development / Weeding / Inventory	The LMS is planning to weed the collection and do an inventory.	The LMS weeds books as time permits. The electronic inventory took place within the last 3 years.	The LMS weeds books using a systematic weeding process and maintains a current collection through regular evaluation and inventory.
Library procedures	There are few rituals and routines for handling library materials, technology, and student behavior.	Rituals and routines for handling library materials, technology, and student behavior have been established and function relatively well.	Rituals and routines for handling library materials, technology, and student behavior are seamless with students assuming major responsibility for efficient operation.
The Library Budget Process	The LMS accepts the budget given by the principal.	The LMS determines library program needs and presents supporting data to the school budgetary committee or principal.	The LMS assumes a leadership role in determining library program needs, presents supporting data, and builds support for library funding among the budgetary committee members and the principal.