

School Library Evaluation Checklist

INQUIRE



Building-level

- The school librarian collaborates with teachers to design and teach engaging inquiry-based learning experiences as well as assessments that incorporate multiple literacies and foster critical thinking.
- The school librarian uses a systematic instructional development and information search process in working with teachers to improve integration of learning technology into curriculum.
- The school librarian participates in curriculum development and implementation through membership on instructional, curriculum, textbook, technology, professional development, and new program adoption committees.
- School library policies ensure that learners and educators have access to the school library and to qualified professional staff throughout the school day.

District-level

- The district-level supervisor or director designs and supervises implementation of a learning technology curriculum (in coordination with district- and building-level instructional leaders and school librarians).
- The district-level supervisor or director coordinates the planning and development of Pre-K-12 library technology integration programs that serve the learners and staff within the schools.
- The district-level supervisor or director coordinates the planning and development of K-12 school libraries that serve the learners and educators within the schools.
- The district-level supervisor or director develops an effective plan and process for providing school libraries that support the philosophy, goals, and objectives of the school district.

INCLUDE



Building-level

- Resources are selected according to principles of intellectual freedom, and provide learners with access to information that represents diverse points of view in a pluralistic society.
- The school librarian develops and maintains a teaching and learning environment that is inviting, safe, flexible, and conducive to learning.
- The library ensures equitable physical access to facilities by providing barrier-free, universally designed environments. Facilities and resources are readily accessible before, during, and after school hours and during vacation periods.
- Each school, regardless of size or level, has at least one full-time certified school librarian.
- School librarians are evaluated with instruments that address their unique responsibilities and contributions according to established district practices for all professional personnel.

District-level

- Responsibility for leading and managing the school library in each school is shared equally by the school librarian, the principal, and a district-level director or supervisor, who jointly develop goals, establish priorities, and allocate the resources necessary to accomplish the mission.
- The school librarian, the principal, and the district-level director or supervisor cooperatively plan the budget.
- The district-level supervisor/director monitors state and federal laws pertaining to school library and technology-integration programs.
- The district-level supervisor/director monitors and publicizes the status of district compliance with regional, state, and national accreditation requirements, and with library and technology standards.

School Library Evaluation Checklist

COLLABORATE



Building-level

- The school librarian participates in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities.
- The school library provides an environment in which collaboration, innovation, and creative problem solving thrive.
- The school library welcomes and encourages input to create consensus on library policies and procedures.
- The school librarian serves on decision-making teams in the school and participates in school improvement and accreditation activities.

District-level

- The district-level supervisor or director assists librarians in developing library goals and objectives.
- Planning at the district level involves district library administrators, library and technology-integration staff, school administrators, classroom educators, learners, and community members, as appropriate.
- The district-level supervisor or director advises district and school administrators of new developments in library practice, media for learning, technology, instructional strategies, and research.
- The district-level supervisor or director assists principals, school librarians, and others in applying district policies that relate to school libraries.
- The district-level supervisor or director has a leading role in the district technology committee that has responsibility for the ongoing review and updating of a multiyear technology plan for school board and state approval.
- The district-level supervisor or director works with principals to recruit, supervise, and evaluate school librarians and technology-integration personnel.
- The district-level supervisor or director develops the district budget, including allocations for each school, in cooperation with principals and school librarians.

CURATE



Building-level

- A collection-development policy, approved by the school board, is in place. The policy includes criteria and procedures for selection and reconsideration, including a process for handling challenges raised about materials in the collection.
- In accordance with district policy, the school librarian develops and maintains a diverse collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.
- Collections and equipment are circulated and accessed according to procedures that ensure confidentiality of records and promote access.
- Circulation policies and procedures assure that access to information is not impeded by fees, loan restrictions, or other barriers.
- The school library maintains a vibrant Web presence, which provides access to a wide variety of digital resources that have been carefully created or selected, and vetted according to the district and school collection-development policies.

District-level

- The district-level supervisor or director ensures standardization of technical services (circulation, classification, catalog, processing, standard nomenclature, naming conventions, etc.).
- The district-level supervisor or director guides school librarians in selection of materials and equipment to ensure unified ordering and taking advantage of economy of scale for periodicals, supplies, and equipment for all schools in the district.
- The district-level supervisor or director investigates and negotiates district-wide licensing of products and services.
- The district-level supervisor or director monitors collections, services, and equipment to provide data on usage, relevance, and currency.

School Library Evaluation Checklist

EXPLORE



Building-level

- The school librarian creates an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff.
- The school librarian uses a variety of instructional methods with different user groups and encourages personal creativity and innovation.
- The school librarian evaluates, promotes, and uses existing and emerging technologies to support teaching and learning.
- The school library supplements other school resources, connects the school with the global learning community, communicates with learners and with other educators, and provides 24–7 access to library technology-integration services.

District-level

- The district-level supervisor or director fosters development of exemplary school libraries at each level and assists libraries and librarians in meeting regional, state, and national standards.
- The district-level supervisor or director provides for district in-service training for school librarians to foster leadership, competence, and creativity in developing instruction, services, and programs for the library.
- The district-level supervisor or director develops—or finds and then implements—plans for presenting and publicizing programs and services.
- The district-level supervisor or director arranges for school librarians to evaluate new resources, services, and equipment.

ENGAGE



Building-level

- The school librarian promotes the ethical use of information and understands copyright, fair use, licensing of intellectual property, privacy concerns related to use of digital resources and the Internet, and ethical online behavior, and assists users with their understanding and observance of the same.
- The school library and school librarian demonstrate a commitment to maintaining intellectual freedom.
- Library personnel remain current and engage in continuing education activities to ensure instruction and activities reflect the most-recent developments in professional practices, information technologies, and educational research.
- The school librarian provides educators and other staff with learning opportunities related to new technologies, use, and production of a variety of media, and laws and policies regarding information.
- The school librarian shares with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and responsible use of technology and social media.

District-level

- Frequent and timely communication to stakeholders is maintained through school and library websites, newsletters to parents and guardians, e-mail, social media, and other formats, such as local cable-access television, video/audio streaming, and on-demand vodcasts and podcasts.
- The district-level supervisor or director articulates a code of ethics that promotes adherence to policies and guidelines for honoring copyright and intellectual property of others, privacy, and responsible use of the Internet.
- The district-level supervisor or director provides leadership in evaluating the impact of new and existing technologies and program features, and encourages use of the most-effective technologies and strategies to support teaching and learning.
- The district-level supervisor or director prepares reports for district and school administrators on the building-level libraries' impact on the instructional process and success.