

1.7 PRINCIPAL RESPONSIBILITIES

Studies have shown that principals play a key role in developing and maintaining effective school libraries. In fact, librarians of strong programs often credit active engagement and support by their administrators as the critical factor for their success. Principal responsibilities for the library program include:

FOCUS	TASKS
Staff	<ul style="list-style-type: none"> • Understands competencies for librarian position. • Hires certified library media specialist(s). • Maintains an appropriate librarian/student ratio according to the state guidelines. • Provides at least part time support staff.
Support	<ul style="list-style-type: none"> • Participates in the development of the library vision and effectively communicates it to the faculty, staff, parents and community. • Understands the role of a school librarian and actively supports the librarian’s work in Learning and Teaching, Information Access and Delivery, and Program Administration. • Supports the work of a Library Advisory Team with representation of all the stakeholders. • Ensures that librarian serves on the School Leadership Team. • Includes the library in the Comprehensive Education Plan; ensures that the library components of the Comprehensive Education Plan are actively integrated into the life of the school. <ul style="list-style-type: none"> ▪ Ensures library receives \$6 per child state allocation plus additional/matching building support. ▪ Utilizes discretionary funds and identifies new funding streams to grow and enhance the library’s resources and programs.
Climate and Facility	<ul style="list-style-type: none"> • Facilitates the establishment of a warm and welcoming library space through planning with the librarian and purchasing necessary furniture, supplies, and equipment. • Schedules library facility updates as appropriate. • Works with the custodial staff to ensure the appropriate upkeep of the library.
Collection	<ul style="list-style-type: none"> • Encourages students, teachers, and parents to express their needs and interests to shape the development of the library collection. • Supports librarian in efforts to keep the collection current, including print, nonprint, and electronic resources. • Fosters strong connections between classroom collections and the school library. • Encourages teachers to plan assignments that require the use of diverse and in-depth resources. • Supports the establishment and maintenance of an automated catalog system.
Technology	<ul style="list-style-type: none"> • Ensures library has sufficient number of working computers connected to the Internet and appropriate software. • Allocates necessary resources for the maintenance and upgrade of the technology. • Includes librarian in development of school technology plan. • Ensures that all students have instruction from the librarian on ethical and safe use of technology and the Internet.
Access and	<ul style="list-style-type: none"> • Collaborates with the librarian to develop a scheduling policy that facilitates open

Use	<p>and flexible access as well as strong instructional use; communicates the scheduling policy to the staff.</p> <ul style="list-style-type: none"> • Ensures that the librarian and library staff are not used for other purposes, (e.g., substitutes, class coverage, etc.). • Ensures that the library space is reserved for library-related uses and that it is not closed for miscellaneous meetings, overflow classes, or special programs. • Keeps the library open during extended hours when appropriate.
Collaboration	<ul style="list-style-type: none"> • Ensures that librarians and teachers have time to collaborate to plan curriculum and collection development. • Encourages librarian to actively participate in collaboration with teachers and other librarians.
Instruction	<ul style="list-style-type: none"> • Ensures that librarian and teachers share responsibility for integrating inquiry, information literacy and technology skills into school curriculum. • Facilitates the development of a school-wide plan to integrate the Information Fluency Continuum skills into instruction throughout the school. • Supports school-wide literacy initiatives. • Includes librarian on Curriculum Committees.
Program Planning and Administration	<ul style="list-style-type: none"> • Uses the Library Learning Walk with the librarian to assess library assets and needs and develop a strategic plan for library improvement. • Ensures library is well-managed, undergoes periodic assessment, and develops appropriate policies and procedures.
Professional Development	<ul style="list-style-type: none"> • Ensures staff participation in Office of Library Services programs, meetings, and conferences. • Encourages and supports librarian to participate in library and cross-discipline professional development offered locally, regionally, and nationally. • As part of school's strategic plan, ensures that librarian coordinates professional development opportunities for teachers on technology and inquiry in order to build a professional learning community.