

# LMC<sup>21</sup>: Powering Up Library Media Centers for the 21<sup>st</sup> Century

## Assessing Your Opportunities for Growth

School Name and Number: _____	Region/Zone: _____
Telephone: _____	
Address: _____	
_____	
_____	
Principal: _____	E-Mail: _____
Librarian: _____	E-Mail: _____

*The following 21 attributes characterize a 21<sup>st</sup>-century, powered-up Library Media Center.*

You may use this assessment tool to bring members of your school or campus community to consensus on the **most important opportunities for growth** of your Library Media Center program.

Please rank the following attributes in terms of **where you would most like to see expansion or greater emphasis in the library program**. Circle the appropriate rankings on each attribute on a scale of 1 to 5, with 5 being the most important opportunities for growth.

ATTRIBUTE	CHARACTERISTICS / OPPORTUNITIES FOR GROWTH		RANKING 5 = Most Important Opportunities for Growth
<b>Focus on Learners</b>			
1. Vision and Goals	The LMC's Vision and Goals are aligned with school's vision, mission and goals and focused on the desired future for the students and the path (goals) to achieve that level of student success.	1	Comments
		2	
		3	
		4	
		5	
<b>Physical Resources</b>			
2. Staffing	The library is staffed by at least one full-time, certified librarian per 500 students or per building, whichever is smaller.  <i>Staffing includes full-time support staff.</i>	1	Comments
		2	
		3	
		4	
		5	

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3. Facility	<p>The library facility is safe, clean, well-ventilated, well-heated, well-lit and well-organized.</p> <p><i>Library is centrally-located, barrier-free, and arranged for flexible use by large groups, small groups, and individuals.</i></p> <p><i>Facility is large enough to accommodate many purposes in separate areas (e.g., teacher resource room, storytelling, computer use, instruction).</i></p>	1 2 3 4 5	Comments
4. Budget	<p>School budget process provides funding to support the library strategic plan.</p>	1 2 3 4 5	Comments
5. Resources – Print, Nonprint, Electronic	<p>Collection is current, contains a variety of formats, meets all student and curricular needs, integrates well with classroom collections, provides access to diverse points of view and supports recreational reading (desired collection size is 20 volumes/student).</p> <p><i>Specialized collections are developed as appropriate (e.g., career and college, picture books, professional).</i></p> <p><i>Electronic resources are integral to the library “collection,” including databases provided by the state, purchased online resources, and outstanding Websites.</i></p> <p><i>Ongoing collection development process involves teachers and students.</i></p>	1 2 3 4 5	Comments

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6. Technology	<p>The library has at least 10-15 computers and appropriate software to enable students and teachers to use technology as an integral part of their learning.</p> <p><i>Computers in the library support student and faculty research, organization, and writing and are networked so that every classroom has access to library resources.</i></p> <p><i>Web-based access to library resources is available.</i></p>	1 2 3 4 5	Comments
<b>Instructional Program</b>			
7. Collaboration	<p>Library resources and information fluency skills are fully integrated into the curriculum and instructional planning of the school.</p> <p><i>The librarian plans collaboratively with most teachers in the school.</i></p>	1 2 3 4 5	Comments
8. Inquiry / Information Fluency	<p>Librarians and teachers share responsibility for teaching inquiry, independent learning, and literacy skills.</p> <p><i>The NYC Information Fluency Continuum provides the framework for instruction that is embedded in subject-area learning experiences and integrated throughout the school's curriculum.</i></p>	1 2 3 4 5	Comments
9. Reading	<p>The library fosters a school- or campus-wide focus on building independent readers and reading motivation. The library collection is developed with student reading levels, interests, languages, and learning styles in mind, so that the</p>	1 2 3 4	Comments

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9. Reading (cont.)	<p>collection offers “just-right” books for all students.</p> <p><i>School- or campus-wide reading initiatives might include special programs, author visits, book displays, book clubs, and poetry slams.</i></p> <p><i>Librarians and teachers connect classroom libraries and school libraries.</i></p> <p><i>The library collection includes all genres and formats.</i></p>	5	
10. Social Responsibility	<p>The library fosters the social interchange of ideas and the ethical use of information and ideas.</p> <p><i>The librarian teaches the responsible use of the Internet.</i></p> <p><i>The librarian teaches cyber safety to students and parents.</i></p> <p><i>The librarian teaches students their responsibility to seek multiple perspectives.</i></p>	1 2 3 4 5	Comments
11. Assessment	<p>The librarian uses both formative and summative assessment to design instruction and measure student learning and participates actively in school-wide analysis of student performance data to set instructional goals and modify teaching strategies.</p> <p><i>Library projects involve authentic, thoughtful, and creative assessment products.</i></p>	1 2 3 4 5	Comments

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12. Professional Development	<p>The library program grows in effectiveness through professional development targeted to the librarian and other educators in the school.</p> <p><i>The librarian is encouraged and supported by school, region, and system to participate in ongoing, formal, cross-discipline professional development offered locally, regionally, or nationally.</i></p> <p><i>As part of the school's strategic plan, the librarian coordinates cross-discipline professional development opportunities for teachers on technology and inquiry in order to build a professional learning community.</i></p>	1 2 3 4 5	Comments
<b>Operation</b>			
13. Access and Use	<p>Every student and teacher has full access to library resources, technology, space, programs and services to fulfill instructional needs and individual interests.</p> <p><i>The library offers broad access by incorporating creative solutions through scheduling, arrangement of the library facility, use of technology, and extension beyond the library walls.</i></p> <p><i>The library has developed broad access policies to extend access to parents.</i></p> <p><i>Librarian borrows materials regularly for teachers and students through the school library system or from other libraries.</i></p> <p><i>The library maintains a Website to provide access to library resources and guidance in research strategies.</i></p>	1 2 3 4 5	Comments

ATTRIBUTE	CHARACTERISTICS / OPPORTUNITIES FOR GROWTH	RANKING 5 = Most Important Opportunities for Growth	
13. Access and Use (cont.)	<i>The library is used fully and consistently by whole groups, small groups, and individuals.</i>		
14. Climate	<p>The library media center is a learning hub of the school with a safe and inviting climate for all students and teachers.</p> <p><i>The library invites discovery and excitement about learning and sharing new ideas with others.</i></p> <p><i>The library offers displays of new and theme-based materials and current student work.</i></p>	1 2 3 4 5	Comments
15. Automation	<p>The library is fully automated with a Web-based program.</p> <p><i>Catalog and circulation records are updated and maintained according to high professional standards.</i></p> <p><i>Statistics/reports about circulation and collection are drawn from the automation system to provide evidence of library use.</i></p>	1 2 3 4 5	Comments
<b>Program Administration</b>			
16. Administrative Support	<p>Building, regional, and central administrators actively articulate and advocate for role of library program in literacy and resource-based teaching and learning.</p> <p>Building administrators enlist the librarian in school-wide curriculum and instructional planning.</p>	1 2 3 4 5	Comments

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17. Program Planning	<p>Teachers and administrators collaborate in ongoing library program planning and assessment to address current and future needs of school community.</p> <p><i>Library program planning is integrated into school-wide strategic planning.</i></p> <p><i>The role of the library is articulated in the school's Comprehensive Education Plan.</i></p> <p><i>The Library Advisory Committee includes administrators, teachers, students, and parents and actively engages in program planning.</i></p> <p><i>Library technology is planned based on curriculum, school technology plan and individual student needs.</i></p>	1 2 3 4 5	Comments
18. Policies and Program Administration	<p>School has adopted policies to support the operation and instructional program of the library media center.</p> <p><i>Operational policies may include collection development, reconsideration of a work, and confidentiality of library records.</i></p> <p><i>School has adopted policies to guide students in the ethical and responsible use of information and technology (e.g., ethical use of technology, academic honesty / plagiarism).</i></p> <p><i>Ample staff and time are allotted to implement library operation procedures.</i></p>	1 2 3 4 5	Comments
19. Instructional	The librarian is a full partner on the school	1	Comments

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Leadership	leadership team and in school curriculum planning.	2 3 4 5	
<b>Outreach</b>			
20. Communication and Advocacy	<p>The librarian regularly communicates library media center opportunities, new resources, and program information to the school community through various venues (e.g., newsletter, Website, bulletin boards, e-mail, presentations).</p> <p><i>The librarian assesses the needs of others and then develops and implements an advocacy campaign that shows how library resources and services answer those needs.</i></p> <p><i>The Library Advisory Committee regularly advocates for the library.</i></p>	1 2 3 4 5	Comments
21. Community Engagement	<p>The library collaborates with the public library, engages parents, and utilizes community resources to support the educational needs of students and faculty.</p> <p><i>The librarian invites parents to become engaged in library activities, check out resources to share with their children, and attend librarian-designed parent workshops on topics of interest (e.g., how to read to or investigate with your child).</i></p> <p><i>The librarian facilitates the use of community resources (e.g., museums, art galleries, theatres, bookstores).</i></p>	1 2 3 4 5	Comments