

TARGET INDICATORS	NON-EXISTENT	IN PROGRESS	BASIC	PROFICIENT	EXEMPLARY
<b>FACILITY</b>	NO SCHOOL LIBRARY. Do not complete rest of form.	Library Media Center (LMC) space arranged traditionally with large tables for whole class instruction. No space for simultaneous whole class and individual student use.	LMC space accommodates whole class. Limited space and furniture for simultaneous class, small group, and individual use.	Large, flexible LMC facility with space and furniture available for simultaneous whole class, small group, and individual use. At least two groups able to work in LMC at the same time.	Very large, flexible LMC facility with space and furniture for simultaneous scheduling of multiple groups of students. Production space, presentation space, and flexibility in design provided in the LMC.
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<b>PROFESSIONAL STAFF</b>	No professional staff assigned to LMC.	Teacher assigned to the LMC part of the day; ____ ✓ Teacher assigned to the LMC all day; _____ ✓ Certified Library Media Specialist (LMS) assigned to the LMC part of the day; ____ ✓	LMS assigned to the LMC full-time.	LMS assigned to the LMC full-time with additional LMS depending on requirements of the LMC program and number of students and teachers in the school. At least 1 LMS for each 1000 students.	Certified LMS assigned to the LMC full-time with additional LMS depending on the requirements of the LMC program and the number of students and teachers in the school. At least 1 LMS for each 500 students.
✓		assigned ___ hrs.			
<b>SUPPORT STAFF</b> (clerk, aide, para, secretary, technician)	No support staff assigned to the LMC.	Support staff assigned to the LMC less than half-time.	Support staff assigned to the LMC half-time or more, but less than full-time.	Support staff assigned to the LMC full-time to assist the LMS.	One or more support staff assigned to the LMC full time. Two or more support staff for each 500 students.
✓		assigned ___ hrs.	assigned ___ hrs.		
<b>ENVIRONMENT</b>	Facility unattractive, disorganized, and not maintained. Students do not feel welcome.	Few displays, but clean and functional. Students seldom initiate coming to the LMC on their own.	LMC safe and barrier-free. Students and teachers feel welcome. Colorful current displays abound. Well-organized with clear directional signs.	LMC inviting to all. Students actively seek opportunities to visit the LMC to research or read. LMC staff proactive in meeting student and teacher needs.	LMC is the hub of the school. Students and teachers flow seamlessly between classroom and LMC to meet curricular and recreational needs.
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<b>BUDGET</b>	No funds support the library media program.	Only funding is the NYS School Library Materials Aid.	NYS School Library Materials Aid and local funds from the district provide funding for materials to <u>maintain</u> the collection.	NYS School Library Materials Aid, local funds from the district, plus applicable federal funds to maintain the collection.	Library media program budget consists of federal, state, district, and grant funds to support resource-based teaching and learning. Long-range plan for library media program development and resources incorporated into school and district budget process.
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<b>COLLECTION</b>	A collection of old books in a room; resources or materials not organized for use.	A collection of dated materials which need weeding. Meet some student and curriculum needs. Access to collection limited; library catalog not accurate or may be missing.	A collection of current materials which have been weeded and meet student and curriculum needs. Access to information in a variety of formats, i.e. books, periodicals, videos, and electronic resources including the Internet and NOVEL databases.	A collection of 10-15 resources per student, current, weeded and responsive to curricular and recreational needs of students. Reflects diversity of cultures and in languages other than English, as appropriate. Access to information in a variety of formats, i.e. books, periodicals, videos, and electronic resources including the Internet and NOVEL databases.	A collection of 20-25 resources per student, current, weeded, and responsive to curricular and recreational needs of students. Reflects diversity of cultures and in languages other than English, as appropriate. Access to information in a variety of formats, i.e. books, periodicals, videos, and electronic resources including the Internet, NOVEL and other databases to meet student and staff needs.
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<b>SCHEDULING</b>	LMC closed half or more of day with no access for teachers or students.	LMC closed during scheduled classes; ___✓ lunch; ___✓ prep periods; ___✓  Scheduled classes with no open access to LMC.	LMC open all day. At least half of day, a <u>flexible</u> schedule supports classroom teaching and learning and provides open access to all LMC resources.	LMC open all day and before and after school. Flexible schedule supports teaching and learning and provides open access to all LMC resources.	LMC open all day, and for extended periods (evenings, weekends). Flexible schedule provides open access to all LMC resources, services and staff.
✓	open ___hrs.	open ___hrs.			
<b>COLLABORATIVE PLANNING &amp; TEACHING</b>	No planning between classroom teachers and LMS. Information literacy skills are not taught.	LMS collaborates with classroom teachers & provides resources when requested. LMS teaches information literacy skills & promotes reading independent of other instruction in the school. Majority of LMS teaching is in isolation or parallel teaching.	Some teachers collaborate with LMS to plan for integrating information literacy skills with the NYS Learning Standards. Skills are taught in context of classroom curriculum. LMS supports & promotes reading in the school. The library media program has written goals & objectives that ensure that students will be effective users of ideas & information.	Many teachers collaborate with LMS to plan instructional units & activities for students. Information literacy skills & literature appreciation are embedded into resource-based teaching across the curriculum. LMS is full partner in the instructional process.	The majority of teachers plan collaboratively with LMS. LMC resources and information literacy processes are integral to all instruction in the school. All students participate in multiple resource-based activities that evidence they are effective users of ideas & information. New & emerging technology used to support these activities. Students participate in school wide literature & reading activities through the library media program.
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<b>TECHNOLOGY FOR INSTRUCTION AND ACCESS (VCR, DVD, TV, computer workstations, etc.).</b>	No computers or current technology.	LMC has few computers. Limited, mostly traditional technology such as video and listening equipment, etc. for student use.	LMC includes multiple computers for accessing information and word processing, a video area, listening stations, and other technology and media for student use. Technology is current and provides access to the Internet and NOVEL databases.	LMC has adequate technology to meet student needs for current, challenging information. Students use technology independently for extended projects and information retrieval. Technology is current and includes access to the Internet and NOVEL databases.	LMC technology resources are integrated with the total school technology plan and are integral to all teaching and learning. Technology is current and emerging, and includes equipment to access the Internet, databases and shared resources within and outside the school.
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<b>LIBRARY AUTOMATION</b>	No LMC management functions computerized.	LMC has plan for automation. Weeding and inventory is in process; records of materials are being computerized in MARC record format.	LMC has automation system for library management and circulation, and an on-line public access catalog (OPAC) for student use. Access to LMC materials is available only in the LMC.	LMC has an automation system for library management; for access to resources in the library; for classroom access; and for access to through the School Library System (SLS).	LMC has an automation system for library management; for access to resources in the library; for classroom access; and for access from remote sites such as student's homes and the SLS.
<b>RESOURCE SHARING</b>	No LMC resources borrowed beyond the school.	Library resources may be informally borrowed from other schools in the district.	LMS participates in the School Library System (SLS). LMS borrows materials for teachers and students through the SLS.	LMS contributes records of resources to the SLS database and regularly borrows needed materials through the SLS. LMS uses SLS tools to access information and facilitate interlibrary loan. LMS participates in SLS activities.	School is an active member of the SLS, contributing and borrowing materials as needed. LMS collaborates with public and academic libraries.
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<b>PROFESSIONAL DEVELOPMENT</b>	LMS does not participate and is not encouraged to seek professional development opportunities.	LMS participates in limited professional development, mainly school, SLS, or local library media professional activities.	LMS participates in professional development opportunities and attends cross-discipline activities at local and regional levels.	LMS seeks out, participates in and promotes active involvement in diverse professional development opportunities at local, state and national levels.	LMS initiates and provides professional development opportunities for self and others across disciplines and at local, state and national levels.
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