



*School Library System, Wayne-Finger Lakes BOCES*  
**Member Plan**  
**SCHOOL LIBRARY MEDIA PROGRAM PLANNING RUBRIC**  
**AS REQUIRED BY COMMISSIONER'S REGULATIONS**

**District:**

**School:**

**Enrollment:**

**Grades in School:**

**Evaluator:**

**Date of Evaluation:**

**Return a completed copy with the attached BEDS form to:**

Judy Marsh  
Wayne-Finger Lakes School Library System  
Maple Building  
131 Drumlin Court  
Newark, New York 14513-1863

Telephone: 315/332-2100  
Fax: 315/331-7317

Is an on-site visit by the school library system desired? Yes  No

**Directions:**

A rubric is provided to assist library media professionals and school administrators in reviewing the school library media program. Library media professionals and administrators should consider each of the twenty-two indicators. The levels for each area are incremental. A library media program cannot conclude that it meets an exemplary level in an area without also meeting the corresponding basic and proficient levels. A checkmark should be placed in the box that best reflects the library media program's level in each area. Library media programs will likely be "exemplary" in some areas, but "basic" and "proficient" in others. There may be areas in which the library media program does not meet "basic" levels of performance. For these areas, "not basic" should be checked.

**Note the following abbreviations: LMP - library media program; LMS - New York State Certified Library Media Specialist; and LMC - Library Media Center; SLS - School Library System.**

Please check *Only 1 Level* for each indicator. You must meet basic to qualify for proficient, proficient to qualify for exemplary.

### I: Learning and Teaching

<b>1. Information literacy standards are integrated into all instruction.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	Information literacy skills are embedded into resource-based teaching across the curriculum and are focused on how to find information. Students learn to use library materials in the context of classroom content.	LMP provides essential support to the curriculum. Students learn information literacy skills through the collaborative efforts of teachers and the LMS and extend beyond location to analysis, evaluation, and the use of information.	LMP is a catalyst for intellectual inquiry. Students learn to incorporate information literacy skills into their work and become proactive users of information and resources.
<b>2. Student reading, writing, viewing, listening, and speaking is supported and promoted.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMP regularly promotes reading, writing, speaking, viewing, and listening enjoyment, enrichment, and understanding to all students.	LMP regularly promotes reading, viewing, and listening to all students and offers special events incorporating viewing, listening writing and speaking.	Writing, viewing, reading, speaking, and listening for learning and for enrichment characterizes the school-wide culture and the LMP is recognized for its leadership.
<b>3. Diverse learning styles are supported.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMP and collection support diverse learning abilities, styles, and needs.	LMP and collection are developed through collaborative methods to accommodate diverse learning abilities, styles, and needs	LMP and collection are recognized as supporting school-wide programs that enable and encourage students to use their own learning styles, abilities, and needs to solve complex information problems and present their solutions in various formats
<b>4. Student inquiry and research process is facilitated.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	A research process has been identified or developed and used consistently by the LMS with students. The process includes identifying, documenting and using resources, plagiarism, and rules for citation.	A formal research process has been collaboratively identified or developed and documented by the LMS and teachers and is used consistently by both. The process extends to developing topics, compiling and reporting findings, and assessment	A formal research process has been adopted school-wide and is used in all areas of the curriculum by teachers in collaboration with the LMS and leads to student mastery of the research process.

Please check *Only 1 Level* for each indicator. You must meet basic to qualify for proficient, proficient to qualify for exemplary.

**I: Learning and Teaching (continued)**

<b>5. Student research is conducted across the curriculum.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	Most students are engaged in library - based research in at least one area of the curriculum.	Most students are engaged in library - based research in at least 3 areas of the curriculum.	Most students are engaged in library - based research in all areas of the curriculum.
<b>6. Technology is integrated into instruction.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMS integrates technology into instruction and student inquiry.	LMS integrates current and emerging technology into instruction and student inquiry and includes a library website that supports instruction and student inquiry.	LMC technology resources are included in the total school technology plan and are integral to all teaching and learning
<b>7. LMS and teachers collaborate.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	All teachers accompany classes to the LMC. At least 15% of teachers plan collaboratively in advance with the LMS to include information literacy skills in student outcomes.	50% or more of teachers collaborate with LMS to plan instruction for students. Planning includes extensive use of LMC resources. Information literacy processes are integral to instructional planning. LMS and teachers develop instructional program coordinated with core curriculum	85% or more teachers plan collaboratively and co-teach with LMS to provide learning strategies and activities for students. LMS is full partner on the school instructional team.
<b>8. Curriculum support</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMP supports the curriculum and curriculum guides. Class assignments and other basic curriculum information are provided to LMS.	The LMS participates in building and district-wide curriculum meetings and shares knowledge of resources.	District enables the LMS to work collaboratively with administrators and teachers in planning, developing and writing curriculum.

Please check *Only 1 Level* for each indicator. You must meet basic to qualify for proficient, proficient to qualify for exemplary.

**II: Information and Access**

<b>9. Collection Management</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMS manages the collection in support of the curriculum and students, including timely selection of materials, cataloging, an annual inventory, and managing or overseeing circulation and overdues.	The LMS regularly selects new material and continuously evaluates and weeds the collection in support of the school's curriculum.	LMS collaborates with teachers to develop and weed the collection in support of the curriculum and receives consistent administrative support in the management of overdues.
<b>10. Collections are adequately funded.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMC print, non-print, and online collections are funded \$21/student or more	LMC print, non-print, and online collections are funded \$25/student or more.	LMC print, non-print, and online collections are funded \$29/student or more.
<b>11. Collections are adequate to support the curriculum and student personal interests.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	A collection of current materials that meet most student and curriculum needs. Access to information in a variety of formats	A collection of 20-25 resources per student, current, weeded and responsive to curricular and recreational needs of students. Reflects a diversity of cultures. Materials in languages other than English, as appropriate. Access to information in a variety of formats.	A collection of 26-30 resources per student, in which the average copyright date is no more than 10 years old.
<b>12. Resource sharing is supported.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMS cooperates with SLS for inter-library loans, occasionally loaning and borrowing materials, using a variety of means, including the SLS union catalog, emails, or phone. Annually contributes records to the library system's union catalog.	LMS regularly borrows and loans materials, cooperating with the SLS, and uses a variety of means, including email and the Internet. Regularly contributes records to the SLS union catalog through the year, keeping the union catalog up to date.	LMS collaborates with SLS and with local agencies and public libraries to develop resource-sharing using a variety of means, including a web-based Inter-library loan service that it, students, and teachers can use independently.

Please check *Only 1 Level* for each indicator. You must meet basic to qualify for proficient, proficient to qualify for exemplary.

**II: Information and Access (continued)**

<b>13. Space and furnishing are adequate.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMC space accommodates whole class. Limited space and furniture for simultaneous class, small group, and individual use. There is sufficient shelving for the collection and adequate work and storage space.	Large LMC facility. Space and furniture available for simultaneous whole class, small group, and individual use. At least two groups can work in LMC at the same time.	Very large LMC facility. Space and furniture for simultaneous scheduling of multiple groups of students. May include multifunctional rooms, video studio, and teacher resource area as part of the LMC.
<b>14. There is equitable access to the LMC.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMC is open all day. Some flexible access is provided. Access is not limited to a fixed-schedule for classes.	LMC open all day and before and after school. Flexible access is provided during all hours that the school is in session allowing classes to access the library as needed.	LMC open all day, and for extended periods (evenings, weekends). Flexible schedule provides open access to all LMC resources, services and staff.
<b>15. Library automation is present and continuing.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMC has an integrated automated library management system for circulation and provides an automated catalog in the LMC only.	LMC provides an automated catalog outside the LMC, including in classrooms on local area networks, on wide area networks	LMC provides a web-based catalog available 24/7, both in the LMC and remotely.
<b>16. Access to technology is adequate.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMC has 6 or more computers for students that provide access to the Internet, and grade and curriculum-appropriate databases through NOVELNY. Audio-visual equipment is available to students, including a TV and VCR and/or DVD player.	LMC has 12 or more computers for students that are networked with high-speed access to the Internet, and purchased grade and curriculum-appropriate databases. Computer projection equipment, digital cameras and scanners are available for student use.	LMC provides 24 computers for students that are networked with high-speed access to the Internet., Podcasting/vodcasting equipment is available for student use.

Please check *Only 1 Level* for each indicator. You must meet basic to qualify for proficient, proficient to qualify for exemplary.

<b>17. Library Media Center Web Page.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMC has a web page that provides library staff contact information and links to NOVELNY databases.	LMC has a web page that provides information about staff, access to the library catalog, links to purchased databases and other links that support books and reading.	LMC has a web page that provides links to its web-based catalog as well as other library catalogs, copyright & plagiarism information, curriculum resources and/or pathfinders and bibliographic resources, all of which are supported in the LMC by the LMP.
<b>III. Program Administration</b>			
<b>18. Staffing levels.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	Staffing in the LMC includes at least one full-time certified LMS.	Staffing in the LMC includes one full-time certified LMS and one full-time support staff.	Staffing in the LMC includes one full-time certified LMS for every 500 students served and more than one full-time support staff, the number of support staff reflecting the needs of the LMP and LMP.
<b>19. LMS cooperation is supported.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	District provides its LMS occasional opportunities to meet and discuss LMP services, procedures, and concerns, as well as school policies. It appoints and supports a liaison to the School Library System.	District provides its LMSs opportunities to meet regularly. The School Library System liaison shares the district library issues during liaison meetings and brings district issues back to the SLS, serves on committees, and attends ad hoc SLS meetings.	District supports monthly meetings of its LMSs. District LMSs are active members of SLS, serving on committees and facilitating and providing SLS professional development and training activities.

Please check *Only 1 Level* for each indicator. You must meet basic to qualify for proficient, proficient to qualify for exemplary.

<b>20. Administrative support is informed and continuing.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	School and district administrators support the LMC. These administrators schedule time to meet with the LMS occasionally.	Administrators encourage teachers to integrate classroom learning into the LMC. School, department, and district administration meet regularly with the LMS.	LMS and school, department and district administrators, promote the LMC together as the school's center for learning through inquiry.

<b>21. Communication with administration used effectively.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMS communicates occasionally with building administration on LMP's achievements, activities, and needs.	LMS communicates monthly with building and district administrators on LMP's achievements, activities, and needs.	LMS communicates with building and district administrators monthly and annually with the Board of Education on LMP's achievements, activities and needs.

<b>22. Intellectual Freedom and Copyright.</b>			
<b>Non- Existent</b> <input type="checkbox"/>	<b>Basic</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Exemplary</b> <input type="checkbox"/>
Does not meet Basic requirements.	LMS supports and teaches the basic concepts of intellectual freedom and copyright.	LMC and library staff supports the concepts of intellectual freedom and copyright and implements them in all library practices.	LMS and library staff support the concepts of intellectual freedom and copyright (to all teachers and students,) fully implementing them in all practices and integrating these concepts in the curriculum.

We, the undersigned, have reviewed the assessment rubric results together and used those results to assess the Library Media Program

\_\_\_\_\_

Date

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Principal's Signature

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Library Media Specialist's Signature

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Date

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Superintendent's Signature