

SPECIFIC BUDGET REQUEST FORM

Library Monitoring Rubric - Section 2.4

Librarian Growth Rubric - Standard 5-6, 10-11, 16, 18

School Library Guide - Section 6.2



LIBRARY INFORMATION

GRADE LEVEL	NUMBER OF STUDENTS
CURRENT COLLECTION COPYRIGHT AGE:	CURRENT COLLECTION TOTAL ITEMS
YEARLY BUDGET	ADDITIONAL FUNDING

Standard	Current Status	Needs Assessment	Cost of Needs
Section 1.1 Automated Management System All library collections shall be cataloged in a web-based automated system, including fiction, nonfiction, easy, reference, professional collection, and non-print items, including CDs/DVDs and eBooks. The school library shall barcode and place correct spine labels on the physical item and add all record information in the automated system.			
Section 1.2 General Collection Collection shall include nonfiction, fiction, and easy titles. The collection shall be consistently weeded and assessments shall be used to guide selection of materials. Collection can also includes ebooks that can be circulated or tracked through the library's automated system.			
Section 1.3 Reference Materials Collection shall include print and/or digital Encyclopedias, Dictionaries, Almanacs, Thesauruses, and Atlases. Print and/or non-print periodicals such as newspapers and magazines shall be included in this collection.			
Section 1.4 Non-print Resources Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions.			
Section 1.5 Professional Collection Resources shall support Mississippi Department of Education			

Professional Development Accountability Standard 15 {Miss. Code Ann. § 37-17-8} (7 Miss. Admin. Code Pt. 3, Ch. 44, R. 44.1) as well as the professional growth of teachers, administrators, and school librarians.			
Section 2.1 Certified Staff A certified school librarian shall be assigned to the school library MS Code 37-17-6(3)(a-e). The librarian shall offer an organized program of service to students and staff. The librarian shall function 100% in the library position, either ½ or full time, depending on the school population. The librarian shall not serve as a substitute teacher.			
Section 2.2 Needs Assessment The school library program shall participate in periodic reviews and ongoing informal and formal assessments used to develop short and long range strategic plans for improvement.			
Section 2.3 Library Policy Handbook A library handbook of library policies and procedures shall be developed, adopted, and used in each library. The handbook shall include procedures concerning circulation, maintenance, inventory of materials, and weeding of the collection.			
Section 2.4 Funding School districts shall provide sufficient funding for the purchase and maintenance of current resources for the school library.			
Section 2.5 Advocacy Committee The school library program shall establish an advocacy committee for the school library program within the school and beyond.			
Section 2.6 Public Relations The school librarian shall use a public relations plan to promote advocacy for the school library program.			
Section 3 Library Facilities The school library shall be arranged to: (1) accommodate flexible access by classes and individual students; (2) perform basic functions of a curriculum integrated school library program; (3) provide a climate conducive to learning and student achievement; (4) provide equitable access to information and resources within the school, community, and global networks.			