

MISSISSIPPI LIBRARIAN GROWTH RUBRIC,
SCHOOL LIBRARY GUIDE,
AND LIBRARY MONITORING RUBRIC CROSSWALK



Domain I: Planning

Standard 1: Consults with teachers and administrators to create long-range and short-range plans for the library in support of the school's instructional program.

School Library Guide	Section 6.5: Librarian Evaluation; Section 6.8: Short-and Long-Term Goals
Library Monitoring Rubric	2.2 Needs Assessments: 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.
Artifacts	Documentation: Professional Growth Goals, Short-and Long-Term Library Goals

Standard 2: Develops and implements library policies and procedures for effective library use.

School Library Guide	Section 4.1: Understanding Collection Development; Section 4.5: Weeding of Collection Resources; Section 4.6: Challenged Materials; Section 4.7: Cataloging and Processing; Section 6.9: Policies and Procedures Handbook
Library Monitoring Rubric	2.3 School Library Policies and Procedures: 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.
Artifacts	Documentation: Policy and Procedure Manual (updated and implemented)

Standard 3: Plans for and provides necessary resources, technology, and instructional services that align with MS library standards and curriculum goals.

School Library Guide	Section 3.5: Understanding Collaboration; Section 3.6: Planning for Instruction; Section 6.5: Librarian Evaluation; Section 6.8: Short-and Long-Term Goals
Library Monitoring Rubric	2.2 Needs Assessments: 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.
Artifacts	Documentation: Student Learning Outcome

Standard 4: Plans instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.

School Library Guide	Section 3.5: Understanding Collaboration; Section 3.6: Planning for Instruction; Section 3.8: Encouraging Advocacy
Library Monitoring Rubric	2.5 Library Advocacy Committee: The school library program shall establish an advocacy committee for the school library program within the school and beyond.
Artifacts	Documentation: Student and/or Teacher Surveys, Documentation of provision (ELL/SPED/504): High interest-Low level, Large Print, World Languages or other resources for diverse learners

Standard 5: Develops and monitors a budget for the library in support of the school's instructional program in consultation with school/district administration.

School Library Guide	Section 6.2: Budget and Funding
Library Monitoring Rubric	2.4 Funding: School districts shall provide sufficient funding for the purchase and maintenance of current resources for the school library.
Artifacts	Documentation: Budget Report

Domain II: Management

Standard 6: Provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program.

School Library Guide	Section 3.6: Planning for Instruction; Section 3.12: MAGNOLIA Database; Section 4.2: Selection Tools; Section 4.4: Collection Guidelines; Section 4.5: Weeding of Collection Resources; Section 5.3: Digital Resources
Library Monitoring Rubric	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 include ebooks that can be circulated or tracked through the library's automated system. 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. 1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions. 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.
Artifacts	Documentation: Collection Analysis Reports

Standard 7: Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility.

School Library Guide	Section 4.7: Cataloging and Processing; Section 6.7: School Library Facility Recommendations
Library Monitoring Rubric	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. 3 Library Arrangement: 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; and (4) provide equitable access to information and resources within the school, community, and global networks.
Artifacts	Observation: Automated System (updated/web-based), Library layout

Standard 8: Maintains accurate library records and statistics on the use of materials.

School Library Guide	Section 4.7: Cataloging and Processing; Section 6.6: School Library Monitoring Rubric
Library Monitoring Rubric	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.
Artifacts	Documentation: Library Holdings Circulation Report

Standard 9: Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items.

School Library Guide	Section 4.7: Cataloging and Processing; Section 6.6: School Library Monitoring Rubric
Library Monitoring Rubric	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.
Artifacts	Observation: Automated Management System

Domain III: Collaboration and Services

Standard 10: Encourages reading of various forms of literature by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials.

School Library Guide	Section 3.2: Understanding the Librarian's Role in Reading and CCRS; Section 3.3: Creating a Reading Environment; Section 3.4: Using Data in the Library; Section 4.2: Selection Tools; Section 4.4: Collection Guidelines; Section 4.5: Weeding of Collection Resources
Library Monitoring Rubric	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 include ebooks that can be circulated or tracked through the library's automated system.
Artifacts	Observation: Literacy promoting displays , Collaborative Library Project/Program

Standard 11: Maintains effective communication with staff and students informing them of new acquisitions and library services.

School Library Guide	Section 3.8: Encouraging Advocacy; Section 3.9: Library Promotional Events
Library Monitoring Rubric	2.6 Public Relations: The school librarian shall uses a public relations plan to promote advocacy for the school library program.
Artifacts	Observation: Promotional Display, Library web page, Newsletter/Flyers/ Handouts, Use of safe online communication tools

Standard 12: Determines instructional needs within the library program by consulting with library advocacy committee.

School Library Guide	Section 3.8: Encouraging Advocacy
Library Monitoring Rubric	2.5 Library Advocacy Committee: The school library program shall establish an advocacy committee for the school library program within the school and beyond.
Artifacts	Documentation: Student Learning Outcomes

Standard 13: Collaboratively teaches information and digital literacy as an integral part of the curriculum.

School Library Guide	Section 3.5: Understanding Collaboration; Section 3.6: Planning for Instruction; Section 3.12: MAGNOLIA Database; Section 4.4: Collection Guidelines; Section 5.3: Digital Resources
Library Monitoring Rubric	1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions.
Artifacts	Documentation: Library Schedule (fixed/ flexible) which includes either Collaborative Lesson Plans or Grade-appropriate library lessons

Standard 14: Provides training to students and teachers in the use of resources, technology, and equipment.

School Library Guide	Section 3.5: Understanding Collaboration; Section 3.6: Planning for Instruction; Section 3.12: MAGNOLIA Database; Section 4.4: Collection Guidelines; Section 5.3: Digital Resources
Library Monitoring Rubric	1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions.
Artifacts	Observation: Librarian training or assisting students and/or teachers

Standard 15: Assists students and teachers in locating information and resources for research.

School Library Guide	Section 4.7: Cataloging and Processing
Library Monitoring Rubric	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.
Artifacts	Observation: Librarian training or assisting students and/or teachers

Domain IV: Library Environment and Facilities

Standard 16: Organizes the library for optimal use by students and faculty.

School Library Guide	Section 6.7: School Library Facility Recommendations
Library Monitoring Rubric	3. Library Arrangement: 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; and (4) provide equitable access to information and resources within the school, community, and global networks.
Artifacts	Observation: Meets "Minimum" on facilities standards listed on the current Library Monitoring Rubric (If not, document budget request), Appropriate permanent signage or labels

Standard 17: Demonstrates high expectations for all students and maintains positive library environment which produces learning opportunities for all students and staff.

School Library Guide	Section 3.3: Creating a Reading Environment; Section 6.9: Policies and Procedures Handbook
Library Monitoring Rubric	2.3 School Library Policies and Procedures: 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.
Artifacts	Observation: Rules posted and implemented, Safety information posted

Domain V: Professional Responsibilities

Standard 18: Participates in appropriate professional learning opportunities and/or belongs to professional library organizations. Applies professional learning to benefit students and teachers.

School Library Guide	Section 2.5: Professional Development; Section 5.4: Technology Professional Associations/Conferences
Library Monitoring Rubric	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.
Artifact	Documentation: Professional Development Plan

Standard 19: Communicates effectively with teachers, students, and family about the library program and available resources. Advocates for the library program in the school and community.

School Library Guide	Section 3.8: Encouraging Advocacy; Section 3.9: Library Promotional Events
Library Monitoring Rubric	2.5 Library Advocacy Committee: The school library program shall establish an advocacy committee for the school library program within the school and beyond. 2.6 Public Relations: The school librarian shall use a public relations plan to promote advocacy for the school library program.
Artifact	Documentation: Active Library Advocacy Committee:

Standard 20: Promotes the Library Bill of Rights and Intellectual Freedom.

School Library Guide	Section 1.4: Intellectual Freedom; Section 1.5: Freedom to Read
Library Monitoring Rubric	2.3 School Library Policies and Procedures: 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.
Artifact	Observation: Implementation of the Library Bill of Rights, Access to balanced collection that reflects student interest and needs