This Rubric is a monitoring document for the following
ACCOUNTABILITY STANDARDS 2.3, 2.3.1, 2.3.2, 3, 3.6, 18, 18.1, and 18.2.

Instructions: Place a check in the box beside each indicator that you find present in the Library/Media Center. Refer to the current Mississippi Public and Nonpublic School Library Guide for more complete information about the expectations for meeting the standards.

ADMINISTRATION AND PERSONNEL

2.3   The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth (¼) of the workday to library/media administrative activities. {Miss. Code Ann. § 37-17-6(3)(a-e)}

   2.3.1   If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

   2.3.2   If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

3.   The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {Miss. Code Ann. § 37-3-46(b)}

   3.6   Administrators who rate as school-level administrators, counselors, librarians, and teachers, and teacher-observers shall complete an MDE-approved Professional Growth System (PGS) training.

INSTRUCTIONAL PRACTICES

18.   Each school has a library media center. Refer to the current edition of the *Mississippi Public and Nonpublic School Library Guide*. {Miss. Code Ann. § § 37-176(3)(a-e)}

18.1   Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.

18.2   The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

DOMAIN I: LIBRARY COLLECTION

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.

Evidence: *Collection Statistics; Training Documents; OPAC Lessons*	
Minimum Requirements	**Progressive (Minimum +)**
☐ Circulation/Cataloging Capacity	☐ 2 management computers
☐ Librarian Management computer	☐ Online access to materials available in the school library throughout the school facility/remote sites
☐ Barcode scanner	☐ Remote circulation and inventory capabilities
☐ Online access to materials available in the school library	
☐ All equipment and materials cataloged	
☐ Cataloging, processing, and shelving of resources according to the Dewey Decimal Classification System	
☐ Teacher and student OPAC (Online Public Access Catalog) training	
☐ Inventory capabilities	

Library Guide	Evidence	Notes
☐ Section 4.7: Cataloging and Processing	☐ Collection Statistics	
	☐ Training Documents	
	☐ OPAC Lessons	

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.

Evidence: *Historical Collection Report; Weeding Report; Requisitions; Collection Development Plan*	
Minimum Requirements	**Progressive (Minimum +)**
☐ A goal of 10 books per student that are in good condition and that support the school's instructional program and provide titles for pleasure reading ☐ A well-balanced, diverse collection that is both age and content appropriate	☐ A goal of 15 - 20 books per student that are in good condition and that support the school's instructional program ☐ Average copyright of nonfiction collection (excluding biography) is less than 10 years old (print and digital formats) ☐ A collection that caters to student populations (i.e., Pre-Kindergarten, English Learners, Migrant Students, Gifted Students, or Special Education Students)

Library Guide	*Evidence*	*Notes*
☐ Section 4.2: Selection Tools ☐ Section 4.4: Collection Guidelines ☐ Section 4.5: Weeding of Collection Resources	☐ Historical Collection Report ☐ Weeding Report ☐ Requisitions ☐ Collection Development Plan	

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.

Evidence: *Weeding Report; Requisitions; Reference Lessons; Collection Development Plan*	
Minimum Requirements	**Progressive (Minimum +)**
☐ A core reference collection that is in good condition that supports the school's **current** instructional program ☐ A **well-balanced** collection that is both **age** and **content** appropriate	☐ Not Applicable

Library Guide	Evidence	Notes
☐ Section 3.6: Planning for Instruction ☐ Section 4.4: Collection Guidelines ☐ Section 4.5: Weeding of Collection Resources ☐ Section 4.7: Cataloging and Processing	☐ Reference Lessons ☐ Weeding Report ☐ Requisitions ☐ Collection Development Plan	

1.4 Non-Print Resources: Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and/or digital and ebook subscriptions.

Evidence: *Websites; Trainings and Lesson Plans; CD/DVD Curriculum Connection*	
Minimum Requirements	**Progressive (Minimum +)**
☐ School library website available on school home page for classroom and school site access which includes librarian's name, schedule, and email ☐ Maintain a list of **credible** and **age-appropriate** websites that support the **current** curriculum ☐ MAGNOLIA Database available for students and teachers with links on library computers/website and advertised in the library ☐ Emerging formats available to support the **current** curriculum ☐ Training on non-print resources	☐ Additional databases available, i.e., World Book Online, JSTOR, SIRS, etc. ☐ School library website available on school home page for classroom, school site and remote site access

Library Guide	Evidence	Notes
☐ Section 3.12: MAGNOLIA Database ☐ Section 4.4: Collection Guidelines ☐ Section 5.3: Digital Resources ☐ Section 5.6: Cataloging Digital Resources	☐ Websites ☐ Trainings and Lesson Plans ☐ CD/DVD Curriculum Connection	

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.

Evidence: *Promotion of Professional Development Resources*	
Minimum Requirements	*Progressive (Minimum +)*
☐ A goal of 20 print and/or digital current professional titles ☐ Access to print and/or electronic professional periodicals ☐ Current credible websites for professional development purposes available through the school library website	☐ Not Applicable

Library Guide	*Evidence*	*Notes*
☐ Section 2.5: Professional Development ☐ Section 3.12: MAGNOLIA Resources ☐ Section 4.4: Collection Guidelines ☐ Section 4.5: Weeding of Collection Resources ☐ Section 4.7: Cataloging and Processing ☐ Section 5.3: Digital Resources	☐ Promotion of Professional Development Resources	

DOMAIN II: LIBRARY MANAGEMENT

2.1 Certified Staff: A certified school librarian shall be assigned to the school library Miss. Code Ann. § 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.

Evidence: *Library Schedule; Board-approved Job Description; Other Assigned Duties; Inventory Report*

Minimum Requirements	Progressive (Minimum +)
☐ A certified school librarian is assigned to the school library (half-time if school enrollment is 0-499; full-time if school enrollment is 500 or more)	☐ 1 + school librarian is assigned to the library full time
☐ Flexible scheduling/Open access is incorporated into the school library schedule especially during a non-traditional school day (i.e., testing, school programs, and professional development meetings)	☐ Library support staff is **strongly** recommended for school libraries with populations more than 500
☐ Time is allotted at the beginning and end of the school year for necessary library maintenance tasks including inventory	☐ Large districts may employ a designated Library Program Supervisor at the district level
☐ Ample time (at least 25% half-or full-time) is allotted throughout the school week to complete and management and administrative library tasks (planning, weeding, shelving, ordering, etc.) and is shown on the librarian's schedule	

Library Guide	Evidence	Notes
☐ Section 3.7: Promotion Flexible, Open Access	☐ Library Schedule (Standard 2.3)	
☐ Section 6.1: Personnel	☐ Job Description	
	☐ Other Assigned Duties	
	☐ Inventory Report	

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.

Evidence: *Library Goals; Surveys and Requests; Evaluation; Student Learning Outcomes; PGS Training*	
Minimum Requirements	**Progressive (Minimum +)**
☐ Program assessment is based on informal and formal assessment which includes input from administrators, faculty and students (MDE Librarian Growth Rubric) ☐ The school librarian sets annual goals which are reported to the administration no later than September of the current school year ☐ Needs assessments, inventories, professional tools, curriculum objectives, and input from the Library Advocacy Committee are used by the school librarian to establish annual goals	☐ Not Applicable

Library Guide	Evidence	Notes
☐ Section 6.5: Librarian Evaluation ☐ Section 6.8: SMARTGoals	☐ Library SMART Goals (3 years) ☐ Teacher and Student Surveys ☐ Teacher Request ☐ Completed Evaluation (Standard 3) ☐ Student Learning Outcome ☐ PGS Training (Standard 3.6)	

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.

Evidence: *School Library Handbook; District-Approved Policies; Circulation Policy*	
Minimum Requirements	**Progressive (Minimum +)**
☐ There is a **district-approved** policy used for selection of materials, challenges to materials, copyrights, donated materials, and Internet use are standards in the school library's collection development policy	☐ Not Applicable

Library Guide	Evidence	Notes
☐ Section 1.4: Intellectual Freedom ☐ Section 1.5: Freedom to Read ☐ Section 3.4: Using Data ☐ 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	☐ School Library Handbook ☐ District-Approved Policies (Selection, Gifts, Weeding, and Challenged Materials) ☐ Circulation Policy	

2.4 Funding: School districts shall provide sufficient funding for the purchase and maintenance of current resources for the school library.

Evidence: *Budget Expenditures; Current Budget Plan; Current Operating Budget; Additional Funding*	
Minimum Requirements	**Progressive (Minimum +)**
☐ The school library meets the minimum basic collection requirements as stated in the guidelines for Section 1: Library Collection ☐ The school district is required to provide **consistent, sustained** library funding to maintain and upgrade library collections, equipment, and facilities ☐ The school librarian must administer the approved school library budget and monitor acquisitions in order to meet all of the instructional and informational needs of the school's learning community ☐ The school librarian must submit an annual budget plan which can include requests to the school principal/administrator no later than February of the current school year ☐ The school librarian should prepare annual reports documenting how each source of funding for the library program was spent	☐ The school library meets the Progressive (Minimum +) collection suggestions as stated in the guidelines for school library collection development section of this document ☐ The district or school provides some additional funding to purchase library resources to support federally or state mandated initiatives, information access, and student achievement ☐ Fundraising and/or grant writing is used to increase resources and programs to support federally or state-mandated initiatives, information access, and student achievement

Library Guide	Evidence	Notes
☐ Section 6.2: Budget and Funding	☐ Budget Expenditures ☐ Current Budget Plan ☐ Current Operating Budget ☐ Additional Funding	

2.5 Library Advocacy Committee: The school library program shall establish an advocacy committee for the school library program within the school and beyond.

Evidence: *Library Advocacy Committee Documents; Library Advocacy Committee Goals and Objectives*	
Minimum Requirements	**Progressive (Minimum +)**

☐ The advocacy committee includes:
 	
    ☐ Library staff
 	
    ☐ Principal/administrator
 	
    ☐ Teachers
 	
    ☐ Parents
 	
    ☐ Students (when age appropriate)
 	
☐ The advocacy committee meets as needed for program planning and discussion of procedural issues
	☐ Not Applicable

Library Guide	Evidence	Notes
☐ Section 3.8: Encouraging Advocacy	☐ Library Advocacy Committee Documents: members, meeting schedule, agendas ☐ Library Advocacy Committee Goals and Objectives	

2.6 Public Relations: The school librarian shall use a public relations plan to promote advocacy for the school library program.

Evidence: *School Library Public Relations Plan; Public Relation Examples*	
Minimum Requirements	*Progressive (Minimum +)*
☐ The school librarian uses a variety of communications and methods to publicize the school library and its resources and services	☐ The school librarian partners with school and/or community groups to sponsor events that promote the school library program

Library Guide	Evidence	Notes
☐ Section 3.8: Encouraging Advocacy ☐ Section 3.9: Library Promotional Events	☐ School Library Public Relations Plan ☐ Public Relation Examples	

DOMAIN III: LIBRARY FACILITIES

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.

Evidence: *Compliance with Section 6.7: School Library Facility Recommendations*

Minimum Requirements	Progressive (Minimum +)
☐ The school library is neat and well-organized	☐ Various methods of display, furniture selection, and room treatments are utilized to provide an atmosphere of welcome and productivity
☐ The atmosphere is one of welcome and productivity	
☐ Shelving and furniture are age appropriate	☐ The school library goes beyond minimum guidelines providing larger spaces than required **OR** additional support areas for viewing, production, communication activities, displays, wiring/network
☐ The arrangement of the school library supports use by a minimum of one (1) class and individual students	
☐ In addition to adequate space for print/non-print collections, space arrangements should include specific areas for:	

☐ Circulation
☐ Large group use/instruction
☐ Small group use or individual use
☐ Storytelling area for elementary students
☐ Leisure reading area (soft surfaces)
☐ Library management area
☐ Use of technology
☐ Secure storage of library resources and materials
☐ Displays/quality signage

☐ The school library is accessible by persons with disabilities in accordance with Public Law 101-476 Education of the Handicapped Act Amendments 1990

☐ The school library is equipped with temperature control

☐ Lighting and electrical accommodations have been integrated effectively

☐ All books are shelved from left to right on the shelf, read from top to bottom, and should accommodate for growth

Library Guide	Pictures	Notes
☐ Section 6.7: School Library Facility Recommendations	☐ Overall Library Facility ☐ Circulation Area ☐ Library Collection ☐ Instructional/Computer Area ☐ Workroom/Storage Area	