

The following organizes evidence for the School Library Monitoring Rubric and School Librarian Professional Growth Rubric. The evidence below is not an exhaustive list, but the categories will help librarians organize artifacts for both rubrics.

## Library Budget

### Library Monitoring Rubric

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

### Librarian Growth Rubric

**Domain II Instructional Collaboration and Library Services Standard 3:** Encourages reading of various forms of literature by developing and maintaining a balanced, comprehensive, diverse, and up-to-date collection of print and digital resources that support the school's instructional program while maintaining an awareness of students' reading interests and providing guidance in the selection grade-appropriate materials.

### School Library Guide

**Section 6.2:** Budget and Funding

### Examples of Evidence

- Budget Report
- Budget Justification
- Specific Budget Request

## Library Collection

### 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.

**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.

### Librarian Growth Rubric

**Domain I Instructional Planning Standard 2:** Plans instruction and provides print and digital resources that meet the diversity of students' backgrounds, cultures, skills, learning levels, language

proficiencies, interests, and special needs by working with teachers, administrators, and the school library advocacy committee.

**Domain II Instructional Collaboration and Library Services Standard 3:** Encourages reading of various forms of literature by developing and maintaining a balanced, comprehensive, diverse, and up-to-date collection of print and digital resources that support the school's instructional program while maintaining an awareness of students' reading interests and providing guidance in the selection grade-appropriate materials.

## School Library Guide

**Section 3.6:** Planning for Instruction; **Section 3.11:** MAGNOLIA Database; **Section 4.2:** Selection Tools; **Section 4.4:** Collection Guidelines; **Section 4.5:** Weeding of Collection Resources; **Section 4.7:** Cataloging and Processing; **Section 5.3:** Digital Resources; **Section 6.6:** School Library Monitoring Rubric

## Examples of Evidence

- Collection Analysis Report
- Collection Development Plan
- Inventory Report
- Library Holdings Report
- Teacher/Student Request
- Weeding Report

## Library Facilities

## 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.

**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.

## Librarian Growth Rubric

**Domain III Library Culture and Learning Environment Standard 6:** Organizes the library resources and ensures equitable physical access to facilities while demonstrating high expectations and maintaining an environment that is inviting, safe, flexible, and conducive to teaching and learning.

## School Library Guide

**Section 3.3:** Creating a Reading Environment; **Section 6.7:** School Library Facility Requirements; **Section 6.9:** Policies and Procedures Handbook

## Examples of Evidence

- Library Map

## Library Goals and Objectives

## 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.

## Librarian Growth Rubric

**Domain I Instructional Planning Standard 1:** Consults with teachers, administrators, and school library advocacy committee to create Student Learning Outcome and School Library Program SMART Goals which plan for and provide necessary resources, technology, and instructional services aligned with the *Mississippi Library Learning Standards* and supports the *Mississippi College- and Career-Readiness Standards*.

## 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

## Examples of Evidence

- Library Program SMART Goals
- Student Learning Outcome SMART Goals

## Library Policies and Procedures

## 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.

## Librarian Growth Rubric

**Domain III Library Culture and Learning Environment Standard 7:** Resources are selected according to the principles of the *School Library Bill of Rights* and *Intellectual Freedom* and provides access to information in consideration to students' needs, abilities, and diversity.

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**Section 1.4:** Intellectual Freedom; **Section 1.5:** Freedom to Read; **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 6.5:** Librarian Evaluation; **Section 6.9:** Policies and Procedures Handbook

## Examples of Evidence

- Cataloging and Processing Policies
- Circulation Policy
- District Policies
- *Library Bill of Rights and Intellectual Freedom*
- Policies and Procedures Manual

## Library Professional Responsibilities

## 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.

## Librarian Growth Rubric

**Domain IV Professional Responsibilities 9:** Participates in appropriate professional learning opportunities and/or belongs to professional library organizations to increase knowledge and skills in providing effective support for the school library and instructional programs.

## School Library Guide

**Section 2.5:** Professional Development; **Section 5.4:** Technology Professional Associations/Conferences

### Examples of Evidence

- Job Description
- Professional Development Plan

## Library Programs and Collaboration

### Library Monitoring Rubric

**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.

**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.

### Librarian Growth Rubric

**Domain II Instructional Collaboration and Library Services Standard 4:** Collaboratively plans and teaches engaging inquiry-based informational and digital literacy lessons that incorporate multiple literacies and foster critical thinking as an integral part of the *Mississippi Library Learning Standards* and the *Mississippi College- and Career-Readiness Standards*.

**Domain II Instructional Collaboration and Library Services Standard 5:** Provides training and assistance to students and teachers in the use of print and digital library resources, equipment, copyright and fair use, and emerging technologies to support teaching and learning.

**Domain IV Professional Responsibilities 8:** Maintains effective, positive communication with the students and staff regarding library programs, resources, and services while advocating for the school library program in the school community.

## 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 3.5:** Understanding Collaboration; **Section 3.6:** Planning for Instruction; **Section 3.8:** Encouraging Advocacy; **Section 3.9:** Library Promotional Events; **Section 3.11:** MAGNOLIA Database; **4.2:** Selection Tools; **Section 4.4:** Collection Guidelines; **Section 4.5:** Weeding of Collection Resources; **Section 4.7:** Cataloging and Processing; **Section 5.3:** Digital Resources

### Examples of Evidence

- Documentation of Provisions (e.g., EL, SPED, 504)
- Library Advocacy Committee Members and Meetings
- Library Lesson Plan
- Library Schedule
- Literacy Promotion
- Public Relation Plan and Communication Tools
- Student/Teaching Trainings