

Denver Public Schools
LIBRARY MEDIA CENTER // PLANNING TOOL AND EVALUATION RUBRIC

School _____
 Evaluator _____

	UNSATISFACTORY	PARTIALLY PROFICIENT	PROFICIENT	ADVANCED
LIBRARY MEDIA CENTER STAFFING				
Appropriate Staffing	The school has a 1-year waiver from the Area Superintendent to staff the library media center with less than the staffing required in:	The LMC is staffed to the RAM allocation.	The LMC is staffed with a Library Media Specialist	The LMC is staffed with a Library Media Specialist and additional clerk or paraprofessional support.
Elementary Schools K-8 Schools	DPS Board Policy IJL-R Elementary/K-8 <350 students = .5 FTE Library Media Specialist or 1.0 Library Technician (job code 7300)	2005 RAM Allocations: Elementary/K-8 <350 students = .5 FTE Library Media Specialist or 1.0 Library Technician (job code 7300)	Elementary/K-8 <350 students = .5 FTE Library Media Specialist	Elementary/K-8 <350 students = 1.0 FTE Library Media Specialist
Middle Schools	Elementary/K-8 >350 students = 1.0 FTE Library Media Specialist or 1.0 Library Technician (job code 7300) Middle School = 1.0 FTE Library Media Specialist	Elementary/K-8 >350 students = 1.0 FTE Library Media Specialist or 1.0 Library Technician (job code 7300) Middle School = 1.0 FTE Library Media Specialist	Elementary/K-8 >350 students = 1.0 FTE Library Media Specialist Middle School = 1.0 FTE Library Media Specialist	Elementary/K-8 >350 students = 1.0 FTE Library Media Specialist + 1.0 para Middle School <1000 students = 1.0 FTE Library Media Specialist + 1.0 para
High Schools	High School = 1.0 FTE Library Media Specialist	High School < 1500 students = 1.0 FTE Library Media Specialist High School > 1500 students = 2.0 FTE Library Media Specialists	High School < 1500 students = 1.0 FTE Library Media Specialist High School > 1500 students = 2.0 FTE Library Media Specialists	High School < 1500 students = 1.0 FTE Library Media Specialist + 1.0 para High School > 1500 students = 2.0 FTE Library Media Specialists + 2.0 paras
Additional Assignments	The Library Media Specialist, Library Technician (job code 7300), or para is assigned to one or more other subject areas or major duties. (i.e. GT/Challenge, Technology Teacher, Literacy Coach, School Technology Representative) while also being assigned to the library media center. For Example: .25 LMC, .25 Technology, .5 GT	The Library Media Specialist or Library Technician (job code 7300) is assigned as required in chart above with no additional assignments or duties within that timeframe.	The Library Media Specialist is assigned as required in chart above with no additional assignments or duties within that timeframe.	The Library Media Specialist is assigned to the library full time with additional clerk or paraprofessional support.
LIBRARY COLLECTION				
Plan	There is no evidence of a collection development plan in place. The LMC contains a minimal collection of older, outdated items of varying quality and condition. The collection is not balanced. Curricular needs are not considered in purchasing. Inter-library	The LMC contains an adequate collection, built by following the DPS Collection Development Policy. The collection provides some required curricular resources. Inter-library loan, electronic databases, and Internet are seldom used. The library collection development plan	The LMC contains an exemplary collection of materials that meet most curricular needs of the students and staff. Inter-library Loan, electronic databases, and Internet are available, and used occasionally. The plan includes a current collection map. A	The LMC houses an excellent collection of diverse materials that is responsive to the curricular and recreational reading needs of the students and staff. The collection is regularly enhanced through Inter-library Loan, electronic databases, and the Internet. The plan includes a current

<p>Guidelines</p> <p>Size (Volumes--single titles, exclusive of textbooks, and multiple copies or big books purchased for classroom use.)</p> <p>Average Age of Collection</p> <p>Balanced</p> <p>Inventory</p>	<p>loan, electronic databases, and Internet are never used.</p> <p>Less than 10 volumes per student, or 3,500 volumes – whichever is greater.</p> <p>Average age is 1998 or older.</p> <p>The collection is not balanced.</p> <p>There has never been an inventory of this collection using LION.</p>	<p>includes a current collection map. The written collection development plan, including a plan for weeding, is based on the findings in the collection map. Some areas of the collection reflect recent curriculum changes.</p> <p>10 volumes per student, or 3,500 volumes—whichever is greater.</p> <p>Average age is between 1990 and 1992</p> <p>The collection is somewhat balanced but may have gaps or overstock in some areas.</p> <p>The LION inventory has not been completed in any year..</p>	<p>written collection development plan, including a plan for weeding, is based on the findings in the collection map. Collection supports current curricular practices and subject areas.</p> <p>Elem/K-8 under 500 = 23vps Elem/K-8 over 500 = 15vps MS under 500 = 25vps MS over 500 = 16vps HS under 500 = 34vps HS 500-1000 = 19vps HS over 1000 = 14vps</p> <p>Average age is between 1993 and 1994</p> <p>The collection is balanced. HS/MS = 10% Reference, 36% Fiction, 54% Nonfiction K-8 = 10% Reference, 21% Easy, 10% Intermediate Fiction, 5% YA Fiction, Elem = 10% Reference, 21% Easy, 15% Fiction, 54% Nonfiction</p> <p>The LION inventory was completed in 2002 or 2003</p>	<p>collection map. A written collection development plan, including a plan for weeding, is based on the findings in the collection map. Collection meets or exceeds current curricular practices and subject area needs.</p> <p>Elem/K-8 under 500 = 31vps Elem/K-8 over 500 = 20vps MS under 500 = 30vps MS over 500 = 19vps HS under 500 = 51vps HS 500-1000 = 25vps HS over 1000 = 17vps</p> <p>Average age is within 10 years of current date.</p> <p>The collection is balanced. HS/MS = 10% Reference, 36% Fiction, 54% Nonfiction K-8 = 10% Reference, 21% Easy, 10% Intermediate Fiction, 5% YA Fiction, 54% Nonfiction Elem = 10% Reference, 21% Easy, 15% Fiction, 54% Nonfiction</p> <p>The LION inventory was completed between 2003 and 2005. The information gathered is used for systematic planning for future needs.</p>
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INSTRUCTIONAL ROLE OF THE LIBRARY STAFF

<p>Collaborative Planning</p> <p>LMC Utilization</p>	<p>The LMS plans infrequently with the faculty. The teacher initiates any planning which occurs. The LMC staff gathers media materials for teachers only as requested</p> <p>The LMC is self-contained, and information literacy skills lessons are taught independent of classroom curriculum.</p>	<p>The LMS occasionally meets with the faculty to plan lessons on utilizing the LMC resources and information literacy and technology proficiencies.</p> <p>Planning, teaching, and lesson evaluation sometimes occur but make little use of available LMC materials.</p>	<p>The LMS regularly suggests meeting with the faculty to plan, teach, and evaluate lessons.</p> <p>Planned lessons make adequate use of the LMC resources, standards, and information literacy and technology processes.</p>	<p>The LMS meets regularly with all teachers in formal and informal settings to plan learning strategies and activities.</p> <p>Designed lessons make extensive use of LMC resources, outside resources, standards, and information literacy and technology processes.</p>
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LIBRARY SCHEDULE

<p>Scheduling</p>	<p>The LMC schedule is fixed with no open hours to meet the needs of the curriculum outside of the schedule.</p>	<p>The LMC is a mix of fixed and flexible times, based on student and curricular needs. It is only open during the same hours as the school..</p>	<p>The LMC is available for flexible scheduling based on student, teacher, and curricular needs. It is open during school hours, including lunch, for individual student or class use.</p>	<p>The LMC is fully integrated into the curricular needs of the school. It is scheduled flexibly and open during all school hours, as well as before and after the school day.</p>
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LIBRARY BUDGET

Budget	The school allocates \$0.00 funds from 1998 mill levy or general fund for library resources.	The school allocates at least \$6.00 per student from 1998 mill levy or general fund for library resources.	The school allocates at least \$12.00 per student from the 1998 mill levy for library resources.	The school allocates at least \$12.00 per student from the 1998 mill levy and matches it with at least \$12.00 per student from the general fund for library resources.
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LIBRARY TECHNOLOGY

	The school library 4 student look-up computers and 1 staff circulation computer are original LION computers from 1999. Windows 98 machines that will no longer be supported on the district network. Macintosh student look-up computers that are 5 years old or older.	The school library 4 student look-up computers and 1 staff circulation computer have been upgraded to at least Windows 2000 machines. Macintosh student look-up computers that are 4 to 5 years old.	The school library has at least 4 student look-up computers and 1 staff circulation computer have been upgraded to at least Windows 2000 or XP. The machines are new within the last 2-3 years. Macintosh student look-up computers that are 2-3 years old.	The school library has 5 or more student look-up computers, 1 staff circulation computer, and 1 self-check computer. All have been upgraded to Windows XP. The Machines are new within the last 1-2 years. Macintosh student look-up computers that are 1-2 years old.
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