

Site Visit Document Review Checklist for Teacher-Librarians*

The two guiding rules and regulations:

1. "...each school district shall have a qualified teacher librarian who shall be licensed by the board of educational examiners under chapter 272. The state board shall establish in rule a definition of and standards for an articulated sequential kindergarten through grade twelve media program." (Code of Iowa, 256.11(9)).
2. Library program is defined in the Iowa Administrative Code Rule 281-12.2(256) as follows:
"Library Program" means an articulated sequential kindergarten through grade 12 library or media program that enhances student achievement and is integral to the school district's curricula and instructional program. Library programs are planned and implemented by a qualified teacher librarian working collaboratively with the district's administration and instructional staff. The library program services provided to students and staff shall include the following:
 - Support of the overall school curricula,
 - Collaborative planning and teaching,
 - Promotion of reading and literacy,
 - Information literacy instruction
 - Access to a diverse and appropriate school library collection,
 - Learning enhancement through technologies."

(LP2) - Evidence the district employs a qualified teacher librarian.

281-IAC 12.3(12)

Evidence: Provide the name and folder number for the person(s) employed as teacher librarian. Information for individuals whose services are contracted through another district must be included.

Note: This generally will be taken care of by administration.

(LP11.1) (LP11.2) (LP11.3) - Selection and reconsideration of school library materials; confidentiality of student library records; and legal and ethical use of information resources, including plagiarism and intellectual property rights.

281-IAC 12.3(12)(c)

Guidance: IASB Sample Policies: 506.1 (last updated, 12/4/08), 506.2, 506.4, 605.1, 605.3, 605.4, 605.7 (all last updated, 8/31/07) — <http://www.ia-sb.org/>

Possible Documents:

Selection Policy

Acquisition Policy

Challenged Materials/Reconsideration Policy

Weeding Policy

Confidentiality Policy

Plagiarism / Copyright / Intellectual Property Rights Policy/Guidelines (Signage, Pamphlets, Student Handbook Information)

(MCGF1) - Policy to ensure that students are free from discriminatory practices in the educational program (MC/GF policy)
281-IAC 12.5(8)

Possible Documents:

Subject/Keyword Search Reports

Check-Out/Circulation Policies

Diverse Stakeholders as Advisory Board Members

Selection Policies

Reconsideration Policies

Weeding Policies

Collection Reports/Statistics

(PM2) (PM3) - The board policy manual provides evidence policies are reviewed at least every five years.

281-IAC 12.3(2)

Evidence: Provide a copy of the board policy manual (or directions for electronic access).

Guidance: While many districts include the adoption, review, and revision dates on each individual policy, it is not required. These dates might appear on a separate page, such as an index page for each policy series.

Note: This will generally be taken care of by administration, but Teacher-Librarians do need to advocate for policy reviews.

(LP1) - Library Program

281-IAC 12.3(12)

(a) program is regularly reviewed and revised and designed to provide:

(LP4) methods to improve library connections to meet student and staff needs

Evidence: Evidence might include a plan that provides a collection that supports the curriculum, and that seeks recommendations from students and teachers for the school library collection, and that includes the teacher-librarian in curriculum review committees.

Possible Documents:

Collection Development Policy

Staff Recommendations for Purchases

Messages to Staff Regarding Wish List Items

Co-Teaching/Planning Documents with Classroom Teachers

Curriculum/PLC Meeting Minutes Showing TL Participation

Suggestion Box Examples

Collection Reports by Subject/Dewey

Profession Library Collection Report

Support for Reading Programs—Scholastic's Read 180!, Accelerated Reader, Reading Counts
Lexiles Listed in OPAC

(LP5) connections with parents and the community

Evidence: Evidence might include newsletter or newspaper articles about services the school library provides, a link to the school library web page, or agendas from school board meetings where presentations were made about the school library program.

Possible Documents:

Web page

Newsletters

School Board Meeting Agendas

Outreach Activities—Book Fairs, Unpack the Backpack Nights, Iowa Online Database Cards

Grants Awarded by Community Organizations

(LP6) support for the district's school improvement plan

Evidence: Evidence might include a narrative about how the school library program supports the district's school improvement plan, a climate survey that includes student and teacher feedback about the school library program, or a completed school library program audit form.

Possible Documents:

Climate Survey Results

School Library Audit Form

State Library Survey

Collection Statistics Connecting the Collection to the District Goals

Narrative Showing Connection to and Support of the District Goals

Training Provided to Staff and Students by Teacher Librarian

Written K-12 Library Program (required) with action plan/times for review and revision.

Mission statement of Library Media Program

(LP7) access to or support for professional development for the teacher librarian

Evidence: Evidence might include a list of professional development activities related to the school library program that the teacher librarian has attended. This might include conferences, professional development offered by the AEA, or professional development offered by the district.

Possible Documents:

Transcripts/agendas from AEA-sponsored professional development

ITEC Registration Forms

ILA Registration Forms

ALA Registration Forms

District Level PD Activities Attendance/Minutes/Agendas

PLC Attendance/Minutes/Agendas

(LP8) current technology and electronic resources

Evidence: Evidence might include data or promotional materials about the use of AEA Online materials or local resources, evidence of instruction on AEA Online or local resources, or a school library web page with links to available online resources.

Possible Documents:

Online Database Flyers & Cards

School Library Web Page Links to Iowa AEA Online

Directions for Using Iowa AEA Online Materials

Locally-Provided Database Information—Flyers, Directions, Links

State Library Survey

School Library Audit Form

Iowa AEA Online Database Statistics

(LP9) current and diverse collection of fiction and nonfiction materials in a variety of formats

Evidence: Evidence might include a selection plan containing procedures to select materials that support district curriculum and to provide diverse opinions, as well as procedures to keep the collection current.

Possible Documents:

Selection Policy

Collection Reports by Dewey

Average Age of the Collection Reports

Reports of New Acquisitions

Weeding Policy

Lists of Titles Which Highlight "Diverse or Opposing Viewpoints"

Magazine/Journal Collection Reports

Professional Library Collection Report

OPAC Search Reports—possible search terms: boy, girl, Hispanic, African-American, disabled, gay, lesbian, poverty, religion, gifted, special education, ethnic, diversity, minority, multicultural, racial

(LP10) a plan for annually updating and replacing library materials, supports, and equipment

Evidence: Evidence might include an analysis of the school library materials and age of computers and other technology located in the school library, a report of the average copyright date of nonfiction and fiction books, and an action plan for updating materials and equipment.

Possible Documents:

Average Age of the Collection Reports

Age of Current Equipment

Weeding Policy

Selection Policy

State Library Survey

School Library Audit Form

Action Plan/5 Year Plan for Improvements to Collection and Equipment

Additional examples of evidence that might be included:

- Teacher Librarian's schedule
- Teacher Librarian's job description
- Records of collaborative units taught with teachers
- Purchasing plan for materials
- List of new materials and technologies
- Evidence of instruction on evaluation of web sites, Internet safety, copyright, cyber-bullying, copyright, plagiarism
- List of trainings the teacher-librarian offers in regards to technology
- Guide sheets available for users (pathfinders, bibliographic style sheets, suggested online databases, suggested web sites, etc.
- New book displays
- Book discussion groups
- E-mail alerts for new books
- Participation in voting for Iowa Children's Choice, Iowa Teen Award, Iowa High School Book, or Goldfinch Award
- Newsletter or web articles
- Public Library partnership
- Presentations to parent organizations
- Participation in Open House
- Displays for Open House
- Promotion of AEA resources
- Links from Web page to online resources
- Automated circulation system
- List of technology available in the school library
- School Library survey
- Budget request document
- Professional organizations to which the Teacher Librarian holds membership

Guidance: The DE website includes several reference documents available for download related to school library programs, including the following:

"Iowa School Library Program Guidelines: Libraries, Literacy, and Learning for the 21st Century"

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=959&Itemid=1503

"Iowa School Library Program Guidelines—Audit Form with Evidence"

http://www.iowa.gov/educate/index.php?option=com_docman&task=doc_download&gid=6534

Primary Source: *Iowa Department of Education: 2009-2010 Comprehensive Site Visits; Final Version: 8/14/09*

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