



## School Librarian's Handbook Table of Contents

### I. Curriculum resources

- AASL Standards for the 21<sup>st</sup> Century Learner
- Accessible Instructional Materials (AIM)
- Big 6
- Bloom's Revised Taxonomy
- I-Search
- Information Literacy Standards for Student Learning
- Information Power
- Maine Learning Results: Parameters for Essential Instruction
- Multiple Intelligences (Howard Gardiner)
- National Educational Technology Standards for Students (NETS) (ISTE)
- Reading Levels Comparison Chart
- Taxonomies for the Library Media Program:
  - Library Media Specialist's Taxonomy for the Library Media Program
  - Teacher's Taxonomy of Resource-Based Teaching
- Recommended websites

### II. Procedures

- Accessioning New Library Materials
- Billing
- Book repair
- Budget
- Circulation
- Emergency Plans
- Filing
- Overdue materials
- Replacing Library Materials
- Scheduling
- Statistics
- Supervision
  - Paid staff
  - Volunteers
  - Student volunteers
- Teacher/Library Media Specialist Instructional Collaboration

### III. Collection Development

- Analyze the Collection
- Identify Needs
- Collection Development Resources
- Collection Development Planning
- Gifts
- Inventory
- Resources for Librarians
- Weeding



#### IV. Evaluation

#### V. Vendors

- Books
- Audio
- Visual
- Equipment, furniture and supplies
- Periodicals
- Ebooks

#### VI. Policies

- Behavior Expectations
- Circulation
- Overdue Library Material
- Collection Development
- Challenged Materials
- Request for Review Form
- Gifts

#### VII. Programming

- Book Fairs
- Guest presenters
- Reading incentive programs
- Create your own programming

#### VIII. Advocacy

#### IX. Legislation

- Chapter 125 Basic Approval Standards: Public Schools and School Administrative Units
- Chapter 127 Instructional Program, Assessment, and Diploma Requirements
- Obscenity
- Child Internet Protection Act (CIPA) - What does this mean for libraries?
- Essential Programs and Services (EPS)
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Other initiatives
  - SKILLS Act
  - Spokane Moms
  - L.D. 291 An Act to Require Teaching of Maine Native American History and Culture in Maine's Schools

#### X. Copyright

- Fair Use
- Reproductions by libraries
- Music Copyright in Schools
- Audio Visual Copyright in Schools



- Public Performance in Schools
- Copyright and New Technologies
- Clip art
- Notice to Post
- Items not protected by copyright
- Sample letters requesting permission
- Checklist for Fair Use
- Useful copyright websites

#### XI. Certification

- Chapter 13: Qualifying examinations for teachers, educational specialists and administrators
- Chapter 115: Parts I and II: Certification requirements:
  - Library Support personnel (Educational Technician I, II and III)
  - Library Media Specialist
- Chapter 118: Purposes, standards and procedures for educational personnel support systems
- Recertification
- Job Descriptions (samples)
  - School Library Media Specialist
  - Library Support Staff
  - Useful websites

#### XII. Library Standards/Guidelines

- Collection UNDER CONSTRUCTION
- Facilities UNDER CONSTRUCTION
- Staffing UNDER CONSTRUCTION

#### XIII. Technology

- Interlibrary Loan
- Online Catalogs
- Maine Online Resources
- Listservs
- Library Automation
- Miscellaneous
  - Internet Safety
  - Maine Learning Technology Initiative (MLTI)
  - Technology Plans

#### XIV. Professional Growth

- Graduate programs
- Associate's Degree
- Bachelor's Degree
- Certificates
- Continuing Education Units
- Scholarships
- National Board for Professional Teaching Standards



Other:

American Institute for Creative Education (AICE)  
Webjunction

## XV. Awards

Books:

### Maine

Chickadee  
Katahdin  
Lupine  
Maine Student Book Award

### American Library Association

Batchelder Award  
Caldecott Award  
Coretta Scott King Book Award  
Newbery Award

Young Adults:

Alex Award  
Michael L. Printz Award

Other ALA/YALSA

Children's Notable Lists  
Popular Paperbacks for Young Adults

### Other National Awards

AwardWeb  
National Book Award

Professional:

Walter J. Taranko School Library Media Specialist of the Year  
Administrator of the Year

## XVI. Professional Groups

### Maine

Maine Association of School Libraries (MASL)  
Maine Regional Library System  
School Library Consultant  
Maine Department of Education  
Maine Library Association (MLA)  
Maine State Library (MSL)  
Association of Computer Technology Educators of Maine (ACTEM)  
Maine Reading Association (MRA)

### New England

New England School Library Association (formerly NEEMA)  
New England Library Association (NELA)



National

American Library Association (ALA)

American Association of School Librarians (AASL)

Young Adult Library Services Association (YALSA)

XVII. School Libraries Contact Information

XVIII. Library documents

Freedom to Read Statement

Library Bill of Rights

Code of Ethics of the American Library Association

Association for Educational Communications and Technology (AECT)

Code of Professional Ethics

XIX. Glossary

XX. Alphabet soup

XXI. Index