

# Management Exemplar - Highly Effective School Library Program

## Highly Effective Schools Through Libraries: Every Student Succeeds - Management Exemplar

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You can save and return to this application later. First complete page one and click next at the bottom of the page. On page two you will see a black bar on the top with the words "save and continue later" in the upper right corner. Click there and complete the email information to get a link to return later.

The format of this application is provided to encourage the teacher librarian and principal (supervisor) to complete together. It can be completed as a team, by the principal, or by the teacher librarian with input from the principal.

### Management Exemplar - Program Standard 5, Component D: Collection Development

#### Directions:

Download the Highly Effective Schools Through Libraries Program rubric -

<https://www.cde.state.co.us/cdelib/2016heslprogram>

Prior to meeting with your Teacher Librarian, ask him/her to collect evidence and artifacts that supports the Management Standard for Program Standard 5, Component D on "Collection Development."

## Component D: Collection Development

Print, multimedia, and electronic materials are core ingredients for building a foundation for literacy, reading pleasure, and research skills.

A strong collection :

- includes professionally selected print and digital resources that are easily accessible, align to curriculum, foster independent reading needs, and reflect diverse points of view.
- is regularly weeded to create a viable and current collection, resulting in an aesthetically pleasing environment that facilitates and encourages users to select relevant materials.

<input type="checkbox"/> Basic	<input type="checkbox"/> Partially Proficient	<input type="checkbox"/> Proficient	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Exemplary
<p>LIBRARY COLLECTION</p> <p>Is aged, periodically weeded, and minimally responsive to the needs of students and staff.</p>	<p>LIBRARY COLLECTION</p> <p>Is minimally managed by the library staff. There are some current materials and/or access to online materials.</p> <p>Weeding may occur.</p>	<p>LIBRARY COLLECTION</p> <p>Is current, responsive to, and anticipates the needs of staff and students.</p> <p>Systematic, ongoing selection and deselection occurs to maintain a strong collection.</p>	<p>...and TEACHERS</p> <p>Have access to a responsive collection that anticipates diverse perspectives and curricular needs.</p>	<p>...and STUDENTS</p> <p>Are consistently able to find resources that meet their learning needs and personal interests.</p> <p>Have access to a responsive collection that reflects a diversity of cultures in order to anticipate curricular and recreational needs.</p>

Meet with your Teacher Librarian and have a discussion about the management standard.

Consider the artifacts, evidence, and guiding questions as outlined below.

- ***Is the library's collection current, responsive, and meeting the needs of students and staff? Give an example.***
- ***How often does weeding occur? As a result of weeding, how is the collection appealing and encouraging for constant checking out of books?***
- ***Is the collection one that encourages diverse perspectives and thinking? How?***
- ***Are ALL users able to pursue personal interests, and if so, how?***

### EVIDENCE LOOK-FORS:

We will award the exemplar based on the criteria below.

- ***Evidence that the teacher provides a strong collection with print and digital resources that are easily accessible, align to the curriculum, foster independent reading needs, and reflect diverse points of view;***
- ***Evidence that the collections is regularly weeded to create collection that meets the needs of the community and is current***
- ***Evidence that students and staff have access to the collection that anticipates curricular and recreational needs.***
- ***Evidence that staff and students can provide input about the collection.***

- *Evidence is formatted in a narrative or detailed summary.*

Do you both agree that the library is at a HIGHLY EFFECTIVE LEVEL as outline in the HESTL rubric? If so, complete this evaluation form.

**Upon the recommendation you set forth by completing this form, the Colorado Department of Education, State Library will review your responses and issue the credential to your teacher librarian.**

1. Please complete the following questions. \*

What is your name?

Please provide your email.

Please provide your phone number.

Please provide your district and school name.

Please provide your school's address.

What is your position at the school (Administrator /Evaluator, Supervisor / Evaluator, Evaluator)?

What is your Teacher Librarian's name?

Please provide your Teacher Librarian's email address.

**2. In order to be eligible for the management exemplar, the Teacher Librarian must provide you with at least two quality artifacts from the following list:**

(A) Student and/or staff surveys of the library's current collection.

(B) Narrative or multimedia evidence of current, responsive, and diverse collection, and additional evidence such as pictures, etc.

(C) Curation & use of digital content narrative or multimedia of what was weeded, including before/after pictures of weeded section and/or a reflection of the changes.

(D) Statistics on the age of collection, diversity of collection with a narrative/reflection about how you have changed the collection or how you are in the process of changing the collection and why.

(E) Other artifact(s) that provide evidence of management.

**Does your Teacher Librarian fulfill this requirement? By selecting "Yes", you are verifying that your Teacher Librarian provides management at a highly effective level. \***

Yes

No

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3. Please provide a narrative of how the Teacher Librarian demonstrates highly effective skills in order to receive the management exemplar. Please refer to the [Highly Effective Schools Through Libraries Program guide](#). \*



4. Please upload the required evidence/artifact(s) here. Be sure the teacher librarian's name is on the documents.

\*\*Please note: All documents should be edited to remove students' personal identifying information. \*

Browse...

5. To help us understand why you are recommending your school librarian, we want to give you the opportunity to share why she/he is worthy of this credential. Use the narrative to share detailed information with examples of their effectiveness. You can also upload a video sharing information. Tammy Langeberg may contact you or your teacher librarian to collect more evidence or with questions about the information you provided. \*

- I have uploaded my screencast/video narrative in the evidence/artifacts section.
- I understand that Tammy may contact me or my teacher librarian to clarify or to get more information.

6. By signing this form, you are verifying that information you entered is correct, factual, and provided by you. The credential that is awarded to your Teacher Librarian requires your recommendation and professionalism. Thank you for your submission. \*

Clear

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Sign name using mouse or touch pad

Signature of