A VISUAL GUIDELINE TO STAFFING CHOICES IN SCHOOL LIBRARIES

What does your Certified School Librarian do for your students and teachers?
What do other staff working from the library desk NOT do for your students and faculty?
When to GO. When to HESITATE. When to STOP.

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Whether they are called school librarians, media specialists, teacher-librarians, or something else, school librarians are trained as teachers and additionally as librarians; they are qualified to work across the campus with all students, teachers and administrators. But many campus principals, district administrators and even teachers don't realize all the things strong school librarians SHOULD be doing in support of student achievement. The Areas of Expertise and the related skills listed here are ranked to show strength of training and experience. This list can also be cross-walked to the three 2017 AASL National School Library Standards frameworks (Learners, Librarians and Libraries) as well as the new 2018 Texas Standards for School Libraries, but that will be a separate effort. Both those documents reinforce in official language the importance of all the skills and expertise listed below. Overwhelmingly, this document indicates that librarians have the complex skill set to provide needed services to students and communities. Teachers may or may not have some of these needed skills. A non-professional (uncertified teacher, clerk, or volunteer) has few, if any, of the skills needed to provide strong library services to the students and community. However, adding a nonprofessional clerk to the library staff supports the certified librarian to focus on even stronger programming by allowing the aide to manage the clerical tasks.

Proceed with confidence of training and expertise in these areas	Proceed with caution; no training guaranteed in these areas	No professional education or library training; not prepared in these areas

NOTE: A small green dot in a yellow or red box indicates that under some circumstances, a person not certified as a librarian could likely provide the service. In some cases, this is specified to be an ELAR teacher.

What does your Certified School Librarian do for your students and teachers?

Areas of Expertise	School Librarian (Certified)	Teacher (Certified)	Non-Professional
These are live linked to the more detailed list of skills.	MLS/ other Masters; or required LIB hours for State Certification	State teacher certification	No professional education training or certification
p.4 **LITERACY** *7 elements*	🟢	🟡 ● ELAR 4 elements	🔴
p.5 **CURRICULUM & INSTRUCTION - Students** *7 elements*	🟢	🟡	🔴
p.6 **CURRICULUM & INSTRUCTION - Pedagogy** *7 elements*	🟢	🟡	🔴
p.7 **TECHNOLOGY** *4 elements*	🟢	🟡	🔴
p.8 **COLLECTION DEVELOPMENT & MANAGEMENT** *9 elements*	🟢	🟡 ● 2 elements	🔴 ● 2 elements
p.9 **INTELLECTUAL FREEDOM & PRIVACY/EQUITY** *3 elements*	🟢	🟡	🔴
p.9 **PROFESSIONAL COMMUNITY** *5 elements*	🟢	🔴	🔴
p.10 **COMMUNITY ENGAGEMENT** *5 elements*	🟢	🟡	🔴
p.10 **PROFESSIONAL LEADERSHIP** **-Staff & Facilities Management** *5 elements*	🟢	🟡	🔴
p.11 **SUPPORTING RESOURCES**			

A REAL-WORLD EXAMPLE: Johnny goes to the library to research climate change for a science class.

(1) A **librarian** would be able to recommend resources in multiple formats both print and digital. The student might be asked for their preferences as to using format and level. Consideration would be given to the availability of Internet access beyond the campus, reading level, and sources representing different points of view on climate change. The collection which has been professionally developed according to standard rules and procedures should support typical subjects taught across the curriculum in multiple formats.

(2) A **teacher** may not be as aware of different available formats. A teacher has not been trained in the steps to conducting a research interview and might not ask questions to best determine the best match for the student's need. If the collection has been maintained by a teacher untrained in collection development, there may be subject gaps, dated material, and resources representing only one point of view. A teacher is less likely to be able to guide a student to all of the digital resources available, or the possibility of borrowing from another library.

(3) A **non-professional** might be able to point students to materials by searching the online catalog. The collection, if developed by a non-professional is likely to be dated, not aligned with the curriculum, and unable to sustain research needs of students. It is unlikely that a non-professional would be prepared to recommend digital resources.

What does your Certified School Librarian do for your students and teachers?

LITERACY			
NOTE: Certified teachers, except ELAR teachers, may not have any background in Literacy skills, or be enthusiastic pleasure readers themselves. They may never have appreciated reading aloud or other Literacy support methods. Consistent and persistent guidance from campus administration may be required.			
Skills & Expertise	**School Librarian (Certified)**	**Teacher (Certified)**	**Non-Professional**
Supports student literacy and college readiness skills of reading, research, writing and public speaking.	🟢	🟢	🔴
Provides individual feedback on both the research process and the product in order to mentor student growth.	🟢	🟢	🔴
Supports reading for information and pleasure.	🟢	🟢	🔴
Reads aloud to students to model good reading practices including listening, comprehension and fluency.	🟢	🟡 🟢 ELAR	🔴
Assists readers in finding books using appropriate selection methods.	🟢	🟡 🟢 ELAR	🔴
Reads regularly and widely to serve as a positive reading role model, to build knowledge and to match the right book to the right student at the right time.	🟢	🟡 🟢 ELAR	🔴
Promotes reading through programming such as book talks, literacy events, or author studies.	🟢	🟡 🟢 ELAR	🔴

What does your Certified School Librarian do for your students and teachers?

CURRICULUM & INSTRUCTION- Students			
Skills & Expertise	**School Librarian (Certified)**	**Teacher (Certified)**	**Non-Professional**
Teaches effective search strategies for both subscription and open educational resources, focusing useful different effective search strategies for specific resources.	🟢	🟡	🔴
Teaches the importance of multiple perspectives on topics of study.	🟢	🟡	🔴
Teaches students to evaluate information sources and the information found in them for credibility.	🟢	🟡	🔴
Teaches students and faculty to cite sources, understand basic copyright and intellectual property guidelines in order to use information ethically.	🟢	🟡	🔴
Teaches the research process and how to synthesize conflicting information to create new understandings. Supports the consistent application of research across the curriculum.	🟢	🟡	🔴
Teaches digital citizenship and responsible online behavior.	🟢	🟡	🔴
Teaches critical thinking and synthesizing ideas as elements of creating new products	🟢	🟡	🔴

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CURRICULUM & INSTRUCTION-Pedagogy			
Skills & Expertise	**School Librarian (Certified)**	**Teacher (Certified)**	**Non-Professional**
Serves as an instructional partner to classroom teachers providing content-specific resources as well as teaching expertise in research and literacy skills in support of student success.	🟢	🟡	🔴
Shares expertise in college and career readiness skills, strategies for synthesizing information, and ethical information use.	🟢	🟡	🔴
Works with teachers to bring multiple perspectives on controversial topics which encourage knowledgeable civil discourse.	🟢	🟡	🔴
Recognizes and supports the personal interests and academic needs of students of all ability levels.	🟢	🟡	🔴
Differentiates and scaffolds learning to ensure the success of all students.	🟢	🟢	🔴
Certified to work will all levels and knowledgeable of TEKS K-12.	🟢	🟡	🔴
Aligns library curriculum and resources to classroom curriculum.	🟢	🟡	🔴
Participates actively in campus and district curriculum development projects.	🟢	🟡	🔴

TECHNOLOGY			
Skills & Expertise	**School Librarian (Certified)**	**Teacher (Certified)**	**Non-Professional**
Supports student access to digital resources at point of need both digitally and physically, during and beyond school hours.	🟢	🟡	🔴
Integrates technology resources into teaching and learning, including hardware, apps and internet-based content.	🟢	🟡	🔴
Stays abreast of current and emerging technology tools. Teaches skills and applications to faculty and students individually and in large and small groups.	🟢	🟡	🔴
Assists students and staff with technology as needed.	🟢	🟡	🔴

ISTE
Educators: https://www.iste.org/standards/for-educators
Teachers: https://www.iste.org/docs/pdfs/20-14_ISTE_Standards-T_PDF.pdf

What does your Certified School Librarian do for your students and teachers?

COLLECTION DEVELOPMENT & MANAGEMENT			
Skills & Expertise	**School Librarian (Certified)**	**Teacher (Certified)**	**Non-Professional**
Manages or supervises book circulation including checking out materials, checking in returned materials, holds, reports, and occasionally borrowing items from other libraries to supplement the collection when needed.	🟢	🟢	🟢
Shelves returned materials according to established procedures.	🟢	🟢	🟢
Selects new materials according to established rules and procedures and the campus and district Collection Development Policy. Follows any established Board policies with reference to collection development, materials reconsideration as well as removing worn or outdated print or digital materials also according to established policies.	🟢	🔴	🔴
Aligns annual and long-term collection development goals to curricular needs, as well as student and staff requests and professional development needs.	🟢	🔴	🔴
Knows the difference between selection and censorship.	🟢	🔴	🔴
Selects materials to meet the diversity of students including but not limited to titles of specific interest to students of different cultures, genders, religions, or orientations. This may include controversial subjects.	🟢	🔴	🔴
Purchases and recommends resources in a variety of formats including digital subscription services, apps, audio, streaming video and print.	🟢	🔴	🔴
Manages the automated catalog system by adding new materials, removing worn or out of date materials, and correcting errors in order to make locating materials easy for library users.	🟢	🟡	🔴
Manages the budget efficiently and seeks additional funding opportunities as needed.	🟢	🟡	🔴
Ensures that all students can equitably access resources that support academic, personal, and diverse learning needs.	🟢	🟡	🔴

What does your Certified School Librarian do for your students and teachers?

	School Librarian (Certified)	Teacher (Certified)	Non-Professional
INTELLECTUAL FREEDOM & PRIVACY/EQUITY			
Understands and implements the Library Bill of Rights and Access to Resources and Services in the School Library, an interpretation of the Library Bill of Rights	🟢	🔴	🔴
Understands the right of privacy/confidentiality of users (Library Privacy Guidelines for Students in K-12 Schools)	🟢	🔴	🔴
Establishes and manages the process to deal with challenged materials (Preparing for a Challenge by Ann M. Martin in Knowledge Quest, Nov/Dec 2007) in accordance with applicable district and School Board policies.	🟢	🔴	🔴
PROFESSIONAL COMMUNITY			
Collaborates with other librarians and libraries through PLNs and organizations, for professional development and projects across campuses	🟢	🔴	🔴
Follows state/national standards and program guidelines using resources from state/national library organizations (TLA, ALA, AASL)	🟢	🔴	🔴
Provides professional development on information literacy and technology to teachers and administrators	🟢	🔴	🔴
Provides and participates in ongoing professional development in current library best practices	🟢	🔴	🔴
Aligns library program vision with principal's initiatives for campus achievement/improvement.	🟢	🔴	🔴

What does your Certified School Librarian do for your students and teachers?

COMMUNITY ENGAGEMENT			
Skills & Expertise	**School Librarian (Certified)**	**Teacher (Certified)**	**Non-Professional**
Markets the library program to administration, teachers, students, and parents to ensure broad understanding and support of library goals and impact.	🟢	🔴	🔴
Works with community groups such as local businesses, other types of libraries, and cultural groups such as museums on projects of mutual interest. Capitalizes on funding opportunities including federal, state, and local grants.	🟢	🔴	🔴
Engages campus community in reading and other programs to promote literacy and excitement about learning.	🟢	🟡	🔴
PROFESSIONAL LEADERSHIP-staff & facility management			
Supervises volunteers, student assistants, nonprofessional staff in all work areas	🟢	🟡	🔴
Maintains a welcoming atmosphere to the entire learning community, appreciating its diversity.	🟢	🟡	🔴
Establishes library policies that support campus and district mission and goals while honoring professional library best practices	🟢	🔴	🔴
Gathers, maintains and shares with leadership cumulative reports data that reflects the library program's impact on student learning.	🟢	🟡	🔴
Follows a plan of continuous improvement by evaluating the impact of the library program on student achievement and literacy.	🟢	🟡	🔴

SUPPORTING RESOURCES

INTELLECTUAL FREEDOM & PRIVACY/EQUITY
- Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill)
- Access to Resources and Services in the School Library
    (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources)
- Library Privacy Guidelines for Students in K-12 Schools
    (http://www.ala.org/advocacy/privacy/guidelines/students)
- Preparing for a Challenge
    (http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aaslpubsandjournals/knowledgequest/kqwebarchives/v36/362/KQW36_2Martin.pdf)

GENERAL
- AASL National Standards for School Libraries (2017) (http://standards.aasl.org/)
    - Texas Standards for School Libraries (2018)
    (https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/schoollibs/costforstandards/Texas%20School%20Library%20Standards%20E-Version%20FINAL.pdf)
- ISTE Standards
    - Educators: https://www.iste.org/standards/for-educators
    - Teachers: https://www.iste.org/docs/pdfs/20-14_ISTE_Standards-T_PDF.pdf
- Future Ready Librarian Framework (http://1gu04j2l2i9n1b0wor2zmgua.wpengine.netdna-cdn.com/wp-content/uploads/2017/01/Library_flyer_download.pdf)

PERSONAL PROFESSIONAL DEVELOPMENT
Libraries Transform: The Expert in the School Library, a Personal Professional Growth Rubric with linked resources
(http://researchguides.austincc.edu/c.php?g=554360&p=3891603)

Available for download in this folder:
Booklet format is easiest to print and hold.
Full Page format is easiest to use digitally – bookmarks and live links included.