

**Program for Licensing Assessments
for Colorado Educators® (PLACE®)**

**FIELD 042: SCHOOL LIBRARIAN
OBJECTIVES**

Subarea	Range of Objectives	Approximate Test Weighting
I. The School Library Program	001–004	20%
II. Information Literacy Skills	005–008	30%
III. Curriculum and Resources	009–012	30%
IV. Program Administration	013–016	20%

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**PROGRAM FOR LICENSING ASSESSMENTS
FOR COLORADO EDUCATORS® (PLACE®)
OBJECTIVES
FIELD 042: SCHOOL LIBRARIAN**

THE SCHOOL LIBRARY PROGRAM

Understand the role of the school library program.

Includes:

- the elements and functions of an effective school library program
- knowledge of procedures for formulating a mission statement and goals for the school library program that reflect the mission and goals of the school and district
- recognition of the integral role of the school library program in promoting student achievement of the Colorado Model Content Standards, Colorado Information Literacy Standards, and national information standards
- strategies for communicating with the school administration and staff about the school library program, activities, curriculum, and use of technology
- recognition of the role of the school library program in connecting the school to local, district, state, national, and global resources that support the educational needs of students, staff, and members of the learning community

Understand responsibilities of the school library educator.

Includes:

- strategies for creating a positive and effective teaching and learning environment in the school library program
- knowledge of the management functions of the school library educator with regard to services, facilities, and personnel
- strategies for working effectively with classroom teachers and technology educators to promote collaborative planning and to create, implement, and evaluate student learning experiences
- recognition of the importance of diplomacy in working effectively as part of a team
- strategies for serving as a resource person in the use of information technology and resources for students, staff, and members of the learning community

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Understand legal requirements and ethical issues in the school library program.

Includes:

- application of legal guidelines (e.g., copyright law, fair use) in various library contexts
- knowledge of issues related to intellectual freedom and intellectual property, and legislation that affects library programs
- knowledge of ethical issues relevant to the activities of the school library educator (e.g., understanding privacy policy statements, recognizing issues of bias and diversity)
- recognition of the importance of modeling the principles of ethical behavior
- knowledge of techniques for implementing acceptable use policies (e.g., Internet safety, software and licensed services, privacy protection, plagiarism)

Understand the school library educator's role as leader and professional.

Includes:

- recognition of the importance of participating in school and district committees and in state, regional, and national education organizations
- knowledge of the functions and goals of professional associations and the benefits of membership in these associations
- strategies for applying current trends and issues in the field of school library and educational technology to meet local needs
- strategies for promoting school library programs and services
- knowledge of techniques for mentoring students, staff, and members of the learning community in effective library use

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INFORMATION LITERACY SKILLS

Understand methods for promoting information literacy skills.

Includes:

- understanding literature and methodologies used to provide reading, listening, and viewing guidance to students
- knowledge of methods for providing professional development opportunities in information literacy for members of the learning community
- knowledge of strategies for assisting a diverse population of students with varying learning abilities, styles, and needs
- knowledge of ways to promote independent learning opportunities that address various learning styles and to assist members of the learning community seeking information for personal interest and self-improvement
- knowledge of alternative strategies and activities for encouraging critical thinking and developing information literacy skills
- knowledge of methods for promoting the effective use of literature and information resources available within the school library

Understand strategies for initiating searches and for locating and accessing information resources for a particular need.

Includes:

- strategies for formulating research questions
- procedures for constructing information searches to locate relevant and accurate information for a particular need from a variety of sources
- knowledge of how to use electronic resources (e.g., Internet, online catalogs, databases) to access information
- knowledge of keywords, subject headings, and cross-references for searches, including electronic searches with Boolean operators
- knowledge of how to use various information retrieval systems (e.g., catalogs, indices, databases)

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Understand strategies for assessing the progress of a search and for analyzing and evaluating information.

Includes:

- knowledge of procedures for evaluating the progress of a search
- knowledge of methods for determining whether a search produced anticipated outcomes and for making adjustments to search strategies in response to search results
- strategies (e.g., skimming, scanning) for locating potentially useful information
- application of criteria (e.g., currency, format, authority, accuracy, bias, coverage) for evaluating information
- strategies for summarizing, organizing, and synthesizing information

Understand strategies for communicating information obtained from a search.

Includes:

- knowledge of strategies for organizing and presenting information in a manner that clearly communicates what has been learned
- knowledge of guidelines for preparing a bibliography, works cited page, or other documentation
- awareness of considerations in selecting appropriate print and nonprint formats for communicating information
- application of criteria (e.g., design elements, audience, content delivery) to the development of technology-based products
- comparisons of the advantages and limitations of various formats

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CURRICULUM AND RESOURCES

Understand the collaborative role of school library educators and staff in all curricular areas.

Includes:

- strategies for collaborating with instructional staff for the purpose of integrating information literacy and technology standards with classroom and library instruction
- methods for working in partnership with classroom teachers to promote interdisciplinary learning
- strategies for participating in departmental and grade-level curriculum development activities to ensure that information literacy standards and resources are infused throughout the curriculum
- knowledge of procedures for developing bibliographies, resource lists for instructional units, and other documents as appropriate for meeting the educational needs of students and teachers
- knowledge of procedures for working with staff and students to select and acquire resources that support curricular needs

Understand the types and characteristics of literature for children and young adults.

Includes:

- awareness of the history of, development of, and current trends in literature for children and young adults
- basic knowledge of the genres, criteria, and elements of literary analysis for literary award winners
- strategies for illustrating instructional concepts and the collaborative process through children's and young adults' literature
- methods for exhibiting proficiency in literature for children and young adults (e.g., book talks, dramatic readings, storytelling, creative dramatics)
- strategies for encouraging the love of reading through literature appreciation and reader's advisory
- knowledge of issues related to the selection of literature for children and young adults (e.g., representation of diversity, avoidance of stereotypes, age-appropriateness)

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Understand reference services and information resources, including technological resources and applications.

Includes:

- knowledge of the types, characteristics, and uses of various print, nonprint, and technological resources and services
- comparison of the uses, advantages, and limitations of different types of resources
- knowledge of networks and instructional delivery systems
- knowledge of troubleshooting and problem solving with regard to technological resources
- characteristics and uses of information resources and services beyond the school (e.g., public libraries, online services) and strategies for expanding access to those resources (e.g., consortia, interlibrary loans)
- application of strategies and communication skills for determining information needs (e.g., conducting an effective reference interview, placing information in context, relating information to prior knowledge)
- knowledge of response techniques that encourage further inquiry

Understand issues related to the selection and acquisition of information resources, technologies, and equipment for a school library program.

Includes:

- knowledge of procedures for collaborating with district and appropriate school personnel to develop and implement collection development policies (e.g., criteria for selection and deselection, reconsideration of challenged materials) that are consistent with the mission, goals, and objectives of the school and the district
- strategies for developing collections that support the curricular, personal, developmental, vocational, recreational, and cultural needs of students and staff
- knowledge of how to use appropriate selection tools to ensure the school library collection supports standards-based curriculum at all grade levels, in a variety of formats, and for diverse learning styles
- issues to consider in the analysis of a school library collection (e.g., balance, alignment with curriculum and standards, age of collection, diversity)
- knowledge of procedures for student and staff input into collection development

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PROGRAM ADMINISTRATION

Understand the development, implementation, and ongoing evaluation of a school library program.

Includes:

- strategies for collaborating with teachers and administrators to develop and implement a long-range strategic school library plan that aligns the school library's mission with the mission and goals of the school and the district
- techniques involved in the planning process for library development (e.g., aligning policies and procedures to those of the school and district, using flowcharts and timelines)
- identification of appropriate resources, personnel, and activities for meeting stated school library program goals and objectives
- application of strategies for developing and using evaluation tools that measure the effectiveness of the school library program, including student learning, teaching, and program administration
- knowledge of procedures for conducting traditional and action research and for collecting, interpreting, and evaluating research data and results
- application of data-driven evidence (e.g., formative and summative assessments) in decision making for the library program
- knowledge of methods for selecting and implementing effective strategies to modify a school library program based on evaluation results

Understand the management and use of school library facilities.

Includes:

- knowledge of scheduling considerations with regard to school library resources, equipment, and space
- recognition of factors involved in the design and furnishing of a school library (e.g., flexibility, functionality, accessibility, accommodations for technology and for learners with special needs, safety)
- knowledge of policies and procedures for the storage, security, and ongoing maintenance of school library resources and equipment
- recognition of policies and practices that support flexible and open access to the school library and resources for classes, small groups, and individuals
- strategies for the ongoing assessment of the functionality of the school library facilities in supporting the needs of the overall educational program

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Understand the organization and circulation of school library resources.

Includes:

- knowledge of collection management principles and procedures
- identification and application of standard procedures for classifying and cataloging school library resources (e.g., Dewey Decimal Classification System, AACR, MARC records, subject headings)
- knowledge of procedures for maintaining bibliographic records
- knowledge of various methods for determining circulation and use patterns
- strategies for establishing and implementing circulation policies and procedures that are based on user needs and that promote access and ensure confidentiality
- knowledge of techniques for managing and evaluating a fully integrated library automation system for cataloging, accessing, and circulating resources in the school library collection
- strategies for delivering and accessing management software and licensed services

Understand the management of human and financial resources in the school library program.

Includes:

- knowledge of the characteristics, roles, and training needs associated with school library personnel and volunteer staff
- methods for using standard job descriptions, evaluation practices, and hiring procedures for managing school library personnel and volunteer staff
- knowledge of the types, characteristics, and uses of financial budgets and reports
- basic knowledge of funding sources for school library programs, including local, state, federal, and private sources
- strategies for preparing, justifying, and maintaining the school library program budget to ensure continuous acquisition of curriculum resources and services