Special School District

Library Media Centers
Program Evaluation

Marsha Myers, Chair
Board Approved: May 26, 2009
Executive Summary

As required by the Missouri School Improvement Plan (MSIP) standards, school districts must evaluate Library Media Centers biennially. The question approved by the Board of Education for the present program evaluation was as follows: Are SSD library media centers an integral part of the instructional program in accordance with MSIP Standards? The present evaluation includes a review of MSIP indicators related to library media centers and SSD polices and practices. Based on stakeholder review of the data, strengths, concerns and recommendations are noted.

Results

Strengths
- Procedures are in place which address MSIP indicators related to Staff Collaboration/Integration into Curriculum, Policy and Procedure Handbook, Resource Collection Review and Addressing LMC Needs.
- According to the core data reports submitted in the spring of 2008, collections are growing and some locations now meet the premium standard in all collection areas.

Concerns
- There are currently no library media centers at Northview and Neuwoehner.
- Northview, Neuwoehner and the Bridges program currently do not have InfoCentre access to review collections at other school sites.
- The LMC collection at Southview is predominantly K-8. Although secondary students can access materials at other locations, on-site secondary materials are limited.

Recommendations
- Investigate the development of library media centers at Northview and Neuwoehner.
- Provide Northview, Neuwoehner and the Bridges program with InfoCentre software to facilitate access to off-site collections.
- Investigate secondary needs at Southview and develop a plan to expand on-site materials.
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Program Evaluation Question(s)
Are SSD library media centers an integral part of the instructional program in accordance with MSIP Standards?

I. Program/Service Information
1. Name of Program or Services:
   Library Media Center

2. Personnel Responsible for Evaluation and Program (list):
   Marsha L. Myers

3. Demographic Description of Program:
   Location(s)
   Ackerman School
   Litzsinger School
   Southview School
   North Technical High School
   South Technical High School
   Number of staff
   3 Certified Library Media Specialists
   3 Library Media Clerks (one assigned to each elementary library media center)
   Participants
   Students
   Staff
   Families
   Length of program/service
   The library media centers at the elementary schools are open during the school year and during the extended school year program. The library media centers at the Technical High Schools are open during the school year.

4. Date of Evaluation (Year/Duration):
   March 2007-February 2009

5. Goal/Objective of Program/Services:
   The library media centers seek to ensure that students and staff are effective users of information by providing access to resources, instruction in their use and collaborative planning with teachers.

6. Brief description of relationship between program goals, CSIP and MSIP Standards:
   MSIP Standard 3.1: Library Media Staff-Certificated librarians and/or library media specialists are assigned consistent with the ratio based on student enrollment at each building.

Board Approved: 5/26/2009
MSIP Standard 6.8 - Library Media Center resources and services are an integral part of the instructional program.

CSIP 2008-2013: Goal I: Student Performance - Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic and career goals.

II. Evaluation Criteria for Programs/Services Offered (check type utilized)
   - Review of MSIP Indicators and SSD Processes
   - Core Data Reports for the Library Media Centers

III. Description of Stakeholders Engagement in Program Evaluation:
   - Clarice Baum - Library Media Specialist - Ackerman, Litzsinger, Southview
   - Audrey Dolan - Parent Volunteer
   - Jan Malony - Library Media Specialist - Instructional Resource Center - C.O.
   - Marsha L. Myers - Principal - Litzsinger School
   - John Newsham - Library Media Specialist - North Technical High School
   - Loretta Schnurbusch - Library Media Specialist - South Technical High School
   - Cheryl Smith - Library Media Clerk - Litzsinger School

Our committee had three meetings and communicated through e-mail. We also posted documents on our library media center program evaluation “wiki space”.

IV. Results
Fourth cycle MSIP Standard 6.8 notes that library media center (LMC) resources and services are to be an integral part of the instructional program. DESE outlines four indicators in this area which are used to more fully define Standard 6.8. These four indicators are as follows:

- 6.8.1: The library media staff collaborates with the instructional staff to integrate library media resources into the curriculum.

- 6.8.2: The library media center policy and procedures handbook is cooperatively developed and includes (a) program objectives aligned with the district’s CSIP and student performance data, (b) evaluative criteria for the library media center program, and (c) board adopted policies for confidentiality, copyrights, selection, reconsideration, an acceptable use policy for accessing the Internet and an intellectual access policy for all LMC resources which have been reviewed within the last five years.
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- 6.8.3: Each library media center annually reviews its resource collection using the following guidelines: (a) all materials are cataloged, classified, and processed, (b) an electronic catalog and circulation system is in place, (c) collection-analysis evaluation techniques, including culturally-diverse/equity criteria and criteria directly related to identified instructional needs are used to identify specific strengths and weaknesses of the resource collection and to guide new purchases, and (d) the criteria outlined in the state’s library media standards publication are used to evaluate the collection and complete the Core Data a reports on LMC resources.

- 6.8.4: The district addresses needs related to the LMC facilities, the resource collection, staffing, and research and information-skills instruction in its CSIP.

Each of these indicators will be addressed below with regard to implementation at SSD.

Staff Collaboration/Integration into Curriculum (6.8.1)

Special Education Schools: A variety of processes are in place in the special education schools to facilitate staff collaboration and integrate library media resources into the curriculum. Staff and students are surveyed for ideas about what resources should be added to the library media centers on a quarterly basis. The library media clerk keeps a file of these requests and orders materials as funding is available. Each elementary school has a library committee that makes recommendations for future purchases. Staff is encouraged to work collaboratively with the library media specialist so that resources that support the curriculum can be ordered. In addition, 8:15 a.m.-9:15 a.m. is set aside as joint plan time for the library media specialist and classroom teachers. An Open House is held once a year for the purpose of familiarizing the staff with the materials that is available for use. The InfoCenter online catalog is also available to each teacher through the network making it possible to search for books using the classroom computer.

The library media specialist uses the library curriculum as a guide for instruction. Classroom teachers bring students to the library media center for recreational reading as well as for research based projects. The library media specialist assists all student populations with individual and class projects. Boardmaker, Pix Writer and Intellitools are available to support students who use picture symbols for research projects. In addition to software, the library has many adaptive switches for student use.

The Department of Elementary and Secondary Education (DESE) published revised standards for all library media centers. These standards replace the standards from 2005-2008. The standards are guidelines “promoted in literature, characteristics of educational and library media center environments prevalent in the state”. There are three levels associated with workstations: basic, expanded or premium. The elementary library media centers qualify for the expanded work station level. This means that the number of work stations is equal to 50% of the number of students in the average size classroom. Each library media center has at least five work
stations. There is a SMART board for use in presentations at Southview and additional boards are ordered for Litzsinger and Ackerman.

Section 3.1 of the MSIP resource standards addresses the ratio of the library media staff to student enrollment. There is a minimum and a desirable standard. Ackerman School has 136 students enrolled. Litzsinger School has 138 students and Southview has 78 elementary students. Based on these numbers, the library media centers meet the desirable standard for staffing.

**Technical High Schools:** A variety of processes are also in place in the technical high schools to facilitate staff collaboration and integrate library media resources into the curriculum. The library media specialist uses a variety of methods to solicit input from staff and students including: surveys, patron suggestions, inquiry by the LMS, unfilled requests and tracking popularity of resource usage. When a student or staff member makes a request that the library is unable to fulfill, the item is added to the order for the next year. Special attention is paid to regular research topics in an attempt to enrich the availability of resources and to provide a variety of perspectives. The library media specialist also acts as a resource for teachers, assisting them in locating information and incorporating technology into their lessons and to demonstrate the effective use of information literacy and technology for students.

Instruction is directed toward development of student information skills in three main areas: familiarity and general use of library resources, promotion of reading and literature and research and reference skills. Classes are invited to the library media center for orientation to materials and resources that are available. Tools that are used for locating information such as InfoCentre, EBSCOhost, Gale Discovery and the LMC web page are demonstrated. All seniors are required to complete a senior research project that includes background research, a formal paper, presentation and demonstration of a skill from their Career and Technical Area.

The library media specialist at North Technical chairs the committee for the Sustained Silent Reading in the school to encourage silent reading. Sustained silent reading is a school wide program that encourages everyone to read during a specified time each week. The library media specialist works collaboratively with teachers to provide high interest materials for use in the sustained silent reading program. North Technical also participates in the Gateway Award Program which encourages recreational reading of quality literature that appeals to the needs, interests and reading levels of students in grades nine through twelve. These reading initiatives contribute to students’ capacity to become life-long readers and learners.

Based on the new library media center standards, both schools meet the premium level for workstations. This means that the number of workstations is equal to at least 100% of the number of students in the average size classroom. All computers are networked. Network resources such as printers, networked disk space and internet access are available for both staff and students. North Technical High School has 453 full time students and 698 half time students.
enrolled with one full time library media specialist. This staffing ratio meets the minimum standard for library media staff as outlined by section 3.1 of the MSIP standards. South Technical High School has 841 half day students enrolled and one full time library media specialist. This meets the desirable standard for staffing. The library media center at North and South Technical High is open from 7:10 a.m.-2:30 p.m. A flexible schedule is in effect.

Policy and Procedure Handbook (6.8.2)
The Library media center policy and procedure book was developed cooperatively by the library media center program evaluation committee in March 2006. Board adopted policies for confidentiality, copyrights, selection, reconsideration, acceptable use policy (currently being revised) and an intellectual access policy are included in the handbook. These policies are reviewed every five years. Program objectives for the library media centers were aligned with the District’s CSIP. Each library media specialist completes a yearly self-study of the LMC for the purpose of evaluation using section 6.8 of the standards and indicators of fourth cycle MSIP. A program evaluation of the library media centers for board review is completed biennially. Core data reports are completed at the end of every school year. Circulation reports are kept on a weekly basis. These are kept in the policy and procedure handbook. Analysis of August through March circulation is presented in Table 1 for 07-08 and 08-09.

Table 1. Circulation Data

<table>
<thead>
<tr>
<th>Location</th>
<th>Jan. – Mar. (07-08)</th>
<th>Jan. – Mar. (08-09)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ackerman</td>
<td>2549</td>
<td>2318</td>
</tr>
<tr>
<td>Litzsinger</td>
<td>2958</td>
<td>2868</td>
</tr>
<tr>
<td>Southview</td>
<td>4526</td>
<td>4860</td>
</tr>
<tr>
<td>North Tech</td>
<td>1246</td>
<td>1400</td>
</tr>
<tr>
<td>South Tech</td>
<td>Not Available</td>
<td>173</td>
</tr>
</tbody>
</table>

The data above indicate circulation at Southview and North Technical is slightly higher this year compared to the same time frame last year. Data for Ackerman and Litzsinger indicate slightly lower circulation.

Resource Collection Review (6.8.3)
Each library media center uses InfoCentre as the electronic catalog circulation system. By using InfoCentre, each library media specialist can view what is in every collection at each school. The library media specialist selects resources that are high-interest to promote student reading. Resources are selected to match the diverse ability levels of all students. Resources are also selected with diversity in mind using specialized lists and awards, such as the Coretta Scott King Award, Mark Twain, Newberry, Caldecott, and Show-Me Readers. The library media specialist consults recommended lists such as American Library Association. The collection is submitted to Titlewise which is an online analysis collection tool. Titlewise identifies the strengths and
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weaknesses of the collection and offers suggestions for the areas that need improvement. The library media specialist also consults periodicals such as the School Library Journal and Booklinks. The technical high schools also use Techdirections and Techniques in an effort to acquire quality materials targeted to the specialized needs and interests of students enrolled at a technical school.

Each library media specialist is required to complete a Core Data report at the end of the school year. This report includes the number of print, non-print and electronic items, the total square feet in the reading/reference area, total square feet in the ancillary area, and student enrollment. The data from this report is used to analyze the collections and helps guide selections for the following school year. Collection data is presented in Table 2.

Table 2. Core Data Collection Information: Quantity of Titles and Level

<table>
<thead>
<tr>
<th>Location</th>
<th>Reference/NonFic.</th>
<th>Fiction</th>
<th>Print Magazines</th>
<th>Visual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06-07 07-08</td>
<td>06-07 07-08</td>
<td>06-07 07-08</td>
<td>06-07 07-08</td>
</tr>
<tr>
<td>Ackerman</td>
<td>2596 3236 (P)</td>
<td>3012 3667 (P)</td>
<td>32 8 (P)</td>
<td>407 714 (P)</td>
</tr>
<tr>
<td>Litzsinger</td>
<td>2805 3076 (P)</td>
<td>2965 3216 (P)</td>
<td>32 32 (P)</td>
<td>563 593 (P)</td>
</tr>
<tr>
<td>Southview</td>
<td>2219 2655 (E)</td>
<td>3626 2703 (B)</td>
<td>35 28 (P)</td>
<td>361 529 (P)</td>
</tr>
<tr>
<td>North Tech</td>
<td>3995 4102 (B)</td>
<td>1450 1486 (B)</td>
<td>115 116 (P)</td>
<td>352 291 (B)</td>
</tr>
<tr>
<td>South Tech</td>
<td>4822 3896 (B)</td>
<td>1845 1807 (B)</td>
<td>85 58 (P)</td>
<td>2324 1423 (B)</td>
</tr>
</tbody>
</table>

* 2007-2008 Codes: B=Basic, E=Expanded, P=Premium

The data presented in Table 1 reflects the quantity of unique titles in each section of the collection. As noted in the Standards for School Library Media Centers (DESE, 2008), three levels of standards – basic, expanded and premium – were designated to represent progress on a continuum of excellence. These levels are dependent on the school enrollment and quantity of materials in each area. Different sections of a collection may be at different levels. According to the core data reports submitted in the spring of 2008, Ackerman and Litzsinger met the premium standard for Non-Fiction and Fiction materials. Ackerman, Litzsinger, and Southview also met the premium standard for Visual Resources (e.g., digital streaming, DVD, VCR tapes, etc.). All library media centers met the premium standard in Print Magazines.

Northview, Neuwoehner and the Bridges program do not have library media centers on site due to space issues. Previous library media standards were very rigid about the amount of space a library media center had to have to meet the standards. The new library media standards approved in July 2008 eliminated the rigid space requirements for library media centers. The students from these schools can access the library media centers at North and South Technical High Schools, as well as their community libraries. However, these locations do not currently have the ability to review the collections at other schools via the InfoCentre electronic catalog circulation system. In addition, the LMC collection at Southview is predominantly K-8. Although secondary students can access materials at other locations, on-site secondary
Addressing LMC Needs: CSIP (6.8.4)
Special School District addresses needs related to the LMC facilities, the resource collection, staffing, and research and information-skills instruction in its CSIP. The district CSIP was written in 2008. Each school includes the needs of the LMC in its school improvement plan in the following CSIP areas:
- Goal I: Student Performance-Develop and enhance quality education/instructional programs to improve performance and enable students to meet their personal, academic and career goals.
- Goal III: Facilities, Support and Instructional Resources-Provide and maintain appropriate instructional resources, support services and functional and safe facilities.

V. Summary
Strengths
- Procedures are in place which address MSIP indicators related to Staff Collaboration/Integration into Curriculum, Policy and Procedure Handbook, Resource Collection Review and Addressing LMC Needs.
- According to the core data reports submitted in the spring of 2008, collections are growing and some locations now meet the premium standard in all collection areas.

Concerns
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- Northview, Neuwoehner and the Bridges program currently do not have InfoCentre access to review collections at other school sites.
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Recommendations
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- Provide Northview, Neuwoehner and the Bridges program with InfoCentre software to facilitate access to off-site collections.
- Investigate secondary needs at Southview and develop a plan to expand on-site materials.

VI. Action Plan for Recommendations as a Result of Program Evaluation
Person responsible to champion action plan: Marsha Myers
Timeframe for reporting updates to Board of Education: Bi-Annually

________________________________ Date:_________
Signature of Administrator Responsible for Chairing Evaluation