

## 21st Century Library Media Programs in Florida's K-12 Schools

### ExC<sup>3</sup>EL – Expectations for Collaboration, Collections, and Connections to Enhance Learning: A Program Evaluation Rubric

<b>Instruction</b> <i>The library media program enhances student achievement through a systematically, collaboratively planned instructional program.</i>				
Components	Entering	Developing	Advancing	
Information literacy	<ul style="list-style-type: none"> <li>● Information literacy skills instruction is not integrated into school's instructional program. *AP4/AP5/AP6/AP8/AP9/AP10</li> </ul>	<ul style="list-style-type: none"> <li>● Information literacy skills instruction peripherally integrated into instructional program. *AP4/AP5/AP6/AP8/AP9/AP10</li> <li>● Student achievement data used to plan library media instructional program. *AP1</li> </ul>	<ul style="list-style-type: none"> <li>● Information literacy skills instruction embedded into instructional program. *AP4/AP5/AP6/AP8/AP9/AP10</li> <li>● Student achievement and automated systems data used to plan LM instructional program. *AP1</li> <li>● Students' ability to locate, evaluate, and use information is evidenced by assignments reflecting learning skills and problem solving. *AP4/AP6/AP8/AP9/AP10</li> </ul>	<ul style="list-style-type: none"> <li>● Information literacy skills instruction systematically embedded into instructional program. *AP4/AP5/AP6/AP8/AP9/AP10</li> <li>● Student achievement and automated systems data used to plan and modify LM instructional program. *AP1</li> <li>● Students' ability to locate, evaluate, and use information is evidenced by assignments reflecting learning skills and problem solving using a variety of sources accurately and ethically. *AP4/AP6/AP8/AP9/AP10</li> </ul>
Literature appreciation and Literature-based instruction	<ul style="list-style-type: none"> <li>● Literature appreciation instruction/activities is not integrated into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9</li> </ul>	<ul style="list-style-type: none"> <li>● Literature appreciation instruction/activities are integrated into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9</li> </ul>	<ul style="list-style-type: none"> <li>● Literature appreciation instruction/activities embedded into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9</li> </ul>	<ul style="list-style-type: none"> <li>● Literature appreciation instruction/activities systematically embedded into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9</li> </ul>
Collaborative planning	<ul style="list-style-type: none"> <li>● Limited evidence of collaboration between LM program and classroom instruction * AP2/AP3</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of reactive collaboration between LM program and some grade levels/subject areas *AP2/AP3/AP10/AP11</li> <li>● Meetings are usually brief and informal. *AP3/AP10/AP11</li> <li>● Most lessons taught independently of classroom content. *AP10/AP11</li> <li>● Adequate use of LMC resources *AP10/AP11</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of proactive collaboration between LM program and grade levels/subject areas *AP2/AP3/AP10/AP11</li> <li>● Long and short range planning is evident. *AP10/AP11</li> <li>● LM program written policies, goals and objectives ensure information literate students. *AP10/AP11</li> <li>● Lessons embedded into curriculum *AP10/AP11/AP12</li> <li>● Adequate use of LMC resources *AP9</li> <li>● Evidence of teacher collaboration is available in LMC and classrooms. * AP2/AP10/AP11</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of systematic collaboration between LM program and grade levels/subject areas *AP2/AP3/AP10/AP11</li> <li>● Full instructional planning partnership team exists between classroom and LM program. * AP2/AP10/AP11</li> <li>● LM program written policies, goals and objectives ensure information literate students. *AP10/AP11</li> <li>● LMC program embedded into curriculum. *AP10/AP11/AP12</li> <li>● Extensive use of LMC resources *AP9</li> <li>● Evidence of collaborative development, implementation and</li> </ul>

				assessment of instructional lessons and units is available in LMC and classrooms. *AP2/AP10/AP11
<b>Curriculum/ Assessment Support</b>	<b>The library media program enhances student achievement by supporting all facets of the instructional program.</b>			
<b>Components</b>	<b>Entering</b>	<b>Developing</b>	<b>Advancing</b>	
Reading promotion and guidance	<ul style="list-style-type: none"> <li>Reading guidance primarily provided to whole classes during regularly scheduled LMC visits. *AP8</li> <li>Reading promotion activities, displays, etc. occasionally provided. *AP9</li> </ul>	<ul style="list-style-type: none"> <li>Reading guidance provided to individuals for selecting reading materials to meet personal needs. *AP6/AP8</li> <li>Reading promotion activities, displays, etc. regularly provided. *AP9/AP10</li> <li>Opportunities regularly provided to participate in reading promotions (i.e., bookfairs, Battle of the Books, National School Library Media Month). *AP10</li> <li>Schoolwide computer-based reading motivation program and SSYRA Program supported/coordinated through LM program, if applicable. *AP12</li> </ul>	<ul style="list-style-type: none"> <li>LM program includes reading, listening, viewing through a variety of activities. *AP2/AP6/AP8/AP9</li> <li>Reading promotion activities, displays, etc. coordinated with instructional program. *AP9/AP10</li> <li>Reading research used to plan instructional program. *AP1/AP7/AP10</li> <li>LM program actively involved in schoolwide computer-based reading motivation program and SSYRA Program, if applicable. *AP12</li> </ul>	<ul style="list-style-type: none"> <li>Collaboratively planned LM program includes reading promotion activities, displays, etc. that support the instructional program. *AP2/AP6/AP8/AP9/AP10</li> <li>LM program provides reading activities with large groups, small groups and individuals. *AP7/AP10</li> <li>Collaboratively planned program with teachers provides a unified approach to literacy and reinforces reading strategies through a variety of activities. *AP2/AP7/AP10/AP11</li> <li>LM program actively involved in coordinating schoolwide computer-based reading motivation program and SSYRA Program, if applicable. *AP12</li> <li>Importance of reading and literacy is evidenced through LMC publications, promotions and activities. *AP2/AP12</li> </ul>
Instructional support	<ul style="list-style-type: none"> <li>Materials, reserve collections, bibliographies, etc. are occasionally provided. *AP9</li> </ul>	<ul style="list-style-type: none"> <li>Materials, reserve collections, bibliographies, websites, etc. are occasionally provided or when requested. *AP10/AP11/AP12</li> </ul>	<ul style="list-style-type: none"> <li>Materials, reserve collections, bibliographies, websites, etc. are provided in conjunction with collaborative planning. *AP2/AP10/AP11/AP12</li> </ul>	<ul style="list-style-type: none"> <li>Systematic consultations and planning occur with instructional design team and/or curriculum council to ensure maximum use of LMC resources. *AP2/AP10/AP11/AP12</li> <li>Staff development sessions offered by or coordinated through LM program. *AP3/AP5/AP8/AP11</li> </ul>
Student/teacher production	<ul style="list-style-type: none"> <li>Curriculum-based production activities are rarely provided. *AP9</li> </ul>	<ul style="list-style-type: none"> <li>Reactively complies with requests for student or teacher production activities (i.e., laminating, word processing). *AP10/AP11/AP12</li> </ul>	<ul style="list-style-type: none"> <li>LM program includes proactively planning with teachers for production activities (i.e., video essays, PowerPoint presentations, brochures). *AP2/AP10/AP11/AP12</li> </ul>	<ul style="list-style-type: none"> <li>LM personnel included on an instructional design team and/or curriculum council to provide production resources and activities for teachers and students. *AP10/AP11/AP12</li> </ul>
School Improvement Plan	<ul style="list-style-type: none"> <li>No involvement with the School</li> </ul>	<ul style="list-style-type: none"> <li>Limited involvement with the School</li> </ul>	<ul style="list-style-type: none"> <li>LMS is a member of the School</li> </ul>	<ul style="list-style-type: none"> <li>LMS actively serves as a member of</li> </ul>

	Advisory Council or School Improvement Plan	Advisory Council or School Improvement Plan	Advisory Council and the library media program mentioned in the School Improvement Plan	the School Advisory Council and library media program is integrated into the School Improvement Plan
<b>Resource Management</b>	<b><i>The library media program provides appropriate, accurate and current resources in all formats to meet the needs of the learning community.</i></b>			
<b>Components</b>	<b>Entering</b>	<b>Developing</b>	<b>Advancing</b>	
Collection <a href="http://www.sacs.org/">http://www.sacs.org/</a>	<ul style="list-style-type: none"> <li>Limited dated and unattractive resources (print, nonprint, and electronic) that meet some curricular and recreational needs *AP12</li> <li>Age of collection is older than state average (SUNLINK data) *AP1</li> </ul>	<ul style="list-style-type: none"> <li>Current and attractive resources (print, nonprint, and electronic) that meet curricular and recreational needs * AP5/AP9/AP12</li> <li>List of resources beyond the LMC available (<i>i.e.</i>, community resources, museums, public libraries) *AP9/AP12</li> <li>Age of collection is approximately state average (SUNLINK data) *AP1</li> </ul>	<ul style="list-style-type: none"> <li>Systematic additions of current resources (print, nonprint, and electronic) responsive to curricular and recreational needs *AP5/AP9/AP12</li> <li>Resources reflect school's cultural diversity *AP5</li> <li>Materials in other languages, as appropriate *AP5</li> <li>Resources beyond the LMC available via computer software, Internet, etc. *AP12</li> <li>Age of collection is newer than state average. (SUNLINK data) *AP1</li> </ul>	<ul style="list-style-type: none"> <li>Extensive evidence of current resources (print, nonprint, and electronic) very responsive to curricular and recreational needs *AP5/AP9/AP12</li> <li>Resources reflect school's cultural diversity (<i>i.e.</i>, fiction, nonfiction, nonprint) *AP5</li> <li>Materials in other languages, as appropriate *AP5</li> <li>Resources beyond the LMC available via computer software, Internet, etc. *AP12</li> <li>Age of collection is newer than state average. (SUNLINK data) *AP1</li> </ul>
Organization	<ul style="list-style-type: none"> <li>Some resources processed using Dewey Decimal Classification System *AP6</li> <li>Online catalog missing</li> <li>No signage or inaccurate signage</li> <li>Use of SUNLINK for technical processing or accessing information *AP12</li> </ul>	<ul style="list-style-type: none"> <li>Resources processed and shelved using Dewey Decimal Classification System *AP6</li> <li>Online catalog not accurate *AP8/AP12</li> <li>Signage that allows for independent use of resources * AP7/AP9</li> <li>SUNLINK participation and "in good standing" * AP8/AP12</li> </ul>	<ul style="list-style-type: none"> <li>All resources processed and shelved using Dewey Decimal Classification System *AP6/ AP8/ AP9</li> <li>Online union catalog accurate *AP12</li> <li>Attractive, professionally produced signage that allows for independent use of resources *AP9</li> <li>SUNLINK participation and "in good standing" *AP12</li> </ul>	<ul style="list-style-type: none"> <li>All resources processed and shelved using Dewey Decimal Classification System. *AP6/ AP8/ AP9</li> <li>Online union catalog accurate with ongoing maintenance *AP12</li> <li>Attractive, professionally produced signage that allows for independent use of resources; constantly updated *AP9</li> <li>SUNLINK participation and "in good standing" *AP12</li> </ul>
Acquisition	<ul style="list-style-type: none"> <li>No written collection development plan</li> <li>Dependent on donations</li> <li>Limited consideration file</li> </ul>	<ul style="list-style-type: none"> <li>Written collection development plan with goals and objectives *AP1/AP10</li> <li>Ongoing consideration file *AP10</li> <li>Limited use of review sources *AP6/AP10</li> </ul>	<ul style="list-style-type: none"> <li>Written collection development plan reviewed/revised every two years *AP1/AP10</li> <li>Ongoing consideration file of reviewed and recommended materials *AP10</li> <li>Use of review sources *AP6/AP10</li> </ul>	<ul style="list-style-type: none"> <li>Written collection development plan reviewed/revised every two years with approval of Library Advisory Board. *AP1/AP10</li> <li>Ongoing consideration file of reviewed and recommended print, nonprint, and electronic materials *AP10</li> <li>Use of review sources, electronic collection analysis tools *AP6/AP10/AP12</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>Sporadic, unplanned weeding</li> </ul>	<ul style="list-style-type: none"> <li>Continuous and/or intermittent</li> </ul>	<ul style="list-style-type: none"> <li>Planned, deliberate weeding program</li> </ul>	<ul style="list-style-type: none"> <li>Planned, deliberate weeding program,</li> </ul>

		weeding *AP6/AP10	*AP6/AP10	using systematic analysis *AP6/AP10
<b>Program Administration</b>	<b>Technological processes and resources enhance learning and serve as an infrastructure for administering a properly staffed and well funded library media program.</b>			
<b>Components</b>	<b>Entering</b>	<b>Developing</b>	<b>Advancing</b>	
Staff	<ul style="list-style-type: none"> <li>Part time or no certified LMS</li> <li>Part time or no clerical person</li> </ul>	<ul style="list-style-type: none"> <li>Full time certified LMS</li> <li>Full time clerical person</li> </ul>	<ul style="list-style-type: none"> <li>Full time certified LMS with additional certified LMSs according to student population</li> <li>Full time clerical person with additional staff according to student population</li> </ul>	<ul style="list-style-type: none"> <li>Full time certified LMS with additional certified LMSs according to student population (Student/LMS ratio lower)</li> <li>Full time clerical person with additional staff according to student population (Student/clerk ratio lower)</li> </ul>
Budgeting	<ul style="list-style-type: none"> <li>Budget supplied by administration with no LMC input.</li> </ul>	<ul style="list-style-type: none"> <li>LMC budget based on program and collection evaluation. *AP1/AP10</li> <li>Budget is adequate to meet needs.</li> </ul>	<ul style="list-style-type: none"> <li>LMC annual budget based on short and long-term goals. *AP1/AP10</li> <li>Complete budget based on program and collection evaluation and developed with teacher/student input. *AP1/AP10/AP11</li> <li>Administration requests annual meeting for explanation and justification of requests. *AP2/AP10</li> <li>Budget is adequate to meet needs.</li> <li>State and local funds are represented proportionally.</li> </ul>	<ul style="list-style-type: none"> <li>LMC annual budget based on school and LMC missions, as well as short and long-term goals. *AP1/AP10</li> <li>Complete budget based on program and collection evaluation and developed with teacher/student input. *AP1/AP10/AP11</li> <li>LMC staff proactively requests meeting with administration to explain and justify requests based on available data. *AP2/AP10</li> <li>Budget is adequate to meet needs.</li> <li>State and local funds are represented proportionally.</li> <li>Monies from fund-raisers (book fairs, bake sales, etc.) are used to supplement (not supplant) the LMC budget.</li> </ul>
Access	<ul style="list-style-type: none"> <li>Very limited access due to scheduled classes (Half or more of day LMC closed)</li> <li>LMC is rigidly scheduled most of the time.</li> <li>LMC is frequently closed for events such as testing, meetings, staffings, etc.</li> </ul>	<ul style="list-style-type: none"> <li>LMC open before, after school and during lunch *AP9</li> <li>Flexible scheduling for maximum access throughout day *AP9/AP9</li> <li>Internet-delivered online resources for 365/24/7 access *AP12</li> </ul>	<ul style="list-style-type: none"> <li>LMC open before school and during lunch with extended hours one or two days per week *AP9</li> <li>Flexible scheduling for maximum access throughout day *AP6/AP9</li> <li>Internet-delivered online resources for 365/24/7 access *AP12</li> </ul>	<ul style="list-style-type: none"> <li>LMC open before school and during lunch with extended afterschool hours three or more afternoons per week *AP9</li> <li>Flexible scheduling for maximum access throughout day *AP6/AP9</li> <li>Internet-delivered online resources for 365/24/7 access *AP12</li> </ul>
LMC Internet site	<ul style="list-style-type: none"> <li>No LMC website or static site and information (under construction) *AP12</li> </ul>	<ul style="list-style-type: none"> <li>Basic information about the LMC provided by a LMC website and updated regularly. *AP12</li> </ul>	<ul style="list-style-type: none"> <li>LMC website linked from school homepage and evident on the school homepage. *AP12</li> <li>LMC website organized to provide</li> </ul>	<ul style="list-style-type: none"> <li>LMC website linked from school homepage and evident on the school homepage. *AP12</li> <li>LMC website organized to provide</li> </ul>

			<p>access to information to meet student and faculty needs. *AP12</p> <ul style="list-style-type: none"> <li>• LMC website reflects mission of the program and primary program elements: reading, information literacy, and technology. *AP12</li> </ul>	<p>access to information to meet student and faculty needs. *AP12</p> <ul style="list-style-type: none"> <li>• LMC website reflects mission of the program and primary program elements: reading, information literacy, and technology. *AP12</li> <li>• LMC website provides access to online databases from school and home. *AP12</li> </ul>
Components	Entering	Developing	Advancing	
Technology (information retrieval – production activities – television distribution)	<ul style="list-style-type: none"> <li>• Few older or no workstations</li> <li>• No student production</li> <li>• Limited traditional audiovisual equipment (<i>i.e.</i>, listening and video)</li> <li>• No television distribution</li> <li>• No technology plan</li> </ul>	<ul style="list-style-type: none"> <li>• Low student-to-workstation ratio for information retrieval (Internet access) *AP12</li> <li>• Occasional student/teacher production activities *AP12</li> <li>• Limited, but current audiovisual equipment *AP12</li> <li>• Peripherals available to students and teachers (for example, printers, audio and visual recording devices). *AP12</li> <li>• Television distribution system (1 to 2 channels) *AP12</li> <li>• LMC technology plan *AP12</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate student-to-workstation ratio for information retrieval (high-speed Internet access) *AP12</li> <li>• Computer hardware available for checkout *AP12</li> <li>• Adequate student-to-workstation ratio for production activities *AP12</li> <li>• Special needs workstation *AP12</li> <li>• Adequate, current audiovisual equipment provided *AP12</li> <li>• Peripherals available to students and teachers (for example, printers, audio and visual recording devices). *AP12</li> <li>• Software to meet student/teacher production needs *AP12</li> <li>• Television distribution system (1 to 2 channels) *AP12</li> <li>• Limited television studio *AP12</li> <li>• LMC technology plan integrated into school's plan with refresh cycle every 5 years *AP12</li> </ul>	<ul style="list-style-type: none"> <li>• Low student-to-workstation ratio for information retrieval (high-speed Internet access) *AP12</li> <li>• Computer hardware available for checkout *AP12</li> <li>• Low student-to-workstation ratio for production activities – hardware available for checkout *AP12</li> <li>• Special needs workstations as needed *AP12</li> <li>• Current audiovisual equipment provided as needed by instructional program *AP12</li> <li>• Peripherals available to students and teachers (for example, scanners, printers, digital cameras, audio and visual recording devices, digital editing hardware and software, DVD burners, and digital projectors). *AP12</li> <li>• LMC models the innovative technologies and use of technologies *AP12</li> <li>• Television distribution system (3 or more channels) *AP12</li> <li>• Complete television studio *AP12</li> <li>• LMC technology plan integrated into school's plan with refresh cycle every 3 years *AP12</li> </ul>
Technology (management)	<ul style="list-style-type: none"> <li>• Automated circulation system planning in-progress *AP12</li> <li>• Online catalog (OPAC) planning in-progress *AP12</li> </ul>	<ul style="list-style-type: none"> <li>• Automated circulation system functional *AP12</li> <li>• Online catalog (OPAC) functional – available in LMC *AP12</li> <li>• SUNLINK available to students and teachers *AP12</li> </ul>	<ul style="list-style-type: none"> <li>• Automated circulation system functional *AP12</li> <li>• Online catalog (OPAC) functional – available on Intranet *AP12</li> <li>• Electronic sources accessed for reviews and purchasing *AP12</li> <li>• E-mail used to communicate with teachers and administrators *AP2/AP12</li> </ul>	<ul style="list-style-type: none"> <li>• Automated circulation system functional – latest version of software *AP12</li> <li>• Online catalog (OPAC) functional – available on Intranet and Internet – latest version of software *AP12</li> <li>• Electronic sources accessed for reviews and purchasing *AP12</li> <li>• E-mail used to collaboratively plan</li> </ul>

			<ul style="list-style-type: none"> <li>SUNLINK promoted and available to students and teachers; Interlibrary Loans initiated upon request. *AP12</li> </ul>	<ul style="list-style-type: none"> <li>with teachers *AP2/AP10/AP12</li> <li>E-mail used to communicate with colleagues *AP2/AP12</li> <li>SUNLINK used by students and teachers and Interlibrary Loan requests honored. *AP12</li> </ul>
Program evaluation	<ul style="list-style-type: none"> <li>No LMC program evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Circulation and attendance statistics collected. *AP1</li> </ul>	<ul style="list-style-type: none"> <li>Data from automated systems used for planning purposes. *AP1/AP10/AP12</li> <li>Surveys of teachers and students and needs assessments conducted to collect data. *AP1</li> </ul>	<ul style="list-style-type: none"> <li>Data from a variety of sources, including the automated systems, used for making strategic decisions for LM programming. *AP1/AP10/AP12</li> <li>Input collected from students, teachers, and parents via surveys, interviews, and focus groups. *AP1</li> </ul>

**Environment** *Effective library media programs provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community.*

Components	Entering	Developing	Advancing	
Facility	<ul style="list-style-type: none"> <li>No school library media facility</li> <li>Or</li> <li>No flexibility in design – access for one class with no space for individual student use</li> <li>Is not ADA compliant</li> </ul>	<ul style="list-style-type: none"> <li>Limited flexibility in design – access for one class with no space for individual student use</li> <li>Meets ADA compliancy regulations</li> </ul>	<ul style="list-style-type: none"> <li>Large, flexibly designed facility – access for one or more classes with adequate space for individual student use</li> <li>Meets ADA compliancy regulations</li> </ul>	<ul style="list-style-type: none"> <li>Very large, flexibly designed facility – access for one or more classes with space for production and presentations</li> <li>Meets ADA compliancy regulations</li> </ul>
Furniture	<ul style="list-style-type: none"> <li>No appropriate library furniture</li> <li>Or</li> <li>All large library tables</li> </ul>	<ul style="list-style-type: none"> <li>Large library tables with leisure seating</li> </ul>	<ul style="list-style-type: none"> <li>Small and large library tables, leisure seating, computer furniture</li> </ul>	<ul style="list-style-type: none"> <li>Small and large library tables for flexibility, leisure seating, ergonomic computer furniture, production</li> </ul>
Climate	<ul style="list-style-type: none"> <li>Quiet single class activities most frequent usage</li> <li>Unattractive, disorganized, not maintained</li> <li>Students/teachers do not feel welcome.</li> </ul>	<ul style="list-style-type: none"> <li>Orderly single class and independent student learning activities occur. *AP9</li> <li>Clean and functional, but few current displays *AP9</li> <li>Students and teachers welcome, but do not initiate visits to LMC. *AP9</li> </ul>	<ul style="list-style-type: none"> <li>Variety of multiple simultaneous student learning activities occur. *AP9</li> <li>Appropriate, colorful, current displays changed frequently. *AP9</li> <li>Students regularly visit LMC to read and conduct research. *AP9</li> <li>Climate described as active and conducive to study and research. *AP9</li> </ul>	<ul style="list-style-type: none"> <li>Variety of multiple simultaneous student learning activities regularly occur. *AP9</li> <li>Appropriate, colorful, current displays coordinated with curricular agenda and student interests. *AP9</li> <li>Students and teachers regularly visit LMC to read, conduct research, and produce projects. *AP9/AP12</li> <li>Climate described as exciting, active and conducive to study and research. *AP9</li> </ul>



Components	Entering	Developing	Advancing	
In-school	<ul style="list-style-type: none"> <li>No school communication</li> </ul>	<ul style="list-style-type: none"> <li>No reports sent to administration.</li> <li>Informal communication to teachers/students concerning LMC policies and procedures. *AP2</li> <li>LMC webpage available *AP12</li> </ul>	<ul style="list-style-type: none"> <li>Annual statistical report sent to administration. *AP1/AP2/AP12</li> <li>Monthly meeting with administration *AP2</li> <li>Teacher/student handbooks distributed. *AP2</li> <li>LMC Internet homepage on school server. *AP2/AP12</li> <li>LMC webpage aligned with curricular and recreational needs, reflects mission, and is easy to access. *AP2/AP12</li> </ul>	<ul style="list-style-type: none"> <li>Monthly or nine-week and annual statistical reports to administrators. *AP2/AP12</li> <li>Monthly meeting with administration *AP2</li> <li>Teacher/student handbooks distributed. *AP2</li> <li>LMC website aligned with curricular and recreational needs, reflects mission, and is easy to access. *AP2/AP12</li> <li>E-mail message reminders/announcements distributed. *AP2/AP12</li> <li>In-house newsletters/brochures distributed. *AP2/AP12</li> </ul>
Parents/ community	<ul style="list-style-type: none"> <li>No communications outside of school</li> </ul>	<ul style="list-style-type: none"> <li>Parallel program/activities to schoolwide agenda provided; coordinated with schoolwide agenda. *AP10/AP11</li> </ul>	<ul style="list-style-type: none"> <li>LMC parent involvement activities coordinated with teachers, administrators, and SIP initiatives (<i>i.e.</i>, parent workshops and reading motivation activities and Internet resources for parents). *AP2/AP10/AP11</li> <li>Students and teachers have an awareness of resources and services of the local public library. *AP11/AP12</li> </ul>	<ul style="list-style-type: none"> <li>LM parent involvement activities collaboratively planned with teachers, administrators, and SIP initiatives (<i>i.e.</i>, parent workshops and reading motivation activities and Internet resources for parents). *AP2/AP10/AP11</li> <li>Local public librarians work collaboratively with LM program to provide resources and services to students, teachers, and parents. *AP10/AP12</li> </ul>
Professionalism  District/State/ National	<ul style="list-style-type: none"> <li>No involvement</li> </ul>	<ul style="list-style-type: none"> <li>District level involvement with professional organization. *AP3</li> <li>Reads professional literature *AP3</li> </ul>	<ul style="list-style-type: none"> <li>District and/or state level involvement with professional organizations. *AP3</li> <li>Reads professional literature *AP3</li> <li>Communicates with peers and other professionals via listservs, writing for publication, presentations *AP3/AP12</li> </ul>	<ul style="list-style-type: none"> <li>District, state and/or national level involvement with professional organizations. *AP3</li> <li>Enhances the profession through contributions to listservs, committees, publications, conference presentations, etc. *AP3/AP12</li> </ul>