

Part I: Learning and Teaching**1. Program integration**

- Used by 50-100% of classes each semester
- LMS participates in curriculum teams
- Information skills taught in content projects
- Information skills written into content curriculum (exp.)

2. Information literacy skills

- Students complete two research projects per year (min.)
- Students complete all resource-based MN Grad standards

- Benchmarks for each grade level

3. Collaborative planning & teaching

- LMC has a professional collection (min.)
- LMS has time for planning with teachers
- LMS member of team/grade planning groups
- LMS team teaches information skills in projects

4. Range of information resources & services

- LMS assists staff & students with print & electronic searches (min.)
- LMS selects & promotes print and non-print
- Access to additional resources in community

5. Encourage reading, viewing, and listening

- Collection contains current, popular material
- Formal program to promote reading, viewing, listening

6. Program supports diverse learning needs

- Multiple formats recognized as valuable (min.)
- Research units include projects using graphics, sounds, video, or oral presentations

7. Foster individual & collaborative inquiry

- Individual & group projects assigned (min.)
- Group roles & individual tasks in each project

8. Technology Integration

- Projects are word-processed (min.)
- High quality online information resources
- Students use desktop publishing, multimedia, graphing, etc. to complete projects
- Telephone & fax available

9. Link to larger learning community

- LMS promotes outside resources, public & academic libraries (min.)
- Interlibrary loan offered (min.)
- Outside resources in information curriculum
- Member of multitype library system (exp.)

Part II: Information Access & Delivery**10. Intellectual access to information & ideas**

- LMS provides reference & research assistance
- LMS creates bibliographies & resource lists
- LMS teaches evaluation techniques (exp.)

11. Physical access to information & resources

- New materials added regularly (min.)
- Workspaces for at least three classes
- Space for individuals, small groups, classes
- Automated circulation & catalog
- School's catalog part of regional catalog (exp.)

12. Climate conducive to learning

- LMS is enthusiastic and encourages use (min.)
- Furniture & shelving in good condition
- LMC has an inviting atmosphere
- LMC, accessible from classrooms, includes computer lab, multimedia stations, TV studio
- Adjacent distance learning room (exp.)
- LMC is hub of information networks (exp.)

13. Flexible & equitable access

- LMC is open all day on all school days (min.)
- Flexible scheduling
- No prep time or study halls
- Public use of LMC encouraged
- Extended hours (exp.)

14. Collections & resources support curriculum

- Current (average age: 10 yrs.) collection (min.)
- 15-20 print items per student
- Computers for 25-50% of largest class, networked with high speed Internet access
- Online periodical and reference databases available (school-wide and at home, exp.)
 - Online encyclopedia
 - Content specific databases
- Educational television programming
- Wide variety of educational software & videos
 - Productivity tools (WP, SS, DB)
 - Practices, simulations, tutorials

- Union catalog with other libraries (exp.)

15. Commitment to intellectual freedom

- Board-approved selection policy (min.)
- Collection represents diverse view points
- LMS works to ensure student rights to info.

16. Policies reflect legal and professional ethic

- Acceptable use of Internet policy (min.)
- Plagiarism, copyright issues are taught

Part III: Program Administration**17. Program supports mission of the school**

- LMS participates in accreditation (min.)
- LMS plans goals with principal & dept. heads
- LMP goals reflect building & district goals
- LMS participates in technology committee

18. Adequate professional staffing

- One licensed LMS in each building
- Performance assessment specific to LMS
- Current job description for LMS
- LMS participates in professional organizations and wide-range of school activities (exp.)

19. Adequate support staff

- Sufficient clerical (technical support, student & database management, media production)
- Job descriptions for all support staff
- District level LMP (exp.)

20. Administrative support

- Formal goal-setting with principal
- Program/staff are evaluated according to goals
- Advisory committee with community members establish goals (exp.)

21. Long range, strategic plan

- LMS, principal, dept. chairs create plan (min.)
- District's strategic plan reflects the LMP (min.)
- Advisory committee creates long-range plans

22. On-going assessment of program

- Assess collection and services after each unit
- Data-driven plans and goals
- All new initiatives have evaluation component
- Relation of LMP to school achievement (exp.)

23. Adequate funding

- LMS prepares and records yearly budget
- Variety of budget resources, grants, etc. (exp)

24. Staff development opportunities

- LMS attends conferences and workshops
- LMS provides staff development for teachers

25. Clear mission and goals

- LMS communicates regularly with staff
- LMS communicates with community, press

26. Effective management

- LMS oversees all aspects of program (min.)
- LMS supervises support staff and works with custodial staff
- LMS participates on building management team (exp.)