

**From the office of the
American Association of
School Librarians (AASL)**

TO: The Principal

FROM: American Association of
School Librarians (AASL)

RE: The Principal's Manual

It is the season to look around, regroup, and plan ahead. What needs a fresh start? What needs repair? What needs just a little fine tuning?

The enclosed Principal's Manual is designed to guide you in assessing and planning for your school library media program. AASL offers this manual as an aid as you prepare with your school library media staff, district administrators, teachers, students, and parents for the next school year.

There are valuable tools that will assist you every step of the way. So take your manual in hand and enjoy the journey!

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Specifications:

STAFF

State-certified **school library media specialist(s)**

Clerical support

School learning community **volunteers** including parents, students, and community members

RESOURCES

Funding supportive of acquiring new **print** materials and subscribing to **online** sources

Collection development that includes withdrawing outdated materials from the library media collection

FACILITIES

An **inviting space** that encourages students to enter and enjoy learning

Hardware and software and the requisite space and electrical support

Planning for **maintenance** and for future **expansion**

Some Assembly Required:

STEP 1. Walk down to your library media center. **Interact** with the school library media specialist, the teachers, and the students. Have a seat, take a moment, **think** about what you see and hear and **feel**.

STEP 2. Take this Principal's Manual in hand when you meet with your library media specialist. Share the goal of developing a **vision** of your school library media program. Ponder these questions together:

- ✓ What is our **mission**?
- ✓ How can we work together as **partners** to achieve this mission?
- ✓ How can we encourage **collaboration** with teachers?
- ✓ How can the library media specialist become more involved with the **curriculum**?
- ✓ Think backwards – what **information skills** do we want our students to have when they leave our school?

STEP 3. Consider your library media center **budget**. Just for starters, bolster your non-fiction **collection** for all grades. **Connect** with other principals to receive the best online database prices. Does your library media center **facility** need attention? Do you have **furniture** to support your multimedia hardware?

STEP 4. Encourage your library media specialist to **network** with local school library media groups, your state library media organization, and the American Association of School Librarians. We need to **share** and **learn** from each other in this changing world of **information** and **instructional technology**. Your students and teachers will **benefit** from every workshop and conference attended by your school library media specialist.

*Developed by Gail Bush for the
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How to order
extra parts

Seek Grant Funding
and Other Resources:
Check out your state
department of
education Web site

For Optimal Operation:

- ✓ Building and district administrative support
- ✓ Time structured to ensure that collaboration around instructional issues becomes an important part of the school day and school week
- ✓ Participation in curriculum planning
- ✓ Inservicing teachers in information access and delivery of information literacy instruction to students
- ✓ Flexibility in scheduling classes and opportunities to encourage reading and spontaneous research
- ✓ Involvement of parents and cooperation with the public library

Troubleshooting:

ACCESS THESE RESOURCES

Adcock, Donald C., ed. *A Planning Guide for Information Power: Building Partnerships for Learning*. Chicago: American Association of School Librarians, a division of the American Library Association, 1999. Complete with rubric, guides your library media program planning process. To order, call 800-545-2433, then press 7.

American Association of School Librarians Web site: <http://www.ala.org/aasl>. Be sure to check out the [Learning Through the Library](#) and [Facts & Figures](#) links.

American Association of School Librarians and Association for Educational Communications and Technology. *Information Power: Building Partnerships for Learning*. Chicago: American Library Association, 1998. THE guiding document for effective school library media programs. To order, call 800-545-2433, then press 7.

_____. *Information Literacy Standards for Student Learning*. Chicago: American Library Association, 1998. These standards can be applied to state and national learning standards. Covers general aspects of student learning as well as [information literacy standards](#). To order, call 800-545-2433, then press 7.

Library Research Service (Denver, CO) Web site: <http://www.lrs.org>. This site includes [recent research](#) on the impact of school library media programs on [student achievement](#) using test scores.

National Study of School Evaluation. *Program Evaluation: Library Media Services*. Schaumburg, IL: National Study of School Evaluation, 1998. Excellent tool assessing your program AND guiding its progress. To order, call NSSE at 800-THE-NSSE (800-843-6773).

Seidel, Kent, Ph.D., ed. *Assessing Student Learning: A Practical Guide*. Cincinnati, OH: Alliance for Curriculum Reform, 2000. CD-ROM of [best practices](#) in subject area [student assessment](#). To order, call ACR at 513-761-2271.

Your state department of education Web site. Check out the grants and other resources and services that are available to school library media programs.

The Principal's Manual For YOUR School Library Media Program

Read Before Operating:

- ✓ Student achievement is our bottom line.
- ✓ The school library media program puts your [state and national learning standards](#) into action.
- ✓ The school library media program supports and strengthens the [curriculum](#).
- ✓ Reading for learning, [reading for pleasure](#), [reading is for life](#).
- ✓ The school library media program bridges the [digital divide](#).
- ✓ The school library media program is an ongoing process. It is a program that develops and changes with your [school improvement plan](#).
- ✓ The school library media program is the heart, the hub of your [school learning community](#).

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