

The following resource guide is intended to assist new school library media specialists. The guide was conceived and organized by Christina Dietz and developed by the students during the Spring 2003 Practicum Seminar. It includes a wide range of resources that the students discovered and used during their practicum experiences including some that were recommended by their site supervisors as particularly useful for beginning practitioners.

We will update and add to this list each semester. We hope you find it useful.

Dr. Ruth and

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Resources for the New School Library Media Specialist

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ADVOCACY

Hartzell, G. (2002). The whole truth. *School Library Journal*, 48(7), 31.

Focuses on the notion that school board members and administrators are interested in good libraries because they want students to read better, learn more and improve achievement. Implications of such notion to library advocates; Difficulty in the educational process that was being eased by libraries; Recommendations
Johnson, D. (N/A). The Seven Most Critical Challenges That Face Our Profession.

<http://www.doug-johnson.com/dougwri/7challenges.html>

Logan, D. (2002). At least 101 ways to put the active in proactive! *Ohio Media Spectrum*. 54(2), 12-13.

In this brief article, there are literally 101 ways to get appropriate recognition by teachers, administrators, parents and the wider community that school media specialists are educators who fulfill a role which supports successful learner outcomes and how school libraries/media centers impact student achievement.

CERTIFICATION

NYSTCE

- NYSTCE registration bulletin from my local Boces. OR
Go online to <http://www.nystce.nesinc.com>
- Register for the LAST test.
- Register for the ATS-W (Elementary OR Secondary)
- Do not need a content area test
- Can take both tests on the same day. They are each 4 hours in length.
- They each include about 80 multiple choice and an essay question.
- Make sure on the application that you check either elem. or secondary.

PRAXIS EXAM

- Required in Pennsylvania for anyone just starting out in school media or adding library media specialist endorsement to their certificate.
- 120 questions in 2 hours.
- Information Power - at least 10 questions that dealt with concepts from the book (some mentioning it by name).
- About ¼ of the exam (30 questions) concerned Collection Development.
- A number of literature-oriented questions

COLLABORATION

Appignani, L., Lawton, D. (1999). Partnerships at work in the library. *Book Report*. 18(3), 10-11.

Conway, B., Duell, A., Heldt, T., Mulligan, C. (N/A). Creating Effective Teaching Communities: Fostering Collaboration between Classroom and Media Center. <http://leep.lis.uiuc.edu/publish/RainDogs/teachcollab.html>
Students in the youth services librarianship course offered through the University of Illinois's distance ed program. Created a paper of resources useful to both new and veteran school collaborators.

Listed below are a few web sites that might help students/teachers with designing research projects:

RubiStar <http://www.rubistar.4teachers.org>

Teach-nology http://www.teach-nology.com/web_tools/rubrics/

Teachers--<http://www.4teachers.org/projectbased/checklist.shtml>

Rubric Construction Set — <http://www.landmark-project.com/classweb/rubrics/index.html>

COLLECTION DEVELOPMENT

Consulting: There are consultants out there who are available to provide a framework for collection development. Contact information for conducting an inservice is:

Karen R. Lowe Beacon Consulting 808 Green Acres-Myers St. Millers Creek, NC 28651 336-838-2957 336-667-1754 lowekr@wilkes.net

Hopkins, D. (1999). The school library collection: an essential building block to teaching and learning. *School Libraries Worldwide*. 5(2), 1-15.

Loertscher, D.V., & Woolls, B. (1999). Building a school library collection plan: A beginning handbook with Internet assist. San Jose, CA: Hi Willow Research and Publishing.

WEBSITES

AcqWeb in general is a good place to check out: <http://acqweb.library.vanderbilt.edu/>

AcqWeb's Directory of Collection Development Policies on the Web:

http://acqweb.library.vanderbilt.edu/acqweb/cd_policy.html

Library of Congress: Collection Development and the Internet: <http://www.loc.gov/acq/colldev/handbook.html> (lots of great links here)

Van Orden, P. (1995). *The collection program in schools*. Englewood, Colorado: Libraries Unlimited. A short overview of the contents: Part I: The Setting: The Media Program and Its Environment; The Collection; The Collection Program; Issues and Responsibilities; The Collection's External Environment; Policies and Procedures. Part II: Selection of Materials: Selection Procedures; General Selection Criteria; Criteria by Format; Meeting Curricular and Instructional Needs; Meeting Subject and Program Needs; Meeting the Needs of Individuals. Part III: Administrative Concerns: Acquiring Materials; Accessing Information; Maintaining the Collection; Evaluating the Collection; Creating, Shifting, and Closing Collections.

CURRICULUM

Eisenberg, M., Berkowitz, R. (1988). *Curriculum initiative; an agenda and strategy for library media programs*. Norwood, NJ: Ablex Publishing.

McCleaf Nespeca, Sue. (1994). *Library programming for families with young children*. NYC, NY: Neal-Schuman Publishers.

This was a text for IST612 with the author. Its contents include: The Importance of Family Library Programming; Developmental Characteristics of Young Children and How They Relate to Book Sharing with Suggested Books and Activities; Family Programs on the Importance of Reading to Young Children; Family Storytime Programs, Including Instant Programs, Toddlers Programs, and Preschool Programs; Programs for the Entire Family; Family-History, Multicultural, and Intergenerational Programs; Outreach to Families through Early Care and Educational Facilities; Outreach to Families of Special Populations.

Sharon O'Connell, IST school media alum and LMS at Skaneateles MS has developed a Web site for her district's teachers and librarians. It has an excellent example of a curriculum map:

<http://www.scs.cnyric.org/vlib/infolit/ilhomepage.html>

INFORMATION LITERACY AND STANDARDS

American Association of School Librarians & Association for Educational Communications and Technology. (1998). *Information power: Building partnerships for learning*. Chicago, IL: American Library Association.

Library media specialists have been pioneers in teaching information skills and integrating technology skills into the information problem-solving process. One of the most popular approaches to integrated information and technology skills is the Big6 approach, developed by Mike Eisenberg and Bob Berkowitz (1988). The Big6 approach is a six stage, non-linear model for information problem-solving.

American Association of School Librarians & Association for Educational Communications and Technology. (1988). *Information power: Guidelines for school library media programs*. Chicago, IL: American Library Association.

Fitzpatrick. (1998). *Program evaluation: Library media services*. National Study of School Evaluation
As professionals we are familiar with *Information power: Building partnerships for learning* (AASL, 1998) and the information literacy standards described therein. As members of our school learning community we refer to our school's curriculum standards and our state learning standards. A comprehensive program evaluation can be found in *Program evaluation: Library media services*.

GUIDE TO INTEGRATED INFORMATION LITERACY SKILLS

Under the Lincoln Public School Library Power Initiative, 33 teacher-librarians, classroom teachers and administrators collaborated to produce a 109-page loose-leaf booklet entitled, *Guide to integrated information literacy skills (GIILS)*. The notebook materials were developed for use in grades PreK-1 and begin with a statement of the nine "Information Literacy Standards for Student Learning." Numerous learner/instructional strategies, many based on The Big Six skills guide to information problem-solving, are included in the materials, along with professional strategies for collaborative planning and other resources. All the teacher-librarians in Lincoln use the tool to encourage collaboration and foster information literacy.

Note: GIILS is available by sending a check for \$9.95 to LPS Power Initiative, 5901 "0" Street, Lincoln, NE 68501

National Board for Professional Teaching Standards. (2001, in press). "Library Media Standards." Arlington, VA: Author.

New federal standards from "no child left behind" (<http://www.nochildleftbehind.gov/next/overview/index.html>)

Spitzer, K., Eisenberg, M., Lowe, C. (1998). *Information literacy: Essential skills for the information age*. Syracuse, NY: ERIC Clearinghouse on Information & Technology. (ED 427 780)

Stripling, B., & Pitts, J. (1988). *Brainstorms and blueprints: Teaching library research as a thinking process*. Littleton, CO: Libraries Unlimited

LITERACY AND SPECIAL NEEDS

LITERACY

Did you know that the leading adult literacy organization, ProLiteracy Worldwide, is headquartered in Syracuse (just a few blocks from SU)? It represents a merger of the two major literacy organizations---Laubach Literacy and Literacy Volunteers of America. Though this program focuses on adult learners, it is applicable to everyone.

Each school helps the local PTA run a "Parents as Reading Partners" (PARP) program each year. The program runs for three weeks, and in general begins and ends with some sort of celebratory, reading-themed night at the school. During the program, children and their parents are encouraged to read together every night and each child keeps a record of the books they have read. In some cases, prizes are given for the most prolific readers.

...met a LMS today whose school has instituted the "Reading Recovery" program with tremendous success. It was totally inspirational! The school has trained everyone (even secretaries, custodians, and principals!) in the methods of this program. Each day, EVERYONE spends time (about 90 minutes) in these small "classrooms" reading. With individual attention and combination phonetics and whole language, all the kids have really improved, though the program was originally designed to only help struggling students catch-up in the short term (the school tailored the

program for their goals). Obviously, this will not work in every school, but it is very interesting what can be accomplished when the entire school joins together. Here's an introductory ERIC article about Reading Recovery: http://www.ed.gov/databases/ERIC_Digests/ed386713.html

A website that lists 25 Ideas to Motivate Young Readers
http://www.education-world.com/a_lesson/lesson035.shtml

SPECIAL NEEDS

ALA (1999). ALA's road to learning's 20 best. *Library Journal*. 124(19), 17 .
The Public Libraries' Learning Disabilities Initiative, which is administered by the American Library Association (ALA), has developed a list of the 20 best learning disabilities tools for libraries. The list includes, books, video programs, and a web site.

Enabling Technologies of Kentuckiana, enTECH, (a part of Alliance for Technology Access; 800/455-7970) an assistive technology resource center, is concerned with providing technologies to individuals with assistance in finding the appropriate assistive technology.

Appignani, L., Lawton, D. (1999). Partnerships at work in the library. *Book Report*. 18(3), 10-11.
Use the database WilsonSelectPlus.

Bauder, D. (1996). Assistive technology: learning devices for special needs students. *Media & Methods*. 32, 16.
Use the database(WilsonSelectPlus)

Hansen, E. (1995). Count them in: 7 ways to help mentally disabled students. *School Library Journal*. 44(11), 27-29.

This article can be found in a number of formats-print or electronically using the database (Expanded Academic ASAP).

PBS Video titled: "How Difficult Can This Be? Understanding learning disabilities : frustration, anxiety, tension, the F.A.T. City workshop"/produced for Eagle Hill School Outreach by Peter Rosen Productions, Inc. In this video, Richard Lavoie, M.A., M.Ed., a nationally known expert on learning disabilities, leads a group of parents, educators, psychologists, and children through a series of experiences to help them see life the way a learning disabled student does, and to learn methods of teaching and helping such students. This video should be available at your local library or video store. If you are local, E.S. Bird Library(media services) has a copy available for viewing. The call number is Videocassette 9809. In my opinion, this video is a "must see" for every educator!

MANAGEMENT

Flexible Scheduling: The American Association of School Librarians has come down absolutely in favor of all school library media programs implementing a flexible schedule. Their "Position Statement on Flexible Scheduling" states: "The integrated library media program philosophy requires that an open schedule must be maintained. Classes cannot be scheduled in the library media center to provide teacher release or preparation time." To read the complete statement, please see: http://www.ala.org/aasl/positions/ps_flexible.html

Andronik, C. (1998). *School library management, 4th Ed.* Worthington, OH: Linworth Publishing.
Compiled by the editors of The Book Report, Library Talk and Technology Connection with the assistance of Catherine Andronik. Chapters include: Organization/Management; Planning; Personnel & Evaluation; Budget; Facilities; Collection Development; Circulation and Inventory; Teaching Inservice Workshops and Organizing Author Visits.

Woolfs, Blanche. (1999). *The school library media manager.* Englewood, Colorado: Libraries Unlimited.
A short overview of the contents: The School Library Media Center in Today's World; School Library Media Centers Today; Becoming a School Library Media Specialist; Choosing and Beginning the Job; On the Job:

Managing the Media Center Program; On the Job: Managing the Facility; On the Job: Managing Personnel; On the Job: Managing the Collection; On the Job: Managing the Budget; On the Job: Managing Services; On the Job: Marketing the Media Center; On the Job: Managing Program Evaluation; On the Job: Cooperation and Networking.

PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS

PROFESSIONAL DEVELOPMENT

A VERY useful page on the ERIC Web site. Though the whole host site is filled with invaluable information for all walks of librarianship, this specific page provides a condensed list of resources for SLMSs. Check it out at: http://ericir.syr.edu/cgi-bin/print.cgi/Resources/Librarianship/School_Libraries.html

Gordon, R., Nesbeitt, S. (2001). Market yourself Online! *Marketing Library Services*. 15(7).
<http://www.infotoday.com/mls/oct01/gordon&nesbeitt.htm>

Hurst, J. (2002). Staying on top of your game: A learning strategy. *Searcher*. Jul/Aug.

While you're all thinking about the organizations you might want to join and your level of commitment, I want to call to your attention the professional listservs, such as LM_NET, EDTECH, etc., that exist. There are others that focus on more specific topics such as literature and literacy. This is yet another way to participate in an exchange of ideas with other professionals. We've talked about the LM_NET listerv for school librarians. For those of you that subscribe but may not know the site to search the archives, it is: http://askeric.org/Virtual/Listserv_Archives/LM_NET.shtml It is actually a valuable resource for anyone (subscribers or not) as you can search for and view archived school-library discussions dating back to 1994!!

MacDonald, R., Healy, S. (1999). *A handbook for beginning teachers*. NY: Longman.
The down-to-earth information in this book includes the following: Having a Realistic View of Teaching; Learning to Work Creatively Within the System; Designing Appropriate Learning Objectives; Organizing Subject Matter and Planning Lessons; Becoming Established with Student Groups; Drawing Students into Encounters with Learning; Explaining Things So Students Will Understand; Developing the Art of Interactive Teaching; Staying on Top of Classroom Management; Evaluating and Grading Students; Communicating with Students and Parents: Managing Your Own Development as a Teacher.

Miller, S. (1999). Professional development for the library media specialist. *Book Report*. 17(5), 20-21.

The school library media field is fortunate to have several "practitioner" journals that love to publish quality work by people in the field. They include School Library Media Activities Monthly, Library Talk, Book Report, Knowledge Quest, and Teacher-Librarian.

- Become familiar with your Teaching Center. Most districts have a teaching center or have membership in a county-wide teaching center that can offer many valuable resources such as professional development resources, training opportunities, and career counseling. I think that your best avenue for information on all of these technical courses would be your teaching center.

Our teaching center offers courses in MAC and PowerPoint. As for web architecture, they do have an agreement with SU to offer financial assistance for credit bearing courses and this is one that I am sure IST offers. Perhaps this would be a way for you to take this class without having to pay the full shot. Just a few ideas that I think might make this possible. Excellent suggestions - these would all be terrific classes to take!

- Serve on committees both inside and outside of your school. I have already been appointed our district liaison for our BOCES School Library System, committee representative for WCNY programming, and our district technology representative. By becoming active in these organizations, I grow professionally and become the "expert" in these areas for our other district librarians.

ASSOCIATIONS

American Association of School Librarians. Arm of the ALA dedicated to school librarians

<http://www.ala.org/aasl/>

Association for Educational Communications and Technology

<http://www.aect.org/>

Central New York Media Specialists

An affiliate of the School Library Media Association of New York State Library Association

“Professional Associations in the Information Sciences”, School of Library and Information Science, San Jose State University.

<http://slisweb.sjsu.edu/resources/orgs.htm#5>

International Association for School Librarianship

<http://www.iasl-slo.org/>

New York State Library Association.

<http://www.nyla.org>

New York chapter of the New York Library Association dedicated to school media specialists

<http://www.slms-nyla.org/>

OCM Boces - Local organization providing services and professional development training to media specialists

<http://www.ocmboces.org>

REFERENCE RESOURCES (Favorites)

Clyde, L. (2001). School library associations. *Teacher Librarian*. 29(2), 51.

A copy of an abbreviated Dewey Decimal Classification book (appropriate for school level).

Discovery Communications, Inc. (1996). Animal planet .Windows CD-ROM version 1.0. English Computer File : Interactive multimedia 1 computer optical disc : sd., col. ; 4 3/4 in. + 1 booklet. Indianapolis, IN :Discovery Communications.

Although this product is no longer available for purchase, it is a great resource for students who want to research animals or just learn more about them for fun.

Junion_Metz, G. (2001). By popular request. *School Library Journal*. 47(12), 29.

(2002). Great Sites en Espanol. *School Library Journal*. 48(11), 31.

Repman, J. (2002). Online facilities resources. *Book Report*. 20(5), 20.

A copy of the Sears Subject Heading List

This is an online citation tool produced by an educational site for school teachers called "Landmarks for Schools". It allows entry of bibliographic info for a selection of source types and then generates a pair of citations formatted in compliance with APA and also MLA style: http://landmark-project.com/citation_machine/cm.php

Links for e-books

Alex Catalogue of E Texts <http://www.infomotions.com/alex/>

Complete Works of William Shakespeare <http://the-tech.mit.edu/Shakespeare/>

Online Books Page <http://digital.library.upenn.edu/books/>

Project Gutenberg <http://promo.net/cgi-promo/pg/t9.cgi>

University of Virginia <http://etext.lib.virginia.edu/eng-on.html>

Databases

EBSCO Ultra

Gale US History

Resource Center

First Search

SCIRUS.com.

TEACHING METHODS

Albert, L. (1989). *A Teacher's Guide to Cooperative Discipline: How to Manage Your Classroom and Promote Self-Esteem*. American Guidance Services.

Although Amazon.com lists it as out of stock, there is another Albert book simply called Cooperative Discipline. I really like this book because it goes beyond giving strategies to help students behave; it helps you understand why they misbehave. Are they seeking power or revenge? Or is it just for attention and what can you do to keep control in your classroom or library? It really helped me deal with different types of students and gain a better understanding of what they were going through.

Eisenberg, M., Berkowitz, R. (1999). *The new improved Big6 workshop handbook*. Worthington, OH: Linworth Publishing.

This was our text for Berkowitz's Big6 class. The chapters include: Introducing the Big6; Learning the Big6; Technology and the Big6; Instructional Design (and Redesign); Assessment; Partnership and Collaboration; Curriculum Mapping; The Parent Connection; Closing.

Small, R., Arnone, M. (2000). *Turning kids on to research*. Englewood, CO: Libraries Unlimited.

This was our text for IST504 with Dr. Ruth. The chapters include: Information Literacy and Motivation; In the Beginning; During the Research Process; An Ending; Putting It All Together.

Williams on, P. (2000). Becoming flexible. *The School Librarian's Workshop*. 20(7), 10-11.

EDITORS' NOTE: To make changes and become more productive you usually need a vision, connection to those in authority, and patience. The results are well worth it.

Classroom Management

Kauffman, J., Mostert, M., Trent, S., Hallahan, D. (1998). *Managing classroom behavior: a reflective case-based approach*. Boston, MA: Allyn and Bacon.

If, like me, you're not coming from an education background, thoughts of the first year of teaching can lead to sleepless nights. Although they target all who teach, they may help alleviate some new librarian fears as well. Part I deals with Developing a Reflective Approach to Problems and includes: Identifying Behavior Problems; Analyzing Behavior Problems; Changing Behavior; Talking with Students; Using Peer Influence; Working with Other Educators; Working with Parents. Part II provides Cases for Analysis, Discussion and Reflection.

“Works4Me Tips Library – Managing Your Classroom – Behavior Control”

Works4Me is a vehicle for instructional staff to share their ideas with other instructional staff. As such, it does not constitute an endorsement of any particular curriculum or teaching methods by the National Education Association or any of its affiliates. <http://www.nea.org/helpfrom/growing/works4me/manage/behavior.html>

Traynor, P. (2002). A Scientific Evaluation of Five Different Strategies Teachers Use to Maintain Order. *Education*. Spring, 493-509.

Traces five different approaches that teachers tend to use to maintain order and create an atmosphere conducive to learning. The five strategies the author explores are 1. coercive, 2. Laissez-faire, 3. task oriented, 4. authoritative, and 5. intrinsic

WEBSITES (General)

For image searches, this site is a search engine that allows you to search by category. Well known with the kids and turns up some results that Google might miss: <http://www.altavista.com>

Note: The American Association of School Librarians website has an Advocacy Toolkit for school library media centers. <http://www.ala.org/aasl/index.html>

Another great resource for librarians is Pam Berger's Site. She deals a lot with how to integrate technology into your library program. She offers help with how to design an effective web site for you library, among many other things. Pam focuses heavily on inquiry based learning and curriculum technology integration: www.infosearcher.com

For all those research papers, history day papers, etc. Very easy to use and good starting point for finding more information: <http://www.biography.com>

Dodge, Bernice (N/A). Webquest Web site. San Diego State University. Here's the URL: <http://webquest.sdsu.edu/> Many of us have already created or used Webquests, but for those who have not they are a sort of online lesson plan that teachers create and students work through at their own pace. The work can be done in class or at home. The Webquest sets up a situation, defines a problem to be solved, provides links to (primarily) Web resources that students are to use to solve the problem, defines the deliverables, and even includes an evaluative rubric so that students know exactly what they have to do to get what grade.

Librarians' Index to the Internet <http://lii.org>.

Here is a URL that you might find helpful when deciding what books to order for your libraries, or to book talk, or even to build a theme around and display: 'Literary prizes and awards' page: <http://libwww.syr.edu/research/internet/english/prizes.html>

For Read Across America Day when we all celebrate Dr. Seuss, information can be found at: <http://www.nea.org> and click on Read Across America

Kathy Schrock's Help for Busy Teachers

Sites of the School Days - a weekly update to Kathy Schrock's Guide for Educators on Discovery Channel School <http://www.discoveryschool.com>

Today's great website (site 24) provides "a well-done overview and explanation of copyright and fair use in the K-12 environment." (Kathy's words) To Copy or Not to Copy: that is the Question

http://www.aea2.k12.ia.us/Tutorials/Copyright/Copyright_.html

Visit this and previous Sites of the School Days by going to the following page

<http://discoveryschool.com/schrockguide/sos.html>

To receive daily updates of sites of the school days, send an e-mail to LISTSERV@LISTS.DISCOVERY.COM

Put SUBSCRIBE DCS-SCHROCK in the body of the message

For audio searches proved pretty unique. One student needed an audio clip for a media project and used this site.

You can look up themes songs, music, speeches, etc and listen to the clip on your computer:

<http://www.singingfish.com>

Resources for School Librarians also has a number of good links that are not necessarily school-specific, although the orientation is towards public libraries: <http://www.sldirectory.com/libs/resf/coldev2.html>

School Library Pages in the United States: New York
<http://www.sldirectory.com/libs/stpages/newyork.html>

A collection of links for school libraries, school districts, BOCES systems, state pages related to school libraries, resource sharing networks (like CLRC), and other library-related websites.

An elementary school LMS may need activities to tie into different holidays or themes. The LMS I'm doing my practicum with provides some sort of puzzle/maze/dot-to-dot/coloring page appropriate to what the students are working on so they can occupy themselves productively after choosing books. Here are some of the sites she uses for materials: <http://www.kidsdomain.com>, <http://www.billybear4kids.com>, <http://www.coloring-page.com>, <http://www.thecolorsite.com>, <http://www.childfun.com>, <http://home.amaonline.com/teacherstuff>

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