

# Translation of Practice for School Librarians

## LEARNING AND TEACHING

FOCUS	In School Practices	Remote Practices
<b>Climate Conducive to Learning</b>	<ul style="list-style-type: none"> <li>● Creates a welcoming and respectful climate in the library.</li> <li>● Provides for diverse student needs in resources and instruction.</li> <li>● Provides opportunities for students to use the library for class-related research, individual investigation, independent reading, and personal inquiry.</li> <li>● Sponsors special programs in the library, such as health fairs, career days, and reading motivation programs (e.g., book fairs, book clubs, author visits, book reviewing).</li> <li>● Continually rotates, replaces, and updates displays of books and student work to reflect current curricular themes.</li> </ul>	<ul style="list-style-type: none"> <li>● Designs welcoming and accessible library website highlighting student work and life.</li> <li>● Curates digital resources in multiple formats to target diverse student needs.</li> <li>● Provides online opportunities for students to use library resources for research, individual exploration, independent reading, and personal inquiry.</li> <li>● Promotes webinars, video conferencing, and video tools to connect students to special programs on health, college and careers, authors and books, etc.</li> <li>● Continually updates online book displays in Destiny Collections or using other online curation tools.</li> </ul>

<p><b>Collaborative Planning</b></p>	<ul style="list-style-type: none"> <li>● Collaborates with teachers to plan and implement instructional units that integrate use of the library with classroom curriculum.</li> <li>● Documents collaboration with teachers.</li> <li>● Participates in school, department, and grade-level curriculum development.</li> <li>● Provides teachers with print and non-print resources related to specific units upon request and proactively reaches out to teachers to support their instruction.</li> <li>● Facilitates collaboration among classroom teachers.</li> <li>● Collaborates with other educators (coaches, technology specialists) as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>● Collaborates with teachers in Google Classroom to plan and implement instructional lessons and units that integrate information literacy skills and resources with the classroom curriculum.</li> <li>● Documents collaboration with teachers. Participates in virtual school, department, and grade-level curriculum development.</li> <li>● Supports teachers with digital resources related to specific units upon request and proactively reaches out to teachers to support their instruction.</li> <li>● Facilitates collaboration among classroom teachers using Microsoft Teams or Google Classroom.</li> <li>● Collaborates with other educators as appropriate.</li> </ul>
<p><b>Integrated, Collaborative Teaching</b></p>	<ul style="list-style-type: none"> <li>● Shares responsibility with teachers for integrating inquiry, information literacy and technology skills into school curriculum.</li> <li>● Helps structure student assignments for deeper thinking and research.</li> <li>● Teaches collaboratively with classroom teachers whenever possible.</li> <li>● Develops and implements reading initiatives to motivate and engage each student in independent reading.</li> </ul>	<ul style="list-style-type: none"> <li>● Shares responsibility with teachers for integrating inquiry, information literacy and technology skills into online school curriculum.</li> <li>● Helps structure student assignments for deeper thinking and research with virtual office hours, email, and online response tools (ex. Google Forms, Microsoft Teams Office Hours).</li> <li>● Teaches collaboratively with classroom teachers whenever possible in a Google Classroom environment.</li> </ul>

		<ul style="list-style-type: none"> <li>• Develops and implements reading initiatives with videos, eBooks, virtual assignments, and collaborative peer tools to motivate and engage each student in independent reading.</li> </ul>
--	--	--

<p><b>Information Fluency Curriculum</b></p>	<ul style="list-style-type: none"> <li>• Leads the school in developing a plan for integration of information fluency skills throughout the grades and subject areas.</li> <li>• Documents the teaching of information fluency skills to ensure that all students have equitable opportunities to develop and practice information fluency.</li> <li>• Provides professional development to teachers to investigate how technology and information skills can support curriculum and instruction.</li> </ul>	<ul style="list-style-type: none"> <li>• Leads the school in developing a plan in Google Classroom on the integration of information fluency and digital skills throughout the grades and subject areas.</li> <li>• Ensure that all students have equitable opportunities to develop and practice information fluency through resources, assessments, and virtual learning opportunities.</li> <li>• Provides professional development with webinars, video conferencing tools, resource links, or recorded content to teachers to illustrate how technology and information skills can support curriculum and instruction.</li> </ul>
--	--	--

**INFORMATION ACCESS AND DELIVERY**

<p><b>Collection Aligned to Curriculum and Student Needs</b></p>	<ul style="list-style-type: none"> <li>● Establishes, maintains and updates an automated catalog.</li> <li>● Assesses student and teacher needs and interests.</li> <li>● Maintains a running list or suggestion box for teachers and students to request materials.</li> <li>● Assesses connections between classroom collections and the library.</li> <li>● Conducts ongoing collection analysis and development, regularly discarding and adding materials in light of the assessed needs.</li> </ul>	<ul style="list-style-type: none"> <li>● Keeps the Destiny Library Catalog up-to-date and accessible.</li> <li>● Assesses student and teacher needs and interests through website and email outreach.</li> <li>● Manages a Google form (or other platform) seeking requests from teachers and students.</li> <li>● Assesses connections between online classroom needs and the library's ebook collection and other free ebook collections.</li> <li>● Creates collection development lists for possible funding opportunities.</li> </ul>
	<ul style="list-style-type: none"> <li>● Continuously reviews professional publications to keep up-to-date on current print and non-print resources.</li> <li>● Subscribes to online databases and other electronic resources.</li> <li>● Develops and maintains relationships with book jobbers and vendors.</li> </ul>	<ul style="list-style-type: none"> <li>● Reads professional reviews in library publications and other reputable publications to keep current on print and non-print resources available.</li> <li>● Curates and subscribes to appropriate free resources being made available.</li> <li>● Continues to develop and maintain relationships with book jobbers and vendors.</li> </ul>

<p><b>Technology</b></p>	<ul style="list-style-type: none"> <li>• Ensures that the library has sufficient working computers connected to the Internet and appropriate software.</li> <li>• Stays up-to-date on the latest technologies and their use for teaching and learning.</li> <li>• Trains teachers and shares best practices in integrating technology into instruction.</li> <li>• Integrates the library into the school’s technology plan.</li> <li>• Communicates to students and faculty the ethical and safe use of technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures that teachers and students have access to vetted electronic resources from home, as well as the technology needed to access them.</li> <li>• Stays up-to-date on the latest technologies and electronic resources for teaching and learning from home.</li> <li>• Creates lessons in an online classroom to train teachers and students how to use electronic resources for teaching and learning.</li> <li>• Integrates the library into remote learning at their school.</li> <li>• Communicates to students and faculty the ethical and safe use of technology from home.</li> </ul>
<p><b>Physical Environment / Facilities</b></p>	<ul style="list-style-type: none"> <li>• Organizes the library in logical Dewey Decimal System order for ease of access to resources.</li> <li>• Arranges the library for a variety of uses by large groups, small groups, and individuals.</li> <li>• Enhances usage of the library through clear signage and designation of areas for specific</li> </ul>	<ul style="list-style-type: none"> <li>• Organizes a list of electronic resources by subject area for all students.</li> <li>• Curates E-resources into appropriate subject areas on an easily browsable or searchable platform</li> <li>• Provides 1:1 support for students and/or teachers or breakout groups.</li> </ul>

	<p>activities (storytelling, research, technology use, etc.).</p> <p>Maintains an orderly environment.</p> <p>Facilitates redesign of the library space when the opportunity arises.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly organizes a website, minimizing non-essential information and promoting information that responds to staff and student needs.</li> <li>• Organizes digital classrooms to replicate and share/deliver to classes.</li> </ul>
--	--	--

<p><b>Flexible, Open, Extended, and Equitable Access</b></p>	<ul style="list-style-type: none"> <li>• Develops a scheduling policy that facilitates open and flexible access as well as strong instructional use.</li> <li>• Schedules library use and posts current library schedule weekly.</li> <li>• Provides open access time every day for students to check out resources.</li> <li>• Ensures that all students have public library cards, so they can access resources of the public library.</li> <li>• Advocates for extended library hours (before and after school, Saturday, summer).</li> </ul>	<ul style="list-style-type: none"> <li>• Develops a scheduling policy and virtual office hours that facilitates open and flexible access to the librarian during the scheduled school day. Ensures</li> <li>• that all students have e-pub library cards from one or more of the three local public library systems. Advocates for the use of the virtual school and public library.</li> <li>• Promotes independent reading for all students as part of the school’s program and e-resources to support it.</li> <li>•</li> </ul>
<p><b>Use of Resources and Technology</b></p>	<ul style="list-style-type: none"> <li>• Maintains fair and consistent circulation and use policies.</li> <li>• Promotes use of the library to teachers, students, and families to ensure that the library is a vital and active center of learning for the whole school.</li> <li>• Documents use of library and library computers by classes and individuals.</li> <li>• Pursues support from technology personnel to maintain working and up-to-date computers and Internet access.</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes use of the virtual library to teachers, students, and families to ensure that the library is a vital and active center of learning for the entire school.</li> <li>• Documents use of the virtual library in relation to specific content area needs.</li> <li>• Seeks support from tech personnel and vendors in integrating and using e-resources to facilitate student learning.</li> </ul>

**PROGRAM ADMINISTRATION**

<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>● Recruits, trains, and manages library staff and volunteers.</li> <li>● Sets own job-performance goals and documents accomplishments.</li> <li>● Collaborates with co-librarians by establishing clear job-sharing responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>● Trains and manages library staff remotely using Microsoft Teams, Google, or other online platforms. <ul style="list-style-type: none"> <li>● Sets goals and shares them with direct supervisors.</li> </ul> </li> <li>● Collaborates with co-librarians by establishing clear job-sharing responsibilities.</li> </ul>
<p><b>Funding and Budget Management</b></p>	<ul style="list-style-type: none"> <li>● Establishes budget priorities based on assessment of needs, status of library collection, library plan for improvement, and industry trends.</li> <li>● Ensures that the library budget is allocated and spent each year according to DOE procedures and policies.</li> <li>● Maintains budget and expenditure records.</li> <li>● Pursues grant opportunities for the library, including integration of the library into content-specific and school-wide grants, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>● Establishes budget priorities based on remote learning needs of students and staff.</li> <li>● Maintains budget and expenditure records.</li> <li>● Actively pursues grant opportunities and free offerings which relate to the remote content offerings provided school-wide.</li> <li>● Pursues online opportunities for the virtual library environment, including technological integration of the library into content specific and school-wide grants as appropriate.</li> </ul>
<p><b>Library Management</b></p>	<ul style="list-style-type: none"> <li>● Develops library vision, mission, and goals with input from administrators, teachers, students, parents and all other stakeholders.</li> <li>● Uses the Library Learning Walk to assess library assets and needs and develop strategic plans for improvement.</li> <li>● Develops overall library policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>● Develops or modifies library vision, mission, and goals with input from administrators, teachers, students, parents and all other stakeholders.</li> <li>● Develops and adapts library policies for remote learning and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>● Documents and maintains records on all aspects of the library program.</li> <li>● Serves on the school leadership team and integrates the library program throughout the school's Comprehensive Education Plan.</li> </ul>	<ul style="list-style-type: none"> <li>● Keeps online records and maintains documentation regarding all aspects of the library program.</li> </ul>

<p><b>Professional Learning</b></p>	<ul style="list-style-type: none"> <li>● Attends Department of Library Services programs, meetings and conferences.</li> <li>● Attends regional library meetings and workshops.</li> <li>● Attends local, state or national professional development workshops.</li> <li>● Participates in electronic discussion lists, such as NYCSLIST and LM_Net.</li> <li>● Actively networks with other school and public librarians.</li> <li>● Coordinates professional development opportunities for teachers on technology, information fluency and inquiry in order to build a professional learning community.</li> </ul>	<ul style="list-style-type: none"> <li>● Attends Department of Library Services online programs, meetings and virtual conferences.</li> <li>● Attends local, regional, and national professional learning opportunities using a virtual platform.</li> <li>● Participates in electronic discussion lists, such as NYCSLIST, NYCSLIST Teams, and LM_Net.</li> <li>● Actively networks with other school and public librarians using virtual tools and social media.</li> <li>● Coordinates professional learning opportunities for classroom teachers on databases, library resources, technology tools, and Empire State Information Fluency Continuum skills in order to build a professional learning community.</li> </ul>
<p><b>Library Advocacy and Support</b></p>	<ul style="list-style-type: none"> <li>● Effectively communicates the vision for the school library to the faculty, staff, families, and community.</li> <li>● Communicates regularly with staff, students, and parents about library resources and programs in various forms (e.g., staff meetings, newsletters, student newspaper, displays, website).</li> <li>● Develops an ongoing advocacy program for the library.</li> </ul>	<ul style="list-style-type: none"> <li>● Effectively communicates the vision for the school library to the faculty, staff, families, and community.</li> <li>● Communicates regularly with staff, students, and families regarding access to library resources including User IDs and passwords.</li> <li>● Develops programming in various forms (e.g., social media, email, digital newsletters, website, etc.).</li> <li>● Develops an ongoing advocacy program for the library.</li> </ul>