

# Florida Power-Library School Comprehensive Digital Portfolio Scoring Sheet

<b>School:</b>		<b>District:</b>	
<b>Library Media Specialist:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Scoring Team:</b>	

## Library Media Program Components

I. Instruction	The library media program enhances student achievement through a systematically collaboratively planned instructional program.	Point Value	Points Awarded
I.a.	Standards-based information literacy lessons using inquiry-based approach is embedded into school-wide instructional program.	2	
I.b.	Student achievement and automated systems data used to plan and modify LMC instructional program.	2	
I.c.	Instruction focused on student development of information literacy skills is embedded systematically into the instructional program.	2	
I.d.	LM instruction including communication and collaboration skills across multiple platforms is embedded systematically into the schoolwide instructional program.	2	
I.e.	Instructional program shows evidence of lessons covering digital footprints and Internet safety (e.g., cyberbullying).	2	
I.f.	Literature appreciation and exploration instruction/activities are embedded systematically into instructional program.	2	
I.g.	Systematic collaboration exists between LM program and grade levels/subject areas through the development, implementation and evaluation of instructional lessons, units, and projects based on state standards.	2	
<b>Total points for <u>Instruction</u> (14 max)</b>			<b>0</b>

II. Curriculum/Assessment Support	The library media program enhances student achievement by supporting all facets of the instructional program.	Point Value	Points Awarded
II.a.	LM programming is reflective of current trends and research-based best practices as identified by local, state and/or national professional organizations.	2	
II.b.	Collaboratively planned reading promotion activities are based on current research best-practices and support school instructional program and engage students as readers.	2	
II.c.	LM program provides reading activities with large groups, small groups and individuals focusing on self-selection skills to support both recreational and academic needs.	2	
II.d.	LM program facilitates schoolwide reading motivation programming (e.g. FRA, SSYRA, or Florida Teens Read).	2	
II.e.	Professional learning sessions for school staff are offered by or coordinated through LM program.	2	
II.f.	Staff development sessions are offered through blended learning opportunities (e.g., webinars, podcasts)	2	
II.g.	LM program is integrated into the School Improvement Plan.	2	
<b>Total points for <u>Curriculum/Assessment Support</u> (14 max)</b>			<b>0</b>

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<b>III. Resource Management</b> The library media program provides appropriate, accurate and current resources in all formats to meet the needs of the learning community.	<b>Point Value</b>	<b>Points Awarded</b>
III.a. LMC has a collection development plan that is reviewed/revised at least every two years and is responsive to curricular and recreational reading needs.	2	
III.b. LM collection (print and digital) integrates diversity of voice and representation throughout.	2	
III.c. LM average age of collection is within 15 years of the current date.	2	
III.d. LM resources are processed and shelved using Dewey Decimal Classification System.	2	
III.e. LMC has a consideration file of reviewed and recommended print, nonprint, and electronic materials and involves input from students and faculty.	2	
III.f. Technology hardware, peripherals, and hand-held devices are available for checkout and/or onsite use.	2	
III.g. Weeding is accomplished using a planned, deliberate weeding program, involving systematic analysis.	2	
<b>Total points for <u>Resource Management</u> (13 max)</b>		<b>0</b>

<b>IV. Program Administration</b> Library Media staffing, budgeting, scheduling and program evaluation serve as an infrastructure for administering an impactful library media program.	<b>Point Value</b>	<b>Points Awarded</b>
IV.a. LMC is staffed with a full-time certified LMS.	2	
IV. b. A Library Media Assistant and/or second LMS is allocated according to district allocation plan.	1	
IV.c. LM annual budget is sufficient to meet the LMC program needs and is based on school and LMC missions, short and long-term goals, and input from administration and faculty.	2	
IV.d. LMC staff proactively meets with administration to review budget requests based on available data.	2	
IV.e. Monies from fund-raisers (i.e., book fairs) and/or grants are used to supplement (not supplant) the LMC budget.	1	
IV.f. Flexible scheduling is implemented for maximum access throughout day (including before/after school and summer hours).	2	
IV.g. LMC website is linked from school homepage and/or Learning Management System, providing access to school, district, community and state reading and research resources (i.e. databases, OPAC, eBooks, etc.)	2	
IV.h. Data from a variety of sources, including the automated systems and input collected from students, teachers and parents are used to evaluate and making strategic decisions for LM programming.	2	
<b>Total points for <u>Program Administration</u> (14 max)</b>		<b>0</b>

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<b>V. Environment</b> Effective library media programs provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community.	<b>Point Value</b>	<b>Points Awarded</b>
V.a. Facility layout allows for one or more classes with space for reading, research, and production activities.	2	
V.b. Facility, workstations and resources meet ADA compliancy regulations.	2	
V.c. Facility has small and large group library appropriate mobile furniture to accommodate instructional and recreational activities.	2	
V.d. Facility has appropriate, colorful, current displays coordinated with curricular agenda and student interests.	2	
V.e. LMC employs attractive, easy-to-read signage that allows for independent use of resources.	2	
V.f. Students and teachers regularly visit LMC to read, conduct research, and produce projects.	2	
V.g. Climate is exciting and active, fostering a school-wide culture of inquiry, and conducive to study and research.	2	
<b>Total points for <u>Environment</u> (14 max)</b>		<b>0</b>

<b>VI. Advocacy</b> The library media program and its initiatives are promoted throughout the learning community.	<b>Point Value</b>	<b>Points Awarded</b>
VI.a. LMS meets regularly with administration to discuss LMC program and statistical reports.	2	
VI.b. LMS utilizes the EXCEL Self Scoring sheet with administration to reflect on the LMC program.	4	
VI.c. LMC program utilizes print and digital communications (i.e. newsletters, social media posts, ,etc.) to communicate LM program events and resources with students, teachers, families and the community on a regular basis.	1	
VI.d. LMC parental involvement activities are collaboratively planned with teachers, administrators, and SIP initiatives.	2	
VI.e. LMC program activities include regular/ongoing collaboration with local public librarians to provide resources beyond the school library program.	1	
VI.f. LMS actively seeks out professional learning, leadership and advocacy opportunities through local, state and/or national professional organization membership and committee work or conferences.	2	
VI.g. LMS initiates important professional growth activities such as mentoring, teaching workshops, action research, and teaching workshops to contribute to the profession on a district, state, and/or national level.	2	
<b>Total points for <u>Advocacy</u> (14 max)</b>		<b>0</b>

<b>Total Points Awarded for Comprehensive Portfolio (84 max)</b>	<b>0</b>
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**Scoring Team Notes/Comments:**