

# STANDARDS OF HIGH PERFORMANCE ELEMENTARY SCHOOL LIBRARY MEDIA CENTERS

**Attachment: B**

**SCHOOL** \_\_\_\_\_ **ESC** \_\_\_\_\_

**FACILITY**

- 1. Square Footage (list in square feet) \_\_\_\_\_
- 2. Linear feet of shelving (list in feet) \_\_\_\_\_
- 3. Literacy Garden  Yes  No
- 4. Story Stairs  Yes  No
- 5. Wonder of Reading \_\_\_\_\_  
(If yes, year)
- 6. Library remodeled in last 5 years  Yes  No
- 7. New school library built since 1990  Yes  No

**STAFFING**

- 8. Teacher Librarian (hours per week) \_\_\_\_\_
- 9. Library Aide (hours per week) \_\_\_\_\_

**LIBRARY LEADERSHIP TEAM**

- 10. Active Library Leadership Team  Yes  No
- 11. Number of times the LLT meets during one school year \_\_\_\_\_
- 12. Written polices and procedures are in place  Yes  No
- 13. The LLT manages the selection and purchase of books  Yes  No

**COLLECTION**

- 14. Collection last weeded \_\_\_\_\_  
(year)
- 15. Current number of books \_\_\_\_\_
- 16. Current number of students \_\_\_\_\_  
(In year-round schools multiply students by .75)
- 17. Current number of books per student \_\_\_\_\_

**POLICIES**

- 18. All students are allowed to check out and take books home  Yes  No
- 19. The number of books a student may check out at a time \_\_\_\_\_

- 20. The LMC provides fixed, flexible, and open access for students and parents  Yes  No
- 21. Written policies and procedures are in place to support classroom libraries  Yes  No

**MANAGEMENT & OPERATION**

- 22. Books are shelved in ★, ●, ▲, FIC, SC, 000-999, R, and P order  Yes  No
- 23. All books (other languages, AR, Special collections) are interfiled into one standard library order  Yes  No
- 24. Books are cataloged, processed, and labeled according to LAUSD specifications  Yes  No
- 25. The LMC walls, sections, and shelves are properly labeled  Yes  No

**TECHNOLOGY**

- 26. The Library Media Center is automated  Yes  No
- 27. Number of computers in the library \_\_\_\_\_
- 28. Square footage (from #1 under FACILITY) divided by number of computers \_\_\_\_\_
- 29. Teachers and students have access to library online catalog from classrooms  Yes  No
- 30. Mounted television monitor (>27") or projector  Yes  No
- 31. Teachers and students use Digital Library Resources on the Internet in the LMC  Yes  No
- 32. Teachers and students use Digital Library Resources on the Internet in the classrooms  Yes  No
- 33. Telephone in LMC  Yes  No
- 34. All students have LAUSD Single-Sign on accounts  Yes  No

**PROGRAM**

- 35. The LMC program is integrated into the school's instructional program  Yes  No

Survey completed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

LMC = Library Media Center LLT = Library Leadership Team