Proposed: 0520-1-3-.07 LIBRARY INFORMATION CENTER, REQUIREMENT F.

(1)   School Library Information Center

    (a)   All school libraries shall serve as resources for students, teachers, and community members to strengthen student learning. School library information specialists shall work collaboratively with classroom teachers and school administrators to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library shall adequately support the curricular priorities within the school.

    (b)   School libraries shall provide an environment that allows efficient access to resources, including both print and electronic. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.

    (c)   School libraries shall provide parents and community members access to resources, so that the school library information center serves as a community resource.

(2)   Library Information Center Personnel

    (a)   Elementary/Middle Schools: Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:

        1.   A school having a current average daily membership of 550 or more students shall have a full-time library information specialist with endorsement as a library information specialist.

        2.   A school with a current average daily membership of 400 to 549 students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.

        3.   In a school with fewer than 400 students, a faculty member shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, staff member(s) shall be designated to provide supervision to students in the library.

4. It is optimal to have the library open outside the regularly scheduled school day and if the library information specialist is not present, appropriate supervision shall be provided to the students in the library.

(b) High Schools: Schools including any high school grade shall provide library information personnel as follows:

1. A school with a current average daily membership of 1500 or more students shall have two full-time library information specialists, each with endorsement as a library information specialist.

2. A school with a current average daily membership of more than 300 but less than 1,500 students shall have a full-time library information specialist with endorsement as a library information specialist.

3. A school with a current average daily membership of fewer than 300 students shall have a half-time library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.

4. It is optimal to have the library open outside the regularly scheduled school day and if the library information specialist is not present, appropriate supervision shall be provided to the students in the library.

(3) Library Information Center Collection

The three levels of collection standards for Tennessee school libraries are: Basic, Standard, and Exemplary. The criteria by which school library collections are evaluated are listed below:

(a) Item Count
Basic collection - Contains a minimum of 12 items per student in Average Membership (ADM)
Standard collection - Contains 15 items per student in ADM; and
Exemplary collection - Contains 18 items per students in ADM.

(b) Collection Compilation

1. Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. No more than five copies of the same print title may be counted to meet standards for a minimum number of items per student.

2. Digital resources should be accessible through a school library webpage or Online Public Access Catalog (OPAC) and may comprise 50% of the collection.

3. The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the librarian should receive training. These resources may count for up to 20% of the overall collection or, in schools in which the librarian has received official training within the last five years, they may count for up to 30% of the overall collection.

4. The collection shall include access to a current, complete encyclopedia in any format. In secondary schools, the collection shall also include an unabridged dictionary, one foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.

5. The collection should include a balance of fiction and nonfiction with an appropriate level of text complexity. The resources in the collection should be chosen to: complement and augment the most recently adopted curriculum standards, be a motivational springboard for student research, and encourage self-expression and curiosity by offering a variety of recreational reading material.

(c) Age

Collections meeting the compilation standards are evaluated based on age of the collection as measured in years from the current year:
Basic collection - 16 years and older
Standard collection - 15 years
Exemplary collection - 14 years or less

(d) Technology - Access to Digital Materials

1.   Workstations with Internet access in the library information center are sufficient to provide access for students at the maximum average class size allowable by the state. A workstation may be a desktop, laptop, tablet or similar device, but labs available for checkout *should not* be counted in the total.

2.   School libraries should be equipped with instructional technology, i.e. LCD projector, screen and/or interactive smart board, document camera, computer, etc., including training for such devices.

3.   Separate computers in place for both the library management system/circulation and for the librarian.