Translation of Practice for School Librarians

LEARNING AND TEACHING		
FOCUS	**In School Practices**	**Remote Practices**
Climate Conducive to Learning	- Creates a welcoming and respectful climate in the library. - Provides for diverse student needs in resources and instruction. - Provides opportunities for students to use the library for class-related research, individual investigation, independent reading, and personal inquiry. - 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). - Continually rotates, replaces, and updates displays of books and student work to reflect current curricular themes.	- Designs welcoming and accessible library website highlighting student work and life. - Curates digital resources in multiple formats to target diverse student needs. - Provides online opportunities for students to use library resources for research, individual exploration, independent reading, and personal inquiry. - Promotes webinars, video conferencing, and video tools to connect students to special programs on health, college and careers, authors and books, etc. - Continually updates online book displays in Destiny Collections or using other online curation tools.

Collaborative Planning	● Collaborates with teachers to plan and implement instructional units that integrate use of the library with classroom curriculum. ● Documents collaboration with teachers. ● Participates in school, department, and grade-level curriculum development. ● Provides teachers with print and non-print resources related to specific units upon request and proactively reaches out to teachers to support their instruction. ● Facilitates collaboration among classroom teachers. ● Collaborates with other educators (coaches, technology specialists) as appropriate.	● 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. ● Documents collaboration with teachers. ● Participates in virtual school, department, and grade-level curriculum development. ● Supports teachers with digital resources related to specific units upon request and proactively reaches out to teachers to support their instruction. ● Facilitates collaboration among classroom teachers using Microsoft Teams or Google Classroom. ● Collaborates with other educators as appropriate.
Integrated, Collaborative Teaching	● Shares responsibility with teachers for integrating inquiry, information literacy and technology skills into school curriculum. ● Helps structure student assignments for deeper thinking and research. ● Teaches collaboratively with classroom teachers whenever possible. ● Develops and implements reading initiatives to motivate and engage each student in independent reading.	● Shares responsibility with teachers for integrating inquiry, information literacy and technology skills into online school curriculum. ● 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). ● Teaches collaboratively with classroom teachers whenever possible in a Google Classroom environment. ● Develops and implements reading initiatives with videos, eBooks, virtual assignments, and collaborative peer tools to motivate and engage each student in independent reading.

Information Fluency Curriculum	• Leads the school in developing a plan for integration of information fluency skills throughout the grades and subject areas. • Documents the teaching of information fluency skills to ensure that all students have equitable opportunities to develop and practice information fluency. • Provides professional development to teachers to investigate how technology and information skills can support curriculum and instruction.	• 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. • Ensure that all students have equitable opportunities to develop and practice information fluency through resources, assessments, and virtual learning opportunities. • 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.
INFORMATION ACCESS AND DELIVERY		
Collection Aligned to Curriculum and Student Needs	• Establishes, maintains and updates an automated catalog. • Assesses student and teacher needs and interests. • Maintains a running list or suggestion box for teachers and students to request materials. • Assesses connections between classroom collections and the library. • Conducts ongoing collection analysis and development, regularly discarding and adding materials in light of the assessed needs.	• Keeps the Destiny Library Catalog up-to-date and accessible. • Assesses student and teacher needs and interests through website and email outreach. • Manages a Google form (or other platform) seeking requests from teachers and students. • Assesses connections between online classroom needs and the library's ebook collection and other free ebook collections. • Creates collection development lists for possible funding opportunities.

	● Continuously reviews professional publications to keep up-to-date on current print and non-print resources. ● Subscribes to online databases and other electronic resources. ● Develops and maintains relationships with book jobbers and vendors.	● Reads professional reviews in library publications and other reputable publications to keep current on print and non-print resources available. ● Curates and subscribes to appropriate free resources being made available. ● Continues to develop and maintain relationships with book jobbers and vendors.
Technology	● Ensures that the library has sufficient working computers connected to the Internet and appropriate software. ● Stays up-to-date on the latest technologies and their use for teaching and learning. ● Trains teachers and shares best practices in integrating technology into instruction. ● Integrates the library into the school's technology plan. ● Communicates to students and faculty the ethical and safe use of technology.	● Ensures that teachers and students have access to vetted electronic resources from home, as well as the technology needed to access them. ● Stays up-to-date on the latest technologies and electronic resources for teaching and learning from home. ● Creates lessons in an online classroom to train teachers and students how to use electronic resources for teaching and learning. ● Integrates the library into remote learning at their school. ● Communicates to students and faculty the ethical and safe use of technology from home.
Physical Environment / Facilities	● Organizes the library in logical Dewey Decimal System order for ease of access to resources. ● Arranges the library for a variety of uses by large groups, small groups, and individuals. ● Enhances usage of the library through clear signage and designation of areas for specific	● Organizes a list of electronic resources by subject area for all students. ● Curates E-resources into appropriate subject areas on an easily browsable or searchable platform ● Provides 1:1 support for students and/or teachers or breakout groups.

	activities (storytelling, research, technology use, etc.). ● Maintains an orderly environment. ● Facilitates redesign of the library space when the opportunity arises.	● Clearly organizes a website, minimizing non-essential information and promoting information that responds to staff and student needs. ● Organizes digital classrooms to replicate and share/deliver to classes.
Flexible, Open, Extended, and Equitable Access	● Develops a scheduling policy that facilitates open and flexible access as well as strong instructional use. ● Schedules library use and posts current library schedule weekly. ● Provides open access time every day for students to check out resources. ● Ensures that all students have public library cards, so they can access resources of the public library. ● Advocates for extended library hours (before and after school, Saturday, summer).	● Develops a scheduling policy and virtual office hours that facilitates open and flexible access to the librarian during the scheduled school day. ● Ensures 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. ● Promotes independent reading for all students as part of the school's program and e-resources to support it.
Use of Resources and Technology	● Maintains fair and consistent circulation and use policies. ● 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. ● Documents use of library and library computers by classes and individuals. ● Pursues support from technology personnel to maintain working and up-to-date computers and Internet access.	● 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. ● Documents use of the virtual library in relation to specific content area needs. ● Seeks support from tech personnel and vendors in integrating and using e-resources to facilitate student learning.

PROGRAM ADMINISTRATION

Staffing	• Recruits, trains, and manages library staff and volunteers. • Sets own job-performance goals and documents accomplishments. • Collaborates with co-librarians by establishing clear job-sharing responsibilities.	• Trains and manages library staff remotely using Microsoft Teams, Google, or other online platforms. • Sets goals and shares them with direct supervisors. • Collaborates with co-librarians by establishing clear job-sharing responsibilities.
Funding and Budget Management	• Establishes budget priorities based on assessment of needs, status of library collection, library plan for improvement, and industry trends. • Ensures that the library budget is allocated and spent each year according to DOE procedures and policies. • Maintains budget and expenditure records. • Pursues grant opportunities for the library, including integration of the library into content-specific and school-wide grants, as appropriate.	• Establishes budget priorities based on remote learning needs of students and staff. • Maintains budget and expenditure records. • Actively pursues grant opportunities and free offerings which relate to the remote content offerings provided school-wide. • Pursues online opportunities for the virtual library environment, including technological integration of the library into content specific and school-wide grants as appropriate.
Library Management	• Develops library vision, mission, and goals with input from administrators, teachers, students, parents and all other stakeholders. • Uses the Library Learning Walk to assess library assets and needs and develop strategic plans for improvement. • Develops overall library policies and procedures.	• Develops or modifies library vision, mission, and goals with input from administrators, teachers, students, parents and all other stakeholders. • Develops and adapts library policies for remote learning and procedures.

	• Documents and maintains records on all aspects of the library program. • Serves on the school leadership team and integrates the library program throughout the school's Comprehensive Education Plan.	• Keeps online records and maintains documentation regarding all aspects of the library program.
Professional Learning	• Attends Department of Library Services programs, meetings and conferences. • Attends regional library meetings and workshops. • Attends local, state or national professional development workshops. • Participates in electronic discussion lists, such as NYCSLIST and LM_Net. • Actively networks with other school and public librarians. • Coordinates professional development opportunities for teachers on technology, information fluency and inquiry in order to build a professional learning community.	• Attends Department of Library Services online programs, meetings and virtual conferences. • Attends local, regional, and national professional learning opportunities using a virtual platform. • Participates in electronic discussion lists, such as NYCSLIST, NYCSLIST Teams, and LM_Net. • Actively networks with other school and public librarians using virtual tools and social media. • 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.
Library Advocacy and Support	• Effectively communicates the vision for the school library to the faculty, staff, families, and community. • Communicates regularly with staff, students, and parents about library resources and programs in various forms (e.g., staff meetings, newsletters, student newspaper, displays, website). • Develops an ongoing advocacy program for the library.	• Effectively communicates the vision for the school library to the faculty, staff, families, and community. • Communicates regularly with staff, students, and families regarding access to library resources including User IDs and passwords. • Develops programming in various forms (e.g., social media, email, digital newsletters, website, etc.). • Develops an ongoing advocacy program for the library.