

# 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. <b>Instruction</b> 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. <b>Curriculum/Assessment Support</b> 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> (14 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>i.e.</i> , 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>i.e.</i> 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:**