

## Media Program Planning Template

Element	District Level Requirements	School Level Requirements	Questions for Consideration	Notes: Document current media program elements, plans, and/or action items
<b>Media Program Goals</b>	Program goals for library / media instruction for all grade levels and support services	Identifies instructional activities designed to achieve library / media skills goals	<i>Q. Does the district have K-12 media program goals, including <a href="#">identified standards</a> &amp; instructional activities at each grade level?</i>	
<b>Facilities and Materials</b>	Appropriate instructional facilities, materials, equipment, and services which support the school district, program and course goals	Provides an organized media center with materials, equipment and services supervised by appropriate certificated personnel	<p><i>Q: How does the design of the space support program goals that are informed by <a href="#">research on the positive impact of school libraries and the importance of access to books</a>?</i></p> <p><i>Q: Is there a diverse collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community?</i></p>	
<b>Staffing</b>	Assign responsibilities to certificated media specialists and other personnel for the development, implementation, maintenance, and supervision of media service	<p>Provides an organized media center with materials, equipment and services supervised by appropriate certificated personnel</p> <p><b>ODE guidance on Media Program Staffing:</b> In regards to staffing, at minimum, a district/school must employ a classified employee to oversee and maintain the media</p>	<p><i>Q. How does the assigned staff person collaborate with classroom teachers and support the goals of the program?</i></p> <p><i>Q. How does the district integrate consultation with a licensed librarian as part of the program plan?</i></p>	

		<p>program. If a certificated media specialist is not employed by the district, the district may consult with Jennifer Maurer, the School Library Consultant at the State Library of Oregon, and should either consult with the local ESD, or a local public librarian to assist with program development, implementation, and maintenance.</p>	
<p><b>Program Evaluation</b></p>	<p>Evaluate district and school media programs</p>	<p><i>Q: Is there a process in place for regular evaluation of the media program? Has the program been formally evaluated recently?</i></p> <p><i>Q:How might a program evaluation be incorporated into a community engagement process to determine how best to serve students and land on the best strategy for investing in the school library program?</i></p>	<p><i>The School Library Evaluation Checklist linked below could be a useful tool.</i></p>

**Resources to Support Program Development and Evaluation:**

- [ODE School Libraries Report](#)
- [Oregon School Library Standards](#)
- [School Library Evaluation Checklist](#) (American Association of School Librarians)
- [The Essential Leadership of School Librarians](#), International Literacy Association, 2022
- [Why School Librarians Matter: What years of research tells us](#), Phi Delta Kappan, March 26, 2018.
- [Oregon Library Association Library Staff Mentoring Program](#)
- [“Do Kids Even Use the Library Anymore?”](#) School Libraries Transform Learning, *American Libraries Magazine*, Sep/Oct 2014, 16-18.
- [Future Ready Librarians Framework](#)
- [ODE’s Equity Decision Tools for School Leaders](#)