Note: The following is a list of possible artifacts which may be uploaded in BloomBoard by Library Media Specialists. These are not the only artifacts that can be used. Each School Librarian should use artifacts that are reflective of his/her own practice; each educator’s artifact collection will be unique. Educators are not expected to use all of the examples provided.

**Domain 1: Planning and Preparation**

1a. Demonstrating knowledge of current trends in library/media practice, information technology and literature
- Verification of participation in professional development activities
- Documentation of professional development provided for others,
- Copies or summaries of journal articles on professional trends, best practices, etc.
- Professional reading logs
- Relevant e-mails
- Print screens of searches for professional information
- Library website
- Videos/photos of reader’s advisory
- Videos/bibliographies of book talk

1b. Demonstrating knowledge of students and how the library program can address their needs
- Documentation of accommodations for special needs students
- Lesson plans which include strategies/methods for differentiated instruction
- Samples of communications to students (programs, announcements, face-to-face interactions, etc.)
- Photos of displays or bulletin boards
- Copies of bibliographies, bookmarks or research results providing the school librarian with information for successfully addressing student needs

1c. Establishing goals for the library media/program appropriate to the setting and the learning community served
- Crosswalks of content area frameworks, national standards and Arkansas Library Media Framework
- Copies of needs surveys/assessments
- Copies of notes from collaborations with teachers
- Copies of goals/ action plans for library media program
- Meeting minutes with reference to Library Media Program Goals
- Copies of questions used & notes taken during focus groups
- Videos of student, teacher and parent focus groups
- Copies of library program vision & mission statements

1d. Designing a coherent library program integrated with the overall school program within budgetary guidelines
- Bibliographies of new acquisitions
- Copies of budget spreadsheets
- Copies of needs surveys for resources
- Videos/photos of lunchtime and after school programming
- Lists of free resources available to teachers and students
- Weeding policy
- Descriptions or copies of fundraising activities and grants applications
- Lists of volunteers and tasks performed
1e. Developing a plan to evaluate the library/media program
   • Copy of annual report
   • Circulation records
   • Statistic reports – classroom visits, numbers of book-talks, number of students using computers, etc.
   • Copies of needs assessments or perceptual surveys
   • Copy of marketing/PR plan
   • Minutes from library advisory committee meeting

Domain 2: Environment
2a. Creating an environment of respect and rapport
   • Copies of school library rules and policies
   • Copy of student handbook which includes information about library
   • Observation notes or videos of student and librarian interactions
   • Photos of physical space as examples of access and welcoming environment
   • Student Interest Surveys
   • Displays of student work
   • Signage
   • Statements of personal experience in the School Library from parents, teachers and students

2b. Establishing a culture for learning
   • Lesson plans
   • List of available databases
   • Evidence of Access to technology
   • Examples of teacher and librarian collaboration on learning protocols

2c. Establishing and maintaining library procedures, physical and virtual spaces, and supervising library paraprofessionals
   • Copies of schedules
   • Website – frequent updates
   • Log of online catalog maintenance
   • Copies of routines and procedures
   • Pictures or diagrams of uses of physical space in the School Library Copy of student library aide handbook
   • Copies of request for Library Services
   • Job description for paraprofessional

2d. Managing student behavior
   • Posted rules and/or expectations for student behavior
   • Videos of lessons taught sharing behavior monitoring or response to misbehavior
   • Observation notes

Domain 3: Delivery of Service
3a. Communicating with members of the learning community
   • Copies of emails, flyers, newsletters
   • Communication documentation from professional learning conferences or committee meetings
   • Documentation of orientation for new teachers
3b. Using questioning and research techniques
   • Lesson plans including details for questioning and research strategies
   • List of databases with evidence of instructional use
   • Sample student work
   • Examples of technology integration
   • Graphic organizers and other instructional materials
   • Examples of research questions for various projects

3c. Engaging students in literature and learning information skills
   • Samples of bibliographies of recommended reading
   • Photos of displays
   • Recordings of book-talks or book trailers
   • Copies of student graphic organizers
   • Author visits
   • Circulation records
   • Copies of assignment sheets (online searching, website evaluation, research strategies, etc.)

3d. Assessment in instruction (whole class, small group, and one-on-one)
   • Samples of exit passes, rubrics, assessments and self-assessments
   • Samples of student work
   • School Librarian narrative notes on observation of student learning activity

3e. Demonstrating flexibility and responsiveness
   • Copy of Library Program Perceptual Survey
   • Copies of Plan for Library Program Revision and resulting documentation
   • Free Flow Schedule for School Library

Domain 4: Professional Responsibilities

4a. Reflecting on practice
   • Self-reflection of the year’s activities in the library
   • Running to-do list
   • Self-reflection of the year’s professional development
   • Copies of surveys
   • Copies of advocacy efforts
   • Reports to administration
   • Responses to evaluations
   • Budget requests
   • Copies of short-term goals and objectives for library program

4b. Managing accurate library records
   • Annual Report
   • Circulation statistics
   • List of lost and overdue books
   • Inventory process, schedule and other records
   • Budget spreadsheets
   • Budget requests and purchase orders
   • Selection/Challenge process and policy
   • Consideration files
4c. Communicating with school staff and community
- Copies of newsletters, flyers, brochures, announcements
- Copies of emails
- Log of professional development provided
- Needs assessments, surveys
- Contact logs
- Documentation of participation in Parent/Teacher Conferences

4d. Participating in a professional community
- Proof of membership in professional organizations
- Evidence of participation in professional organizations
- Documentation for participation in extra-curricular activities of the school or district
- Evidence of participation on school and district committees, leadership teams
- Evidence of events and programs sponsored by the library program.
- Evidence of participation in a PLC

4e. Growing and developing professionally
- Verification of attendance at professional conferences
- Record of professional development delivered/provided
- Attendance at staff meetings
- Portfolio of professional work
- Professional Growth Plan
- Copies of pre- and post-conferences (evaluations)
- Evidence of participation in professional organizations
- Copies of lesson plans for teaching professional development
- Copies of articles written
- Action research documentation

4f. Showing professionalism
- Copies of the American Library Association’s Library Bill of Rights, Code of Ethics, Declaration for the Right to School Libraries with reflection on concept integration into the library program
- Copies of selection/challenge policy
- Books, articles or bibliography of information on intellectual freedom, copyright laws, plagiarism
- Copies of applicable national and state standards and frameworks
- Documentation of following copyright laws in practice
- Records of changes made to the Library Program to ensure the success of School Library Patrons