

AR Teacher Excellence Support System
EXAMPLES of ARTIFACTS
for SCHOOL LIBRARIANS

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
- School Library Policies on Code of Responsible Computing, Internet Safety, Acceptable Use, Academic Integrity
- Documentation of following copyright laws in practice
- Records of changes made to the Library Program to ensure the success of School Library Patrons