

Library Media Advisory Committee Guidelines and Procedures

Rationale

Library media programs provide resources and services that are vital to teaching and learning. Effective services and resources require that the learning community actively participates in the design and implementation of the library media program.

Purpose

Assist in:

- developing a vision for the library media program
- setting professional goals to meet that vision
- developing strategies to accomplish identified goals

Responsibilities

- Help establish short- and long-range goals for services, resources, and technology integration
- Assure that library media program goals support and enhance the School Improvement Plan
- Help maintain a current collection policy/collection development plan
- Support special library media program activities and celebrations
- Assist in responding to challenged materials
- Promote the use of the library by the learning community
- Advocate for the library media program, encouraging community support and funding

Committee Membership

Members should include: an administrator, teachers, parents, students, and the media specialist who should chair the committee.

Meeting Schedule

Whether meetings occur monthly or four times annually, depends on the committee's task for that particular year and may be affected by special projects or library material challenges.

Meetings should be planned around the following purposes:

- To finalize the year's goals and establish subcommittees, as needed **September**
- To work on budget and policy issues **Mid-year**
- To review annual progress and to set goals for the forthcoming school year **Spring**

Sample Meeting Outline

Initial Meeting

Purpose: To review the existing resources and services; to establish the library media center's annual planning goals and objectives

- I. The Library Media Advisory Committee
 - Rationale
 - Purpose
 - Responsibilities
- II. Review library media program mission and its relationship to school improvement goals
- III. Analysis of current resources and services
 - Review the Media Center Assessment and Profile form
 - Review and assessment of:
 - resources—books, audiovisual materials, electronic databases, equipment
 - program and services—reading motivation, ITV distribution, production, and teacher inservice
 - information skills instruction, special projects, collections
- IV. Discuss schoolwide needs related to media, considering:
 - New curriculum, SIP changes, change in student population, etc.
- V. Prioritize needs
 - Include both resources and services

Mid-Year Meeting

Purpose: To examine available funding; to review or establish purchasing priorities; to seek other sources of funding, if needed

- I. Review previous meeting's agenda
- II. Review library media goals and objectives developed from input at initial meeting
- III. Update committee on progress/problems
- III. Discuss annual budget, and/or budget estimate, and expenditures based on last several years
 - Apprise committee of recurring annual expenditures
 - Estimate remaining budget balance
- V. Prioritize expenditure of budget balance
- VI. Examine other funding sources or strategies to secure funds to provide for remaining needs, if needed

Year-End Meeting

Purpose: To review year's activities and develop tentative plans for next school year

- I. Review previous meeting's agenda
- II. Update committee on progress/problems
- III. Evaluate year's activities and achievement of stated goals
- IV. Determine which goals and objectives need to be carried forth to the next year
- V. Consider what additional goals and objectives should be identified for the forthcoming school year