

FAQ for Library Media Specialists

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1. *Where can I find the budget information for my school?*

The Georgia Department of Education (DOE) provides information on system level budgets. If you want specific information about your school's budget, check with your local system.

To see your system's budget follow these steps:

- o Go to the DOE Web site at www.doe.k12.ga.us.
- o Using the drop-down menu, choose **Information Technology**
- o Select **Administrative Technology**
- o Choose **Reports**
- o Choose **Financial Reports**
- o Choose **1. QBE Reports**
- o Select the correct **fiscal** year
- o Select the report you would like to see (**QBE001 Weights for Funding Formula**)
(QBE003 System Allotment Sheets)
- o Choose the **system**
- o Choose **Run Report**

Note: on both QBE001 and QBE003, Media is near the bottom of page 1.

2. *What are the DOE rules for media centers?*

Look at these links for the three DOE rules that apply to media programs and media centers.

160-4-4-.01 Media Programs (IFBD)

http://www.doe.k12.ga.us/_documents/doe/legalservices/160-4-4-.01.pdf

160-5-1-.22 Personnel (14 and 14i) (CGB)

http://www.doe.k12.ga.us/_documents/doe/legalservices/160-5-1-.22.pdf

Facilities (Click on Square Footage Requirements.)

http://www.doe.k12.ga.us/_documents/schools/facilities/squareft.pdf

3. *Where can I find the SACS Standards that apply to media centers and media programs?*

K-12 Library Media Services

You can find the SACS standards on their site at:

http://www.sacscasi.org/region/standards/SACS_CASI_K-12_Standards_InternetVer.pdf

Use the word search feature and type in "media."

4. *My school/system does not use the SACS Standards. Instead, we use the GAC Standards (Georgia Accrediting Commission). Where can I find that information?*

You can find the information on their site at: <http://www.coe.uga.edu/gac/index.html>.

Some highlights from the GAC Web site include:

Elementary

The Media Center has a minimum of ten books per student or a minimum of seven books per student and an annual expenditure of \$2.00 or more per student for computer disks, video cassettes, video disks, film strips, and other non-print media.

At least \$6.00 per student enrolled is spent for library books and other library media, exclusive of equipment, each school year.

Middle/Junior High

The Media Center has a minimum of ten books per student or, a minimum of seven books per student and an annual expenditure of \$2.00 or more per student for computer disks, video cassettes, video disks, filmstrips, and other non-print media.

The organization of the Media Center collection and the school schedule facilitate use of the collection by the students during all school hours.

At least \$6.00 per student enrolled is spent for library books and other library media, exclusive of equipment, each school year.

High School

The organization of the Media Center collection and the school schedule facilitates use of the collection by students during all school hours. At least \$6.00 per student enrolled is spent for library books and other library media, exclusive of equipment, each school year.

5. What exactly is Flexible Scheduling?

Flexible Scheduling is addressed in the DOE rule [IFBD 160-4-4-.01](#). A Georgia school library media program must include a plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day.

Accessibility shall refer to the facility, the staff, and the resources and shall be based on instructional need. Flexible scheduling is maintained by allowing full participation of teachers and the library media specialist in collaborative planning and allowing students to come to the library media center at any time.

Flexible Scheduling is any schedule that is controlled by the library media specialist in collaboration with the classroom teachers to meet the needs of the students at the students' point of need. A schedule that is mandated and/or controlled by the school administration is not flexible. The media program is not to be used as a means to provide planning time for teachers. Flexible scheduling is not having a sign up sheet available and allowing teachers to sign up for the media center. A flexible schedule works in partnership with collaboration. The media program shall be a collaborative effort between the classroom teacher and the library media specialist. Collaboration is essential to a quality K-12 media center instructional program. Flexible scheduling is essential to an effective K-12 media center program that recognizes the importance of collaboration. One cannot exist without the other.

The American Library Association and the American Association of School Librarians position statement is that schools must adopt the educational philosophy that the library media program is fully integrated into the educational program. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas. When the library media program is fully integrated into the instructional program of the school, students, teachers, and library media specialists become partners in learning. The library program is an extension of the classroom. Information skills are taught and learned within the context of the classroom

curriculum. The wide range of resources, technologies, and services needed to meet students learning and information needs are readily available in a cost-effective manner.

The integrated library media program philosophy requires that an open schedule must be maintained. Classes cannot be scheduled in the library media center to provide teacher release or preparation time. Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers.

Planning between the library media specialist and the classroom teacher, which encourages both scheduled and informal visits, is the catalyst that makes this integrated library program work. The teacher brings to the planning process a knowledge of subject content and student needs. The library media specialist contributes a broad knowledge of resources and technology, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills. Cooperative planning by the teacher and library media specialist integrates information skills and materials into the classroom curriculum and results in the development of assignments that encourage open inquiry.

The responsibility for flexibly scheduled library media programs must be shared by the entire school community.

THE LOCAL BOARD OF EDUCATION endorses the philosophy that the library program is an integral part of the district's educational program and ensures that flexible scheduling for library media centers is maintained in all buildings and at all levels.

THE DISTRICT ADMINISTRATION supports this philosophy and monitors staff assignments to ensure appropriate staffing levels so that all teachers, including the library media specialists, can fulfill their professional responsibilities.

THE PRINCIPAL creates the appropriate climate within the school by advocating the benefits of flexible scheduling to the faculty, by monitoring scheduling, by ensuring appropriate staffing levels, and by providing joint planning time for classroom teachers and library media specialists.

THE TEACHER uses resource-based instruction and views the library media program as an integral part of that instruction.

THE LIBRARY MEDIA SPECIALIST is knowledgeable about curriculum and classroom activities, and works cooperatively with the classroom teacher to integrate information skills into the curriculum.

6. What is the DOE definition of **media materials**? Where is it located on the DOE Web site?

You can access the definition of media materials at:

http://techservices.doe.k12.ga.us/admin/datacollect/financial/Expenditure_Test_2004_final_082703.pdf

or

From the DOE Web site:

<http://www.doe.k12.ga.us>

Select: **Information Technology**

Select: **Administrative Technology**

Select: **Data Collection**

Select: **Financial Review**

Select: **5. QBE Expenditure Control Test**

Select: **FY2004 Expenditure Control Test**

See:

TEST 4 – 100 percent of the funds designated for Media Center Costs for such costs at the System Level, and 100 percent of the funds designated for Media Materials at the System Level. (Program 1310).

Media materials are those instructional materials including print, non-print, periodicals, online databases, supplies, and equipment that are critical to the support and enhancement of the school library media center program. These materials are housed in and circulated through the library media center for use by the entire learning community of the school.

7. How do I subscribe to the DOE Media List Service? How often will I receive e-mails?

To subscribe to the DOE list service send an e-mail to: join-doemedia@list.doe.k12.ga.us

Leave the subject and body of the e-mail blank. You will receive a confirmation e-mail message to which you need to respond. The confirmation e-mail will enroll you in the List Service and give you information on how to unsubscribe.

You would not be inundated with e-mails from the DOE list service. An average of three to four e-mails per month is sent via this method. You would be informed of workshop opportunities, conferences, newsletters, and policy or rule changes.

8. What other list services are appropriate for library media specialists?

List Name	Description	Web site/E-mail	Directions
AASL	Aimed primarily at school library media specialists (membership in AASL required)	http://www.ala.org/ala/aasl/aaslproftools/aasledislist/electroniclistssubscription.htm	Use the Web site to subscribe
Big 6	Information problem solving	listserv@listserv.syr.edu	Subject: Blank Message: Sub Firstname Lastname
Child_Lit	Discussion of children's literature by professionals	Listserv@email.rutgers.edu	Subject: Blank Message: Subscribe child_lit Firstname Lastname
Classroom Connect	Nine different list services are available for you to choose from	http://www.classroom.com/community/email/	Use the Web site to subscribe
Folklore	Folklore discussion list	listserv@listserv.tamu.edu	Subject: Blank Message: Subscribe folklore Firstname Lastname
GALILEO Listserv	This list service from GALILEO keeps its members up to date with changes, additions to the wealth of information available.	listproc@gsu.edu	Message: Subscribe GALILEO Firstname Lastname
Georgia Media	A list service for Georgia's library media specialists and other interested parties.	http://www.georgiamedia.net/mailman/listinfo/georgiamedia	Use the Web site to subscribe
LM_net	National/international discussion group of interest to school library media specialists	listserv@listserv@syr.edu	Subject: Blank Message: Subscribe LM_net Firstname Lastname
Storytelling	Discussion of storytelling	listserv@venus.twu.edu	Subject: Blank Message: Subscribe STORYTELL Firstname Lastname

Technology Leadership List Server	The Georgia DOE maintains an e-mail discussion list for the use of all K-12 personnel involved in using and supporting the use of Educational Technology & Media in Georgia K-12 Schools	LISTSERV@ZEUS.ETCM.CN.ORG	Message: SUBSCRIBE TECH-LEADERSHIP-L Firstname Lastname (School system)
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9. *How do I share my lesson plans with other library media specialists?*

It is very easy to use the Lesson Plan Builder on the Georgia Learning Connections site (www.glc.k12.ga.us). GLC features an online tool that is used to create your lesson plans. Use the Builder and submit it to GLC for review and its eventual posting. You may want to collaborate with other library media specialists and post a lesson plan as a group.

To access the Lesson Plan Builder go to: www.glc.k12.ga.us. Choose Lesson Plan Builder. If you are a new user, create a profile.

The Lesson Plan Wizard will help you through the process. By writing and sharing lesson plans and taking the LoTI survey, Georgia library media specialists can again let people know what a valuable service we provide and that we know student achievement is the bottom line!

10. *What is GALILEO and how do we get the GALILEO passwords?*

GALILEO stands for **GeorgiA LIbrary LEarning Online**, an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications.

You can access GALILEO at: <http://www.galileo.usg.edu>. You will need a password that is e-mailed/mailed to the library media coordinator in your system. If you do not receive the password in a timely manner, go to the GALILEO Web site and choose "Help" or "Contact Us." For K-12 schools, password changes occur on or around these dates:

- March 24
- May 15
- August 31
- December 12

The GALILEO Kids' Page is available at <http://kids.galileo.usg.edu>. This page is a result of a development and testing process involving the GALILEO staff, several participating institutions, and students from seven to 15 years old. The goal of the GALILEO Kids' Page is to simplify GALILEO by limiting the number of choices to only a few of the best sources specifically designed for younger users. The intended audience for the GALILEO Kids' Page is students in third grade to middle school. The page resembles an MP3 player and has mouse-over information.

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11. *What is Georgia's Exemplary Media Program?*

This program, begun in 2002, was established to honor three outstanding school Library Media programs on the elementary, middle, and high school level. The selection process for the State Board Recognition Program is an initiative of the Educational Technology & Media Unit. A scoring rubric has been developed and is based on citations in law, policy, and standards from the Georgia legislature, the State Board of Education, and the American Association of School Librarians. The rubric has 19 target indicators and a media program in order to qualify for the recognition must be proficient in all 19 areas and exemplary in at least 14 areas.

The school administrator will write a one-page nomination about the school's media program, the library media specialist and the library media committee will compose a six-page narrative that must address the 19 criteria.

All application information including the directions, rubric, and past winners can be found on the IT section of the DOE Web site. The narrative portion of the document is due in February each year and the three recipients are honored at the May State Board of Education meeting.

12. *Is there one place on the DOE site where I can look at Georgia school's Web pages?*

Library media specialists from all over the state have sent their school and/or library media URL to the Georgia Learning Connections Web site. Check out the hundreds of school Web sites at: <http://www.glc.k12.ga.us/pandp/media/homepg.htm>

If you would like your school's Web site included send an e-mail with your name and/or Web site contact, the URL, system, school name, to Karen Muska at: kmuska@doe.k12.ga.us.

13. *What do I need to know about the certification requirements for School Library Media Specialists?*

The following was taken from the Georgia Professional Standards Commission Web page:

To access this document on line go to:

http://www.gapsc.com/TeacherCertification/Documents/Cert_Rules_12_03/505-2-.116.pdf

505-2-.03 CLEAR RENEWABLE CERTIFICATE -Effective March 15, 2004

http://www.gapsc.com/TeacherCertification/Documents/Cert_Rules_12_03/505-2-.003.pdf

- The Clear Renewable certificate is the title of Georgia's full, professional educator certificate.
- Clear Renewable certificates may be issued for all types and all fields. A list of fields is maintained on the PSC web site at www.gapsc.com.
- The Clear Renewable certificate is valid for 5 years.

Effective March 15, 2004 505-2-.06 NON-RENEWABLE PROFESSIONAL CERTIFICATE

http://www.gapsc.com/TeacherCertification/Documents/Cert_Rules_12_03/505-2-.006.pdf Note: Non-Renewable Professional certificates may not be renewed or extended. However, they may be converted to Clear Renewable status by fulfilling the applicable requirements. See the online document for details.

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Certification for SLMS is for levels P-12 and is a service type certification. In Georgia, the Professional Standards Commission (PSC) is the certification agency. The URL for the GAPSC Web site is <http://www.gapsc.com>

14. *Are there alternative forms of certification / licensure available?* Although the state does allow for temporary certification for library media specialists, there are no alternative forms of certification.

15. *Who should a person contact to check on transferring credentials from another state?*

Contact the Georgia Professional Standards Commission at <http://www.gapsc.com>. Another possible source of information could be the certification officer from one of the approved library media programs in Georgia.

16. *Where can a person get the appropriate degree and/or credential /licensure in the state?*

There are several universities in Georgia that offer programs leading to initial certification for library media specialists: See

<http://www.gapsc.com/ApprovedPrograms/EducationProgram.asp>

Georgia State University College of Education Department of Middle Secondary Education and Instructional Technology Library Media Technology Program 33 Gilmer Street SE Atlanta, GA 30303 Phone: (404) 651-2510 Georgia College and State University College of Education Media and Instructional Technology Library Media Technology Program Milledgeville, GA 31061-0490 Phone: (478) 445-5004 Georgia Southern University College of Education Landrum Box 8013 Statesboro, GA 30460 Phone: (912) 681-5648

State University of West Georgia College of Education Media and Instructional Technology Library Media Program 1600 Maple Dr. Carrollton, GA 30118 Phone: (770) 836-6500 Valdosta State University College of Education 1500 North Patterson St. Valdosta, GA 31698 University of Georgia College of Education Athens, GA 30602

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17. *Are there any local, regional, or state scholarships available for library media specialists?* Students can apply for education scholarships. At this time, school library media specialists are not eligible to receive the HOPE scholarship in Georgia. The State University of West Georgia has two scholarships for media degrees, the Annie Belle Weaver scholarship and the Priscilla Bennett Family scholarship.

18. *What is the salary range for a certified school library media specialist in the state?*

Library media specialists receive the same pay as teachers who have the same level of certification. Certification can be at the master's level (initial certification or S-5), the specialist level (S-6), or the doctoral level (S-7).

19. *Does the DOE offer any professional development for library media specialists?*

The Institute for New Media Specialists was Webcast throughout the state from June 2003 to April 2004. Neither the DOE nor Georgia Public Broadcasting will provide Professional Learning Units, but your system or school may use these modules and offer credit. Originally, this project was designed for the library media specialist with five

years or less experience, but veteran library media specialists may benefit from the information. This yearlong project was developed by GPB Education (PeachStar) in collaboration with the Georgia Department of Education. These lessons were prepared and presented by library media specialists, university professors, and system coordinators and can provide online group or individual professional learning opportunities. This package contains 20 modules. Each Webcast module contains the video presentation with accompanying slides. Several modules also include supplemental resources such as questions, polls, and downloadable documents. You may need to download or install certain software to view the modules. Check with your system's computer technicians for more information.

To access the modules go to:

<http://www.glc.k12.ga.us/pandp/media/homepg.htm>

Choose: **Institute for New Media Specialists**

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20. *What does my administrator use as an evaluation instrument?*

It is a local decision as to what form a principal or administrator uses to evaluate library media specialists. It is highly recommended that administrators evaluate their library media specialists with an appropriate document and not a teacher evaluation form. While library media specialists are teachers, the duties and responsibilities differ from classroom teachers and the teacher evaluation instrument is not suitable for library media specialists.

The GMSEP and the evaluation instrument on the Clayton County Web site are the recommended forms for evaluating library media specialists.

21. *What resources are available for locating school library media positions in the state?* Try this Web site: <http://www.teachgeorgia.org/> or check the Web site of the local system.

22. *What resources does the DOE have for library media specialists?* The DOE has two Web sites devoted to school library media specialists:

<http://techservices.doe.k12.ga.us/edtech/> or
<http://www.glc.k12.ga.us/pandp/media/homepg.htm>