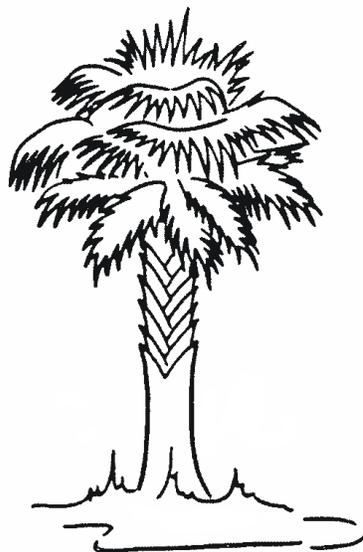


**South Carolina
Standards
For
School Library Resource
Collections**



**South Carolina Department of Education
Columbia, South Carolina**

2012

Standards Overview

All schools regardless of enrollment or grades served should use these core collection standards for evaluating the library resource collection. The results of the evaluation should be used for long-range planning to establish goals for collection development.

- Standard selection tools and the South Carolina Department of Education (SDE) collection development guidelines are used to facilitate decisions on acquisitions, weeding, and collection evaluation. (See appendix A for weeding guidelines.)
- **All** items available in the library resource collection are catalogued and managed with an up-to-date circulation system. The online card catalogue (OPAC) is available on every school computer with local area network (LAN) connectivity. Web-based resources are available at school and beyond the school day providing 24/7 access.
- The resource collection is catalogued according to the Dewey Decimal System.
- The collection, regardless of student enrollment or grades served, should have a minimum number of books per pupil; however, no school should be required to have more than 25,000 volumes.

At Risk	Basic	Exemplary
<ul style="list-style-type: none"> □ A minimum of 11 books per student that meet the <i>At Risk</i> age requirements, are current, aligned with the curriculum, reflect students' interests, and are age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 13 books per student that meet the <i>Basic</i> age requirements, are current, aligned with the curriculum, reflect students' interests, and are age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 15 books per student that meet the <i>Exemplary</i> age requirements, are current, aligned with the curriculum, reflect students' interests, and are age and developmentally appropriate.

- The collection of resources is aligned with the school's curriculum to support the instructional program of the school and district. These resources also meet the recreational reading needs of the school community. (See appendix B for Resource Alignment through Curriculum Mapping.)
- No more than five copies of the same print title may be counted to meet standard for minimum number of books per student.
- Classroom sets may be cataloged into the library media center resource database for inventory and accountability purposes but may not be counted to meet standard for minimum number of books per student.
- Multi-volume sets (e.g., multi-volume encyclopedias) are counted as one title.
- The collection provides access to resources in a variety of formats as reflected in the following grade band charts.

- Periodicals available through *DISCUS* may be counted for up to 50 percent of the number of periodical subscriptions required to meet the standard for number of periodical subscriptions for both the general collection and for the professional collection. Access to *DISCUS* resources for reference and research is implied in each nonfiction category.
- To balance the collection and facilitate collection development the following percentages for the fiction and nonfiction sections are recommended. However, these percentages may vary depending on an individual school’s instructional program. For example, a high school with a strong literacy initiative may need a collection that is 50% fiction and 50% nonfiction.

Grade ranges	Fiction percentage of collection	Nonfiction percentage of collection
Elementary	60%	40%
Middle School	45%	55%
High School	35%	65%

- The general library resource collection contains **fiction** books
 - that are age and developmentally appropriate for the students served;
 - that are diverse and multicultural in scope;
 - that address subjects of interest to the students served;
 - that are reflective of current and classic literature; and
 - that meet the age standards found in the following grade band charts.
- The general library resource collection contains a combination of **non-fiction** print and non-print resources
 - that are aligned with the school’s curriculum;
 - that address subjects of interest to the students served;
 - that are age and developmentally appropriate for the students served; and
 - that meet the age standards found in the following grade band charts.
- The **fiction** collection will have an older average copyright date than the non-fiction collection; however, this collection, like the non-fiction collection, should be evaluated and renewed annually to remove items that are outdated, irrelevant, or damaged beyond repair. Specific recommendations for average age of the fiction section and for annual renewal rates are found in the following grade band charts.
- The **non-fiction** collection is evaluated annually to remove items containing obvious factual errors, outdated information, or that no longer meet the current curricular needs, or damaged beyond repair. Specific recommendations for annual renewal rates are found in the following grade band charts. Non-fiction items removed from the collection should be discarded according to district policy or SDE guidelines, if no district policy is available. (See appendix C for SDE guidelines for disposing of library resources.) Non-fiction items deemed too old for the library resource collection are likewise too old for general classroom use and should, therefore, be discarded. *Misinformation is worse than no information at all.*
- The following areas of the collection—print and non-print resources—have been identified as critical areas due to rapidly changing information: political science,

economics, science, technology, geography, and travel. These areas should be evaluated, weeded, and renewed annually. Specific recommendations for annual renewal rates are found in the following grade band charts.

- All electronic resources should be available via the LAN and should be accessible on every computer that has LAN connectivity throughout the school and available during the school day and beyond through 24/7 access.

Grade Definitions:

- **Elementary School:** Standards for elementary schools were developed for the traditional K-5 school. Schools that include PK3 and PK4 in their population should adapt these standards accordingly to meet the needs of their students. Schools serving other combinations (e.g., PK3-2, 4-5, PK-1) should likewise adapt these standards accordingly.
- **Middle School:** Standards for middle schools were developed for the traditional middle school serving grades 6-8. Schools with any grade combination that includes grades 6 through 8 should comply with the middle school standards with adaptations made to address the standards for other grades.*
- **High School:** Standards for high schools were developed for the traditional high school serving grades 9 through 12. Schools with any grade combination that includes grades 9 through 12 should comply with the high school standards. *

* Schools that include middle and high school grades (e.g., grades 7-12) should meet the high school standards.

ELEMENTARY SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Kindergarten through Grade 5 (K-5)

At Risk	Basic	Exemplary
<ul style="list-style-type: none"> □ A minimum of 11 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 13 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 15 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate.
Fiction and Nonfiction		
<ul style="list-style-type: none"> □ At least 5 percent of the collection is updated annually. □ The overall average copyright date for the fiction books, including Easy, paperbacks, books-on-tape and e-books, is no more than 20 years from the current calendar date. □ The overall average copyright date for the non-fiction books, including Easy, books-on-tape and e-books, is no more than 10 years from the current calendar date. □ The average copyright date for the total collection is 16 years from current calendar date.¹ 	<ul style="list-style-type: none"> □ At least 8 percent of the collection is updated annually. □ The overall average copyright date for the fiction books, including Easy, paperbacks, books-on-tape and e-books, is no more than 17 years from current calendar date. □ The overall average copyright date for the non-fiction books, including Easy, books-on-tape and e-books, is no more than 7 years from the current calendar date. □ The average copyright date for the total collection is 13 years from current calendar date.¹ 	<ul style="list-style-type: none"> □ At least 10 percent of the collection is updated annually. □ The overall average copyright date for the fiction books, including Easy, paperbacks, books-on-tape and e-books, is no more than 15 years from the current calendar date. □ The overall average copyright date for the non-fiction books, including Easy, books-on-tape and e-books, is no more than 5 years from the current calendar date. □ The average copyright date for the total collection is 11 years from current calendar date.¹

Encyclopedia

(Print and/or Online)

¹ Here is the formula used to calculate the average copyright date for the total collection: The collection percentages for fiction and for nonfiction were multiplied by the number of years from current calendar date (e.g., 20, 17, 5). The results were added together and rounded to the nearest whole number, where necessary. Example: For calculating the total collection average copyright date for the Basic level: 17 (years from current calendar date for fiction section) X .60 (percentage of total collection for fiction section) = 10.2 years. 7 (years from current calendar date for nonfiction section) X .40 (percentage of total collection for nonfiction section) = 2.8 years. Add 10.2 and 2.8 (10.2 + 2.8 = 13.0). The average copyright date for the total collection at the Basic Level should be no more than 13 years from current calendar date.

ELEMENTARY SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS
Kindergarten through Grade 5 (K-5)

At Risk	Basic	Exemplary
<input type="checkbox"/> Access to <i>DISCUS</i> General <input type="checkbox"/> 1 multi-volume print set and/or online encyclopedia Subject <input type="checkbox"/> One multi-volume encyclopedia in each of the following subject areas: <ul style="list-style-type: none"> ○ General science, ○ World cultures, 	<input type="checkbox"/> Access to <i>DISCUS</i> General <input type="checkbox"/> 1 multi-volume print set and/or online encyclopedia Subject <input type="checkbox"/> At least one multi-volume encyclopedia (no more than 7 years from current calendar date) in each of the following subject areas: <ul style="list-style-type: none"> ○ General science, ○ Social studies, ○ World cultures, and ○ Geography 	<input type="checkbox"/> Access to <i>DISCUS</i> General <input type="checkbox"/> Access to one additional online encyclopedia beyond <i>DISCUS</i> . <input type="checkbox"/> 1 multi-volume print set and/or online encyclopedia Subject <input type="checkbox"/> At least one multi-volume encyclopedia (no more than 5 years from current calendar date) in each of the following subject areas: <ul style="list-style-type: none"> ○ General science, ○ Social studies, ○ World cultures, and ○ Geography
Dictionaries (Print and/or Online)		
<input type="checkbox"/> Access to <i>DISCUS</i> General <input type="checkbox"/> 1 dictionary no more than 7 years from the current calendar date appropriate for the primary grades. <input type="checkbox"/> 1 dictionary no more than 7 years from the current calendar date appropriate for the upper elementary grades. <input type="checkbox"/> 1 foreign language dictionary for common languages of ESOL students. <u>BIOGRAPHICAL</u> <input type="checkbox"/> 1 biographical dictionary <u>GEOGRAPHICAL</u> <input type="checkbox"/> 1 geographical dictionary	<input type="checkbox"/> Access to <i>DISCUS</i> General <input type="checkbox"/> 1 dictionary no more than 5 years from the current calendar date appropriate for the primary grades. <input type="checkbox"/> 1 dictionary no more than 5 years from the current calendar date appropriate for the upper elementary grades. <input type="checkbox"/> 1 foreign language dictionary for common languages of ESOL students. <u>BIOGRAPHICAL</u> <input type="checkbox"/> 1 biographical dictionary <u>GEOGRAPHICAL</u> <input type="checkbox"/> 1 geographical dictionary	<input type="checkbox"/> Access to <i>DISCUS</i> General <input type="checkbox"/> 1 dictionary no more than 3 years from the current calendar date appropriate for the primary grades. <input type="checkbox"/> 1 dictionary no more than 3 years from the current calendar date appropriate for the upper elementary grades. <input type="checkbox"/> 1 foreign language dictionary for common languages of ESOL students. <u>BIOGRAPHICAL</u> <input type="checkbox"/> 1 biographical dictionary <u>GEOGRAPHICAL</u> <input type="checkbox"/> 1 geographical dictionary
Atlas (Print and/or Online)		
<input type="checkbox"/> 1 comprehensive atlas	<input type="checkbox"/> 1 comprehensive atlas	<input type="checkbox"/> 1 comprehensive atlas
Almanac (Print and/or Online)		

ELEMENTARY SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Kindergarten through Grade 5 (K-5)

<input type="checkbox"/> 1 general almanac	<input type="checkbox"/> 1 general almanac that is the latest edition <input type="checkbox"/> 1 state almanac	<input type="checkbox"/> 1 general almanac, the latest edition available <input type="checkbox"/> 1 state almanac
Thesaurus (Print and/or Online)		
<input type="checkbox"/> 1 standard thesaurus (organized like a dictionary)	<input type="checkbox"/> 1 standard thesaurus	<input type="checkbox"/> 1 standard thesaurus
Periodical Index		
<input type="checkbox"/> Access to <i>DISCUS</i>	<input type="checkbox"/> Access to <i>DISCUS</i>	<input type="checkbox"/> Access to <i>DISCUS</i>
Magazines (Print and/or Online)		
<input type="checkbox"/> At least 10 subscriptions	<input type="checkbox"/> At least 15 subscriptions	<input type="checkbox"/> At least 20 subscriptions
(Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the general collection.)		
Newspapers (Print and/or Online)		
<input type="checkbox"/> Access to a local or regional newspaper	<input type="checkbox"/> Access to a local or regional newspaper <input type="checkbox"/> Access to a national newspaper	<input type="checkbox"/> Access to 2 local or regional newspapers <input type="checkbox"/> Access to 2 national newspaper(s).
Professional Resources (Print and/or Online)		
<input type="checkbox"/> A minimum of 5 current subscriptions to professional magazines.	<input type="checkbox"/> A minimum of 10 current subscriptions to professional magazines.	<input type="checkbox"/> A minimum of 15 current subscriptions to professional magazines.
(Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the general collection.)		
<input type="checkbox"/> A minimum of 25 professional books whose average copyright date is no more than 10 years from current calendar date.	<input type="checkbox"/> A minimum of 50 professional books whose average copyright date is no more than 7 years from current calendar date.	<input type="checkbox"/> A minimum of 75 professional books whose average copyright date is no more than 5 years from current calendar date.
Access to professional resources through a district media center library or professional development center collection can be counted toward meeting this standard.		

MIDDLE SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Grades 6-8

At Risk	Basic	Exemplary
<ul style="list-style-type: none"> □ A minimum of 11 books per student. These books are aligned with the curriculum, reflect students' interests, and are age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 13 books per student. These books are aligned with the curriculum, reflect students' interests, and are age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 15 books per student. These books are aligned with the curriculum, reflect students' interests, and are age and developmentally appropriate.
Fiction and Nonfiction		
<ul style="list-style-type: none"> □ At least 5 percent of the collection is updated annually. □ The overall average copyright date for the fiction books, including paperback books, books-on-tape and e-books, is no more that 20 years from the current calendar date. □ The overall average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 10 years from the current calendar date. □ The average copyright date for the total collection is no more than 15 years from current calendar date.² 	<ul style="list-style-type: none"> □ At least 8 percent of the collection is updated annually. □ The overall average copyright date for the fiction books, including paperback books, books-on-tape and e-books, is no more than 17 years from current calendar date. □ The overall average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 7 years from the current calendar date. □ The average copyright date for the total collection is no more than 12 years from current calendar date.² 	<ul style="list-style-type: none"> □ At least 10 percent of the collection is updated annually. □ The overall average copyright date for the fiction books, including paperback books, books-on-tape and e-books, is no more than 15 years from the current calendar date. □ The overall average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 5 years from the current calendar date. □ The average copyright date for the total collection is no more than 10 years from current calendar date.²
Encyclopedia (Print and/or Online)		
<ul style="list-style-type: none"> □ Access to <i>DISCUS</i> □ 1 multi-volume print set and/or online encyclopedia <p>Subject</p> <ul style="list-style-type: none"> □ One multi-volume 	<ul style="list-style-type: none"> □ Access to <i>DISCUS</i> □ 1 multi-volume print set and/or online encyclopedia <p>Subject</p> <ul style="list-style-type: none"> □ One multi-volume 	<ul style="list-style-type: none"> □ Access to <i>DISCUS</i> □ At least 1 multi-volume print set and/or online encyclopedia <p>Subject</p>

² Here is the formula used to calculate the average copyright date for the total collection. The collection percentages for fiction and for nonfiction were multiplied by the number of years from current calendar date (e.g., 20, 17, 5). The results were added together and rounded to the nearest whole number, where necessary. Example: For calculating the total collection average copyright date for the Basic level: 17 (years from current calendar date for fiction section) X .45 (percentage of total collection for fiction section) = 7.65 years. 7 (years from current calendar date for nonfiction section) X .55 (percentage of total collection for nonfiction section) = 3.85 years. Add 7.65 and 3.85 and round to the nearest whole number (7.65 + 3.85 = 11.5). The average copyright date for the total collection at the Basic level should be no more than 12 years from current calendar date.

MIDDLE SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Grades 6-8

At Risk	Basic	Exemplary
<p>encyclopedia in each of the following subject areas:</p> <ul style="list-style-type: none"> ○ General science; ○ Geography 	<p>encyclopedia, no more than 7 years from the current calendar date, in each of the following subject areas:</p> <ul style="list-style-type: none"> ○ General science; ○ World cultures; ○ Geography; ○ Health; and ○ The Arts 	<ul style="list-style-type: none"> □ One current multi-volume encyclopedia, no more than 5 years from the current calendar date, in each of the following subject areas: <ul style="list-style-type: none"> ○ General science; ○ World cultures; ○ Geography; ○ Special area of science (e.g., biology, chemistry); ○ Health, Food, Nutrition; and ○ The Arts
Dictionary (Print and/or Online)		
<ul style="list-style-type: none"> □ Access to <i>DISCUS</i> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <ul style="list-style-type: none"> □ 1 abridged dictionary <p><u>FOREIGN LANGUAGE</u></p> <ul style="list-style-type: none"> □ 1 foreign language dictionary for each language taught. <p><u>GEOGRAPHICAL</u></p> <ul style="list-style-type: none"> □ 1 geographical dictionary 	<ul style="list-style-type: none"> □ Access to <i>DISCUS</i> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <ul style="list-style-type: none"> □ 1 unabridged □ 2 abridged dictionaries (different titles); one of which is no more than 5 years from current calendar date □ 1 collegiate dictionary <p><u>FOREIGN LANGUAGE</u></p> <ul style="list-style-type: none"> □ 1 foreign language dictionary for each common language of ESOL students. □ 1 foreign language dictionary for each language taught <p><u>GEOGRAPHICAL</u></p> <ul style="list-style-type: none"> □ 1 geographical dictionary either print or online 	<ul style="list-style-type: none"> □ Access to <i>DISCUS</i> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <ul style="list-style-type: none"> □ 1 unabridged □ 2 abridged dictionaries (different titles); one of which is no more than 3 years from current calendar date □ 2 collegiate dictionaries <p><u>FOREIGN LANGUAGE</u></p> <ul style="list-style-type: none"> □ 1 foreign language dictionary for each common language of ESOL students. □ A minimum of 2 foreign language dictionaries for each language taught; one of which should be the latest edition. <p><u>GEOGRAPHICAL</u></p> <ul style="list-style-type: none"> □ At least 2 geographical dictionaries either print or online
Thesaurus (Print and/or Online)		
<ul style="list-style-type: none"> □ 1 standard thesaurus 	<ul style="list-style-type: none"> □ 2 thesauri, either print or online 	<ul style="list-style-type: none"> □ 2 thesauri, either print or online and one of which is the latest print edition available.
Atlas (Print and/or Online)		
<ul style="list-style-type: none"> □ 1 comprehensive atlas 	<ul style="list-style-type: none"> □ 1 comprehensive atlas 	<ul style="list-style-type: none"> □ 1 comprehensive atlas

MIDDLE SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Grades 6-8

At Risk	Basic	Exemplary
Almanac (Print and/or Online)		
<input type="checkbox"/> 1 general almanac	<input type="checkbox"/> 1 general almanac <input type="checkbox"/> 1 state almanac	<input type="checkbox"/> 1 general almanac <input type="checkbox"/> 1 state almanac
General Reference Sources (Print and/or Online)		
<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> 1 biographical reference source, either print or online <input type="checkbox"/> One volume handbook, dictionary, or encyclopedia in each of the following subject areas: <ul style="list-style-type: none"> ○ Careers; ○ History; ○ The Arts including music; ○ Mathematics <input type="checkbox"/> 1 handbook of first facts <input type="checkbox"/> 1 handbook on at least two of the subjects from the following list: <ul style="list-style-type: none"> ○ Birds, ○ Plants, ○ Trees, ○ Wildflowers, ○ Shells, ○ Fish, and ○ Wild animals <input type="checkbox"/> 1 poetry index <input type="checkbox"/> 1 standard book of quotations 	<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> 1 biographical reference source, either print or online, on each of the following groups (Subject areas should include math, science, fine arts and literature, government, politics, and other areas relevant to the curriculum.): <ul style="list-style-type: none"> ○ Authors; ○ Americans of current and historical interest; ○ World figures of current and historical interest <input type="checkbox"/> At least 10 other encyclopedia, handbooks, dictionaries on subjects related to the curriculum. The overall average age of these resources is no more than 7 years from the current calendar date. <input type="checkbox"/> 1 handbook of first facts <input type="checkbox"/> 1 handbook of trivia <input type="checkbox"/> 1 handbook on at least four of the subjects in the following list: <ul style="list-style-type: none"> ○ Birds, ○ Plants, ○ Trees, ○ Wildflowers, ○ Shells, ○ Fish, and ○ Wild animals. <input type="checkbox"/> 1 poetry index that is no more than 7 years from the current calendar date. <input type="checkbox"/> 1 standard book of quotations, print and/or 	<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> 2 biographical reference sources on each of the following groups, one of which is in print format and no more than 5 years from the current calendar date, (Subject areas should include math, science, fine arts and literature, government, politics, and other areas relevant to the curriculum): <ul style="list-style-type: none"> ○ Authors; ○ Americans of current and historical interest; ○ South Carolinians of current and historical interest; ○ World figures of current and historical interest; and ○ Personalities of general interest to the student population. <input type="checkbox"/> At least 15 other encyclopedia, handbooks, dictionaries on subjects related to the curriculum, including Parliamentary Procedure. The overall average age of these resources is no more than 5 years from the current calendar date. <input type="checkbox"/> 1 handbook of first facts <input type="checkbox"/> 1 handbook of trivia <input type="checkbox"/> 1 handbook of sports trivia <input type="checkbox"/> At least 1 handbook on each of the subjects in the following list:

MIDDLE SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Grades 6-8

At Risk	Basic	Exemplary
	online	<ul style="list-style-type: none"> ○ Birds, ○ Plants, ○ Trees, ○ Wildflowers, ○ Shells, ○ Fish, and ○ Wild animals. □ 1 poetry index that is no more than 5 years from the current calendar date. □ 1 standard book of quotations print and/or online □ One additional online database subscription beyond <i>DISCUS</i> and related to the curriculum.
Periodical Index		
<input type="checkbox"/> Access to <i>DISCUS</i>	<input type="checkbox"/> Access to <i>DISCUS</i>	<input type="checkbox"/> Access to <i>DISCUS</i>
Magazines (Print and/or Online)		
<input type="checkbox"/> A minimum of 15 current subscriptions for student use.	<input type="checkbox"/> A minimum of 20 current subscriptions for student use.	<input type="checkbox"/> A minimum of 25 current subscriptions for student use.
Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the general collection.		
Newspapers (Print and/or Online)		
<input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> Access to a local or regional newspaper	<input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> Access to a local or regional newspaper <input type="checkbox"/> Access to a national newspaper	<input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> Access to 2 current subscriptions to local or regional newspapers <input type="checkbox"/> Access to 2 current subscriptions to national newspaper
Professional Collection (Print and/or Online)		
<input type="checkbox"/> A minimum of 5 current subscriptions to professional magazines. <input type="checkbox"/> At least 25 professional books whose average copyright date is no more than 10 years from current calendar date.	<input type="checkbox"/> A minimum of 10 current subscriptions to professional magazines. <input type="checkbox"/> A minimum of 50 professional books whose average copyright date is no more than 7 years from current calendar date.	<input type="checkbox"/> A minimum of 15 current subscriptions to professional magazines. <input type="checkbox"/> A minimum of 75 professional books whose average copyright date is no more than 5 years from current calendar date.
Access to professional resources through a district media center library or professional development center collection can be counted toward meeting this standard.		

HIGH SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Grades 9-12

At Risk	Basic	Exemplary
<ul style="list-style-type: none"> □ A minimum of 11 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 13 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate. 	<ul style="list-style-type: none"> □ A minimum of 15 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate.
Fiction and Nonfiction		
<ul style="list-style-type: none"> □ At least 5 percent of the collection is updated annually. □ The average copyright date for the fiction book, including paperback books, books-on-tape and e-books, is no more than 20 years from the current calendar date. □ The average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 10 years from the current calendar date. □ The average copyright date for the total collection is no more than 14 years from current calendar date.³ 	<ul style="list-style-type: none"> □ At least 8 percent of the collection is updated annually. □ 10 percent of the collection is updated annually. □ The average copyright date for the fiction books, including paperback books, books-on-tape and e-books, is no more than 17 years from current calendar date. □ The average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 7 years from the current calendar date. □ The average copyright date for the total collection is no more than 11 years from current calendar date.³ 	<ul style="list-style-type: none"> □ At least 10 percent of the collection is updated annually. □ The average copyright date for the fiction books, including paperback books, books-on-tape and e-books, is no more than 15 years from the current calendar date. □ The average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 5 years from the current calendar date. □ The average copyright date for the total collection is no more than 9 years from current calendar date.³

³ Here is the formula used to calculate the average copyright date for the total collection. The collection percentages for fiction and for nonfiction were multiplied by the number of years from current calendar date (e.g., 20, 17, 5). The results were added together and rounded to the nearest whole number, where necessary. Example: For calculating the total collection average copyright date for the Basic level: 17 (years from current calendar date for fiction section) X .35 (percentage of total collection for fiction section) = 5.95 years. 7 (years from current calendar date for nonfiction section) X .65 (percentage of total collection for nonfiction section) = 4.55 years. Add 5.95 and 4.55 and round to the nearest whole number (5.95 + 4.55 = 10.50). The average copyright date for the total collection at the Basic level should be no more than 11 years from current calendar date.

HIGH SCHOOL LIBRARY RESOURCE COLLECTION STANDARDS

Grades 9-12

Encyclopedia (Print and/or Online)		
<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> 1 multi-volume set encyclopedia, print or online <p><u>HISTORY AND GEOGRAPHY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 encyclopedia of American history <input type="checkbox"/> 1 encyclopedia of world history <input type="checkbox"/> 1 encyclopedia of world geography <p><u>BIOGRAPHIES</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 encyclopedia of world biographies <input type="checkbox"/> 1 encyclopedia of American biographies <p><u>SCIENCE AND MATHEMATICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general science encyclopedia <p><u>HEALTH, FOOD, & NUTRITION</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general encyclopedia of health 	<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> 2 multi-volume encyclopedia sets, print and/or online <input type="checkbox"/> <p><u>HISTORY AND GEOGRAPHY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 encyclopedia of American history <input type="checkbox"/> 1 encyclopedia of world history <input type="checkbox"/> 1 encyclopedia of world geography <input type="checkbox"/> 1 general encyclopedia of world religions <input type="checkbox"/> 1 general encyclopedia of world cultures (no more than 7 years from current calendar date) <p><u>BIOGRAPHIES</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 encyclopedia of world biographies; one of which is no more than 7 years from current calendar date. <input type="checkbox"/> 1 encyclopedia of American biographies; one of which is no more than 7 years from current calendar date. <p><u>FINE ARTS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general encyclopedia of art (e.g., art, music) <p><u>SCIENCE AND MATHEMATICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general science encyclopedia <input type="checkbox"/> 1 general mathematics encyclopedia <p><u>HEALTH, FOOD, & NUTRITION</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general encyclopedia of health 	<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> 3 multi-volume encyclopedia sets print and/or online <p><u>HISTORY AND GEOGRAPHY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 encyclopedia of historical dates or chronology <input type="checkbox"/> 1 encyclopedia of American history <input type="checkbox"/> 1 encyclopedia of American colonization <input type="checkbox"/> 1 encyclopedia of world history <input type="checkbox"/> 1 encyclopedia of battles of different wars-the latest edition <input type="checkbox"/> 1 encyclopedia of world geography, that is no more than 5 years old <input type="checkbox"/> 1 general encyclopedia of world religions (no more than 3 years old) <input type="checkbox"/> 1 general encyclopedia of world cultures which is the latest edition. <p><u>BIOGRAPHIES</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 2 encyclopedias of world biographies; one of which is the latest edition <input type="checkbox"/> 2 encyclopedias of American biographies; one of which is the latest edition <p><u>FINE ARTS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 general encyclopedias of art (e.g., art, music) <p><u>SCIENCE AND MATHEMATICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general science encyclopedia <input type="checkbox"/> 1 specialized science encyclopedias <input type="checkbox"/> 1 general mathematics encyclopedia <p><u>HEALTH, FOOD, & NUTRITION</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general encyclopedia of health

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<p><u>CAREERS</u> 1 general encyclopedia on careers</p>	<p><input type="checkbox"/> 1 general encyclopedia of food and nutrition</p> <p><u>CAREERS</u></p> <p><input type="checkbox"/> 1 encyclopedia on careers which is no more than 5 years from current calendar date</p>	<p><input type="checkbox"/> 1 general encyclopedia of food and nutrition</p> <p><u>CAREERS</u> At least 2 encyclopedias on careers; one of which is the latest edition and the remaining set(s) is no more than 3 years from current calendar date</p>
<p>Dictionaries (Print and/or Online)</p>		
<p><input type="checkbox"/> Access to <i>DISCUS</i></p> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <p><input type="checkbox"/> 1 abridged dictionary, print or online</p> <p><input type="checkbox"/> 1 specialized dictionary on specific authors, genres, literary periods, and other relevant topics</p> <p><u>FOREIGN LANGUAGE</u></p> <p><input type="checkbox"/> 1 foreign language dictionary for each language taught.</p> <p><u>HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS</u></p> <p><input type="checkbox"/> 1 geographical dictionary</p> <p><input type="checkbox"/> 1 dictionary of historical terms</p> <p><input type="checkbox"/> 1 dictionary of world religions</p>	<p><input type="checkbox"/> Access to <i>DISCUS</i></p> <p><input type="checkbox"/> 1 dictionary of names and nicknames</p> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <p><input type="checkbox"/> 2 different abridged dictionaries, print and/or online</p> <p><input type="checkbox"/> 1 collegiate dictionary</p> <p><input type="checkbox"/> 1 synonym and antonym dictionary</p> <p><input type="checkbox"/> 1 poetry dictionary</p> <p><input type="checkbox"/> 2-3 specialized dictionaries on specific authors, genres, literary periods, and other relevant topics</p> <p><u>FOREIGN LANGUAGE</u></p> <p><input type="checkbox"/> 1 foreign language dictionary for each common language of ESOL students.</p> <p><input type="checkbox"/> 1 foreign language dictionaries for each language taught.</p> <p><u>HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS</u></p> <p><input type="checkbox"/> 1 specialized dictionary of American politics</p> <p><input type="checkbox"/> 1 dictionary related to business, economics, management, etc.</p> <p><input type="checkbox"/> 1 geographical dictionaries; one is no more than 7 years from current calendar date.</p>	<p><input type="checkbox"/> Access to <i>DISCUS</i></p> <p><input type="checkbox"/> 2 dictionaries of names and nicknames</p> <p><input type="checkbox"/> 1 dictionary of abbreviations and acronyms</p> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <p><input type="checkbox"/> 1 unabridged</p> <p><input type="checkbox"/> 3 different abridged dictionaries, print and/or online</p> <p><input type="checkbox"/> 2 collegiate dictionaries</p> <p><input type="checkbox"/> 1 synonym and antonym dictionary</p> <p><input type="checkbox"/> 1 poetry dictionary</p> <p><input type="checkbox"/> 1 slang dictionary</p> <p><input type="checkbox"/> 1 rhyming dictionary</p> <p><input type="checkbox"/> 3-5 specialized dictionaries on each of these topics: specific authors, genres, literary periods, and other relevant topics</p> <p><u>FOREIGN LANGUAGE</u></p> <p><input type="checkbox"/> 1 foreign language dictionary for each common language of ESOL students.</p> <p><input type="checkbox"/> 2 foreign language dictionaries for each language taught.</p> <p><u>HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS</u></p> <p><input type="checkbox"/> 2 specialized dictionaries of American politics</p> <p><input type="checkbox"/> 2 dictionaries related to business, economics, management, etc.</p> <p><input type="checkbox"/> 2 geographical dictionaries</p> <p><input type="checkbox"/> 1 dictionary of historical terms</p>

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<p><u>BIOGRAPHICAL</u></p> <ul style="list-style-type: none"> □ 1 general biographical dictionary <p><u>FINE ARTS</u></p> <ul style="list-style-type: none"> □ 1 general music dictionary □ 1 general art dictionary <p><u>CAREERS</u></p> <ul style="list-style-type: none"> □ 1 standard job outlook handbook 	<ul style="list-style-type: none"> □ 1 dictionary of historical terms □ 1 dictionaries of world religions <p><u>BIOGRAPHICAL</u></p> <ul style="list-style-type: none"> □ 1 general biographical dictionary <p><u>HEALTH, FOOD, FITNESS, & NUTRITION</u></p> <ul style="list-style-type: none"> □ 1 dictionary related to at least two of the following health, food, fitness, and nutrition. <p><u>FINE ARTS</u></p> <ul style="list-style-type: none"> □ 1 general music dictionary □ 1 general art dictionary □ 1 dictionary of art terms <p><u>CAREERS</u></p> <ul style="list-style-type: none"> □ 1 standard job outlook handbooks; one of which is the latest edition 	<ul style="list-style-type: none"> □ 1 online geographical dictionary □ 2 dictionaries of world religions □ 1 law dictionary that is the latest edition <p><u>BIOGRAPHICAL</u></p> <ul style="list-style-type: none"> □ 2 general biographical dictionaries <p><u>HEALTH, FOOD, FITNESS, & NUTRITION</u></p> <ul style="list-style-type: none"> □ 1 dictionary related to the following topics: health, food, fitness, and nutrition (the latest edition available) <p><u>FINE ARTS</u></p> <ul style="list-style-type: none"> □ 2 dictionaries of musical terms □ 2 general music dictionaries □ 2 dictionaries of art terms □ 2 general art dictionaries <p><u>CAREERS</u></p> <ul style="list-style-type: none"> □ At least 2 standard job outlook handbooks; all are the latest editions
<p>Thesaurus (Print and/or Online)</p>		
<ul style="list-style-type: none"> □ 1 standard thesaurus 	<ul style="list-style-type: none"> □ 2 thesauri, print and/or online 	<ul style="list-style-type: none"> □ 2 thesauri, print and/or online and one of which is the latest edition available.
<p>Atlases (Print and/or Online)</p>		
<ul style="list-style-type: none"> □ Access to DISCUS <p><u>HISTORY AND GEOGRAPHY</u></p> <ul style="list-style-type: none"> □ 1 comprehensive atlas 	<ul style="list-style-type: none"> □ Access to DISCUS <p><u>HISTORY AND GEOGRAPHY</u></p> <ul style="list-style-type: none"> □ 1 current comprehensive atlas □ 1 atlas of American history <p><u>SCIENCE</u></p> <ul style="list-style-type: none"> □ 1 space atlas □ 1 ocean atlas 	<ul style="list-style-type: none"> □ Access to DISCUS <p><u>HISTORY AND GEOGRAPHY</u></p> <ul style="list-style-type: none"> □ 2 current comprehensive atlases □ 1 atlas of world history □ 1 atlas of American history <p><u>SCIENCE</u></p> <ul style="list-style-type: none"> □ 1 space atlas that is the latest edition □ 1 ocean atlas

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General Reference Sources (Print or Online)		
<p><input type="checkbox"/> Access to DISCUS</p> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 basic literary handbook for each type of literature: American, British, and World <input type="checkbox"/> 1 basic set of literary criticism for each type of literature: American, British, and World <p><u>HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 U. S. government handbook or manual <input type="checkbox"/> 1 state government handbook or manual <input type="checkbox"/> 1 handbook of world governments <p><u>SCIENCE AND MATHEMATICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 natural science handbook for at least 4 of the following areas: <ul style="list-style-type: none"> ○ Birds, ○ Plants, ○ Trees, ○ Wildflowers, ○ Shells, ○ Fish, and ○ Wild animals. <p><u>GENERAL INTEREST</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general book of quotations <input type="checkbox"/> 1 book of sports records, <input type="checkbox"/> 1 book of sports trivia <input type="checkbox"/> 1 book of general trivia 	<p><input type="checkbox"/> Access to DISCUS</p> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 basic literary handbook for each type of literature: American, British, and World <input type="checkbox"/> 1 poetry index <input type="checkbox"/> 1 basic set of literary criticism for each type of literature: American, English, and World <p><u>HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 U.S. government handbooks or manual which is the latest edition <input type="checkbox"/> 1 state government handbook or manual <input type="checkbox"/> 1 handbook of world governments that is the latest edition <p><u>SCIENCE AND MATHEMATICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 natural science handbooks on each at least 6 of the following areas: <ul style="list-style-type: none"> ○ Birds, ○ Plants, ○ Trees, ○ Wildflowers, ○ Shells, ○ Fish, ○ Wild animals, and ○ Other subjects relevant to the curriculum <p><u>PARLIAMENTARY PROCEDURE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 handbook <p><u>GENERAL INTEREST</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 general book of quotations <input type="checkbox"/> 2 quotation books covering varied topics, time periods, and various groups (e.g., women, Native-Americans, African-Americans); at least one no more than 5 years 	<p><input type="checkbox"/> Access to DISCUS</p> <p><u>ENGLISH/LANGUAGE ARTS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 3 literary handbooks for each type of literature: American, British, and World <input type="checkbox"/> 1 poetry index <input type="checkbox"/> 1 basic set of literary criticism for each type of literature: American, English, and World <input type="checkbox"/> Access to an additional electronic database on literature and/or authors <p><u>HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 U.S. government handbooks or manuals; 1 of which is the latest edition and 1 is no more than 3 years from current calendar date. <input type="checkbox"/> 1 state government handbook or manual <input type="checkbox"/> 2 handbooks of world government; 1 of which is the latest edition <p><u>SCIENCE AND MATHEMATICS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 natural science handbooks on each of the following areas: <ul style="list-style-type: none"> ○ Birds, ○ Plants, ○ Trees, ○ Wildflowers, ○ Shells, ○ Fish, ○ Wild animals, and ○ Other subjects relevant to the curriculum <p><u>PARLIAMENTARY PROCEDURE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 handbook; latest edition available <p><u>GENERAL INTEREST</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 general books of quotations <input type="checkbox"/> At least 3 quotation books covering varied topics, time periods, and various groups (e.g., women, Native-

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	<p>old.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 South Carolina law reference <input type="checkbox"/> 1 book of sports records, latest edition <input type="checkbox"/> 1 book of sports trivia <input type="checkbox"/> 1 general book of trivia <p><u>BIOGRAPHICAL</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 2 biographical reference sources on each of the following groups (Subject areas should include math, science, fine arts and literature, government, politics, and other areas of endeavor relevant to the curriculum): <ul style="list-style-type: none"> <input type="checkbox"/> Authors <input type="checkbox"/> Americans of both current and historical interest; <input type="checkbox"/> World figures (of both current and historical interest) from science, math, the arts, politics, and other areas relevant to the curriculum; <input type="checkbox"/> Current and historical figures of broad general interest and appeal 	<p>Americans, African-Americans); at least two are the latest editions</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 South Carolina law reference <input type="checkbox"/> 1 book of sports records, latest edition <input type="checkbox"/> 1 book of sports trivia <input type="checkbox"/> 1 rule book for each sanctioned sport <input type="checkbox"/> 1 rule book for each club sport <input type="checkbox"/> 1 general book of trivia <p><u>BIOGRAPHICAL</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 3 biographical reference sources on each of the following groups (Subject areas should include math, science, fine arts and literature, government, politics, and other areas of endeavor relevant to the curriculum): <ul style="list-style-type: none"> <input type="checkbox"/> Authors <input type="checkbox"/> Americans of both current and historical interest; <input type="checkbox"/> World figures (of both current and historical interest) from science, math, the arts, politics, and other areas relevant to the curriculum; <input type="checkbox"/> Current and historical figures of broad general interest and appeal <input type="checkbox"/> 1 electronic databases on literature and/or authors beyond <i>DISCUS</i> <input type="checkbox"/> 1 multimedia database on careers
Periodical Index		
<input type="checkbox"/> Access to <i>DISCUS</i>	<input type="checkbox"/> Access to <i>DISCUS</i>	<input type="checkbox"/> Access to <i>DISCUS</i>
Magazines (Print and/or Online)		
<input type="checkbox"/> A minimum of 15 current subscriptions	<input type="checkbox"/> A minimum of 20 current subscriptions	A minimum of 25 current subscriptions
Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the general collection.		

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Newspapers (Print and/or Online)		
<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> Access to a local or regional newspaper 	<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> Access to local or regional newspapers <input type="checkbox"/> Access to a national newspaper 	<ul style="list-style-type: none"> <input type="checkbox"/> Access to <i>DISCUS</i> <input type="checkbox"/> Access to local or regional newspapers <input type="checkbox"/> Access to 2 national newspapers
Professional Collection (Print and/or Online)		
<ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 5 current subscriptions to professional magazines. (Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the professional collection.) <input type="checkbox"/> At least 25 professional books whose average copyright date is no more than 10 years from current calendar date. 	<ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 10 current subscriptions to professional magazines. (Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the professional collection.) <input type="checkbox"/> A minimum of 50 professional books whose average copyright date is no more than 7 years from current calendar date. 	<ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 15 current subscriptions to professional magazines. (Periodicals available through <i>DISCUS</i> may be counted for up to 50 percent of the number of periodical subscriptions required to meet standard for the professional collection.) <input type="checkbox"/> A minimum of 75 professional books whose average copyright date is no more than 5 years from current calendar date.
<div style="background-color: yellow; border: 1px solid black; padding: 5px; display: inline-block; width: 100%;"> Access to professional resources through a district media center library or professional development center collection can be counted toward meeting this standard. </div>		

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Standards for Technology

Computer workstations for student and teacher use have LAN connectivity, providing access to all local software and Internet resources, including *DISCUS* and *Streamline SC*.

At Risk	Basic	Exemplary
Computer Workstations		
<ul style="list-style-type: none"> □ The library media center should have computer workstations for student use equivalent to 1 percent of the total enrollment. □ At least 1 computer is available for teacher use in the professional room. □ At least 2 computers are available for administrative purposes. □ One computer is dedicated to the circulation process. 	<ul style="list-style-type: none"> □ The library media center should have computer workstations for student use equivalent to 2 percent of the total enrollment. □ At least 2 computers are available for teacher use in the professional room. □ Each library media specialist has a computer workstation. □ At least one computer is dedicated to the circulation process. An additional computer is available for clerical use and for circulation. 	<ul style="list-style-type: none"> □ Each member of the library media center staff has a computer workstation. □ At least 2 computers are dedicated to the circulation process. □ Wireless access is available for one-to-one computing
Other Equipment		
<ul style="list-style-type: none"> □ One networked printer □ 1 digital camera for library use and for check-out □ 2 DVD player/recorders for library use and for check-out □ 1 TV with cart available for library use and for check-out □ 1 data projector 	<div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-bottom: 10px;"> <p>The library media center should have the same technology available for instruction as found in classrooms, including an interactive whiteboard and a data projector.</p> </div> <p>The library media center should also have the following:</p> <ul style="list-style-type: none"> □ One networked black & white laser printer □ One color printer □ 2 flatbed scanners; one of which is connected to a library staff workstation; one of which is available for student use. □ 2 digital video cameras; one of which is for library use; one of which is available for check-out □ 2 digital still cameras; one of which is for library use; one of which is available for check-out □ 1 DVD player/recorder for library use; 2 DVD players for check-out □ 1 television for library use 	<p>The library media center should also have the following:</p> <ul style="list-style-type: none"> □ One networked color laser printer □ 2 flatbed scanners and 3 handheld scanners □ 3 digital video cameras one of which is for library use; 2 of which are available for check-out □ 3 digital still cameras; one of which is for library use; 2 of which are available for check-out □ 1 DVD player/recorder for library use; 3 DVD players for check-out⁺ □ 1 multimedia projector for checkout □ 1 document camera for library use; 2 available for check-out

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At Risk	Basic	Exemplary
	<ul style="list-style-type: none"> □ 1 document camera for library use <p><u>MIDDLE AND HIGH SCHOOLS</u></p> <ul style="list-style-type: none"> □ 1 photcopy machine for student use 	<p><u>MIDDLE AND HIGH SCHOOLS</u></p> <ul style="list-style-type: none"> □ 1 photcopy machine for student use

DRAFT

APPENDIX A

Guidelines on Weeding

Why Weed

- To remove outdated, obsolete items and make room for newer more valuable items
- To make the library more user friendly
- To strengthen the collection alignment with the classroom curriculum
- To remove the illusion of a well-rounded, well-stocked collection

How to Weed

- Identify objective criteria
 - a target circulation date (e.g., two years, five years); or
 - a target copyright date, either a general copyright date or dates specific to Dewey areas (e.g., Fiction, 20 years; 600s, 3 years)
- Pull materials for further evaluation based on subjective criteria (e.g., condition, format, content).
- Include lead teachers, department chairs, and so forth, to evaluate the identified materials and assist in preliminary determination of items for possible discard.
- Discard identified materials according to the district policy or state guidelines in the absence of a district policy.

OBJECTIVE CRITERIA

- Exceeds target copyright date
- Low circulation rate

SUBJECTIVE CRITERIA

Physical Condition

- Pages torn
- Book covers torn—not repaired or not repaired appropriately
- Ragged bindings, poorly repaired bindings

Content

- Out-of-date
- Trivial subject matter or approach to subject matter
- Inaccurate information (*Misinformation is worse than no information!*)
- Newer editions available
- Not on a standards list
- Not circulated
- Not used for reference
- Unneeded duplicate
- Biased, depicts inappropriate stereotypes
- Interest or reading level inappropriate for student body

APPENDIX B

Resource Alignment through Collection Mapping

The purpose of the library media center is to provide information resources in a variety of formats that support the school's curriculum. To ensure a resource collection that is aligned with the curriculum requires that the library media specialist know what's being taught in each grade and subject. A **curriculum map** is a critical tool for library media specialists to know what the implemented curriculum in the classroom looks like. According to Heidi Hayes Jacobs, the leading authority on curriculum mapping, a curriculum map gives a visual representation by month of the curriculum, including standards, benchmarks, textbooks, classroom activities, and assessment strategies.

The most helpful curriculum maps are those developed district-wide; however, a building-level curriculum map provides much beneficial information for classroom teachers and library media specialists. The library media specialist should be a part of any team assembled to create a curriculum map. If, however, a library media specialist works in a school that has no curriculum map, then the library media specialist should create one specifically for use in the library media center. Possible sources of information to use in creating this curriculum map include, but are not limited to, teachers' long-range plans, collaborative planning forms, textbooks, student assignments, conversations with teachers, requests for resources from teachers and students.

Once the library media specialist has a curriculum map, the next step is to create a collection map. A collection map gives a visual representation of how the library resource collection—fiction, non-fiction, print, non-print—is aligned with the school's curriculum, showing the number of items available for each major curricular theme, unit, or topic, the average age of these items by Dewey category, and the number of items per student.

A completed collection map provides valuable data for the library media specialist to share with decision-makers (e.g., principal, district administration) and stakeholders (e.g., teachers, students, parents, PTA, SIC). The collection map also provides valuable information for the library media specialist and the library advisory committee as they collaborate to develop long-range plans for the library media program including collection development, addressing weeding, acquisitions, budgetary considerations and program evaluation and enhancement.

APPENDIX C

Guidelines for Disposing of Discarded Materials

(To be used in the absence of a district policy for disposal of discarded materials.)

Books (hardback, paperback, reference):

- Identify items to be discarded.
- Remove all school and district identifiable markings.
- Remove the barcode label(s).
- Remove the front and back covers.
- Place removed book covers in trash receptacle.
- Separate the pages of the books into at least 3 sections.
- Place book pages in recycle bin.
- Delete MARC records from library automation database.

Magazines (student and professional):

- Identify items to be discarded.
- Remove all school and district identifiable markings.
- Remove any barcode label(s).
- Delete relevant MARC records from library automation database.
- Offer to art teacher for future projects.
- Place in recycle bin.

A-V Materials (e.g., filmstrips, VHS tapes, CDs)

- Identify items to be discarded.
- Remove all school and district identifiable markings.
- Remove any barcode label(s).
- Delete MARC records from library automation database.
- Place in trash receptacle.

APPENDIX D

Suggestions for Online Subscription Resources

NetTrekker (<http://www.nettrekker.com>)

Questia (<http://www.questia.com>)

EBSCO Host (<http://e-journals.ebsco.com>)

Culturegrams (<http://www.culturegrams.com/>)

Grolier Online

- *La Nueva Enciclopedia Cumbre*
- *The New Book of Popular Science*
- *Lands and Peoples*
- *America the Beautiful*
- *Amazing Animals of the World*

Grove's Dictionary of Art (<http://www.oxfordartonline.com>)

Grove's Dictionary of Music (<http://www.oxfordmusiconline.com>)

AccessScience (<http://www.accessscience.com/>)

Opposing Viewpoints (<http://www.gale.com/OpposingViewpoints/index.htm>)

APPENDIX E
AdvancED Standards for Accreditation
Applicable to Library Media Centers

District Accreditation

Standard 3: Teaching and Learning

Indicator 3.11: Coordinates and ensures ready access to instructional technology, information and media services, and materials needed for effective instruction

School Accreditation
Teaching & Learning

STANDARD 3: The school provides research-based curriculum and instructional methods that facilitate achievement for all students.

Indicator 3.10 - Provides comprehensive information and media services that support the curricular and instructional programs.

AdvancED offers the following practices as a reference to schools seeking to meet this standard and indicator. The school:

- Maintains a comprehensive and balanced information and media collection consisting of current media, books, reference sources, and periodicals in print and electronic formats that support student learning, the curriculum, and the instructional program;
- Provides resources to support information and media services that are commensurate with and/or comparable to maintaining a collection of a minimum of 10 books per student;
 - Middle and Secondary Schools with enrollment in excess of 1,500 students provide at least 15,000 usable volumes. Elementary Schools with enrollment in excess of 1,000 students provide at least 10,000 usable volumes. New schools have at least four volumes per student upon opening and meet the collection practices within three years.

Educational Practices Reference Guide

- Schools maintaining a balance of electronic and print books use a reference point of 25% electronic books to total books offered, thereby ensuring that students have adequate access to print books.
- Ensures that all students and staff members have regular, ready access to information and media services, materials, and equipment;
- Employs a currently accepted circulation system for materials;
- Provides training on effective use of information and media resources for students and members of the professional staff;
- Ensures that the information and media staff collaborates with other professional staff members to attain maximum benefit from the resources;
- Possesses a policy and procedure for responding to challenged materials;
- Budgets sufficient funds for information and media services, including equipment, to support the curricular and instructional programs; and
- Possesses and communicates a policy on use of the Internet.

Indicator 3:11: Ensures that all students and staff members have regular and ready access to instructional technology and a comprehensive materials collection that support the curricular and instructional program.

*AdvancED Accreditation Standards for Quality Schools. (2006-2009) Decatur, GA:
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