
Library Information Center, Rule

The Background:

The State Board of Education maintains rules that govern the operation of school library information centers as part of the “Minimum Requirements for the Approval of Public Schools.”¹

Concern with the current rules arose after discussions with the leadership from the Tennessee Association of School Librarians. They pointed out that the language associated with Internet access and electronic library collections was outdated and did not reflect the realities of a 21st century information center.

These rules were written with input from library information center stakeholders from schools and districts of varying sizes and grade levels. Additionally, these proposed rules were presented at the October meeting to the Executive Board of the Tennessee Association of School Librarians.

These proposed rules reflect the conditions necessary to create a successful learning environment in a school library information center. These proposed rules address collections in school library information centers; specifically the type, age, and condition of the media. These rules do not address the content of the collection. These decisions are at the sole discretion of the local education agency that oversees the school library information center.

The Recommendation:

The SBE staff recommends acceptance of this item on first reading.

¹ 0520-01-03-.07(F)

Members

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0520-01-03-.07 LIBRARY INFORMATION CENTER, REQUIREMENT F.

- (1) School Library Information Center
 - (a) All school libraries shall serve as resources for students, teachers, and community members to strengthen student learning. School library information specialists shall work collaboratively with classroom teachers and school administrators to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library shall adequately support the curricular priorities within the school.
 - (b) School libraries shall provide an environment that allows efficient access to resources, including both print and electronic. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.
 - (c) School libraries shall provide parents and community members access to resources, so that the school library information center serves as a community resource.
- (2) Library Information Center Personnel
 - (a) Elementary/Middle Schools: Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:
 1. A school having a current average daily membership of five hundred fifty (550) or more students shall have a full-time library information specialist with endorsement as a library information specialist.
 2. A school with a current average daily membership of four hundred (400) to five hundred forty-nine (549) students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
 3. In a school with fewer than four hundred (400) students, a faculty member shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, staff member(s) shall be designated to provide supervision to students in the library.
 4. It is optimal to have the library open outside the regularly scheduled school day and if library personnel specialist or coordinator is not present, appropriate supervision shall be provided to the students in the library.
 - (b) High Schools: Schools including any high school grade shall provide library information personnel as follows:
 1. A school with a current average daily membership of one thousand five hundred (1,500) or more students shall have two (2) full-time library information specialists, each with endorsement as a library information specialist.
 2. A school with a current average daily membership of more than three hundred (300) but less than one thousand five hundred (1,500) students shall have a full-time library information specialist with endorsement as a library information specialist.
 3. A school with a current average daily membership of fewer than three

hundred(300) students shall have a half-time library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.

4. It is optimal to have the library open outside the regularly scheduled school day and if the library information specialist is not present, appropriate supervision shall be provided to the students in the library.

(3) Library Information Center Collection

The three (3) levels of collection standards for Tennessee school libraries are: Basic, Standard, and Exemplary. The criteria by which school library collections are evaluated are listed below:

(a) Item Count

Basic collection - Contains a minimum of twelve (12) items per student in Average Daily Membership (ADM);

Standard collection - Contains fifteen (15) items per student in ADM; and

Exemplary collection - Contains eighteen (18) items per students in ADM.

(b) Collection Compilation

1. Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. No more than five (5) copies of the same print title may be counted to meet standards for a minimum number of items per student.
2. Digital resources should be accessible through a school library webpage or Online Public Access Catalog (OPAC) and may comprise fifty percent (50%) of the collection.
3. The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the library personnel should receive training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian has received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.
4. The collection shall include access to a current, complete encyclopedia in any format. In secondary schools, the collection shall also include an unabridged dictionary, one (1) foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one (1) daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.
5. The collection should include a balance of fiction and nonfiction with an appropriate level of text complexity. The resources in the collection should be chosen to: complement and augment the most recently adopted curriculum standards, be a motivational springboard for student research, and encourage self-expression and curiosity by offering a variety of recreational reading material.

(c) Age

Collections meeting the compilation standards are evaluated based on age of the collection as

measured in years from the current year:

Basic collection – sixteen (16) years and older;

Standard collection – fifteen (15) years; and

Exemplary collection – fourteen (14) years or less.

(d) Technology - Access to Digital Materials

1. Workstations with Internet access in the library information center are sufficient to provide access for students. The number of workstations should be no less than the maximum average class size allowable by the state. A workstation may be a desktop, laptop, tablet or similar device, but devices available for checkout should not be counted in the total.
2. School libraries should be equipped with instructional technology, including, but not limited to, LCD projector, screen and/or interactive smart board, document camera, computer, etc., and provide user training for such devices.
3. Separate computers must be maintained for both the library management system/circulation and for the library personnel.

Authority: T.C.A. §§ 49-1-302 and 49-3-305. **Administrative History:** Original rule certified June 10, 1974. Amendment filed June 30, 1985; effective July 30, 1975. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed October 15, 1979; effective January 8, 1980. Amendment filed June 27, 1984; effective July 27, 1984. Amendment filed October 1, 1985; effective January 14, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 22, 1987; effective October 28, 1987. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed March 28, 2002; effective July 29, 2002. Repeal and new rule filed May 16, 2014; effective October 29, 2014.