

Florida Power-Library Schools Program Site Visitation Form

School:		District:		
Principal:		Date of FPLS Visit:		
Library Media Specialist:		Reviewer(s):		
Library Media Program Components		Response		Point Value
		Yes	No	
I. Instruction <i>The library media program enhances student achievement through a systematically collaboratively planned instructional program.</i>				
I.a. Information literacy lessons are collaboratively planned and taught jointly by LMS and CT.	<input type="checkbox"/>	<input type="checkbox"/>	1	
I.b. Literature appreciation lessons and activities are planned and taught in correlation to instructional program.	<input type="checkbox"/>	<input type="checkbox"/>	1	
I.c. LMC program has written policies and long-range goals & objectives.	<input type="checkbox"/>	<input type="checkbox"/>	1	
I.d. Student achievement and automated systems data used to plan and modify LM instructional program.	<input type="checkbox"/>	<input type="checkbox"/>	1	
I.e. Evidence of collaborative development, implementation and assessment of instructional lessons and units is available in LMC and classrooms.	<input type="checkbox"/>	<input type="checkbox"/>	1	
Award one point (1) for each "Yes" answer. Calculate the total percentage points for this strand using the formula below.				
Points Awarded: _____ x 1.76 = _____			Total points for <u>Instruction</u>	
II. Curriculum/Assessment Support <i>The library media program enhances student achievement by supporting all facets of the instructional program.</i>				
II.a. Reading promotion activities, displays correlated to school instructional program.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.b. LM program provides reading activities with large groups, small groups and individuals.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.c. LMC program actively involved in coordinating school-wide computer-based reading motivation program and SSYRA Program, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.d. Importance of reading and literacy is evidenced through LMC publications, promotions and activities.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.e. Systematic consultations and planning occur with instructional design team and/or curriculum council to ensure maximum use of LMC resources.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.f. Staff development sessions offered by or coordinated through LMC program.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.g. LMC program provides production resources and activities.	<input type="checkbox"/>	<input type="checkbox"/>	1	
II.h. LMS regularly attends the School Advisory Council and library media program is integrated into the School Improvement Plan.	<input type="checkbox"/>	<input type="checkbox"/>	1	
Award one point (1) for each "Yes" answer. Calculate the total percentage points for this strand using the formula below.				
Points Awarded: _____ x 1.00 = _____			Total points for <u>Curriculum/Assessment Support</u>	
III. Resource Management <i>The library media program provides appropriate, accurate and current resources in all formats to meet the needs of the learning community.</i>				
III.a. LMC collection development is responsive to curricular and recreational reading needs.	<input type="checkbox"/>	<input type="checkbox"/>	1	
III.b. LMC collection reflects school's cultural diversity.	<input type="checkbox"/>	<input type="checkbox"/>	1	
III.c. LMC collection contains materials in other languages, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	1	
III.d. LMC age of collection is newer than the district average and falls within District recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	2	
III.e. LMC resources are processed and shelved using Dewey Decimal Classification System.	<input type="checkbox"/>	<input type="checkbox"/>	2	
III.f. LMC employs attractive, professionally produced signage that allows for independent use of resources.	<input type="checkbox"/>	<input type="checkbox"/>	1	
III.g. LMC program participates in SUNLINK participation and is "in good standing."	<input type="checkbox"/>	<input type="checkbox"/>	0	
III.h. LMC has written collection development plan that is reviewed/revised every two years.	<input type="checkbox"/>	<input type="checkbox"/>	.5	

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III.i. LMC has a consideration file of reviewed and recommended print, nonprint, and electronic materials.			.5	
III.j. The collection development process involves student and faculty input.			1	
III.k. Weeding is accomplished using a planned, deliberate weeding program, involving systematic analysis.			1	
Award one point (1) for each "Yes" answer. Calculate the total percentage points for this strand using the formula below.				
Points Awarded: _____ x .73 = _____			Total points for <u>Resource Management</u>	
IV. Program Administration <i>Technological processes and resources enhance learning and serve as an infrastructure for administering a properly staffed and well funded library media program.</i>				
IV.a. LMC is staffed with a full time certified LMS(S), according to district allocation plan.			1	
IV.b. Library Media Assistant is allocated according to district allocation plan.			1	
IV.c. LMC annual budget is based on school and LMC missions, as well as short and long-term goals.			1	
IV.d. Budget is adequate to meet LMC program needs.			1	
IV.e. Monies from fund-raisers (i.e., book fairs) are used to supplement (not supplant) the LMC budget.			1	
IV.f. LMC is open before school and during lunch with extended afterschool hours three or more afternoons per week.			1	
IV.g. Flexible scheduling is implemented for maximum access throughout day.			1	
IV.h. LMC website is linked from school homepage and reflects mission of the program, including access to online databases.			1	
IV.i. There is an appropriate student-to-workstation ratio.			1	
IV.j. The LMC has a special needs workstation(s), as needed.			1	
IV.k. Audiovisual equipment/peripherals are in working condition and appropriate for instructional program.			1	
IV.l. LMC models the innovative technologies and use of technologies.			1	
IV.m. Television distribution system is working.			1	
IV.n. LMC uses automated circulation system available on Intranet/Intranet and is up-to-date on latest version of software.			1	
IV.o. Television studio is appropriate for production of broadcast program.			1	
IV.p. Interlibrary Loan requests from students and teachers are honored.			1	
IV.q. Data from a variety of sources, including the automated systems, are used for making strategic decisions for LM programming.			1	
Award one point (1) for each "Yes" answer. Calculate the total percentage points for this strand using the formula below.				
Points Awarded: _____ x .47 = _____			Total points for <u>Program Administration</u>	
V. Environment <i>Effective library media programs provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community.</i>				
V.a. Facility layout allows for one or more classes with space for production and presentations.			1	
V.b. Facility meets ADA compliancy regulations.			1	
V.c. Facility has leisure seating for recreational reading and an area for production.			1	
V.d. Facility has appropriate, colorful, current displays coordinated with curricular agenda and student interests.			1	
V.e. Students and teachers regularly visit LMC to read, conduct research, and produce projects.			1	
V.f. Climate is exciting, active and conducive to study and research.			1	
Award one point (1) for each "Yes" answer. Calculate the total percentage points for this strand using the formula below.				

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Points Awarded: _____ x .53 = _____	Total points for <u>Environment</u>
VI. Advocacy <i>The library media program and its initiatives are promoted throughout the learning community.</i>	
VI.a. Monthly or nine-week and annual statistical reports are presented to school administrators.	1
VI.b. LMS meets regularly with administration to discuss LMC program.	1
VI.c. LMC produces newsletters, brochures, flyers, etc. promoting the LMC resources and activities.	1
VI.d. LMC program implements activities that involve public libraries and community members.	1
VI.e. District, state and/or national level involvement with professional organizations.	1
Award one point (1) for each "Yes" answer. Calculate the total percentage points for this strand using the formula below.	
Points Awarded: _____ x .8 = _____	Total points for <u>Advocacy</u>

Total Points Awarded for Site Visitation	
I. Instruction	<i>The library media program enhances student achievement through a systematically collaboratively planned instructional program.</i>
II. Curriculum/Assessment Support	<i>The library media program enhances student achievement by supporting all facets of the instructional program.</i>
III. Resource Management	<i>The library media program provides appropriate, accurate and current resources in all formats to meet the needs of the learning community.</i>
IV. Program Administration	<i>Technological processes and resources enhance learning and serve as an infrastructure for administering a properly staffed and well funded library media program.</i>
V. Environment	<i>Effective library media programs provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community.</i>
VI. Advocacy	<i>The library media program and its initiatives are promoted throughout the learning community.</i>
Grand Total	
Notes/Comments:	

FPLS Committee Use Only	
Reviewers:	
Name _____	Date _____
Name _____	Date _____