

School Library Media Center Action Plan Dedham Public Schools (Year 5 of Five-Year School Library Media Center Long-Range Plan) Don Langenhorst dlangenhorst@dedham.k12.ma.us	FY18
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Goal 1: Foster a love of reading

Objectives	Actions	Rationale	Timeframe for Activity	Evaluatory Data
Promote reading of high-interest materials	Promote reading of high-interest materials through a variety of methods including, but not limited to, book trailers, book talks, and book reviews.	Promote self-selection Increase circulation and promote collection Inform school community about new books/promote new books	Ongoing throughout the year	
	Promote school and district-wide reading initiatives and events, such as One Book, One School	Generate excitement around reading Engaging students and staff in reading events	Ongoing throughout the year	
	Promote external reading initiatives and events, such as	Generate excitement around reading	Ongoing throughout the year	

	Dot Day, National Poetry Month	Engaging students and staff in reading events Host interactive activities to engage students and connect them with a larger community.		
Research, acquire, and promote high interest materials in electronic forms	Provide Nooks when requested	Provide Nooks for alternative reading method as needed	Ongoing throughout the year	
	Investigate audiobook options and seek out funding.	Aim to have books available in audio format for those that need and/or desire this format.	Ongoing throughout the year	
	Investigate development of e-book collection.	Continue to expand both fiction and nonfiction eBook collections as needed. Aim to have books available in eBook format for those that need and/or desire this format.	Ongoing throughout the year	

Goal 2: Strengthen and extend services

Objectives	Actions	Rationale	Timeframe for Activity	Evaluatory Data
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<p>Strengthen the library program in the district.</p>	<p>Develop a new 5 year plan. Put to committee a proposal created over the summer.</p>	<p>Set our goals for the 2017-2018 school year and finish our new 5 year plan</p>	<p>Ongoing throughout the year</p>	
<p>Strengthen and extend the library's presence in the community</p>	<p>Communication with the DPL, DLIT, Blue Bunny, etc. about author events and programming that impact associated groups. Promote their events to the appropriate audiences.</p>	<p>Strengthen relationships with our community partners</p>	<p>Ongoing throughout the year</p>	
	<p>Provide activities in the library during school events such as Parent/Teacher Conferences and PTO meetings</p>	<p>Make the library more visible and create goodwill and PR for the library.</p>	<p>Ongoing throughout the year</p>	
	<p>Investigate how to connect Makerspace to curriculum</p>	<p>Establish relationship with STEM coordinator. Integrate Makerspace</p>	<p>Ongoing throughout the year</p>	

		materials into new science curriculum		
	Use technology to connect students and extend the curriculum.	Connecting students provides authentic learning opportunities.	This will happen throughout the year.	
	Ensure all students are aware of public library resources and have access to a library card. Assist students in registering for a library card as needed (varies by grade level).	By connecting with the public library, students have access to additional resources and learn to use the public library as an additional resource.	This will happen throughout the year.	Statistics on number of cards given. Documentation on DPL shared with students.
	Showcase student work in various ways including website, library displays, newsletters, etc.	Library advocacy, validate student work, engage with families.	Throughout the year.	Posted work and photographs.
	Advocate for our library programs in the community	Build community support for the library program.	Throughout the year.	

	<p>in a variety of ways which may include press releases, School Committee, Twitter, websites, public library, Dedham TV, etc.</p>			
<p>Strengthen and extend collaboration with classroom teachers</p>	<p>Provide PD opportunities to classroom teachers to introduce them to new technology that would benefit their students and could be used for collaborative projects.</p>	<p>To provide additional technology support with Technology Integration staff</p>	<p>Ongoing throughout the year</p>	
	<p>Develop a district-wide page to post tutorials (e.g. on how to use technology tools including LibGuides, databases and library catalog) created by all</p>	<p>Share resources and knowledge across schools Eliminate duplicating effort</p>	<p>Ongoing throughout the year</p>	

	librarians thereby eliminating duplications in our efforts.			
	Strengthen, sustain, and extend collaborations with teachers.	Provide expertise on inquiry topics. Co-teach lessons and extend learning beyond the classroom.	Ongoing throughout the year	
	Attend team, department or grade level meetings to support classroom curriculum.	Learn what is being taught in classes Find places in curriculum to expand upon	Ongoing throughout the year	

Goal 3: Update Library Media Center resources

Objectives	Actions	Rationale	Timeframe for Activity	Evaluatory Data
Draft a district-wide selection policy	Collaborate as a department to develop a selection policy to formally guide us in collection development. Once the policy is written, the	This is an important document necessary to support librarians in collection development.	Finish working as a group and have ready to send to department head, superintendent, and School Committee by December 2017	Finalized selection policy

	librarians would then seek approval from department head, the superintendent, and school committee.			
Examine circulation and collection statistics to identify needs.	Determine what kind of data reports could/should be run, learn how to run them, analyze data, and share findings.	In order to examine the collection statistics, we need to be able to learn how and which data reports to run.	By October, we create a list of needed data reports and divide the list. Each librarian will submit directions to the shared folder for at least one report.	Shared folder with directions
Update the student collection with current and appropriate high quality resources to meet current standards with available funding.	Best practices will be used to determine appropriate collection needs including conducting student and staff surveys regarding library collection and programming. Most operating funds available in July 1 should be used by end of October.	To ensure that the collection reflects best library practices	Most operating funds available in July 1 should be used by end of October. 90% of other funds raised should be used within three months of receipt of money.	Titlewave Collection Analysis

	90% of other funds raised should be used within three months of receipt of money.			
Apply for outside grant funding to enhance/expand our collections and programs.	With approval from department head, principal(s), and superintendent, the librarians will continue to apply for outside grant funding in order to improve their collections and programs. Grant awards will be publicized.	Outside funding is necessary to provide additional quality resources and innovative programming.	This will happen throughout the year.	List of grants applied and received.
	Continued weeding of outdated and low circulation titles based on Titlewave Collection Analyses.	Weeding is necessary to maintain a quality collection.	Ongoing throughout the year.	Titlewave Collection Analysis / Destiny reports
	Develop or update proposals to reconfigure library media center space to	If needed, the library should be reconfigured to create a welcoming, inviting,	Proposals will be completed by the end of the October. Further deadlines will be	Proposal and accompanying documents.

	<p>best meet the needs of today's students. Proposals may involve discussion with the Facilities Director.</p> <p>Proposals will be vetted through the building principals and Technology Director.</p>	<p>multifunctional, safe learning space where students can be active in their own learning.</p>	<p>created in the project is approved.</p>	
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