

Georgia Department of Education

Eighth Annual Exemplary/Exceptional Library Media Program

Application Information and Directions

The Georgia Department of Education has designated the August 2009 State Board of Education meeting to recognize three exemplary library media programs. In order to identify and highlight these programs, the Division of Academic Standards is soliciting applications from schools. Library media programs in three schools will be selected for this recognition: elementary, middle and high school. Peer library media specialists and GaDOE staff will select the recipients based on the school's written application, the principal's narrative, a possible telephone interview, and a probable on-site visit. This is an opportunity to describe how your library media program is meeting school improvement goals and improving student achievement. Three schools will be named as "Exceptional" but will not be honored at the State Board meeting.

Schools must have been in existence a minimum of three years before applying.

Previous recipients of this award may not apply for five years after being honored as "Exemplary". Library Media Programs named "Exceptional" may reapply for the award at any time.

A Library Media Program must be nominated by the February 13, 2009 deadline.

The nomination form is located at:

<http://admin.doe.k12.ga.us/gadoe/ots/emprnom.nsf/Nomination?OpenForm>

The narrative portion of the application is due April 17, 2009. This description is to be based on the Library Media Program Self-Evaluation Rubric and the 6-category outline. Nineteen (19) criteria should be addressed in the narrative. The rubric is based on citations in law, policy, and standards from the Georgia legislature, the State Board of Education, and the American Association of School Librarians. The document must be no more than six pages, single-spaced with 12-point Times New Roman font and must be sent electronically by Friday, April 17, 2009.

GaDOE APPLICATION

2009 EXEMPLARY/EXCEPTIONAL LIBRARY MEDIA PROGRAM

Attach this page to your narrative.

Send electronically to jserrite@doe.k12.ga.us by **April 17, 2009**.

System Name _____

School Name _____

School Grade Levels _____

Administrator: _____

Library Media Specialist/s: _____

Library Media Coordinator: _____

(Please make sure that your Media Coordinator is aware of this program, your application and endorses your participation in the Exemplary Library Media Program.)

Contact Person for possible telephone interview and GaDOE observation visit about this application: _____

School Phone: _____

School Fax: _____

Home phone (school may be out when the recipients are chosen)

Contact Email Address: _____

Our school's spring break dates: _____

Our school's spring testing dates: _____

Attach this page to your narrative.

Respond by with “YES” or “NO” on 1-7 below indicating that any necessary school or system level approvals have been met/requested:

1. Our school library media program is at the **“Proficient”** level on ALL 19 of the target indicators in the “Library Media Program Self Evaluation Rubric”. _____

2. There at least 14 target indicators for which we can show evidence at the **“Exemplary”** level. _____

3. Our library media specialist can arrange to be available for a possible GaDOE telephone interview. _____

4. Our school and library media center can be open for a probable GaDOE observation visit. _____

5. Our school is willing to plan and host one Library Media Program Open House event between September 2009-May 2010 for visitors from other schools and school systems.

6. Our library media specialist will be able to attend and present at the GaETC in 2009.

7. The school administrator has written a one-page letter of support the library media program for this honor. This document should be attached to the narrative and is not considered part of the six-page requirement. The administrator’s letter should not exceed one page. _____

Important Deadline: You must be nominated on the GaDOE website by February 13, 2009. Nominations after this deadline will not be considered. Email application, narrative, and administrator's statement to: Judy Serritella at jserrite@doe.k12.ga.us by April 17, 2009. You may nominate your program or a student, teacher, administrator, parent, or community member may submit a nomination.

Respond in a written narrative: Describe your library media program in the six categories from the rubric using six (6) pages or fewer, single spaced, 12 Times New Roman font. Applications that do not follow these guidelines will not be considered. In your narrative, give examples and statistics that are the basis for the evaluation of your library media program. The best applications will paint a clear picture of your library media program services for the students, their families, and the faculty and staff. Also, include the academic achievements of the students. The administrator's statement is not part of the six-page limit.

School Application Process

Step 1: Download the GaDOE 2009 Library Media Program Self Evaluation Rubric at: <http://www.glc.k12.ga.us/pandp/media/exemplary.htm>

Step 2: Ask your school library media/technology committee to evaluate your school's library media program using the rubric (Step 1). For each of the 19 target indicators, put a check mark in ALL of the boxes that are factual about your library media program.

Step 3: Ask several teachers, administrators, parents, and your system's library media coordinator or contact person the following questions:

1. Is there concrete evidence that we could document to let others know the level of quality and quantity of the services that our library media program provides for students, staff, parents, and our community?
2. Is the library media program at the "Proficient" level of ALL 19 of the target indicators of the rubric?
3. Are there at least 14 indicators for which we can show evidence at the "Exemplary" level?
4. Would the library media specialist be available in April/May 2009 for a possible telephone interview with GaDOE staff?
5. Would our library media center be available in April/May 2009 for a probable GaDOE observation visit?
6. Will our school be willing to host an Open House event during the 2009-2010 school year?

If the answer is "YES" to all six questions above, then:

Step 4: Using the following application form, briefly describe your library media program in the six categories of the rubric using six (6) pages or fewer, single spaced, 12 point Times New Roman font. Applications that are longer than six pages will not be considered. Give examples and statistics that are the basis for the self-evaluation of your library media program. The best applications will paint a clear picture of your library media program services and the academic achievements that have been possible for the students, their families, and the faculty.

Step 5: Email your application with all supporting documents to Judy Serritella at jserrite@doe.k12.ga.us before the deadline of April 17, 2009..

Georgia Department of Education

Exemplary/Exceptional Library Media Program

2009 Application

Nomination deadline: February 123, 2009

Application deadline: April 19, 2009

Email application to: Judy Serritella at jserrite@doe.k12.ga.us

Use the outline below to help compose your narrative:

Category/Area	Target Indicators	Maximum Points
1/Student Achievement and Instruction	1-6	15
2/Staffing	7	5
3/Facilities, Access, and Resources	8-13	15
4/Administrative Support	14-18	10
5/Staff Development	19	10
6/Give additional indicators that describe the quality of your school library media program as it relates to technology integration.		10