

## Table of Contents

### COMPETENCY 1.0 PROGRAM ADMINISTRATION

Skill 1.1	Organization, administration, and evaluation of the library media center .....	1
Skill 1.2	Planning and evaluation .....	5
Skill 1.3	Management: budgeting, staffing, training, and supervising student aides and volunteers .....	11
Skill 1.4	Establishing policies and procedures .....	17
Skill 1.5	Renovating facilities and planning new facilities .....	21

### COMPETENCY 2.0 COLLECTION DEVELOPMENT

Skill 2.1	Selection policy .....	25
Skill 2.2	Selecting resources .....	32
Skill 2.3	Selecting equipment, supplies, and services.....	35
Skill 2.4	Acquiring resources.....	36
Skill 2.5	Organizing resources .....	38
Skill 2.6	Promotion of resources .....	41

### COMPETENCY 3.0 INFORMATION ACCESS AND DELIVERY

Skill 3.1	Knowledge of information resources .....	43
Skill 3.2	Knowledge of literature.....	46
Skill 3.3	Knowledge of current technologies .....	49
Skill 3.4	Knowledge of the information retrieval processes .....	52
Skill 3.5	Information resources sharing .....	54
Skill 3.6	Online resources and databases .....	56
Skill 3.7	Distance learning .....	57

Skill 3.8	Equal access for all learners .....	58
Skill 3.9	Scheduling .....	59
Skill 3.10	Library media center environment .....	60
Skill 3.11	Ethical and legal concerns surrounding use of information .....	60

**COMPETENCY 4.0 LEARNING AND TEACHING**

Skill 4.1	Curriculum integration and development .....	63
Skill 4.2	Collaborative teaching and planning.....	66
Skill 4.3	Knowledge of learning styles and developmental levels of students.....	69
Skill 4.4	Knowledge of teaching and assessment strategies.....	71
Skill 4.5	Orientation techniques .....	72
Skill 4.6	Knowledge of information literacy models and principles .....	73
Skill 4.7	Teaching use of information resources and search strategies.....	74

**COMPETENCY 5.0 PROFESSIONAL DEVELOPMENT, LEADERSHIP, AND ADVOCACY**

Skill 5.1	Professional development .....	77
Skill 5.2	Awareness of the role and function of professional organizations .....	78
Skill 5.3	Familiarity with professional resources.....	80
Skill 5.4	Community involvement .....	81
Skill 5.5	Codes of ethics .....	82
Skill 5.6	Awareness of issues and trends .....	83
Skill 5.7	Advocacy .....	84
Skill 5.8	Certification and accreditation .....	84

Skill 5.9	Legislation affecting libraries and education .....	85
<b>Resources</b>	.....	<b>88</b>
<b>Sample Test</b>	.....	<b>98</b>
<b>Answer Key</b>	.....	<b>127</b>
<b>Rigor Table</b>	.....	<b>128</b>
<b>Rationales with Sample Questions</b>	.....	<b>129</b>
<b>Web Resources</b>	.....	<b>179</b>