# NES

## National Evaluation Series™

## PROFILE

## School Library Media Specialist (502)

**PEARSON**

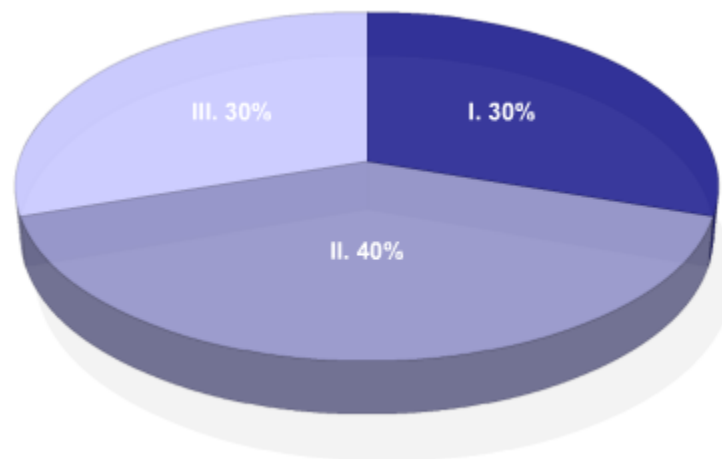# NES Profile: School Library Media Specialist (502)

## Overview

This *NES Profile* provides information about the test, including the approximate percentage of the total test score derived from each content domain. The complete set of the content domains, the test framework, is provided here and contains all of the competencies and descriptive statements that define the content of the test.

This *NES Profile* includes the following materials:

» the test competencies associated with each content domain

» a set of descriptive statements that further explain each competency

» sample test questions aligned to the competencies

» any applicable reference materials, as noted below

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|---|---|
| **Test Field** | School Library Media Specialist (502) |
| **Test Format** | Multiple-choice questions |
| **Number of Questions** | Approximately 150 |
| **Test Duration** | Up to 3 hours |
| **Reference Materials** | None required |



| Key | Approximate Percentage of Test | Content Domain | Range of Competencies |
|---|---|---|---|
| | 30% | I. The Library Media Program | 0001–0003 |
| | 40% | II. Promoting Information Literacy Skills | 0004–0007 |
| | 30% | III. Program Administration | 0008–0010 |

## Content Domain I: The Library Media Program

### Competencies:

**0001** Understand the role of the library media program and its relationship to the total school program and to information resources and services beyond the school.

### Descriptive Statements:

» Recognize the importance of and strategies for creating, communicating, and implementing a vision, goals, and policies for the library media program that reflect the vision, goals, and objectives of the district and the school.

» Demonstrate knowledge of the goals, characteristics, and functions of effective library media programs; the role of information in a democracy; and the role of the library media program in promoting intellectual freedom and providing equitable physical and intellectual access to information.

» Demonstrate knowledge of the integral and collaborative role of the library media program in all curricular areas and how to manage library media resources, personnel, and services to support the school curriculum.

» Apply knowledge of various types of information resources and services beyond the school and of methods for helping the school community locate, access, and evaluate information resources beyond the school library media center.

» Apply knowledge of the benefits of and strategies for creating and maintaining connections to information resources and services beyond the school and techniques for interacting with other professionals at a variety of institutions.

### Sample Item:

**The most important role of the library media program in supporting the school curriculum is to:**

A.   provide opportunities for students to access, use, and evaluate information in all subject areas.

B.   keep teachers informed of students' proficiency levels with regard to information literacy skills.

C.   oversee students' work in the library media center to allow teachers more time for instructional planning.

D.   create displays that encourage students' independent exploration of various instructional topics.

**Correct Response and Explanation**

**A.** This question requires the examinee to understand the role of the library media program and its relationship to the total school program. The primary goal of the school is to promote student learning. A library media program that works with teachers to interweave information literacy skills into subject-area instruction helps students develop cognitive strategies for locating, analyzing, creating, and communicating information and apply these strategies in relevant educational contexts. This integrated approach provides students with tools to support their achievement of subject-area learning goals.

**0002** Understand the roles and responsibilities of the school library media specialist and strategies for ongoing professional growth and development.

## Descriptive Statements:

» Recognize the partnership role of the library media specialist with regard to curriculum and instruction and the responsibilities associated with this role, such as collaborating in the planning and implementation of instruction and assessment that promotes interdisciplinary learning and development of information literacy skills.

» Recognize the leadership role of the library media specialist and the responsibilities associated with this role, such as providing expertise in the use of information resources and technology and serving as a resource person for the school community.

» Recognize the role of the library media specialist as an advocate for the library media program and the responsibilities associated with this role, such as creating and maintaining collaborative relationships and promoting the library media program within and outside of the school community.

» Recognize the management role of the library media specialist and the responsibilities associated with this role, such as overseeing operations, programming, and student activities in the library media center and coordinating services, schedules, and technologies.

» Demonstrate knowledge of various strategies for pursuing ongoing professional development, maintaining current research-based knowledge about information resources and technologies, and using reflection and self-assessment to improve professional practice.

» Apply knowledge of legal and ethical issues associated with library media programs and the implications of these issues for school library media specialists.

## Sample Item:

**The most effective way for a school library media specialist to gain current, research-based knowledge about resources and strategies that are effective in promoting students' information literacy skills is to:**

A.   visit vendor Web sites to learn about new products and technologies for libraries.

B.   subscribe to and regularly read journals for library professionals.

C.   form a mentoring relationship with an experienced library media specialist.

D.   attend district-level meetings for library media specialists.

**Correct Response and Explanation**

**B.** This question requires the examinee to demonstrate knowledge of various strategies for maintaining current research-based knowledge about information resources and technologies. To develop and maintain expertise in the diverse and ever-changing field of information literacy, the library media specialist must engage in constant learning. This requires reading the current literature of the field. Journals that are written specifically for library professionals contain information such as summaries of research studies, articles written by librarians, strategies for integrating theory and practice, and reviews and descriptions of new resources and technologies.

**0003** Understand strategies for communicating and collaborating with members of the school community to promote information literacy.

## Descriptive Statements:

» Apply knowledge of strategies for initiating and maintaining communication between the library media program and students, teachers, staff, and the community.

» Demonstrate knowledge of skills and strategies that promote effective communication.

» Demonstrate knowledge of strategies for eliciting information from library users regarding their needs and interests.

» Identify strategies for interacting effectively and appropriately with students, staff, parents/guardians, and other members of the learning community with regard to their information needs and interests.

» Recognize important elements of the collaborative process and factors that promote or impede collaboration.

» Apply knowledge of techniques for collaborative planning and teaching to promote the development of information literacy skills among students, staff, and other members of the learning community.

## Sample Item:

**Which of the following steps should a library media specialist take *first* when conducting a reference interview with a student?**

A.   explain to the student the locations and purposes of various information resources

B.   evaluate the student's proficiency in using different types and formats of information resources

C.   ask questions to determine the nature and quantity of information the student requires

D.   formulate a research question to guide the student's information search

**Correct Response and Explanation**

**C.** This question requires the examinee to demonstrate knowledge of strategies for eliciting information from library users regarding their needs and interests. One of the primary roles of the school library media specialist is to assist students in the use of the library and its collection. One strategy for fulfilling this role is the reference interview. The reference interview is a conversation between the school library media specialist and a student for the purpose of clarifying a student's information needs. Asking questions to clearly define the nature, quantity, level, and format of information needed is essential in guiding the student to the resources in the collection that will be most helpful and relevant.

## Content Domain II: Promoting Information Literacy Skills

### Competencies:

**0004** Understand basic principles of child development, curriculum development, and instructional design and how to apply this understanding to provide appropriate information resources and services for diverse groups of students.

### Descriptive Statements:

» Recognize basic principles of child development and how development affects students' information needs and interests.

» Demonstrate knowledge of methods for providing resources and services that are responsive to the characteristics, abilities, and needs of diverse groups of students.

» Demonstrate knowledge of basic principles and practices of curriculum development as they relate to information literacy skills and strategies for integrating information literacy skills into the curriculum.

» Apply knowledge of learning theory and instructional design to identify appropriate resources, approaches, and technologies for promoting the development of information literacy skills in various contexts.

» Demonstrate knowledge of instructional and classroom management strategies that foster individual and group inquiry, facilitate students' ability to participate effectively in groups, and promote students' ability to use information and information technology to solve problems and pursue knowledge.

» Apply knowledge of the advantages and limitations of different instructional methodologies, classroom management strategies, assessments, and materials in achieving given goals and objectives.

### Sample Item:

**Which of the following strategies is the most appropriate and effective way for an elementary school library media specialist to support kindergarten students' emergent reading skills?**

A. providing students with instruction on techniques for identifying easy readers in the library media collection

B. gathering a special collection of picture books for students to browse when they come to the library media center

C. having each student color a page of pictures associated with one letter of the alphabet and compiling the pictures into a book for the class

D. reading aloud to students from Big Books that include alliterative or rhyming texts and pointing to each word as it is spoken

**Correct Response and Explanation**

**D.** This question requires the examinee to demonstrate knowledge of methods for providing resources and services that are responsive to the characteristics, abilities, and needs of diverse groups of students. Emergent readers are just beginning to understand print and its relationship to our sound system and the words we speak. By using Big Books, the library media specialist can engage a group of students in shared "reading" to help reinforce this understanding. Word patterns, rhymes, and alliteration provide language regularities that make text easier for emergent readers to decode.

**0005** Understand strategies for creating a student-centered library environment that promotes the habit of lifelong learning and facilitates intellectual and physical access for all students to information, literature, and ideas.

Descriptive Statements:

» Identify strategies for creating a positive, inviting, and accessible library environment that responds to the needs of the learning community, promotes students' pursuit of knowledge for personal interest and self-improvement, and encourages students to take responsibility for their own learning.

» Recognize strategies for creating a library environment that supports multiple uses and that provides individuals, small groups, and classes with open access to information resources at time and point of need.

» Demonstrate knowledge of the advantages and limitations of various scheduling options and techniques for scheduling library resources, equipment, and space that promote equitable access for all members of the learning community.

» Apply knowledge of methods for providing students, staff, and other members of the learning community with training and support in the use of literature, information resources, and available technology.

Sample Item:

**Which of the following strategies would be most effective for creating a student-friendly environment in the school library media center?**

    A.   showcasing student work and achievements in the library media center throughout the school year

    B.   giving certificates or other rewards to students who make frequent use of the library media center

    C.   creating a library assistant program that allows students to volunteer to work in the library media center

    D.   providing a suggestion box to invite students to make comments about the library media center

**Correct Response and Explanation**

**A.** This question requires the examinee to identify strategies for creating a positive, inviting, and accessible library environment. When students see their own work displayed in the library media center, they are more likely to feel a sense of community and belonging with regard to the library media center. Displaying students' work also conveys to students that they are a priority in the library media center.

**0006** Understand the types, characteristics, and uses of various information and technological resources; the types and characteristics of literature for children and young adults; and strategies for promoting literacy.

## Descriptive Statements:

» Recognize types, characteristics, and uses of various information resources.

» Recognize the advantages and limitations of various resources, formats, services, and technologies with regard to specific information needs.

» Identify genres and characteristics of literature for children and young adults, issues related to the selection and recommendation of literature, and strategies for promoting literature appreciation and the habit of lifelong reading.

» Apply knowledge of strategies for assisting students in the selection of quality reading materials that are appropriate for their reading levels and interests and that promote fluency and facilitate the reading process.

» Apply knowledge of strategies for integrating literature into the curriculum and for providing guidance to students in reading, listening, and viewing for understanding and enjoyment.

## Sample Item:

**A general almanac would be the most helpful information source for answering which of the following questions?**

    A.   What is the origin of the word *curfew*?

    B.   What is the population of the Czech Republic?

    C.   What literary awards has J. K. Rowling won?

    D.   Where is the country of Oman located on a map?

**Correct Response and Explanation**

**B.** This question requires the examinee to recognize types, characteristics, and uses of various information resources. A general almanac is an annual publication that provides useful data and statistics related to topics such as governments, demographics, geography, and economics. The data and statistics in a general almanac are most often presented in the form of charts and tables.

**0007** Understand information literacy skills and methods and materials for facilitating the development of these skills.

## Descriptive Statements:

» Recognize strategies for helping students identify information needs, locate information efficiently and independently in various types of resources, and select appropriate resources for specific information needs.

» Demonstrate knowledge of various strategies for formulating research questions and conducting searches, assessing the progress of a search, and adjusting search strategies as needed, along with methods and materials for facilitating the development of these skills.

» Demonstrate knowledge of techniques for summarizing, organizing, and synthesizing information from

various resources and strategies for collaborating with others to share information and solve problems, along with methods and materials for facilitating the development of these skills.

» Demonstrate knowledge of techniques for analyzing and evaluating information and information resources, along with methods and materials for facilitating the development of these skills.

» Demonstrate knowledge of techniques for communicating information obtained from a search accurately, ethically, and creatively, along with methods and materials for facilitating the development of these skills.

## Sample Item:

**As a middle school class begins work on an independent research project, the library media specialist has students list what they already know about their topics and what they want to learn about their topics. This activity is likely to be particularly effective in helping students:**

    A.   learn how to organize information about their topics logically.

    B.   identify the types of resources they should consult.

    C.   develop a focus for the information-gathering process.

    D.   consider their topics from multiple perspectives.

**Correct Response and Explanation**

**C.** This question requires the examinee to demonstrate knowledge of various strategies for formulating research questions. A central concept of the national information literacy standards for students is efficient and effective use of information. Students will be able to gather relevant and useful information for a particular need most effectively if they develop one or more guiding questions based on what they want to know about the topic. The approach described teaches students a process for forming such questions that is applicable to all content areas as well as personal inquiry.

## Content Domain III: Program Administration

### Competencies:

**0008** Understand principles and procedures of collection development and the management and organization of information, materials, equipment, and technological resources in the library media program.

### Descriptive Statements:

» Demonstrate knowledge of the principles and procedures for developing a library media collection that responds to the needs of a diverse population and supports the school's curriculum, goals, and objectives.

» Recognize appropriate methods for evaluating, selecting, deselecting, and reconsidering library media resources, including strategies for involving the learning community in these activities.

» Demonstrate knowledge of strategies for creating and communicating library media policies that reflect the legal guidelines and professional ethics of librarianship and promote responsible use of information and technology.

» Apply knowledge of methods for classifying and cataloging library media resources and equipment and of factors to consider when establishing use and circulation policies.

» Identify systems, resources, and technologies for effectively managing the library media collection, including the preservation of materials.

### Sample Item:

**When selecting new fiction titles to add to the library media collection, the key advantage of using professional selection tools is that they:**

    A.   are helpful in locating materials that can be purchased at a discount.

    B.   flag materials that contain potentially controversial content.

    C.   recommend materials according to a uniform set of criteria.

    D.   provide authoritative information about and reviews of available materials.

**Correct Response and Explanation**

**D.** This question requires the examinee to identify systems, resources, and technologies for effectively managing the library media collection. Many new materials and resources become available every year. Professional selection tools are available in both print and online formats and contain annotations, reviews, and commentary useful in evaluating materials for the school library media collection. Professionals in the school library media field provide much of this information. Use of such tools helps the library media specialist locate reliable information about new materials in a quick and efficient manner.

**0009** Understand principles, policies, and procedures related to the management of human, financial, and physical resources of the library media program.

## Descriptive Statements:

» Identify characteristics and roles of various staff positions in the library media center and issues related to the selection and training of library media staff.

» Recognize appropriate strategies for supervising and evaluating library media staff and for handling staff and personnel issues in various contexts.

» Apply knowledge of the budgeting process, record-keeping and reporting techniques, and methods for operating a cost-effective and financially sound library media program.

» Demonstrate knowledge of funding sources within and beyond the school.

» Demonstrate knowledge of methods for organizing physical space in the library media center for efficiency and accessibility, including addressing issues related to the management of physical resources.

## Sample Item:

**Which of the following steps should a library media specialist take *first* when planning a budget for the library media center?**

    A.   determine how much money is available for the current fiscal year

    B.   consider possible sources of funding for enhancing the budget

    C.   review purchase orders from the previous school year

    D.   make appointments with several vendors to preview materials

**Correct Response and Explanation**

**A.** This question requires the examinee to apply knowledge of the budgeting process. Allocating funds to different components of the library media program can be a challenging task. To manage the library media program in a cost-effective manner, the library media specialist must first be aware of how much money he or she has to spend. In this way, the library media specialist can plan strategies, such as grant proposals or fund-raising activities, for meeting specific needs (e.g., new reference materials, periodical subscriptions) that may exceed the regular budget allowance.

**0010** Understand methods for engaging in comprehensive and collaborative planning, assessment, and evaluation of the library media program.

## Descriptive Statements:

» Identify methods for determining the information and recreation needs of members of the learning community and for using that information to establish goals and guide decision making with regard to library media resources and services.

» Demonstrate knowledge of strategies for collaboration in the development, implementation, and evaluation of library media programs.

» Apply knowledge of strategies for aligning the library media program with national information literacy and technology standards, state and national student learning standards, and the goals and objectives of the school.

» Apply knowledge of methods for collecting and analyzing relevant qualitative and quantitative data to evaluate the effectiveness of the library media program and its operations, including strategies for reporting evaluation results to the learning community and modifying the library media program based on evaluation results.

» Demonstrate knowledge of strategies for integrating the library media program into schoolwide strategic planning and reform efforts and of research on the role of library media programs in promoting student learning.

## Sample Item:

I would like to see more books about

_____.

The most helpful resource in the library media center is

_____.

When I'm reading for fun, I look for books that

_____.

**A high school library media specialist asks students and staff to complete the questionnaire shown above at the end of each school year. The primary benefit of this practice is most likely that it:**

A. assists the library media specialist in identifying materials for deselection from the library media collection.

B. provides the library media specialist with insight into users' information and recreation needs.

C. enhances the library media specialist's ability to conduct an objective evaluation of the library media program.

D. helps the library media specialist decide which materials to highlight through displays or booktalks.

**Correct Response and Explanation**

**B.** This question requires the examinee to identify methods for determining the information and recreation needs of members of the learning community. Collaboration with members of the learning community is an essential step in providing a library media collection that is responsive to the information and recreation needs of students, staff, and others. This collaboration can be achieved through a variety of methods, including various types of surveys. The survey in this item has open-ended responses, allowing students and staff to be as specific as they wish and providing the library media specialist with helpful data for determining whether current resources and services are what the learning community most needs.