
SCHOOL LIBRARY CERTIFICATION PROGRAM

University of Pittsburgh
Department of Library and Information Science

Competencies for School Librarians

The School Library Certification Program (SLCP) is designed to develop in its students competencies for library science, K-12, established by the Pennsylvania Department of Education (PDE) in 2001:

- I. **Demonstrate knowledge of the fundamental concepts of library science used in teaching K-12 students:**
 - A. **Collaborate on instruction** with school staff by integrating curricula content with access to and use of resources in varied formats.
 1. Design, write, and implement curriculum which fully integrates information management skills and the use of information in the educational program.
 2. Apply learning theories to information seeking and use in instruction, including critical thinking and problem solving skills.
 3. Design and select instructional methodologies and resources to meet student and curricular needs.
 4. Assess student progress and evaluate instruction.
 - B. **Utilize information technologies** in management, administration, and instructional programs in the school library media center.
 1. Use automated tools such as word processing, database, and spreadsheets.
 2. Understand means of acquisition and types of vendors of audiovisual equipment, computer technologies, and distance education systems.
 3. Apply technological processes to instruction, budgeting, circulation, cataloging, and materials development.
 4. Understand and use multimedia products, local and wide area networks, and on-line services.
 - C. **Manage media center resources and collections** as an integral part of the school environment.
 1. Understand social and psychological factors that affect use of resources by faculty and students.
 2. Know and use traditional forms of print and audiovisual resources as well as on-line services.
 3. Know and use curriculum materials produced for children and young adults.

4. Develop and use procedures for technical processing, collection maintenance, weeding, and evaluation.
 5. Know and understand implications of copyright and intellectual property law.
 6. Understand and use classification and cataloging systems, including the Dewey Decimal and Library of Congress classifications, the Anglo-American Cataloging Rules, Sears List of Subject Headings, and ALA Filing Rules.
 7. Understand and use MARC records in automated library systems.
- D. **Manage and administer** the library media center.
1. Define the center's mission and priorities.
 2. Manage the library media center budget.
 3. Implement effective financial planning, staffing, facilities utilization, and program planning.
 4. Supervise and train library support staff and volunteers.
 5. Plan and evaluate library media center objectives and needs.
 6. Identify and use alternative funding sources and participate in grant writing activities.
 7. Promote library media center services in the school and in the community.
- E. **Promote information literacy** through technology and program services.
1. Help students develop competencies as self-motivated readers.
 2. Develop skills in students needed to assess and use media in all forms.
 3. Provide instruction in the use of various forms of information to students and teachers.

II. Demonstrate knowledge and competencies in fostering student learning through multiple instructional methodologies:

- A. **Plan instruction** based upon knowledge of subject matter, students, the community and Pennsylvania Academic Standards that **promote problem analysis, creativity and decision-making skills.**
- B. **Manage the instructional environment.**
1. Create a climate that promotes fairness.
 2. Establish and maintain rapport with students.
 3. Communicate challenging learning expectations to each student.
 4. Establish and maintain consistent standards of classroom behavior.
 5. Make the physical environment safe and conducive to learning.
- C. **Implement, adapt, and assimilate** effective instructional strategies, curriculum resources and technologies in collaboration with other educators to develop students' ability for locating, understanding, evaluating, and synthesizing information.
- D. **Select, analyze and modify** instructional materials to meet the learning needs and reading levels of diverse learners.

- E. **Monitor students' understanding and awareness of library services and resources** through a variety of means, provide feedback to students to assist learning, and adjust instructional strategies to improve library services.

III. Demonstrate knowledge and competencies that foster professionalism in school and community settings.

- A. **Know and participate** in professional organizations. **Know and use** professional publications and resources. **Plan for professional development.**
- B. **Practice integrity, ethical behavior, and professional conduct** as stated in [Pennsylvania's Code of Professional Practice and Conduct for Educators](#); and know local, state, and federal laws and regulations.
- C. **Collaborate** with school colleagues, higher education and other community organizations to enhance and expand library services.
- D. **Communicate effectively** with parents/guardians, other agencies and the community at large to support learning by all students.

The curriculum of the School Library Certification Program includes course work, related learning experiences, field experiences related to coursework, and a practicum in which students learn, apply, and master these competencies.

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Telephone: (412) 624-9460	Mary K. Biagini, Director, School Library Certification Program	135 N. Bellefield Ave.
FAX: (412) 624-5231	Email: mbiagini@mail.sis.pitt.edu	Pittsburgh, PA 15260
	URL: http://www.sis.pitt.edu	