**February 10, 2015**

Dear Colleague,

At least once, during the five-year period of each Plan of Service, each school district and nonpublic school, and in New York City each Community School District and High School District, must file with the school library system a plan which shows how district and building library resources and programs meet the needs of students and teachers and describes the ways in which it proposes to make effective use of the system.

**Regulations of the Commission of Education 90.18 set forth the requirements for school library systems. One of these requirements states that each member school shall file, with the local school library system, a plan which examines district and member school library resources and programs and describes the ways in which the member school proposes to make effective use of the school library system.**

We currently need to address the member plans. The School Library Media Program Evaluation (SLMPE) rubric is the program assessment tool that will be utilized to evaluate your library program. Some of you will recall that the SLPME rubric was used for the last Member Plan. This Member Plan will help school librarians and administrators evaluate their library program and resources. As a program‐assessment tool, it enables the school librarian to consider the library program’s current strengths and needs, develop a long range plan for growth of the library program and services, and determine the activities by which the library program supports the instructional process.

Please evaluate your library program and share with your administrators. Consider that the member plan is an excellent opportunity to communicate your programs strengths and needs with your administrators. Both the SLMPE rubric and the signed member plan needs to be submitted to the ONC BOCES School Library System by **May 26, 2015**.

I look forward to your responses and will use the information to strengthen the school libraries impact on student success.

Sincerely,



Eileen Coryat

Coordinator of ONC BOCES School Library System

**SCHOOL LIBRARY MEDIA PROGRAM EVALUATION**

**(Developed by the New York State Education Department)**

**MEMBER PLAN**

***Program-Assessment Tool***

**Please complete and return Member Plan to Eileen Coryat, School Library System Coordinator by: May 26, 2015.**

**District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Levels Served:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of teachers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regulations of the Commission of Education 90.18 set forth the requirements for school library systems. One of these requirements states that each member school shall file, with the local school library system, a plan which examines district and member school library resources and programs and describes the ways in which the member school proposes to make effective use of the school library system.**

**This Member Plan will help school librarians and administrators evaluate their library program and resources. As a program‐assessment tool, it enables the school librarian to consider the library program’s current strengths and needs, develop a long range plan for growth of the library program and services, and determine the activities by which the library program supports the instructional process.**

**By signing below, the signatories indicate that they have reviewed the member plan, are familiar with its contents, and accept responsibility for implementing the plan.**

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**School Librarian Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building Principal/Administrator Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District Superintendent Date**

**For additional information regarding the use the New York State Education Department School Library Media Program Evaluation:** <http://www.p12.nysed.gov/technology/library/SLMPE_rubric/home.html>

**Directions: The attached evaluation form is a guide for reviewing school library media programs.**

**For each Essential Element, place a check in the box that best profiles the programmatic aspect under review. Use the notes portion of the document for recording additional information or comments that may develop during the review process between the school librarian and building administrator.**