

Pope John XXIII High School, Inc.

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Pope John XXIII High School, Inc. Library Media Center
Long-Range Plan
2006-2011

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School Library Media Center Development Plan

PART I. Introduction to the Planning Process

This long-range plan was produced using the School Library Media Center Long-Range Planning Guide, a planning guide for school library media centers in Massachusetts, our previous long-range and action plans, and examples of plans submitted by other Massachusetts schools. The purpose of the planning process is to help school libraries identify and analyze their school community program needs, determine key library service activities and roles, and develop goals and objectives to help the school library media center carry out its mission and support the mission of the school.

The Pope John XXIII High School Library Media Center has undertaken the planning process for the following reasons:

- To re- identify our priorities, strengths and weaknesses
- To provide a blueprint for future development
- To meet the requirements of NEASC
- To meet the requirements for MBLC Grants

A committee (list to follow) under the leadership of Rose Pavone developed this plan. The library media specialist served as the primary resource person, gathering, and analyzing data, identifying needs, crafting survey instruments to facilitate data gathering from students, parents, faculty, administration and staff, and developing assessment methods. Planning committee members assisted in sharing the work of this task.

The plan produced by this process will serve as a framework that will guide school library media center development in the school for the next five years. The plan will not be static. It will be reviewed and revised each year to keep pace with the success of projects as old objectives are met and new ones evolve.

Contents of this plan include:

- Description of the Plan's Methodology and Development
- Community Scan and Demographics
- Current Status
- Vision Statement
- Mission Statement
- Assessment of User Needs:
- Goals and Objectives
- Action Plan
- Approval

Pope John XXIII High School Library Media Center Development Plan

Committee Members:

Deborah Abraham	Director, Parlin Memorial Library, Everett
Mary-Anne DiMarco	Vice Principal
Ray Pavone	Dean of Students, Library Media Specialist
Joseph Cuticchia	Director of Admissions
Mary MacNeil	Virtual High School Site Director, English Department Chair
Peter MacNeil	Social Studies Department Chair
Rose Pavone	LMC Director, Committee Chair
Betty Peavey	Parent

Plan Development and Methodology

A committee led by the library media specialists was formed specifically to aid in the development of this long-range plan. Committee members assist in

... evaluating the current performance of the library media center,
studying the library media center's current status, developing goals
and objectives in accordance with other planning activities in the system
and prioritizing the library media center roles for the future."

(Planning Guide 12)

Committee members represent diverse areas of the school community as well as the Director of the Everett Public Libraries. The media specialist and vice principal met with NMRLS representative Susan Babb on January 19th to discuss what was needed for the plan itself. On February 9th the in house committee reviewed the survey format, and on March 2nd we were able to schedule full committee meetings to review the mission and vision statements. Survey results were emailed to each committee member who commented.

Community Scan and Demographics:

Pope John XXIII High School, Inc., a newly independent, coeducational, college preparatory institution located in the city of Everett, presently enrolls 450 students, grades 9-12 representing 24 communities throughout the Greater Boston and North Shore area, and one out of state resident. Minority students representing Native American, African American, Asian, and Hispanic origins constitute approximately 18% of the student population. As the students represent so many different communities, the educational level and income distribution of their respective families are wide ranging although, in fact, we are considered an inner city school by the Archdiocese of Boston. The vast majority of our students receive some form of financial aid. Per pupil expenditures are \$8,200 supported in part by a tuition of \$7,400 and \$400 per student in fund raising.

Current Status

The media center, which employs a flexible schedule, has 16 computers with Internet, CD-ROM and database access, and the latter, thanks to our affiliation with the Northern Massachusetts Regional Library System (NMRLS). Our collection includes 4,200 materials including books, periodicals, videos, DVD's, CD's, audiotapes, and recordings. Print materials do support the curriculum, but are in need of additions and updating. We house all school media and are presently responsible for computer room scheduling. Students are encouraged to use the LMC before and after school and by signing in to the center during free periods.

The LMC has a scheduled freshman orientation which includes an introduction to Michael Eisenberg and Bob Berkowitz's "Big Six" a set of information literacy problem-solving skills which provide a strategy for effectively and efficiently meeting information

needs. A level of cooperative planning does exist since many instructors send assignments to the media specialist ahead of time assure print material and Internet resources are available. However, this needs to be expanded so that more true collaboration between the media specialist and instructors on research assignments results in the practical application of the problem solving and strategy skills presented by the LMC orientation on all grade levels.

Teachers may sign their classes or individual students into the LMC to gather information.

Vision Statement:

The staff of the Library Media Center at Pope John XXIII High School, Inc. envisions the capability to offer the support and resources necessary to empower our students and faculty to become information literate and knowledgeable lifelong learners and leaders in the 21st century.

Mission Statement

The mission of the Pope John XXIII High School Library Media Center coincides with the school's mission of "Delivering academic excellence, building community and serving others through Catholic education" through its quest for information literacy and lifelong learning for all. The LMC staff strives:

- to provide and maintain a sufficiently sized section of the school where resources ranging from all forms of print materials to cutting edge technological tools are housed and made available, with appropriate instruction and direction, to students and staff
- to support the curriculum
- to use content areas to teach the efficient, effective and meaningful use of information retrieval, empowering students to become life-long learners in a global society
- to create a climate that encourages technology integration across the curriculum using, collaboratively, the teacher, the media specialist, the LMC and its materials, and computer labs for activities and programs.
- to foster a love of reading
- to continue to serve our community through the student news broadcast

User Needs Assessment

At a meeting with Susan Babb from NMRLS on January 19th, information about online surveys was distributed and discussed. As a result, faculty and students were asked to take part in an online survey in February of 2005 prepared by the media specialist and reviewed by the committee members, to help to determine the strength and weaknesses of our LMC and its programs (See *Supplementary Material Inventory*). The survey results were presented to the committee members on March 8, 2005. Both students and teachers expressed the following concerns in the survey results:

- Students need the LMC to be open longer after school and to remain open during first lunch in order to access LMC resources
- Both identified a need for more print material to support the curriculum as well as to provide more pleasure reading
- Students and faculty feel that the completion of the online catalog would simplify materials searches and save them time
- Faculty felt that staff should continue to update instructional media
- Teachers expressed the need for more technology training
- Both felt that LMC space should be increased so resources would be available to all at all times

The committee concurred with the survey's findings.

Regarding architectural accessibility and compliance with the Americans with Disabilities Act (ADA), effective in January 1992, Pope John XXIII High School generally, as well as the Library Media Center specifically, presently conforms to the standards set by the ADA and is fully accessible to all users.

Goals and Objectives

Goal 1:

To make better use of a professionally trained, certified, motivated Media specialist.

Objectives:

- 1.1 By September 2006 the library media center will be appropriately staffed to meet the standards set forth by the Massachusetts School Library Media Association (MSLMA).
- 1.2 The increase in staffing will be used to allow ongoing collaboration between the media specialist and teachers for programs that empower the curriculum, promote information literacy and integrate technology, as well as aid in the day-to-day running of the center itself which includes but is not limited to, longer hours of operation and programs provided by our regional library system.

Goal 2:

To complete collection automation

Objectives:

- 2.1 By January 2007 staff training for the retrospective conversion will be completed.
- 2.2 By January 2008 the staff will complete the retrospective conversion .
- 2.3 By June 2009 full automation established.
- 2.4 By December 2009 the catalog will be included as part of the school web page allowing in-school and remote access.

Goal 3:

To provide the necessary resources across the collection that will support a comprehensive, college preparatory curriculum meeting the needs of secondary school students.

Objectives:

- 3.1 By March 2006, the media specialist will write a budget for 2006-07 school year to be presented to the Board of Trustees
- 3.2 Between September 2006, and January 2007 collaboration between the media specialist and academic department chairs will result in a plan for purchasing the resources necessary for 70% curriculum support by 2011
- 3.3 By September 2010 the collection will conform to the current state library media standards
- 3.4 By June 2011 the media center will provide sufficient resources to Support 70% of the topics and concepts assigned in the required curriculum

Goal 4:

To increase the size of the media center

Objectives:

- 4.1 By September of 2007 the LMC staff will meet with Development to discuss methods of raising funds for enlarging the library media center
- 4.2 By June of 2009, with funding methods in place, the school will consult with structural experts about the feasibility of expanding the LMC to include the adjoining classroom, hall space, and computer rooms by removing as much of the walls as possible that separate these locations
- 4.3 By September 2011 the area will be reconfigured to include the present library, a conference area, an instructional area, a research and quiet study area, a broadcast area, and the computer lab areas. The latter will be re-

designed to make instruction and proctoring easier and will be separated from the rest of the area by some form of glass wall so students can be observed at all times.

- 4.4 This re-design will allow the media and technology staffs as well as the library resources to be available at all times to those using these areas. Students who need to research or word process will no longer have to be turned away because there is a class using the LMC; there will be room for both. Usage statistics will measure the success of this project.

Year One Action Plan (2006-2007)

Goal 1, Objective 1.2: By September 2006 the library media center will be appropriately staffed to meet the standards set forth by the Massachusetts School Library Media Association (MSLMA).

Activities:

- Media specialist will familiarize the administration with the staffing recommendations presented by the MSLA by February 2006 to be met by September, 2006.
- Media specialist will present administrators with the schedule of daily LMC coverage during the 2005-2006 school year and the proposed coverage for 2006-2007 including periods set aside for administrative duties, collaborative teaching and support programs, as well as additional LMC hours by September 2006.
- Survey students and faculty on additional LMC hours and staffing in December 2006

Goal 2, Objective 2.3: To integrate the Athena program into the daily functions of the LMC while working towards a fully automated collection by June 2009

Activities: To ready LMC for automation.

- Staff reads shelves by November, 2006
- Staff training for data entry on the Athena Program will be completed by January 2007
- Staff concludes bar coding materials by February, 2007
- Staff continues with retrospective conversion on a daily basis
- Measure time and labor saved by using Athena to manage daily collection tasks

Goal 3, Objective 3.2: To begin the input necessary to appropriate resources that support 70% of the curriculum and to establish contact with individual teachers to increase teacher/staff collaboration resulting in integrated technology use for the teachers and effective and meaningful use of information retrieval for the students.

Activities:

- To begin meeting on a regular basis with academic department chairs to develop a purchasing plan and to encourage media specialist/teacher collaboration on research projects
- Media specialist contacts individual department heads for needs lists in September 2006
- Media specialist uses the present collection to determine which department has the most immediate needs, presents this data to department chairs and begins purchasing recommended materials in that area
- Media Specialist rotates attendance at individual department meetings to present lists of newly acquired materials, to offer assistance in collaborative lesson planning, information retrieval including Eisenberg and Berkowitz's "Big Six" approach, and technology integration
- Use documentation of the number of teacher/media specialist collaborative efforts to compare with those of the previous year

Goal 4, 4.3: To make the redesign of the media center an actuality

Activities:

- To begin the fund raising process for the redesign of the media center
- Gather cost statistics on LMC refurbishing, relocation, and rebuilding to make sure that the proposed idea is the most cost efficient and practical way to increase media space
- Take fund raising ideas and information gleaned from previous year's contact with other private school media centers to our Director of Development in Sept. 2007

This plan was approved by the Pope John XXIII High School, Inc. administration.

Thomas Arria, Principal

Date

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