

*For a successful program, discuss these elements with your librarian!:*

# PROGRAM ADMINISTRATION

*Well-managed library programs require adequate staffing, funding, and administrative support.\**

**Key Question:** How can the library be included in real activities and

**Goal:** Students have access to information.  
**Key Questions:**

**Goal:** The library program supports the goals and improvement of the school.

**Key Question:** ■ How often is the librarian included in goal setting and school improvement planning?

**Goal: Professional and support staff**

**Key Question:**

- Is the library staffed with at least one full-time, licensed library media specialist?
- Is support staff adequate to meet the programming needs of the library?

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**Goal:** There is evidence of effective management of the library.

### Key Questions:

- How are test data, resource guides, and local curriculum guides used to develop the library program?

book, and number of classes served to support the library program?

**Goal: There is strong administrative support**

### Key Question:

- How does the building administration support the library's budget, staffing, and scheduling for a quality

program?

- What opportunities does the librarian have to participate in local, state, and national professional

- What opportunities does the librarian have to participate in local, state, and national professional growth activities?

**Goal:** There is ongoing staff development.

### Key Questions:

- What instruction does the library provide to staff in the use of resources and technology using established best practices?