



# **Library/Media Center Strategic Plan**

**2016-2021**

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## **East Catholic High School Mission Statement**

East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic Tradition and teaching, and inspired by the charism of the Sisters of Notre Dame de Namur, we educate young men and women according to the Gospel and life of Jesus Christ. We seek to develop the whole person and to prepare students to become lifelong learners and responsible citizens with a strong moral foundation, an appreciation for diversity, and a dedication to service, justice and peace.

## **LMC/ Media Center Mission Statement**

The Mission of East Catholic High School Library/Media Center (LMC) is to foster the effective use of information and ideas among students and faculty. The LMC provides the school community with resources and services to support the curriculum, to stimulate interest in reading, to create lifelong learners and to promote the mission of the school.

## **Statement of Purpose**

The purpose of this plan is to formulate the process by which the LMC mission will be accomplished. This includes focusing on continual training and development of LMC staff. The LMC staff will assess the current LMC needs, collaborate with teachers to address those needs, and provide access and resources to faculty and students in order to promote a love of learning. The LMC seeks to meet or exceed the AASL (American Association of School Librarians) Standards for the 21<sup>st</sup> Century Learner.

## **Description of the LMC/Media Center**

As part of a prior capital campaign, the East Catholic High School LMC was renovated in 2001. The facility is made up of 4 areas. The main room has seating for 28 students at 7 round tables with 13 computers for student use. It also contains a photocopier/digital printer for student use. A computer online learning room is located in a smaller room in the Library and has a ceiling-mounted projector, wall-mounted screen, and 12 desktop computers. A portable cart equipped with 25 wireless laptops for use in classrooms is stored here. The Library Computer Lab has 25 desktop computers and a ceiling-mounted projector. The LMC also has a laminator, and fax machine. The Library Teacher Area is set up for tutoring and is a place where students can receive one-on-one attention from teachers should they need any additional help.

## **CURRENT LMC STATUS FOR 2016-2021**

A technology- based learning environment has been developed in the LMC.

- The main library area is equipped with 13 computers and a printer/copier.
- Laptop cart with 25 laptops and a printer
- Computer Lab has 25 desktop computers with projection.
- Online learning center has 12 desktop computers with projection.

Student and Staff use the LMC facilities to further educational goals.

- Teachers use print and non-print materials in classroom instruction.
- Teachers bring classes to the LMC to conduct research and utilize the computer labs.
- Students can quietly study or do research in a welcoming environment.
- Students have access to online learning center for independent study.

Update/Rewrite LMC Plan and LMC Mission Statement

- Contact both public and private schools to review their current plan to identify best practices
- Collect resources necessary to write the plan.
- Create a committee to finalize a formal LMC plan.
- Share LMC Plan with school community.

Scan all LMC inventory

- Entire inventory was scanned and input into the LMC's Follett software system in June 2016 and is scanned biennially.
- Assess the inventory data and conduct a needs assessment for print, non-print materials and equipment.
- Needs Assessment will be utilized to update LMC collection.

## **Long Term Planning Budget 2016-2021**

The LMC has an annual budget for updating and acquiring print, non-print materials, supplies and equipment.

Within the next five years, the LMC will to need purchase new computers to replace older technology, acquire new materials to enhance collection, and purchase access to on-line training courses for professional development.

## AASL Standards for the 21<sup>st</sup> Century Learner:

### **1. Inquire, think critically, and gain knowledge.**

#### 1.1 Skills

Follow and inquiry-based process in seeking knowledge in curricular subjects, and make the real-world connection for using this process in own life.

#### 1.2 Dispositions in Action

Demonstrate creativity by using multiple resources and formats.

#### 1.3 Responsibilities

Follow ethical and legal guidelines in gathering and using information.

#### 1.4 Self- Assessment Strategies

Seek appropriate help when it is needed.

### **2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.**

#### 2.1 Skills

Use strategies to draw conclusions from information and apply knowledge to curricular area, real-world situations, and further investigations.

#### 2.2 Dispositions in Action

Demonstrate flexibility in the use of resources by adapting information strategies to each specific resource and by seeking additional resources when clear conclusions cannot be drawn.

#### 2.3 Responsibilities

Use valid information and reasoned conclusions to make ethical decisions.

#### 2.4 Self-Assessment Strategies

Recognize new knowledge and understanding

### **3. Share knowledge and participate ethically and productively as members of our democratic society.**

#### 3.1 Skills

Connect learning to community issues.

#### 3.2 Dispositions in Action

Demonstrate teamwork by working productively with others.

#### 3.3 Responsibilities

Respect the differing interests and experiences of others, and seek a variety of viewpoints.

#### 3.4 Self-Assessment Strategies

Assess the quality and effectiveness of the learning project.

### **4. Pursue personal and aesthetic growth.**

#### 4.1 Skills

Read, view, and listen for pleasure and personal growth.

#### 4.2 Disposition and Action

Display curiosity by pursuing interests through multiple resources.

#### 4.3 Responsibilities

Practice safe and ethical behaviors in personal electronic communication and interaction.

#### 4.4 Self-Assessment Strategies

Identify own areas of interest.

*Partial list of standards taken from Standards for the 21<sup>st</sup> Century Learner by American Association of School Librarians. Copyright © 2007. Reprinted by permission of the American Library Association. For full standards see Appendix 1*

**Goals: 2016-2021**

1. Provide ongoing training and professional development of LMC staff to maintain professional knowledge and to be an information resource for the school community.
2. Ensure that the LMC collection meets the needs of the faculty and students to allow individuals to draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Collaborate with faculty to share knowledge and to help students participate ethically and productively as members of our society.
4. Create independent learners by allowing students to inquire, think critically and gain knowledge.
5. Promote a love of reading in a welcoming and comfortable environment.
6. Ensure that the library uses the most current innovative technology methods.

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**Goal 1** Provide ongoing training and professional development of LMC staff to maintain professional knowledge and be an information resource for the school community.

Objectives:	Initiatives/Strategies	Date(s)
Staff will attend two training courses per year.	<ol style="list-style-type: none"><li>1. Attend CLASS (CT Library Association of Support Staff) meeting.</li><li>2. Attend another library seminar TBD.</li></ol>	2016
Director will attend 1-2 training courses and will represent East Catholic at library conferences and organizations.	<ol style="list-style-type: none"><li>1. Attend library training TBD.</li><li>2. Attend CECA conference.</li><li>3. Join appropriate library organizations.</li></ol>	2016-2021
Director will maintain open communication with LMC staff.	<ol style="list-style-type: none"><li>1. Conduct LMC staff meetings on a monthly basis.</li></ol>	On-going



**Goal 2** Ensure that the LMC collection meets the needs of the faculty and students to enable individuals to draw conclusions, make informed decisions, apply knowledge to new situations and create new knowledge.

Objectives:	Initiatives/Strategies	Date(s)
Assess the LMC collection and organize knowledge so that it is useful.	<ol style="list-style-type: none"> <li>1. Scan LMC inventory biennially.</li> <li>2. Analyze the results of the recent inventory to determine the changing needs and deficiencies of the current collections.</li> <li>3. Evaluate videos for conversion to DVD format.</li> </ol>	2016
Evaluate LMC resources.	<ol style="list-style-type: none"> <li>1. Review collection statistics of LMC facilities, equipment, and other resources in order to make educated decisions regarding future purchases.</li> <li>2. Confer with teaching staff to ensure that new acquisitions of print material, as well as electronic resources (online databases) meet the needs of a diverse student population at all levels of academic achievement.</li> </ol>	On-going

**Goal 3** Collaborate with faculty to share knowledge and to help students participate ethically and productively as members of our society.

Objectives:	Initiatives/Strategies	Date(s)
Develop LMC materials and resources for curriculum development.	<ol style="list-style-type: none"> <li>1. Attend Academic Council meetings, meet with department heads and attend technology committee meetings.</li> <li>2. Accommodate faculty requests upon review and within budgetary constraints.</li> <li>3. Assist faculty in the ethical use of copyrighted materials.</li> </ol>	Monthly  On-going
Provide faculty with on-going instruction in the effective use of LMC materials for the classroom.	<ol style="list-style-type: none"> <li>1. Share LMC plan with faculty.</li> <li>2. Conduct new teacher orientation.</li> <li>3. Assist teachers in the computer labs with their classes.</li> <li>4. Provide recommendations for new LMC materials/media to assist in classroom instruction.</li> </ol>	2016 Yearly  On-going

**Goal 4.** Create independent learners by allowing students to inquire, think critically and gain knowledge.

Objectives:	Initiatives/Strategies	Date(s)
Provide access to information and resources.	<ol style="list-style-type: none"> <li>1. Make Follett/Destiny catalog available on every LMC computer.</li> <li>2. Provide access to numerous databases.</li> <li>3. Create LMC portal page.</li> </ol>	On-going
Assist in development of reading skills and intellectual curiosity among students.	<ol style="list-style-type: none"> <li>1. Enhance range of reading material including, fiction, non-fiction, and periodicals.</li> <li>2. Acquire Foreign Language print materials.</li> <li>3. Conduct freshman orientation to familiarize students with LMC resources, procedures, and on-line databases.</li> </ol>	On-going
Use information and technology ethically and responsibly. Respect copyright/intellectual property rights of creators and producers.	<ol style="list-style-type: none"> <li>1. Adhere to a policy that insists on ethical, responsible and legal use of materials.</li> <li>2. Require that students adhere to the acceptable use policy of computers as listed in the student handbook.</li> </ol>	On-going

**Goal 5** Promote a love of reading in a comfortable and safe environment.

Objectives:	Initiatives/Strategies	Date(s)
Encourage students to pursue personal and aesthetic growth.	<ol style="list-style-type: none"> <li>1. Create a quiet atmosphere for students to study, do research, and enjoy reading.</li> <li>2. Provide student access to group seating, individual study desks, computers, and a tutoring center.</li> </ol>	On-going

Encourage students to offer recommendations to enhance the LMC.	<ol style="list-style-type: none"> <li>1. Survey students for book requests and other suggestions.</li> <li>2. Analyze student survey results and implement if so determined.</li> </ol>	Yearly
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Create a more comfortable environment for the students.	<ol style="list-style-type: none"> <li>1. Designate a separate area for pleasure reading.</li> <li>2. Add comfortable chairs and appropriate lighting to encourage use of this area.</li> </ol>	2016
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**Goal 6** Ensure that the library uses the most current innovative technology methods.

Objectives:	Initiatives/Strategies	Date(s)
Use innovative technology to view and access information	<ol style="list-style-type: none"> <li>1. Increase access to video streaming.</li> <li>2. Benchmark other libraries to ensure new methods are captured and ideas shared</li> </ol>	On-going
Provide access to current technology	<ol style="list-style-type: none"> <li>1. Maintain a Library information page on PlusPortals with database information and services currently available through the library.</li> <li>2. Maintain adequate resources for new technology.</li> </ol>	2016

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## APPENDIX 1