CERTIFICATION EXAMINATIONS
FOR OKLAHOMA EDUCATORS™ (CEOE™)

OKLAHOMA SUBJECT AREA TESTS™ (OSAT™)

FIELD 038: LIBRARY-MEDIA SPECIALIST
TEST FRAMEWORK

July 2013

Subarea	Range of Competencies
I. The School Library Program	0001–0003
II. School Library Resources and Collections	0004–0006
III. Information Literacy and Inquiry Skills	0007–0009
IV. Program Administration	0010–0011

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SUBAREA I—THE SCHOOL LIBRARY PROGRAM

Competency 0001

Apply knowledge of the school library program; its relationship to the total school program and to information resources and services beyond the school; and legal and ethical issues and professional guidelines related to school library programs.

The following topics are examples of content that may be covered under this competency.

- Apply knowledge of the components and functions of effective school library programs and of the school library program's role as a central element in the intellectual life of the school.

- Apply knowledge of methods for defining a program of information literacy that is aligned with school and district goals, state and national guidelines, and research findings; that emphasizes information problem solving; and that plays an integral role in all curricular areas.

- Demonstrate knowledge of and how to advocate the school library program's role in promoting the principles of intellectual freedom and in reinforcing the importance of information in a democratic society.

- Apply strategies that promote equitable access to information and ideas for all members of the school community.

- Demonstrate understanding of the roles, interrelationships, and interdependency of all types of libraries and information agencies; strategies for establishing connections to other libraries; and techniques for initiating and implementing agreements for resource sharing.

Competency 0002

Analyze the school librarian's roles and responsibilities in the school library program and in the school as well as maintain and promote ongoing professional development.

The following topics are examples of content that may be covered under this competency.

- Analyze the school librarian's role as an instructional partner in promoting inquiry and resource-based learning through collaboration with teachers to plan, implement, and assess instruction that promotes interdisciplinary learning and integrates information literacy skills into the curriculum.

- Analyze the school librarian's role in providing specific resources in response to information needs; recommending resources to support the curriculum; and providing expertise, technical advice, and guidance in the effective and creative use of information and technology.

- Recognize various professional development opportunities and strategies for expanding knowledge and expertise to improve professional practice for maintaining current, research-based knowledge about information resources and technologies.

- Apply knowledge of strategies for networking and collaborating with other librarians to share ideas, information, and procedures involved in planning and implementing professional development programs.

Competency 0003

Apply knowledge of the school librarian's responsibility to advocate for an integrated library program and demonstrate leadership within and beyond the school community.

The following topics are examples of content that may be covered under this competency.

- Analyze techniques for communicating and collaborating effectively with colleagues, administrators, parents/guardians, students, and members of the community in various educational contexts.

- Analyze the school librarian's role as an advocate in identifying influential stakeholders within and outside the school community and in developing and implementing plans to advocate for the school library and information programs, resources, and services.

- Apply knowledge of the school librarian's responsibility to recognize the importance of technological advancement to the education process, to understand the curricular implications of emerging technology and educational trends, and to provide leadership in incorporating innovations into education.

- Apply knowledge of strategies for articulating the impact of the school library program on student academic achievement within the context of current educational initiatives.

- Analyze the school librarian's role as an educational leader in designing and promoting opportunities that enhance awareness of the resources, services, and programs that contribute to student achievement.

SUBAREA II—SCHOOL LIBRARY RESOURCES AND COLLECTIONS

Competency 0004

Demonstrate knowledge and application of physical, digital, and virtual information and literary resources in the school library program and the curriculum.

The following topics are examples of content that maybe covered under this competency.

- Demonstrate knowledge of the characteristics, uses, advantages, and limitations of physical, digital, and virtual information resources; strategies for locating and accessing information resources for specific purposes; and methods for modeling and facilitating the use of various information resources.

- Utilize knowledge of applications of information resources and technologies in the curriculum and the school library program and strategies for modeling and facilitating the use of information resources in varied formats.

- Apply knowledge of basic concepts, terminology, and applications of current and emerging technologies as well as sources of information related to technological advancements.

- Apply knowledge of types, genres, and trends in literature for children and young adults as well as criteria and issues related to the selection of literature for children and young adults.

- Analyze strategies for motivating and guiding students and faculty in recognizing literature as an essential base of cultural and practical knowledge and for providing assistance in selecting literature that is relevant to users' interests and needs.

- Apply knowledge of the effective use of literature in the curriculum; collaborative techniques to reinforce reading instructional strategies that enable students to create meaning from text; and strategies for fostering a love of reading for information, pleasure, and lifelong learning.

- Analyze strategies and procedures for designing programs that include guidance in reading, viewing, and listening experiences and methods for supporting the development of literacy skills to facilitate student learning.

Competency 0005

Apply knowledge of issues and procedures related to collection development and acquisition of resources, technology, and equipment.

The following topics are examples of content that may be covered under this competency.

- Apply knowledge of the principles and practices for developing a school library collection that addresses the needs of a diverse population and supports the school's curriculum and goals.

- Examine strategies for developing a selection policy for the school library program, including procedures for addressing challenges to resources.

- Analyze various techniques for assessing the information needs of students and faculty and for applying selection criteria that reflect curricular and instructional objectives and the needs of students, teachers, and other members of the school community.

- Apply various procedures for previewing, evaluating, selecting, and acquiring resources and equipment consistent with district policy and library standards, including the use of bibliographic aids and tools to obtain current reviews and information about specific resources and equipment.

- Examine methods for involving students, faculty, and other members of the school community in collection development activities.

Competency 0006

Apply knowledge of procedures and practices related to the organization, circulation, and management of school library resources and equipment.

The following topics are examples of content that may be covered under this competency.

- Apply knowledge of procedures for organizing school library resources according to professionally accepted systems.

- Apply knowledge of procedures for establishing and implementing circulation policies and procedures that address users' needs, promote access, and ensure confidentiality.

- Apply knowledge of technology, resources, and user access in an educational setting.

- Apply knowledge of procedures for processing, organizing, inventorying, reevaluating, and maintaining library resources and equipment.

SUBAREA III—INFORMATION LITERACY AND INQUIRY SKILLS

Competency 0007

Analyze best practices in planning and implementing curriculum, instruction, and assessment to help all students develop information literacy skills.

The following topics are examples of content that may be covered under this competency.

- Demonstrate knowledge of differentiated instruction and learning theories as they relate to information literacy.

- Apply knowledge of methods for providing resources and services that are developmentally appropriate and responsive to students' diverse characteristics and needs.

- Analyze principles and practices of curriculum development and strategies for integrating information literacy skills into the school curriculum.

- Apply knowledge of principles and practices used in planning developmentally appropriate instruction that addresses the learning needs of diverse groups of students.

- Recognize the advantages and limitations of various instructional approaches, assessments, and resources in achieving given goals and objectives.

- Apply knowledge of strategies for promoting the development of information literacy skills in varied educational contexts.

Competency 0008

Apply knowledge of strategies and methods for promoting the development of information literacy skills that support independent inquiry and empower students to be critical thinkers and skillful researchers.

The following topics are examples of content that may be covered under this competency.

- Apply knowledge of strategies for modeling, teaching, and facilitating information literacy skills through the research process.

- Apply knowledge of strategies for determining information needs, formulating research questions, and identifying potentially useful resources.

- Apply knowledge of strategies for locating information and for assessing the progress of an information search.

- Apply knowledge of criteria for evaluating information and methods for helping members of the school community apply criteria to choose valid and appropriate information sources for their needs.

- Apply knowledge of strategies for organizing and synthesizing information.

- Examine techniques for communicating, designing, and producing information in various formats.

Competency 0009

Analyze strategies for promoting the development of skills that support collaborative learning, inquiry, and social responsibility.

The following topics are examples of content that may be covered under this competency.

- Demonstrate knowledge of how to facilitate effective group participation to generate, integrate, and communicate information and ideas.

- Apply knowledge of strategies for effective communication and collaboration in various formats and environments.

- Apply understanding of issues related to the safe, ethical, and responsible use of information and methods for integrating these behaviors within and beyond the school environment.

- Analyze strategies for modeling and promoting digital citizenship, free expression, respect for others' ideas, and consideration of diverse and global perspectives on issues.

SUBAREA IV—PROGRAM ADMINISTRATION

Competency 0010

Apply knowledge of strategies and procedures for managing human, financial, and physical resources of the school library program to create a positive learning environment.

The following topics are examples of content that may be covered under this competency.

- Apply knowledge of procedures and processes involved in preparing and administering a budget for the school library program.

- Apply knowledge of record-keeping and reporting techniques related to the school library program budget and strategies for communicating the financial status and needs of the school library program.

- Examine the roles of support staff, volunteers, and student helpers in the school library program and methods for identifying personnel needs.

- Apply effective management principles related to training, supervising, and evaluating support staff, volunteers, and student helpers in the school library program.

- Apply knowledge of strategies for organizing and maintaining an accessible library center environment, addressing barriers to equitable access to library resources and services.

- Analyze factors and considerations in preparing plans for new or renovated library facilities.

- Apply knowledge of scheduling considerations and various techniques for scheduling library resources and space to promote equitable access and assure optimum use of library center resources, equipment, space, and staff to support the curriculum.

Competency 0011

Analyze issues, procedures, and practices related to the development, implementation, and evaluation of the school library program.

The following topics are examples of content that may be covered under this competency.

- Analyze procedures and practices for assessing the informational and instructional needs of students and faculty.

- Analyze strategies and procedures for establishing short- and long-term goals for the school library program based on identified needs, goals and objectives of the school district, and state and national guidelines.

- Analyze strategies and procedures for applying research findings, conducting action research to improve the school library program, and using ongoing data collection and analysis to make modifications to the school library program.

- Analyze strategies for advocating ways the school library program can enhance school improvement efforts and be integrated into school improvement processes.

- Analyze issues and procedures related to the development and implementation of an effective public relations program to communicate the school library program's goals, needs, and accomplishments.

- Analyze strategies for assessing and implementing new technologies for school library program management.

- Analyze techniques for evaluating the school library program using established goals and standards, including members of the school community in this process.