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**ILLINOIS LICENSURE TESTING SYSTEM**

**FIELD 175: LIBRARY INFORMATION SPECIALIST**  
**TEST FRAMEWORK**

**November 2003**

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**FIELD 175: LIBRARY INFORMATION SPECIALIST**  
**TEST FRAMEWORK**

**November 2003**

<b>Subarea</b>	<b>Range of Objectives</b>
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# ILLINOIS LICENSURE TESTING SYSTEM

## FIELD 175: LIBRARY INFORMATION SPECIALIST

### TEST FRAMEWORK

Information Access and Delivery  
Teaching and Learning  
Communication  
Program Administration

#### SUBAREA I—INFORMATION ACCESS AND DELIVERY

**0001 Understand relationships between the school library media program and the entire school program.**

For example:

- Demonstrate understanding of the school library media program's integral and collaborative role in all curricular areas.
- Identify the goals, characteristics, and functions of an effective school library media program.
- Demonstrate understanding of the need to develop policies and methods for the collection and management of material and equipment to support a curriculum that meets the diverse learning needs of students and teachers.
- Demonstrate understanding of how to use library media resources, personnel, and services to support curricular and extracurricular goals and objectives in various contexts.

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**0002 Understand the school library media specialist's roles and responsibilities in providing intellectual and physical access to literature, information, and ideas.**

For example:

- Demonstrate understanding of current and developmentally appropriate resources and strategies for guiding intellectual access to literature and information.
- Demonstrate knowledge of the principle of equitable physical access to literature information and resources at time and point of need.
- Identify strategies for using literature, information, and ideas to respond effectively to requests.
- Demonstrate knowledge of methods for providing individuals and groups with flexible access to resources, space, and technology systems, in collaboration with the technology coordinator and other educators.
- Describe the school library media specialist's role in promoting intellectual freedom.
- Recognize copyright guidelines and professional ethics related to literature and information access and use.

**0003 Understand how to locate and access resources.**

For example:

- Demonstrate understanding of human, print, and electronic resources within and outside the school library media center and demonstrate knowledge of methods for accessing these resources.
- Identify types of instructional materials and resources and examine principles and considerations related to their design and production.
- Recognize characteristics and uses of information retrieval systems.
- Demonstrate understanding of ways to use distance learning delivery systems to instruct and inform.

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**0004 Understand factors and issues related to access to and delivery of literature and information.**

For example:

- Demonstrate understanding of factors to be considered when designing and furnishing a school library media center.
- Demonstrate knowledge of methods for creating an environment that is responsive to multiple learning styles and diverse populations.
- Demonstrate knowledge of methods for creating appropriate and attractive environments that contribute to a positive teaching and learning climate.
- Demonstrate knowledge of methods for developing facility plans to include learning technology systems in the school library media center.
- Demonstrate understanding of the advantages and limitations of various scheduling options.
- Demonstrate knowledge of effective techniques for providing equitable access to multiple media resources with current and appropriate equipment for all members of the school learning community.
- Demonstrate knowledge of methods for storing, maintaining, and ensuring the security of library media resources and equipment.

**0005 Understand library media resource organization and management.**

For example:

- Recognize standard methods of classifying, cataloging, and arranging literature and information resources according to recognized standards.
- Demonstrate knowledge of methods for developing and maintaining centralized systems for bibliographic control of materials, equipment, and electronic information distribution systems (e.g., computer networks, distance learning facilities).
- Demonstrate knowledge of collection management principles and methods.

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**SUBAREA II—TEACHING AND LEARNING**

**0006 Understand methods for promoting learning and teaching information literacy skills.**

For example:

- Assess the advantages and limitations of various instructional approaches based on the educational goal or objective.
- Demonstrate understanding of literature and methodologies used to provide reading, listening, and viewing guidance to students.
- Demonstrate knowledge of methods for providing professional development opportunities in information literacy for members of the school learning community.
- Demonstrate knowledge of strategies for assisting a diverse population of students with varying learning abilities, styles, and needs.
- Recognize ways to promote independent learning opportunities that address various learning styles and to assist students seeking information for personal interest and self-improvement.
- Evaluate alternative teaching strategies and activities for encouraging critical thinking and developing information literacy skills.
- Demonstrate knowledge of methods for teaching students and staff how to use literature and information resources available within the school library media center.

**0007 Understand how to teach students to determine information needs and initiate searches.**

For example:

- Identify appropriate resources and activities to meet individual student needs and demonstrate knowledge of methods for providing students with opportunities to seek information for personal interest and self-improvement.
- Demonstrate knowledge of methods to help students formulate research questions or problems.
- Demonstrate knowledge of how to construct search strategies to help students obtain information from diverse sources, contexts, disciplines, and cultures.

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**0008 Understand how to teach students to locate, analyze, and evaluate information.**

For example:

- Demonstrate knowledge of methods for teaching students to structure a search across a variety of sources and formats to locate the best information for a particular need.
- Demonstrate knowledge of methods for teaching students to locate and gather potentially useful information.
- Demonstrate knowledge of methods for teaching students to evaluate information (e.g., determining authoritativeness of sources; distinguishing among facts, points of view, and opinions; comparing information from different sources; determining whether information addresses the original problem or question).
- Demonstrate knowledge of methods for teaching students to summarize, organize, and synthesize information.
- Demonstrate knowledge of methods for teaching students to evaluate and interpret information (e.g., drawing appropriate conclusions from information obtained in a search).
- Identify steps and criteria for teaching students to evaluate the progress and outcome of a search and determine appropriate adjustments to search strategies in various situations.

**0009 Understand how to teach students to communicate information obtained from a search.**

For example:

- Demonstrate knowledge of methods for helping students communicate what they have learned in a variety of formats.
- Demonstrate knowledge of methods for teaching students to understand the principles of intellectual freedom, to observe copyright and intellectual property rights, and to value the responsible use of technology.
- Demonstrate knowledge of guidelines for preparing a bibliography and/or providing other necessary documentation.
- Demonstrate knowledge of methods for helping students select an appropriate format for producing an effective end product and develop creative products in a variety of formats.

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**0010 Understand applications of technological and other information resources in the school library media program.**

For example:

- Identify characteristics and uses of various print and electronic information resources.
- Demonstrate knowledge of methods for selecting, installing, managing, and maintaining technologies applicable to the school library media center and the larger school learning community.
- Demonstrate knowledge of methods and strategies for teaching the uses and applications of technology-based resources in supporting student learning.
- Demonstrate knowledge of methods for identifying the individual learning technology needs of students.
- Demonstrate knowledge of methods for planning budgets, purchasing software and hardware that meet curriculum needs, and resolving issues of software and hardware compatibility, in collaboration with the technology specialist.

**0011 Understand the school library media specialist's role in curriculum development.**

For example:

- Demonstrate understanding of basic principles of curriculum development in all subject areas and levels, state and national learning standards, and a variety of assessment strategies.
- Demonstrate knowledge of methods of collaborating with classroom teachers in the creation of integrated classroom assignments and projects and the implementation of their content-area standards, goals, and visions.
- Demonstrate knowledge of ways to integrate the school library media program into the curriculum and align school library media program goals and objectives with curriculum needs.
- Use a variety of resources to help teachers develop interdisciplinary connections.



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**SUBAREA III—COMMUNICATION**

**0012 Understand how to communicate effectively with staff, administrators, parents/guardians, and the members of the school learning community.**

For example:

- Demonstrate knowledge of communication strategies related to mass and interactive communications (i.e., oral, aural, written, nonverbal).
- Demonstrate knowledge of the basic components of effective collaboration and demonstrate knowledge of strategies for communicating with members of the school learning community and building collaborative teams for interdisciplinary teaching and learning.
- Demonstrate knowledge of collaboration strategies that encourage administrators to integrate the school library media program into the school's instructional program.
- Demonstrate knowledge of research indicating the relationship of the school library media program to improved student achievement.
- Demonstrate knowledge of strategies for advocating for the school library media program within and outside the school learning community.
- Recognize the role that parents/guardians play in developing lifelong skills and demonstrate knowledge of communication strategies to inform parents/guardians about the school library media program and to involve them in school library media center activities.
- Recognize the importance of community groups in maintaining support for the school library media program and demonstrate knowledge of strategies for informing the community about the relationship of school library media programs to student achievement and lifelong learning for everyone.

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**0013 Understand the relationship between the school library media program and information resources beyond the school.**

For example:

- Demonstrate an understanding of the characteristics and uses of institutional and human resources beyond the school.
- Demonstrate knowledge of methods for helping teachers and students locate, develop, and evaluate resources outside of the school library media center.
- Recognize ways to establish and maintain ties with public libraries and other resources and services within the district and the wider community.
- Demonstrate knowledge of the role of the school library media program in connecting the school to regional, state, national, and global resources.
- Recognize the benefits of developing and maintaining connections to resources and services beyond the school.

**0014 Understand how to use active listening techniques to establish interpersonal relationships and to assist students in accessing, evaluating, and using information.**

For example:

- Distinguish between hearing and listening, recognize barriers to effective listening, and demonstrate knowledge of behaviors associated with active listening.
- Demonstrate knowledge of strategies for eliciting information needs and reading interests from students.
- Demonstrate the ability to establish effective interpersonal relationships based on effective listening and negotiation of responsibility for activities.
- Recognize how the developmental growth patterns of children and youths influence their information needs, reading interests, and abilities.
- Demonstrate knowledge of reflective listening strategies to help students develop metacognitive skills.

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**0015 Understand the leadership role of the school library media specialist within the entire educational community.**

For example:

- Demonstrate knowledge of social and political trends affecting the school and community and how these trends affect the school library media program.
- Use knowledge of the school's mission, goals, policies, structure, and culture to advocate for the school library media program.
- Demonstrate knowledge of methods for establishing partnerships to support educational goals.
- Examine differences among coordination, cooperation, and collaboration.
- Recognize the importance of participating in district, building, departmental, and grade-level curriculum design and assessment projects to ensure that information literacy standards are integral to the content and objectives of the school's curriculum.

**SUBAREA IV—PROGRAM ADMINISTRATION**

**0016 Understand issues and methods related to the acquisition of resources and equipment.**

For example:

- Demonstrate knowledge of criteria for evaluating and selecting resources and equipment that will enable the school library media program to support the school's mission, goals, and objectives.
- Recognize ways of communicating with instructional staff to identify learning technologies and other resources required to meet students' information needs.
- Demonstrate knowledge of methods for involving the learning community in the collection development process.

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**0017 Understand the development, implementation, and ongoing evaluation of a school library media program.**

For example:

- Demonstrate knowledge of strategies for implementing an effective program that is fundamental to student learning and based upon the school's instructional programs, services, facilities, size, and number of students and teachers.
- Recognize reasons for evaluating the school library media program and demonstrate knowledge of methods for determining its effectiveness in improving teaching and learning.
- Demonstrate knowledge of methods for reporting the results of program assessment on a regular basis to teachers, students, administrators, and other members of the school learning community.
- Demonstrate knowledge of the role of school library media specialists on committees charged with developing and implementing strategic plans for the school.
- Demonstrate knowledge of methods for involving the learning community in the formulation and communication of the school library media program's mission statement and long-range plan.
- Demonstrate knowledge of strategies for collecting and using data to make decisions and develop plans and policies for the continuous improvement of the school library media program.

**0018 Understand the supervision and management of school library media program staff.**

For example:

- Recognize characteristics, qualifications, roles, and training needs associated with school library media program staff.
- Demonstrate knowledge of methods for selecting, supervising, maintaining, and evaluating professional, support, and volunteer school library media program personnel.
- Demonstrate knowledge of methods for handling various personnel and staffing issues.
- Examine instructional and technological requirements of the school to determine and advocate for appropriate staffing and training needed to meet the learning and information needs of students.
- Demonstrate knowledge of methods for planning, selecting, and conducting staff development activities for school library media program personnel.

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**0019 Understand the fiscal management of a school library media program.**

For example:

- Demonstrate knowledge of methods for maintaining records, preparing budgets and reports, and locating sources of funding and support for an effective school library media program.
- Demonstrate knowledge of strategies for communicating effectively orally and in writing about the financial status and needs of the school library media program.
- Demonstrate knowledge of methods for operating a school library media program cost-effectively and within budget.

**0020 Understand resources and strategies for ongoing professional development.**

For example:

- Recognize ways of staying current with state, federal, and international information and trends in education as they affect school library media center users in Illinois.
- Demonstrate knowledge of strategies for locating professional development resources and demonstrate knowledge of strategies for updating personal competencies in information literacy, learning and teaching, information access and delivery, technology utilization, and administration and supervision.
- Demonstrate knowledge of methods for collaborating with other library media professionals to share literature, information, and ideas.