






# 2014 Standards for Accreditation of Oklahoma Schools

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## NOTES

1. **Index** - A cross-referenced subject index to assist the reader follows Part III.
2. **Building site** standards are denoted in the right margin as follows:

	<b>General</b>	applies to all schools
	<b>Elementary</b>	applies to Early Childhood (EC), Pre-Kindergarten (PK) - Grade 8
	<b>Middle Level</b>	applies to Grades 6-8 or 9
	<b>Secondary</b>	applies to Grades 6-12
	<b>Career and Technology</b>	applies to comprehensive high schools and Technology Centers

3. **Coding** - standard breakdown as follows:

Example OAC 210:35-3-1 . . . **(01)**

OAC	denotes	Oklahoma Administrative Code
210	denotes	Oklahoma State Department of Education
35	denotes	Chapter 35 (i.e., Accreditation Division)
3	denotes	Standards for Elementary, Middle, Secondary, and Technology Centers
1	denotes	General provisions of the standard
<b>(01)</b>	denotes	Most current year enacted or amended

4. **Special Education** - Special Education and related services, as required by the Individuals with Disabilities Education Act (IDEA), shall be provided in accordance with the most current *Policies and Procedures for Special Education in Oklahoma*.
5. **Certification** - Certificates and licenses required for staff shall be in compliance with the current *Certification Guide for School Staff Assignments*.
6. **Italics** - Passages in *italics* are quotations from cited statutes.
7. **Administrative and Statutory Codes** cited in this document are for reference only and are not represented as being verbatim. Per provision of statute, only those rules as maintained by the Office of Administrative Rules in the Oklahoma Administrative Code are official.

**STANDARD VII**

**THE MEDIA PROGRAM**

**For the fiscal years ending June 30, 2015, and June 30, 2016, accreditation shall not be withdrawn from or denied nor shall a penalty be assessed against a school or school district for failing to meet the media materials and equipment standards and media program expenditure standards as set forth in the accreditation standards adopted by the board. [70 O.S. § 3 - 104.4]** (10)

**G**

**210:35-3-121. Statement of the standard**

The mission of the media program is to assist students and teachers in becoming effective users of ideas and information. Emphasis is placed on the development of skills necessary for independent lifelong learning. To that end, schools shall provide an effective library media program through the employment of qualified staff and the acquisition of library media materials sufficient to meet the instructional needs of the staff and students. One centralized library media center can serve two or more organizational units if the units are housed at one site. The library media program is to be based on the combined enrollment and standards for the highest grade unit served. (92)

**210:35-3-126. Collection**

- (a) There shall be a written policy, approved by the local board, concerning the criteria to be used in the evaluation and selection of materials for the media program. The written policies should contain criteria for selection, responsibility for selection, and guidelines for reconsideration.
- (b) The media program shall consist of a balanced collection of print materials, nonprint materials, multimedia resources, and equipment and supplies adequate in quality and quantity to meet the needs of students and staff in all areas of the school's program.
- (c) A library of professional materials containing print and multimedia resources shall be available to the staff. The professional library is an organized collection to support the instructional process and continued professional growth.
- (d) All media materials and equipment shall be maintained adequately with provisions made for regular replacement of outdated materials and equipment.
- (e) The school shall provide a variety and diversity of instructional/learning materials sufficient to accommodate the scope of the program and the individual differences among students.
- (f) Instructional/learning materials and equipment shall be available in a sufficient quantity to provide for the number of students involved in learning activities and for the number of teachers in the school.
- (g) Records of acquisition, classification, cataloging, circulation, and financing shall be accurate and current. A computerized library catalog or an alphabetically arranged card catalog, using a recognized system, and a shelf list of holdings shall be maintained.
- (h) All instructional/learning materials in the school related to the media program shall be listed in a central catalog.

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- (i) The school shall provide equipment, materials, space, and professional guidance for the staff and students in designing and producing instructional/learning materials. **(92)**

### **210:35-3-127. Staff responsibilities**

- (a) The professional staff of the school, under the leadership of the media specialist, shall assume responsibility for the cooperative selection of materials and equipment for the media program. Instructional/learning materials and equipment shall be selected by means of comparative analysis, based on criteria approved by the instructional staff prior to the selection.
- (b) Responsibility for the development and the operation of the media program shall be placed under the direction of professional staff with adequate technical and clerical help.
- (c) The media center, materials/equipment, and personnel shall be available to students and staff throughout the school day and throughout the school year. The media facility and staff should be used specifically to assist students and teachers in becoming effective users of ideas and information and to meet the instructional needs of the staff and students. The library media specialist (librarian) shall not be used as a substitute teacher or to replace a teacher in the classroom.
- (d) Inservice education programs shall be provided for the staff in order to ensure effective use of the media center(s).
- (e) Instruction in the use of media materials and the center's other resources shall be provided to all students. **(92)**

### **210:35-3-128. Evaluation**

The media program shall reflect the philosophy of the school. The effectiveness of the program shall be judged on the basis of how it facilitates the instructional program. There shall be an ongoing evaluation of the effectiveness of the organization, services, and resources of the media program. **(92)**

## ADDITIONAL STANDARDS FOR ELEMENTARY SCHOOLS

### **210:35-5-71. Staffing**

The school shall provide staffing for the media program through one of the following arrangements:

#### **(1) OPTION A**

##### **ENROLLMENT**

Fewer than 300  
300 to 499

##### **QUALIFIED SPECIALIST REQUIRED**

At least a half-time certified library media specialist (librarian)  
At least one full-time certified library media specialist (librarian)  
or a half-time certified library media specialist (librarian) and a  
full-time library assistant

500-999

At least one full-time certified library media specialist (librarian)  
and a half-time library assistant

**E**

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### (2) OPTION B

#### **ENROLLMENT**

#### **QUALIFIED SPECIALIST REQUIRED**

Fewer than 300

At least one-fifth time certified library media specialist (librarian) and a full-time library assistant

300 to 499

At least a half-time certified library media specialist (librarian) and a full-time library assistant

500 +

At least one full-time certified library media specialist (librarian) and a half-time library assistant **(92)**

#### **210:35-5-72. Seating**

- (a) The center shall be attractive, easily accessible, well-lighted, and appropriately equipped. In addition, there shall be sufficient work space for the technical processing and repair of materials, for conducting business routines, and for storing supplies and equipment. Control and listing of all materials shall be in the central instructional materials center.
- (b) The library media center(s) shall provide areas for reading, listening, viewing, preparation, and individual learning for staff and students as well as storage for materials and equipment. Even though facilities may not allow consolidation into one location of all the areas listed above, their availability should be supervised from the central instructional materials center(s) of the school. **(92)**

#### **210:35-5-73. Collection**

- (a) The collection shall be current and appropriate for instructional needs. The minimum book collection shall be 3000 volumes, exclusive of textbooks, or 10 volumes for each student, whichever figure is larger. Newly organized schools will be given a reasonable amount of time to meet the minimum volume requirement.
- (b) Schools providing early childhood education programs shall make available to parents a collection of books and materials on early childhood education and child care. **(92)**

#### **210:35-5-74. Expenditures**

In establishing a balanced print and nonprint collection, the minimum annual expenditure shall be as follows in the table below. The following may be included: books, periodicals, pamphlets, manuscripts, reports, prints, posters, microforms, multimedia packages or kits, specimens, realia, models, audio and video recordings, online databases, slides, computer disks, films, compact discs, video discs, and computer software. Textbooks, equipment, and salaries may not be included. All material in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. The contributions of federally funded programs shall not be included in meeting this standard.

#### **ENROLLMENT EXPENDITURES**

Fewer than 500	\$9 per pupil	
500 to 999	\$4,500 for the first 500 students plus \$5 per student above 500	
1000 to 1999	\$7,000 for the first 1000 students plus \$4 per student above 1000	
2000 plus	\$11,000 for the first 2000 students plus \$3 per student above 200	<b>(92)</b>

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## ADDITIONAL STANDARDS FOR MIDDLE LEVEL SCHOOLS



### 210:35-7-61. Staffing

The school shall provide staffing for the media program through one of the following arrangements:

#### ENROLLMENT

Fewer than 300

300 to 499

500 to 999

1000 to 1499

1500 plus

#### QUALIFIED SPECIALISTS REQUIRED

At least a half-time certified library media specialist (librarian)

At least one full-time certified library media specialist (librarian) or a half-time library media specialist (librarian) and a full-time library assistant

At least one full-time certified library media specialist (librarian) and a half-time assistant

At least one full-time certified library media specialist (librarian) and one full-time library assistant

At least two full-time certified library media specialists (librarians) **(92)**

### 210:35-7-62. Seating

- (a) The center shall be attractive, easily accessible, well-lighted, and appropriately equipped. In addition, there shall be sufficient work space for the technical processing and repair of materials, for conducting business routines, and for storing supplies and equipment. Control and listing of all materials shall be in the central instructional materials center.
- (b) The library media center(s) shall provide areas for reading, listening, viewing, preparation, and individual learning for staff and students as well as storage for materials and equipment. Even though facilities may not allow consolidation into one location of all the areas listed above, their availability should be supervised from the central instructional materials center(s) of the school. **(92)**

### 210:35-7-63. Collection

- (a) The collection shall be current and appropriate for instructional needs. The minimum book collection shall be 3000 volumes, exclusive of textbooks, or 10 volumes per student, whichever figure is larger. Newly organized schools will be given a reasonable amount of time to meet the minimum volume requirement.
- (b) The program shall consist of a balanced collection of print materials, nonprint materials, and instructional/learning equipment and supplies adequate in quality and quantity to meet the needs of the students in all areas of the school's program. **(92)**

### 210:35-7-74. Expenditures

In establishing a balanced print and nonprint collection, the minimum annual expenditure shall be as follows in the table below. The following may be included: books, periodicals, pamphlets, manuscripts, reports, prints, posters, microforms, multimedia packages or kits, specimens, realia, models, audio and video recording, online databases,

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slides, computer disks, films, compact discs, video discs, and computer software. Textbooks, equipment, and salaries may not be included. All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. The contributions of federally funded programs shall not be included in meeting this standard. (92)

### **ENROLLMENT EXPENDITURES**

Fewer than 500	\$9 per pupil
500 to 999	\$4,500 for the first 500 students plus \$5 per student above 500
1000 to 1999	\$7,000 for the first 1000 students plus \$4 per student above 1000
2000 plus	\$11,000 for the first 2000 students plus \$3 per student above 200 (92)

### ADDITIONAL STANDARDS FOR SECONDARY SCHOOLS

#### **210:35-9-71. Staffing**

The school shall provide staffing for the library media program through one of the following arrangements:

#### **ENROLLMENT**

Fewer than 300

300 to 499

500 to 999

1000 to 1499

1500 plus

#### **QUALIFIED SPECIALISTS REQUIRED**

At least a half-time certified library media specialist (librarian)

At least one full-time certified library media specialist (librarian) or a half-time library media specialist (librarian) and a full-time library assistant

At least one full-time certified library media specialist (librarian) and a half-time library assistant

At least one full-time certified library media specialist (librarian) and one full-time library assistant

At least two full-time certified library media specialists (librarians) (92)

#### **210:35-9-72. Seating**

(a) The center shall be attractive, easily accessible, well-lighted, and appropriately equipped. In addition, there shall be sufficient work space for the technical processing and repair of materials, for conducting business routines, and for storing supplies and equipment. Control and listing of all materials shall be in the central instructional materials center.

(b) The library media center(s) shall provide areas for reading, listening, viewing, preparation, and individual learning for staff and students as well as storage for materials and equipment. Even though facilities may not allow consolidation into one location of all the areas listed above, their availability should be supervised from the central instructional materials center(s) of the school. (92)

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### **210:35-9-73. Collection**

- (a) The collection shall be current and appropriate for instructional needs. The minimum book collection shall be 3000 volumes, exclusive of textbooks, or 10 volumes for each student, whichever figure is larger. Newly organized schools will be given a reasonable amount of time to meet the minimum volume requirement.
- (b) The program shall consist of a balanced collection of print materials, nonprint materials, and instructional/learning equipment and supplies adequate in quality and quantity to meet the needs of the students in all areas of the school's program. **(92)**

### **210:35-9-74. Expenditures**

In establishing a balanced print and nonprint collection, the minimum annual expenditure shall be as follows in the table below. The following may be included: books, periodicals, pamphlets, manuscripts, reports, prints, posters, microforms, multimedia packages or kits, specimens, realia, models, audio and video recordings, online databases, slides, computer disks, films, compact discs, video discs, and computer software. Textbooks, equipment, and salaries may not be included. All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. The contributions of federally funded programs shall not be included in meeting this standard.

#### **ENROLLMENT    EXPENDITURES**

Fewer than 500	\$9 per pupil	
500 to 999	\$4,500 for the first 500 students plus \$5 per student above 500	
1000 to 1999	\$7,000 for the first 1000 students plus \$4 per student above 1000	
2000 plus	\$11,000 for the first 2000 students plus \$3 per student above 200	<b>(92)</b>

**NOTES**