



Standards for Accreditation of Oklahoma Schools

2014-2015

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Oklahoma State Department of Education

2014-2015 Standards for Accreditation of Oklahoma Schools

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:
 - ◀ **G** **General** applies to all schools
 - ◀ **E** **Elementary** applies to Early Childhood (EC), Pre-Kindergarten (PK) - Grade 8
 - ◀ **M** **Middle Level** applies to Grades 6-8 or 9
 - ◀ **S** **Secondary** applies to Grades 6-12
 - ◀ **C** **Career and Technology** 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
 - (01)** 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

In this standard:

- **MISSION:**
 - Assist students and teachers in becoming effective users of ideas and information
- **COLLECTION**
 - Board-approved, written policy for materials selection criteria
 - Should be a balanced collection of print, non-print, and other media
 - Should include a professional library for continuing staff development
 - Provisions in place for replacing outdated materials and equipment
 - Instructional materials in large enough quantities for student use
 - Acquisition and circulation records kept current
 - Materials cataloged in a computer system or alphabetical card catalog
- **STAFF RESPONSIBILITIES**
 - Media specialist leads school's professional staff in selecting materials
 - Media program development/operation directed by professional staff
 - Media center, materials, and personnel available to students and staff throughout the school day and school year
 - Library media specialist not to be used as a substitute teacher
 - Staff education programs to ensure effective use of media center
 - All students instructed in the use of media center and its materials
- **EVALUATION**
 - Media program effectiveness judged on its facilitation of the school's instructional program
- **ADDITIONAL STANDARDS FOR ELEMENTARY SCHOOLS**
 - Staffing requirements based on school enrollment
 - Seating and collection requirements
 - Minimum expenditures based on school enrollment
- **ADDITIONAL STANDARDS FOR MIDDLE LEVEL SCHOOLS**
 - Staffing requirements based on school enrollment
 - Seating and collection requirements
 - Minimum expenditures based on school enrollment
- **ADDITIONAL STANDARDS FOR SECONDARY SCHOOLS**
 - Staffing requirements based on school enrollment
 - Seating and collection requirements
 - Minimum expenditures based on school enrollment

STANDARD VII

THE MEDIA PROGRAM



OAC⁷ 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)**

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

⁷ PLEASE NOTE: The Oklahoma Administrative Code is available online, but only permits linking to the front page. To view OAC material, click on the hyperlinked "OAC", then select "View Code" from the options at the left side of the screen. Select the appropriate Title (210 for State Department of Education), then chapter number and subchapter, until you have reached the desired code section.

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OAC 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)**

OAC 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

**E**

OAC 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

(2) OPTION B

ENROLLMENT

Fewer than 300

QUALIFIED SPECIALIST REQUIRED

At least one-fifth time certified library media specialist (librarian)

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300 to 499	and a full- time library assistant 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)

OAC 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)**

OAC 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)**

OAC 210:35-5-74. Expenditures

(a) **Minimum annual expenditures.** In establishing a balanced print and nonprint collection, the minimum annual media program expenditure shall be as follows: ~~in the table below.~~

(1) Fewer than five hundred (500) enrolled students: Nine dollars (\$9.00) per enrolled student.

(2) Five hundred (500) to nine hundred ninety-nine (999) enrolled students: Four thousand five hundred dollars (\$4500.00) for the first five hundred (500) enrolled students plus five dollars (\$5.00) per student for each additional enrolled student above five hundred (500) students up to nine hundred ninety-nine (999) students.

(3) One thousand (1000) to one thousand nine hundred ninety-nine (1999) enrolled students: Seven thousand dollars (\$7000.00) for the first one thousand (1000) enrolled students plus four dollars (\$4.00) per student for each additional enrolled student above one thousand (1000) students up to one thousand nine hundred ninety-nine (1999) students.

(4) Two thousand (2000) or more enrolled students: Eleven thousand dollars

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(\$11,000.00) for the first two thousand (2000) enrolled students plus three dollars (\$3.00) per student for each additional enrolled student above two thousand (2000) students.

(b) Permissible media expenditures. All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. The following Examples of materials that constitute permissible media expenditures include, but are not limited to: may be included:

- (1) Hardback, paperback, and/or electronic books;
- (2) Periodicals in print and/or digital formats;periodicals,
- (3) Pamphlets, pamphlets, manuscripts, and reports, in print and/or digital formats;
- (sic) (6) Prints, posters, photographic slides, filmstrips, or photographs, in print and/or digital formats;
- (7) Microforms (e.g., microfilm and/or microfiche); microforms,
- (8) Multimedia packages or kits; multimedia packages or kits,
- (9) Scientific specimens, microscopic slides; specimens,
- (10) Realia; realia,
- (11) Models; models,
- (12) Audio audio and video recordings (e.g., vinyl records, reel-to-reel tape recordings, cassettes, CDs, MP3);-
- (13) Video recordings (e.g., film, video tape, DVD and Blu-ray discs,) and; filmstrips, slides, computer disks, films, compact discs, video discs, and
- (14) Computer computer software and applications.

(c) Impermissible expenditures. Textbooks, equipment, and salaries may not be included. For purposes of this Section, "equipment" shall have the meaning set forth at 210:25-7-1. All material in the school (decentralized materials) that have been processed and are cataloged by the media center may be included.

(d) Federal funds not 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 2000 (14)

ADDITIONAL STANDARDS FOR MIDDLE LEVEL SCHOOLS

OAC 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

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



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	library assistant
500 to 999	At least one full-time certified library media specialist (librarian) and a half-time assistant
1000 to 1499	At least one full-time certified library media specialist (librarian) and one full-time library assistant
1500 plus	At least two full-time certified library media specialists (librarians) (92)

OAC 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)

OAC 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)

OAC 210:35-7-64. Expenditures

(a) **Minimum annual expenditures.** In establishing a balanced print and nonprint collection, the minimum annual media program expenditure shall be as follows: ~~in the table below.~~

(1) Fewer than five hundred (500) enrolled students: Nine dollars (\$9.00) per enrolled student.

(2) Five hundred (500) to nine hundred ninety-nine (999) enrolled students: Four thousand five hundred dollars (\$4500.00) for the first five hundred (500) enrolled students plus five dollars (\$5.00) per student for each additional enrolled student above five hundred (500) students up to nine hundred ninety-nine (999) students.

(3) One thousand (1000) to one thousand nine hundred ninety-nine (1999) enrolled students: Seven thousand dollars (\$7000.00) for the first one thousand (1000) enrolled students plus four dollars (\$4.00) per student for each additional enrolled student above one thousand (1000) students up to one thousand nine hundred ninety-nine (1999) students.

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(4) Two thousand (2000) or more enrolled students: Eleven thousand dollars (\$11,000.00) for the first two thousand (2000) enrolled students plus three dollars (\$3.00) per student for each additional enrolled student above two thousand (2000) students.

(b) Permissible media expenditures. All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. The following—Examples of materials that constitute permissible media expenditures include, but are not limited to: may be included:

- (1) Hardback, paperback, and/or electronic books;
- (2) Periodicals in print and/or digital formats;
- (3) Pamphlets, manuscripts, and reports, in print and/or digital formats;
- (6) Prints, posters, photographic slides, filmstrips, or photographs, in print and/or digital formats;
- (7) Microforms (e.g., microfilm and/or microfiche);
- (8) Multimedia packages or kits;
- (9) Scientific specimens, microscopic slides;
- (10) Realia;
- (11) Models;
- (12) Audio and video recordings (e.g., vinyl records, reel-to-reel tape recordings, cassettes, CDs, MP3);
- (13) Video recordings (e.g., film, video tape, DVD and Blu-ray discs,) and;
- (14) Computer software and applications.

(c) Impermissible expenditures. Textbooks, equipment, and salaries may not be included. For purposes of this Section, "equipment" shall have the meaning set forth at 210:25-7-1. All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included.

(d) Federal funds not included. The contributions of federally funded programs shall not be included in meeting this standard.

ENROLLMENT EXPENDITURE

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 2000 (14)

ADDITIONAL STANDARDS FOR SECONDARY SCHOOLS

OAC 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

QUALIFIED SPECIALISTS REQUIRED

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

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

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	or a half-time library media specialist (librarian) and a full-time library assistant
500 to 999	At least one full-time certified library media specialist (librarian) and a half-time library assistant
1000 to 1499	At least one full-time certified library media specialist (librarian) and one full-time library assistant
1500 plus	At least two full-time certified library media specialists (librarians) (92)

OAC 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.
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OAC 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)**

OAC 210:35-9-74. Expenditures

(a) Minimum annual expenditures. In establishing a balanced print and nonprint collection, the minimum annual ~~media program~~ expenditure shall be as follows: ~~in the table below.~~

(1) Fewer than five hundred (500) enrolled students: Nine dollars (\$9.00) per enrolled student.

(2) Five hundred (500) to nine hundred ninety-nine (999) enrolled students: Four thousand five hundred dollars (\$4500.00) for the first five hundred (500) enrolled students plus five dollars (\$5.00) per student for each additional enrolled student above five hundred (500) students up to nine hundred ninety-nine (999) students.

(3) One thousand (1000) to one thousand nine hundred ninety-nine (1999) enrolled students: Seven thousand dollars (\$7000.00) for the first one thousand (1000) enrolled students plus four dollars (\$4.00) per student for each additional

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enrolled student above one thousand (1000) students up to one thousand nine hundred ninety-nine (1999) students.

(4) **Two thousand (2000) or more enrolled students:** Eleven thousand dollars (\$11,000.00) for the first two thousand (2000) enrolled students plus three dollars (\$3.00) per student for each additional enrolled student above two thousand (2000) students.

(b) **Permissible media expenditures.** All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. The following Examples of materials that constitute permissible media expenditures include, but are not limited to: may be included:

(1) Hardback, paperback, and/or electronic books;

(2) Periodicals in print and/or digital formats;~~periodicals,~~

(3) Pamphlets, ~~pamphlets,~~ manuscripts, and reports, in print and/or digital formats;

(6) Prints, posters, photographic slides, filmstrips, or photographs, in print and/or digital formats;

(7) Microforms (e.g., microfilm and/or microfiche); ~~microforms,~~

(8) Multimedia packages or kits; ~~multimedia packages or kits,~~

(9) Scientific specimens, microscopic slides; ~~specimens,~~

(10) Realia; ~~realia,~~

(11) Models; ~~models,~~

(12) Audio ~~audio~~ and ~~video~~ recordings (e.g., vinyl records, reel-to-reel tape recordings, cassettes, CDs, MP3);

(13) Video recordings (e.g., film, video tape, DVD and Blu-ray discs,) and; ~~filmstrips, slides, computer disks, films, compact discs, video discs, and~~

(14) Computer ~~computer~~ software and applications.

(c) **Impermissible expenditures.** Textbooks, equipment, and salaries may not be included. For purposes of this Section, "equipment" shall have the meaning set forth at 210:25-7-1. All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included.

(d) **Federal funds not 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 2000~~ (14)