

Library Media Specialist (0310)

Test at a Glance

Test Name	Library Media Specialist		
Test Code	0310		
Time	2 hours		
Number of Questions	120		
Format	Multiple-choice questions		
	Content Categories	Approximate Number of Questions	Approximate Percentage of Examination
	I. Program Administration	25	21%
	II. Collection Development	25	21%
	III. Information Access and Delivery	28	23%
	IV. Learning and Teaching	30	25%
V. Professional Development, Leadership, and Advocacy	12	10%	

About this test

The Library Media Specialist test is designed to measure the knowledge and abilities of examinees who have had preparation in a program for school library media specialists, grades K-12. Because programs in school librarianship are offered at both the undergraduate and graduate levels, the test is appropriate for examinees at either level.

The test content is aimed at the level of knowledge appropriate for the person who is responsible for administering the library media program at the individual school level. The material in the test, therefore, would not be suitable for those in systems with differentiated staffing or for those at the district level.

The 120 multiple-choice questions cover program administration; collection development; information access and delivery; learning and teaching; and professional development, leadership, and advocacy.

Topics Covered

Representative descriptions of topics covered in each category are provided below.

I. Program Administration

- Organization, administration, and evaluation of the library media center
- Planning and evaluation: assessing needs, planning objectives, setting priorities, evaluating, defining the center's mission and philosophy, and site-based management
- Management: budgeting, staffing, training, and supervising student aides and volunteers
- Establishing policies and procedures
- Renovating facilities and planning new facilities: technology planning, educational specifications, and access for the disabled

II. Collection Development

- Selection policy: reconsideration policy, criteria for selection, collection evaluation techniques such as collection mapping and weeding
- Selecting resources: knowledge of information resources, both book and nonbook; knowledge of bibliographic resources in all formats
- Selecting equipment, supplies, and services: equipment such as computers and audiovisual equipment, supplies such as

disks, services such as on-line services and CD-ROM's

- Acquiring resources: knowledge and evaluation of publishers, jobbers, subscriptions, vendors; knowledge of ordering procedures
- Organizing resources: MARC records; descriptive cataloging; classification; processing; records management; circulation; automation; and organization of noncataloged materials
- Promotion of resources

III. Information Access and Delivery

- Knowledge of information resources and their uses, both book and nonbook, including electronic
- Knowledge of literature: genres, awards, and review sources
- Knowledge of current technologies
- Knowledge of the information retrieval processes: search strategies, evaluative techniques
- Information resources sharing: interlibrary loan, networks, programming, information and communication technology, LAN's, school/public library cooperation
- On-line resources and databases
- Distance learning
- Equal access for all learners: availability of collection services, facilities, and staff; circulation, hours, physical arrangement of the media center
- Scheduling
- Library media center environment
- Ethical and legal concerns

surrounding use of information, such as copyrights in all formats and confidentiality

IV. Learning and Teaching

- Curriculum integration and development
- Collaborative teaching and planning
- Knowledge of learning styles and developmental levels of students
- Knowledge of teaching and assessment strategies
- Orientation techniques
- Knowledge of information literacy models and principles
- Teaching use of information resources and search strategies

V. Professional Development, Leadership, and Advocacy

- Professional development, such as continuing-education programs
- Awareness of the role and function of professional organizations, such as ALA, AASL, and AECT
- Familiarity with professional resources, such as professional journals, library literature, and *Information Power*
- Community involvement
- Codes of ethics
- Awareness of issues and trends
- Advocacy
- Certification and accreditation
- Legislation affecting libraries and education, such as laws on intellectual freedom and equal access, and the Children's Internet Protection Act

6. In order to encourage maximum use of book and nonbook materials, library media center circulation policies usually include which of the following?
- (A) A limit of two weeks on all material, with one extension allowed for items not in great demand
 - (B) The circulation of all book and nonbook materials, with the loan period varying according to the proposed use of the material
 - (C) The limitation of periodicals use to within the center or to overnight loan only
 - (D) The circulation of all book material and the limitation of the use of nonbook material to the center only
 - (E) The circulation of vertical file material restricted to teachers only

7. The award given annually for books by authors and illustrators of African descent that promote an appreciation of the American dream is the
- (A) Randolph Caldecott Medal
 - (B) John Newbery Medal
 - (C) Michael Printz Award
 - (D) Coretta Scott King Award
 - (E) Alex Award

8. *Information Power* is the name of a
- (A) board game that helps teach students to use the school library media center effectively
 - (B) database noted for the amount of information it contains
 - (C) public relations program designed and distributed to school libraries by the American Library Association (ALA)
 - (D) curriculum guide for the teaching of independent research courses in the high school media center
 - (E) set of guidelines designed to help the media specialist develop an effective school media program

9. Which of the following is most important for the library media specialist to consider when deciding whether to purchase an on-line database subscription or a CD-ROM database subscription?
- (A) Network manageability
 - (B) Timeliness of updates
 - (C) Ease of use
 - (D) Collection usage information
 - (E) Licensing cost

**READ THE FOLLOWING DIRECTIONS
BEFORE CONTINUING**

Directions: The question below differs from the preceding questions in that it contains the word NOT. So that you understand fully the basis that is to be used in selecting the answer, be sure to read the question carefully.

10. Which of the following file extensions do NOT represent graphic and multimedia files, respectively?
- (A) *.GIF and *.AVI
 - (B) *.ZIP and *.WPS
 - (C) *.JPEG and *.MPG
 - (D) *.BMP and *.MPEG
 - (E) *.TIF and *.WAV

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Answers

1. The best answer is D. Current philosophy emphasizes that the library media specialist should work in close partnership with the classroom teacher and that library skills should be taught in the context of a topic of study, rather than as a separate study in themselves. An introduction in which media specialist, teacher, and students work together in a “hands-on” activity is generally considered most effective.

2. The best answer is D. An encyclopedia would provide information about places and events, but not necessarily information that is current. An almanac would provide information from the previous year. Using the Internet to do a search on the event could yield correct information, but it could also take a great deal of time to sift through nonessential information. An atlas would provide information on the specific physical and economic characteristics of a place. Using an on-line periodical database would result in the most current and accurate information.

3. The best answer is A. A library media center exists to meet the individual needs of the particular school that it serves, as decided by administration, faculty, and students. Thus, its goals need not conform to national or state goals. There is no general rule that stipulates that a center’s goal should be either performance based or limited to any specific time period.

4. The best answer is A. Ideally, the media center should be available to faculty and students at all possible times. Both materials and library media center staff should be readily available to the students and teachers before, after, and throughout the school day.

5. The best answer is A. When a true partnership exists between school and public libraries, the collections of the school and public library complement one another, resulting in a wider variety of resources for students to use. Public librarians do not have stronger ties to the community or more training in research. The fact that public libraries are

usually open on weekends and after school is not the determining factor. Nor is it necessarily true that a school library media specialist has more knowledge of children’s literature than a public librarian.

6. The best answer is B. To ensure maximum use of a collection, all book and nonbook materials should be available for circulation to both teachers and students. In addition, the intended use of the material should play a role in determining the length of the loan period. This policy not only helps provide for the extended use of materials where needed but also encourages the prompt return of materials that are required by a number of borrowers for a short time, thus helping ensure the greatest availability of materials.

7. The best answer is D. The Caldecott Medal is given to the best illustrator of a children’s book in a given year. The Newbery Medal is given for outstanding writing in a children’s book in a given year. The Printz Award is given for an outstanding contribution in the field of young adult literature in a given year. The Alex Award is given annually to ten adult books that will have strong teen appeal. The correct choice is the Coretta Scott King Award.

8. The answer is E. *Information Power: Building Partnerships for Learning* (1998) is an informational text for media specialists that includes guidelines for the development of an effective school media program. It is published by the American Association of School Librarians and the Association for Educational Communications and Technology.

9. The best answer is B. While all of the other choices are of some importance in making this decision, the motivating factor for choosing online subscriptions over CD-ROM’s is currency of updates. Most on-line databases are updated at least once a week, many daily. CD-ROM’s are typically updated annually.

10. The best answer is B. All of the other choices represent graphic and multimedia file extensions, respectively.