STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Advanced Automated Media Management

IDENTIFIER NUMBER: 3407002

MAXIMUM POINTS: 40

GENERAL OBJECTIVE:
Library Media Specialists will become proficient in use of the automated media management system for daily system management. Library Media Specialists will become proficient in skills necessary for usage of the OPAC.

SPECIFIC OBJECTIVES:
Within the duration of this program, the participant will:

1. demonstrate an understanding of how to use the procedure for adding new items to a bar-coded collection
2. demonstrate an understanding of how to use routine procedures of daily system maintenance and operations as outlined in district manuals.
3. demonstrate an understanding of how to utilize Boolean operators as part of the search process of bibliographic information retrieval.
4. demonstrate an understanding of how to identify the components of a machine-readable cataloging(MARC) record.
5. describe the district acquisition of bibliographic records and union catalog maintenance and the process of electronic transfer of bibliographic information.
6. demonstrate an understanding of how to identify and demonstrate the methods of organizing a multimedia collection, including print, nonprint, and equipment, to apply automated procedures for inventory control and statistical analysis.
7. demonstrate an understanding of how to identify the components, installation process, and advanced application of an automated library media management system.
8. demonstrate an understanding of how to demonstrate circulation routines using charge and discharge functions.
9. demonstrate an understanding of the process of maintaining the user database.
10. demonstrate an understanding of how to utilize the automated system applications to create reports, such as: item and user statistics, overdues, inventory lists, and bibliographies.
11. demonstrate an understanding of how to utilize new and updated versions of library management automation programs in all applications.
12. demonstrate an understanding of how to identify specific thinking skills and strategies required to access automated information.

DELIVERY PROCEDURES:
Participants will engage in facilitated interactions and activities relating to various researched models and strategies by:

1. taking part in activities computer lab activities that lead to mastery of specific objectives of this component.
2. networking and sharing best practices related to library media content.
3. simulating various problems and procedures on the OPAC and troubleshooting techniques.
4. creating authentic products based on the content of the targeted objective of the component.

EVALUATION OF PARTICIPANTS:
Participants will demonstrate mastery of the targeted objectives as evidenced through product samples, reflections, observations, dialogue notes and/or assessment

FOLLOW-UP ACTIVITIES
Participants will do three or more of the following:
1. provide documentation showing impact to job performance.
3. develop a portfolio.
4. reflect in written and oral forms.
5. publish curriculum modifications, adoptions and/or interdisciplinary units.
6. participate in study groups.
7. engage in action research.

COMPONENT EVALUATION:
Professional developer will assess the degree to which the professional development procedures addressed the specific objectives of this component and will make recommendations for revision on the component evaluation.

SUBMITTED BY: _____

SCHOOL/DEPARTMENT: _____

APPROVAL:

_____   _____
SIGNATURE OF PRINCIPAL/DIRECTOR/DESIGNEE   DATE