

# Media Center Specialist

60 Inservice Points

Component No. 8 407 001

## **General Objective**

Participants will provide a program of library media services which will support school educational goals.

## **Specific Objectives**

Participants will:

1. Name and describe appropriate library policies and procedures.
2. Design and exhibit a facility arrangement for effective utilization for instructional functions.
3. Identify the evaluation and selection criteria for library materials.
4. Design a library skills instruction program for appropriate grade levels.
5. Design a curriculum integration of the library program.
6. Describe appropriate configuration of a library automation system.
7. Utilize standardized cataloging and processing procedures.
8. Operate a video camera.
9. Utilize photographic production skills.
10. Describe and apply appropriate instructional design techniques.
11. Identify criteria for evaluation of effective programs.
12. Review and evaluate current research pertaining to the use of media in education.
13. Develop strategies for participation in curriculum planning.
14. Describe and apply an understanding of school finance and purchasing procedures utilized in media.
15. Utilize basic instructional equipment maintenance procedures (i.e. changing lamps, cleaning lenses, etc.)
16. Apply appropriate video tape editing procedures.
17. Operate audio amplification systems.
18. Identify and apply appropriate graphic production techniques.
19. Operate a computer appropriately for instructional applications.
20. Identify criteria for selection of non-print media.
21. Operate a school based video distribution system.
22. Apply appropriate budget management techniques.
23. Describe and apply electronic reference activities.
24. Operate data communication equipment (i.e. modem, communications, software, etc.) for library research applications.
25. Develop electronic information retrieval search strategies.
26. Utilize word processing skills for library administration applications.
27. Utilize word processing skills for library applications.
28. Identify criteria for developing an effective library media program.
29. Identify components of MARC record cataloging format.
30. Describe and apply weeding policies and procedures.

## **Activities**

1. Attend a series of workshops dealing with Library Media
2. Read prepared materials as assigned.
3. Attend field trips to existing media locations to observe facilities and procedures.

## **Evaluation**

1. Take a post-test, scoring 80% or better, after each workshop.
2. Successfully demonstrate, according to the criteria established by the instructor, an understanding of the concepts and principals presented.

