Services to Schools

Te Puna Mātauranga o Aotearoa
NATIONAL LIBRARY
OF NEW ZEALAND

School Library Development Framework

July 2023

Contents

Introduction

The school library is a central hub supporting student learning and well-being, and connecting students and staff members, parents and whānau. Your school library can help every member of your school community gain new knowledge, skills and dispositions for learning and personal development that they will use throughout their lives.

An effective school library is a place of inspiration; it is a safe place, that values freedom and equity of access, fosters well-being, and enables creativity. Effective library services that respond to users' needs enrich your school's teaching and learning programmes, support literacy development, and help create a school-wide culture of agentic lifelong learning and the love of reading.

Raising achievement for Māori learners is a continuing priority for education in New Zealand. Schools must incorporate culturally inclusive practices into how their library services are developed and delivered, so that the library plays its part in supporting Māori learners to develop the skills and capabilities they need to achieve greater success.

The National Library's Services to Schools vision is that young people have access to effective and connected libraries and library learning environments that support their development as readers and digitally literate learners.

There is no government mandate requiring New Zealand schools to provide library spaces or services; schools must make their own decisions about the library resources and facilities they offer to support their curriculum. Consequently, there are many different models of school library provision within New Zealand schools. Across these many different models, there are some common features of effective school libraries.

For students, an effective school library:

- offers a wide range of services related to their interests and learning, and supports them to use these services
- supports them to develop their ability to work with information and technology to support their learning
- provides opportunities to develop, extend and share their love of reading with others in many ways
- supports and allows them to demonstrate and apply their creativity in the library and in wider contexts
- values their input, and actively involves them in developing and sometimes leading library and reading initiatives
- is both a social space and a learning environment where they feel secure and safe.
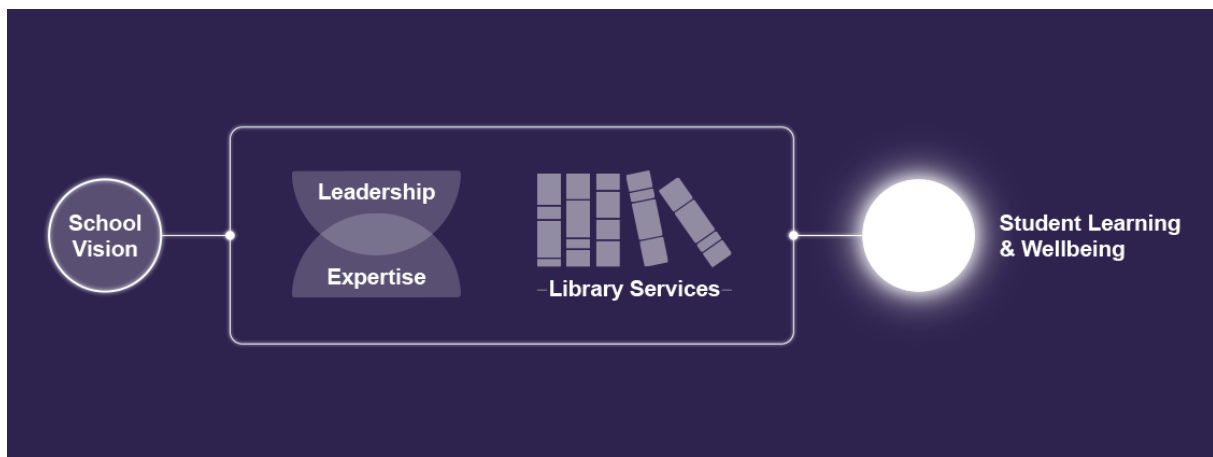
For the wider school community, an effective school library:

- includes and enables parents and whānau to support their children with school reading initiatives
- contributes to enriching the reading experiences of all learners
- ensures that school staff are informed about, and can contribute to developing a vision for the library
- supports all staff to feel empowered to help students develop digital skills.

Using the framework

The framework is a resource for anyone involved with planning, evaluating, or supporting the development of your school library. It is not a set of rules about what you should have. Rather, it is intended to spark conversations and reflections about your school library, and guide decisions about how you incorporate the library into the wider teaching and learning environment of your school.

In an effective school library, student learning and well-being is supported by **Library services** that combine elements of **Place**, **Collections**, **Connections** and **Access**. You need effective **Leadership** to ensure your library services align with the school's vision and goals for student learning and well-being, and you need **Expertise** to design and deliver those services for your school community.

These elements interact with each-other; there is a synergy between them.

Your plans for library development need to consider the impact changes to one aspect of your library will have on each of the others.

How you realise each element, and how you combine them, creates an experience that is unique to your school.

Developing effective school libraries

School libraries operate within the wider context of a school's strategic plans, goals and aspirations for its students and the school community. Experience shows us some common features of school library development projects that are most likely to succeed.

- The school community understands why the library development is necessary and important
  - the development involves a broad group of people and perspectives,
  - stakeholders are involved throughout the process,
  - communication channels are used effectively for gathering input, and for sharing updates.
- All stakeholders involved with the school library development have the information, knowledge, and support they need to do this work.
- There is the capacity to make change
  - adequate funding is available for the library development (e.g. for construction),
  - other investment is made as required (e.g. developing staff expertise, or allowing adequate time to work through the development process).

- The school library development results in sustainable changes in practice
  - the project enables a new or changed culture within the school,
  - there is commitment to a process of continual improvement.

Some school library development projects may touch on every element of the framework, for example, building a new library. Or your school might focus on one or more elements as part of a cycle of ongoing improvement. At each stage of your school library development, it's important to keep your vision and plans in mind – for the school as a whole, and for the library in particular.

Services to Schools support

Developing a school library can be complex. Services to Schools Capability Facilitators support schools through this process, using this framework as a basis to ensure that:

- the school community has a shared vision about the supportive role of the library in meeting their goals and challenges
- the school builds their own capacity – including leadership and expertise – to develop their library spaces and services, and successfully implement changes to these
- each element is considered separately and as part of a larger whole, with planned development that is flexible and can adapt to your school's needs.

Contact us

We offer help and professional advice about developing and managing your library services and environment to support student learning and well-being in your school.

Hours: Monday to Friday from 8am to 5pm
Phone: 0800 LIB LINE (0800 542 5463)
Email: schoollibraryadvice@dia.govt.nz

Visit our website: natlib.govt.nz/schools

Leadership

Effective school library leadership creates an environment where the library is a vital part of the school community, with the resources and expertise needed to make a valuable contribution to student learning and well-being.

Why leadership matters

The leadership and support of the school's management team is critical for the library's success. The development of a school library vision and strategic plan aligned with the school's learning goals and informed by needs, challenges and trends, is essential for your library's current and future direction.

As a leader, what can you do to strengthen the role and impact of the library?

Strategic leadership

- Ensure the role and purpose of the school library are aligned with the school's vision, strategic and annual plans; and that these are clearly set out in your library's guiding documents.
- Understand how libraries contribute to learning, particularly in raising students' literacy levels.
- Encourage collaboration between the library team and teaching staff, to ensure successful outcomes for all students.
- Ensure the library has sufficient resourcing to enable an effective, relevant and consistent library service.

Staff leadership

- Encourage and enable library staff to take up professional learning opportunities.
- Advocate for your library team as valuable members of staff.
- Encourage library team members to lead learning opportunities for other staff relating to library services, resources, and technology.

Leading learning

- Encourage library and teaching staff to work closely to develop library services that are aligned with the curriculum.
- Ensure the library team understand the need to have high expectations for achievement of all learners.
- Use the expertise within your library team to support learning, particularly literacy development (including digital literacy skills), and promoting a love of reading.
- Allow learners to play an active part in the school library and regularly take on leadership roles, including leading learning.

Key questions

How well are your library vision and practice aligned with the school's overall goals?

Does your school community understand how the library supports student learning and well-being?

How do school leaders support the library team to provide effective library services?

How do members of the library team lead the development of services that respond to the needs of the school community?

Find out more

Understanding school libraries

Leading your school library

Library guiding documents

> "Leadership is a key factor in successful change. Principals and other school leaders have a fundamental role to play to achieve overall system improvement for our children."
>
> School leadership that works, ERO (2016)

Expertise

Effective school libraries combine expertise about library services and management, information and literature for children and young people, and tools and strategies to support teaching, learning, and reading for pleasure.

Why expertise matters

When your school library is managed by a team of people with the best possible combination of professional expertise, skills and qualities, they play an important role supporting teaching and learning in your school.

How can you develop and make good use of the expertise within your library team?

Developing the expertise of your library team

- Ensure all library staff members have job descriptions outlining their roles, responsibilities, and delegated authority.
- Undertake regular performance reviews and appraisals for all library staff members.
- Enable library staff to engage in continuing professional development and learning networks — to extend and share their knowledge, and help build a strong profession.

Using the expertise within your library team

- Use library staff expertise and knowledge of information processes to grow users' skill for finding, accessing and using information.
- Encourage library staff to share their enthusiasm and knowledge about children's literature, to foster a culture of reading for pleasure within the school community.
- Involve library staff in planning, implementing and evaluating school initiatives to develop students' literacy skills and engagement with reading.

Key questions

How do you ensure your library team members develop the right skills and attributes to provide the services your school community needs?

Does your library team have the time and other resources needed to manage day-to-day library functions, specialist tasks, and ongoing service development?

What opportunities do library team members have to use and to share their expertise, with students and other staff?

Find out more

Managing your school library staff

Evidence-based school library practice

Professional learning and support

"Professional learning experiences that focus on the links between particular teaching activities and valued student outcomes are associated with positive impacts on those outcomes."

Teacher Professional Learning and Development, Best Evidence Synthesis Iteration (BES) (2007)

Services

Effective school libraries offer a range of services to support student learning and literacy, encourage reading for pleasure and well-being, and help create digitally literate students.

Why library services matter

Services are at the heart of what the library has and does. Your library services support teaching and learning across the curriculum, and improving literacy and reading engagement. Service development should be guided by the needs and aspirations of your school community, knowledge from the research, and an understanding of library best practices. How your library services are developed, supported, and delivered, depends on leadership and expertise within your school.

What can you do to develop and deliver the library services your school community needs?

Service development

- Use evidence from research and best practice, and feedback from your school community to inform service decisions.
- Take into account the cultural values of all groups within the school community.
- Design library services collaboratively – drawing on the expertise of your library team members, school management, and teachers – to ensure they meet your school community needs.
- Find out whether services offered by other libraries and organisations within the community might complement or integrate with your school library services.

Service delivery

- Deliver 'just-in-time' library services to meet users' needs, in the locations that work best for students and staff.
- Incorporate library services into school-wide initiatives, such as the use of inquiry models and processes, the development of digital literacy skills and a culture of reading for pleasure.
- Offer library-led professional development opportunities for all staff, which raise awareness of how to access and use your library services, and draw on library staff knowledge and expertise to encourage students' creativity and enable their participation.

Key questions

Do you have a vision of what successful library services and library experiences will look like in your school community?

Does your library team have the leadership and expertise necessary to design and deliver the services your school community needs?

How effective are your library services in supporting teaching and learning, and developing digitally literate students?

How effective are your library services in supporting the achievement of your school's literacy and reading goals, and creating a school-wide culture of reading for pleasure?

Find out more

Library services for teaching and learning

Libraries supporting readers

Your library's role in supporting digital literacy

"Achievement is raised where access to the school library is flexibly scheduled, the library is staffed appropriately, librarians spend time collaborating with classroom teachers, technology augments the local collection and students use the library to learn and practice information skills."

Powerful libraries make powerful learners: the Illinois study, Illinois School Library Media Association (2005)

Place

Effective school library spaces are designed to offer an exciting and welcoming environment for the school community, and experiences that impact positively on teaching and learning in the school.

Why your library spaces matter

Inclusive and inviting physical and virtual library spaces enable innovative teaching and learning, and extend access to information, resources and tools that the library provides to support student literacy and learning, and foster the enjoyment of reading.

How can you ensure your library is a welcoming and safe space that enables innovative and creative teaching and learning?

Your library environment

- Create a climate where all students feel safe and secure.
- Include your school community in the design of your library spaces, so that they respond to the community's needs; and reflect and celebrate the diversity of the school community.
- Include design features in your library spaces that stimulate interest and curiosity.

The physical library space

- Allow students ownership of the space, and activities that take place there.
- Use flexible furnishings so that spaces can be adapted to meet the teaching and learning needs of students and staff, and cater for activities involving parents, whānau, and the wider school community.
- Create a layout with a range of spaces to encourage creativity, reading, collaboration and social engagement.
- Provide technology within the library that is portable and enables students and staff to actively engage with information and literature.

The virtual library

- Create an online space that enables access to library resources, information and services.
- Ensure the virtual school library is a visible part of the school's learning management systems and online presence.

Key questions

How well does the library space support the needs of students and staff, and the implementation of your curriculum?

What measures are in place to ensure that the library learning environment is inclusive and welcoming for all?

How accessible are library resources and services, both within the school day and after?

How visible and accessible is the library online — within and beyond the school?

Find out more

Place and environment

Your school library online

Reader-friendly environments

"The libraries of the 21st century provide a welcoming common space that encourages exploration, creation, and collaboration between students, teachers, and a broader community. They bring together the best of the physical and digital to create learning hubs. Ultimately, libraries will continue to inspire students to construct new knowledge and meaning from the world around them."

21st-century libraries: the learning commons, Beth Holland (2015)

Collections

Effective school library collections provide access to a wide range of information and stories with authentic perspectives, which help students understand themselves and their world.

Why your library collection matters

Your library collection — print, digital, and other resources — supports students' literacy and learning needs. These needs are central to your collection development decisions. When your collection acknowledges and respects the diversity of your school community it sends a powerful message about how students are valued as individuals.

How do you develop and use your collection to support learning, promote reading for pleasure and enhance student well-being?

Collection management

- Develop and use an ongoing cycle of collection management and development, to ensure that your library collection responds to the changing needs of your community.
- Consider the part that Mātauranga Māori – a Māori world view, Māori knowledge and values – and kaitiakitanga (guardianship of information and stories) play in developing and managing your library collections.
- Select resources for your collection so that it is balanced and inclusive, can support and extend learners, and caters for a wide range of student interests and abilities.
- Seek input from students, staff and the school community into your collection development.
- Ensure your resources are curated and organised so they are easily accessible for all learners.

Using your collection

- Use library staff expertise and advice about information sources and literature for children and young people to support teaching and learning across the curriculum.
- Have library staff lead programmes that enable learners to identify, evaluate and make effective use of print and digital resources.
- Promote and share a wide variety of reading materials with the school community, through library-led activities such as book-talks, displays, and the use of social media.

Key questions

How effective are your library collections in supporting teaching and learning, the achievement of your school's literacy and reading goals, and creating a school-wide culture of reading for pleasure?

To what extent do resources in your library reflect and support biculturalism, and the diversity of learners in your school community?

What processes are followed to ensure the collection is relevant, balanced, engaging and curated with learners in mind?

Find out more

Collections and resources

Services to Schools
Lending service

Digital resources and guides

"Strong and successful school libraries require broad collections of resources in many formats and enthusiastic, trained librarians to support students in using and applying information resources to build new knowledge."

The New School Library: The Human Connection to Digital Resources and Academic Success, National Association of Independent Schools (2013)

Connections

Effective school libraries connect people with information, stories, and communities. These connections can facilitate the creation and sharing of knowledge, and foster a sense of belonging and well-being.

Why the library's connections within and outside your school community matter

When school staff, school and public libraries, parents, and whānau work together they form a community of support for teaching and learning in your school. School libraries are great environments for enabling collaboration, both within and beyond your school community.

How can you best use library connections to bring learners together with the people, information, and stories they need?

Within the school community

- Encourage library and teaching staff collaboration to plan and resource the curriculum in order to meet student needs.
- Encourage connections for students between year levels and across subject areas.
- Communicate with the school community about your library services, using a range of informal and formal channels.
- Foster positive relationships and partnership initiatives with parents, whānau to understand how students can best be supported through the library.

Outside the school community

- Build links and partnerships with other school libraries, your local public library, National Library Services to Schools, tertiary libraries, and other special libraries.
- Connect with literary groups and other organisations (such as the New Zealand Book Council, and the School Library Association of New Zealand Aotearoa) whose work can help extend the services your school library provides.

Key questions

What opportunities are there for library staff to collaborate with teachers?

What opportunities do learners have to collaborate or engage with others, within the library, across the school and in the wider community?

How effectively does the library support parents to participate in, and contribute to the life of the library?

How well does the school library establish and maintain partnerships with libraries and other organisations outside the school to enrich your library services?

Find out more

Collaborations and partnerships

Family, whānau and community connections

Connections to digital citizenship

"The extent to which a school library can effectively meet the needs of learners and educators within the school is determined by the levels of collaboration with the rest of the school community."

Start with the Child: The Needs and Motivations of Young People, CILIP (2002)

Access

Effective access is about actively encouraging people to use the library, and making it easy for them to do so. Your library staff, services, technology, policies and procedures should all enable and encourage access, not limit it.

Why access matters

Easy and equitable access to all that the library offers enables your school community to make good use of your library's services, resources, physical space, and staff expertise. Improving access is, in part, about removing barriers so that everyone feels included and supported to use the library.

How can you ensure equitable access to the library's services and resources for members of the school community?

- Understand the diversity of your school community, and develop library staff expertise to meet a broad range of needs, including students affected by disability or disadvantage, or those who need learning support.
- Work proactively to remove barriers to learning and participation for all students by ensuring equity and freedom of access to the library facilities, resources, and services.
- Develop library policies, systems, and procedures that are learner- and reader-centred, and focus on making it easy for people to find, access, and use library curated resources.
- Establish opening times and a flexible approach to use of the library space, that suit students, their parents, and whānau to allow equitable access for students, staff, and the wider school community.
- When the library is open, have library staff or other adults available to help students, parents and whānau to find, access, and use what they need.
- Create an online space that connects members of your school community to resources — in the library and elsewhere — that support reading, research and inquiry learning, and contribute to student well-being.

Key questions

Do your library policies, systems, and procedures allow and encourage students to choose their own reading materials, and freely access information, relating to their particular interests and needs?

Does your library provide access to resources and technology for students who would otherwise be disadvantaged?

Is your library open for students, their parents and whānau at times that suit them – before, during and at the end of the school day?

Find out more

Designing library spaces

Reader-friendly policies

Your library's digital collection

"The school library plays a unique role in promoting, protecting, and educating about intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society."

Access to Resources and Services in the School Library, American Library Association (2014)