



Transforming Lives, Empowering Communities!

School Library Standards



School Library Standards for GoJ Schools Served by Jamaica Library Service (JLS)

The school library is a purposely managed essential asset for all members of the school community through its specialist provision of access to information resources and services in support of teaching and learning.

	Beginning	Developing	Proficient	Highly Proficient
Standard: FACILITIES (Equipment, Furniture, Technology)				
GUIDING PRINCIPLE	The resourced physical, readily identifiable space from which the school community is provided with tangible and virtual library and information resources and services.			
Physical and Virtual Spaces	1. Signed separate room secured from the elements 2. Seating to accommodate minimum 2% of student population 3. Shelving and seating to specifications¹ 4. Signed Shelving² 5. Adequate Ventilation 6. Adequate Lighting 7. Circulation/ Information desk 8. Accessible to students and persons with disabilities 9. Fire Extinguisher	1. Signed separate room secured from the elements 2. Shelving and seating to specifications 3. Signed Shelving 4. Adequate Ventilation 5. Adequate Lighting 6. Circulation/ Information desk 7. Accessible to students and persons with disabilities 8. Fire Extinguisher 9. Seating to accommodate minimum 3% of student population 10. The library is equipped with ICT resources including internet /wireless connectivity 11. Leisure / recreational reading area	1. Signed separate room secured from the elements 2. Shelving and seating to specifications 3. Signed Shelving 4. Adequate Ventilation 5. Adequate Lighting 6. Circulation/ Information desk 7. Accessible to students and persons with disabilities 8. Fire Extinguisher 9. The library is equipped with ICT resources including internet / wireless connectivity 10. Leisure / recreational reading area 11. Study and research area 12. The library is allotted scheduled time in the school computer labs. 13. Labelled collections	1. Signed separate room secured from the elements 2. Shelving and seating to specifications 3. Signed Shelving 4. Adequate Ventilation 5. Adequate Lighting 6. Circulation/ Information desk 7. Accessible to students and persons with disabilities 8. Fire Extinguisher 9. The library is equipped with ICT resources including internet / wireless connectivity 10. Leisure / recreational reading area 11. Study and research area 12. The library is allotted scheduled time in the school computer labs. 13. Labelled collections

¹ National Library of New Zealand. "Shelving guidelines for school libraries." <https://natlib.govt.nz/files/schools/shelving-guidelines-for-school-libraries.pdf>. Accessed 13 September 2023.

² National Library of New Zealand (n.1)
Jamaica Library Association. *School Library Standards*. 1971.

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Physical and Virtual Spaces		12. Study and research area 13. The library is allotted scheduled time in the school computer labs. 14. Labelled collections	14. Seating to accommodate minimum of 4% of student population 15. Space for processing of library media materials and storage of library resource	14. Space for processing of library media materials and storage of library resource 15. Seating to accommodate 7% of school population 16. Study carrels equipped with electrical outlets 17. Maker space capacity 18. Conference/ consultation space
Minimum Qualifying score	6/9	11/14	14/15	17/18

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Standard: MANAGEMENT & OPERATIONS				
Guiding Principle: Effective school libraries are planned, organized, coordinated, reported on, and supported by the School Board, Principal, Teachers and Parents for their unique role in teaching and learning.				
GENERAL MANAGEMENT	1. School Library included in School Improvement Plan 2. Library is a line item in the school Estimates of Expenditure (Budget) 3. Log Book Maintained of Hours opened and tasks conducted 4. Library is an agenda item at staff meetings 5. School Library reports to JLS quarterly³ 6. Library Report presented at school Board Meetings	1. School Library included in School Improvement Plan 2. Library is a line item in the school Estimates of Expenditure (Budget) 3. Log Book Maintained of Hours opened and tasks conducted 4. Library is an agenda item at staff meetings 5. School Library reports to JLS quarterly 6. Library Report presented at school Board Meetings 7. Library included in NEI reports and ECC reports as applicable 8. Statistics are kept for home loans and in library use of material	1. School Library included in School Improvement Plan 2. Library is a line item in the school Estimates of Expenditure (Budget) 3. Log Book Maintained of Hours opened and tasks conducted 4. Library is an agenda item at staff meetings 5. School Library reports to JLS quarterly 6. Library Report presented at school Board Meetings 7. Library included in NEI reports and ECC reports as applicable 8. Statistics are maintained for home loans and in library use of material 9. Library is an item on PTA Agenda	1. School Library included in School Improvement Plan 2. Library is a line item in the school Estimates of Expenditure (Budget) 3. Log Book Maintained of Hours opened and tasks conducted 4. Library is an agenda item at staff meetings 5. School Library reports to JLS quarterly 6. Library Report presented at school Board Meetings 7. Library included in NEI reports and ECC reports as applicable 8. Statistics are maintained for home loans and in library use of material 9. Library is an item on PTA Agenda

³ Report Template provided by JLS
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ACCESS	7. System to enable loans 8. Library is open to students at least 10 hours per week	9. System to enable loans 10. Library is open to students at least 14 hours per week 11. Online access to e-resources enabled	10. Online access to e-resources enabled 11. Computerized System to enable loans 12. Library is open to students at least 18 hours per week	10. Online access to e-resources enabled 11. Computerized System to enable loans 12. Library is open to students during school hours
COLLECTIONS MANAGEMENT	9. Minimum 2 print non-fiction titles per student 10. Minimum 3 print Fiction titles per student 11. There is a record of books supplied by the JLS 12. There is a record of books received as gifts or purchases (non-JLS supplied books) 13. There is a catalogue for the collection 14. Donations Policy in place 15. Disaster Management Plan exists	12. Minimum 2 print non-fiction titles per student 13. Minimum 3 print Fiction titles per student 14. There is a record of books supplied by the JLS 15. There is a record of books received as gifts or purchases (non-JLS supplied books) 16. There is a catalogue for the collection 17. Donations policy in place 18. Disaster Management Plan exists 19. Teachers Resources Collection	13. Minimum 2 print non-fiction titles per student 14. Minimum 3 print Fiction titles per student 15. There is a record of books supplied by the JLS 16. There is a record of books received as gifts or purchases (non-JLS supplied books) 17. There is a catalogue for the collection 18. Donations Policy in place 19. Disaster Management Plan exists 20. Teachers Resources Collection 21. Collections include electronic resources and databases	13. Minimum 2 print non-fiction titles per student 14. Minimum 3 print Fiction titles per student 15. There is a record of books supplied by the JLS 16. There is a record of books received as gifts or purchases (non-JLS supplied books) 17. There is a catalogue for the collection 18. Donations Policy in place 19. Disaster Management Plan exists 20. Teachers Resources Collection 21. Collections include electronic resources and databases 22. An Integrated Library Management System in place

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	Beginning	Developing	Proficient	Highly Proficient
				23. Curated library resources
Minimum Qualifying Score	11 (75%)	16 (80%)	18 (85%)	21 (90%)

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	Beginning	Developing	Proficient	Highly Proficient
Standard: SERVICES				
Guiding Principle: School library services and programmes are designed and delivered to support teaching, enable information seeking and critical thinking competencies as foundational to lifelong learning ⁴ habits which enable a knowledge society.				
Components	Beginning	Developing	Proficient	Highly Proficient
Promotion of Collection to teachers and students	1. Physical Displays mounted in support of topics/themes being taught & promotion of leisure reading	1. Physical / Electronic Displays in support of topics/themes being taught & promotion of leisure reading. 2. Documented consultations with subject teachers to develop curriculum related library resources list	1. Physical / Electronic Displays in support of topics/themes being taught & promotion of leisure reading 2. Documented consultations with subject teachers to develop curriculum related library resources list 3. School library is promoted on the school website and social media platform	1. Physical/ Electronic Displays in support of topics/themes being taught & promotion of leisure reading 2. Documented consultations with subject teachers to develop curriculum related library resources list 3. School library is promoted on the school website and social media platform
Information Literacy⁵ /Critical Thinking Development	2. Generic orientation to library resources 3. Policy regarding Academic Integrity in place	3. Generic orientation to library resources 4. Policy regarding Academic Integrity in place 5. Reference and Research assistance provided 6. Media and Information Literacy	4. Policy regarding Academic Integrity in place 5. Reference and Research assistance provided 6. Media and Information Literacy (MIL) instruction embedded in at least two subjects	4. Policy regarding Academic Integrity in place 5. Reference and Research assistance provided 6. Media and Information Literacy(MIL) instruction embedded in at least three subjects in the curriculum 7. Scheduled Library delivered instruction in MIL

⁴ United Nations. "Sustainable Development Goal #4: Quality Education." 2015. <https://www.globalgoals.org/goals/4-quality-education/>. Accessed 13 September, 2023.

⁵ "Information Literacy comprises the competencies to recognize information needs and to locate, evaluate, apply and create information within cultural and social contexts" IFLA/ UNESCO Alexandria Proclamation on Information Literacy and Lifelong Learning. 2005.

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		(MIL) instruction embedded in a minimum of one subject	7. Scheduled Library delivered instruction in Media and Information Literacy (MIL)	
Facilitation of leisure/recreational reading⁶	4 Scheduled library visits for book talks, book clubs, individual reading time 5 Home loans facilitated for one week	7. Scheduled library visits for book talks, book clubs, individual reading time 8. Home loans facilitated for one week at minimum	8. Scheduled library visits for book talks, book clubs, individual reading time 9. Home loans facilitated for one week at minimum 10. Leisure Reading material available in digital as well as in print	8. Scheduled library visits for book talks, book clubs, individual reading time 9. Home loans facilitated for one week at minimum 10. Leisure Reading Material available in digital as well as in print 11. At least one special programme each semester to promote school wide recreational reading
Minimum Qualifying Score	3 /5	6 (75%)	8 (80%)	10 (90%)

⁶ Research shows that there is a direct link between reading level and learning results, and that access to reading materials is a key factor in developing enthusiastic and skilled readers (Krashen, 2004)

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Standard: STAFFING				
Guiding Principle: To effectively complement the teaching and learning processes of a school community, the school library must be appropriately staffed by teacher-librarians ⁷ trained and competent in working collaboratively with teachers and administrators to support the process. Given the limited provision for Teacher-Librarians on school establishments, Certified Library Assistants trained at an accredited institution may staff the school library as an interim response.				
Components	Beginning	Developing	Proficient	Highly Proficient
	1. Teacher with scheduled library responsibilities in the library at least ten (10) hours per week	1. Teacher with scheduled library responsibilities in the library at least twelve (12) hours per week	1. Teacher-Librarian with minimum of 16 library hrs. weekly 2. Certified Library Assistant (trained at an accredited institution) post on School Establishment 3. Library staff facilitated to participate in continuing education training at least twice annually 4. School Librarian (University-level degree in librarianship) to manage and deliver services	1. Certified Library Assistant (trained at an accredited institution) post on School Establishment 2. Library staff facilitated to participate in continuing education training at least twice annually 3. School Librarian (University-level degree in librarianship) to manage and deliver services 4. Teacher-Librarian with minimum of 20 library hrs. weekly
Minimum Qualifying Score	1/1	1/1	2/4	3/4

⁷The Education Regulations defines: Teacher-Librarian, being a person who holds a certificate or diploma of a trained teacher with an option in library science awarded by a teachers' college, college of education or other recognized institution that offers professional training for teachers. A teacher with special responsibility for a school library, being- (a) a teacher who has been awarded a certificate or diploma of a trained teacher with an option in library science awarded by a teachers' college, a college of education or other recognized institution that offers professional training for teachers who assume responsibility for a school library in addition to other teaching responsibilities; or (b) a trained teacher who has successfully completed courses in school library routines.