Tracy Richter

Reflection 5.3

**5.3 Personnel, Funding, and Facilities**

Candidates apply best practices related to planning, budgeting, and evaluating human, information, and physical resources. Candidates organize library facilities to enhance the use of information resources and services and to ensure equitable access to all resources for all users. Candidates develop, implement, and evaluate policies and procedures that support teaching and learning in school libraries.

**Artifacts**

1. [ISTC 601 Facilities Design Project](file:///E%3A%5CISTC601_Facilities%20Design%20Project.docx)

2. [ISTC 702 Grant Writing](../../Summer%202013/ISTC%20702/TracyR_GrantWriting.doc)

**Relevance**

 One of the major roles of a library media specialist is being a program administrator. This means that the media specialist needs to plan ahead and budget accordingly, to ensure that their entire school community has equal access to all resources and services that are provided to them. My artifacts reflect the importance I put on this role, and how I would perform the tasks necessary to meet the needs of all students through planning, budgeting, and evaluating information and resources.

 In my ISTC 601 coursework, I worked with two other classmates to design our dream library. Before we started the design part of this project, we researched other libraries ahead of time, in order to consider what aspects would be important to include. We also referred to the Maryland State Board of Education Library Guidelines to determine the required areas to include in our design. When we were able to plan out the specific items we would purchase, we took a lot of things into consideration as well. For example, we adhered to ADA guidelines and included shelves and desks that were wheelchair accessible, signs that had braille, and a giant touch-screen work station, which is essentially an oversized iPad, for students with low motor skills or visual impairments. Obviously, we had an unlimited amount of money to use since this was a mock library, but we thoroughly researched all of the products, and organized it in a way that is easy to understand, and justified why we would need certain products for our students. When making these kinds of decisions in my future library, I would go about the process in a similar way. I would make sure to research policies, guidelines, and other areas of reference, to help me plan, design, and budget for the best library possible for my future students and staff. I might also consider using a lot of the same design plans and products that we included in our design, because they were researched heavily and I can see any library benefiting from their inclusion.

 I also had the opportunity to write a mock grant in my ISTC 702 coursework. This was such a great experience for me because grant writing can be difficult, however if you take the time to write them, the benefits of getting a grant accepted are well worth it. My mock grant focuses on purchasing Kindle Fires to help support and promote reading in school. We adhered to the real MSET grant guidelines by keeping our budget under their limit and clearly identifying and explaining why we would need to purchase the Kindle Fires. My grant included purchasing three Kindle Fires, three headphones, and an Amazon gift card to purchase eBooks for the students. Students would be able to benefit from these devices because they could listen to books on the Kindles, which would help struggling readers, students with poor fluency, and ELL learners, as well as motivate and encourage students to read using this popular technology. I also included a timeline for the implementation of these devices, if the grant was accepted, and assess the students’ achievement after using these technology tools. I can definitely see myself writing grants in my future to purchase items that would benefit all of my students and staff. Having this experience has really prepared me for this process, and I will use this example as a reference when I write a real one in the future. I will do everything I can to provide my future school community with the resources and services they need to succeed. Therefore, these artifacts have provided me with the practice and experience I need to be successful in planning, budgeting, and evaluating my future library program.