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For Department of State Use Only
 Sequence Number: 08-10-14
 Rule ID(s): 5707
 File Date: 5/16/14
 Effective Date: 10/29/14

Proposed Rule(s) Filing Form

Proposed rules are submitted pursuant to T.C.A. §§ 4-5-202, 4-5-207 in lieu of a rulemaking hearing. It is the intent of the Agency to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within sixty (60) days of the first day of the month subsequent to the filing of the proposed rule with the Secretary of State. To be effective, the petition must be filed with the Agency and be signed by twenty-five (25) persons who will be affected by the amendments, or submitted by a municipality which will be affected by the amendments, or an association of twenty-five (25) or more members, or any standing committee of the General Assembly. The agency shall forward such petition to the Secretary of State.

Agency/Board/Commission:	State Board of Education
Division:	
Contact Person:	Dannelle F. Walker
Address:	1 st Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN
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Revision Type (check all that apply):
 Amendment
 New
 Repeal

Rule(s) Revised (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please enter only ONE Rule Number/Rule Title per row)

Chapter Number	Chapter Title
0520-01-03	Minimum Requirements for the Approval of Public Schools
Rule Number	Rule Title
0520-01-03-.07	Library Information Center, Requirement F

Chapter 0520-01-03
Minimum Requirements for Approval of Public School
Repealed/New

Rule 0520-01-03-.07 Library Information Center, Requirement F is repealed in its entirety and substituting instead the following language so that the new rule shall read:

0520-01-03-.07 Library Information Center, Requirement F.

(1) School Library Information Center

- (a) All school libraries shall serve as resources for students, teachers, and community members to strengthen student learning. School library information specialists shall work collaboratively with classroom teachers and school administrators to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library shall adequately support the curricular priorities within the school.
- (b) School libraries shall provide an environment that allows efficient access to resources, including both print and electronic. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.
- (c) School libraries shall provide parents and community members access to resources, so that the school library information center serves as a community resource.

(2) Library Information Center Personnel

- (a) Elementary/Middle Schools: Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:
 - 1. A school having a current average daily membership of five hundred fifty (550) or more students shall have a full-time library information specialist with endorsement as a library information specialist.
 - 2. A school with a current average daily membership of four hundred (400) to five hundred forty-nine (549) students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
 - 3. In a school with fewer than four hundred (400) students, a faculty member shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, staff member(s) shall be designated to provide supervision to students in the library.
 - 4. It is optimal to have the library open outside the regularly scheduled school day and if library personnel specialist or coordinator is not present, appropriate supervision shall be provided to the students in the library.
- (b) High Schools: Schools including any high school grade shall provide library information personnel as follows:

1. A school with a current average daily membership of one thousand five hundred (1,500) or more students shall have two (2) full-time library information specialists, each with endorsement as a library information specialist.
2. A school with a current average daily membership of more than three hundred (300) but less than one thousand five hundred (1,500) students shall have a full-time library information specialist with endorsement as a library information specialist.
3. A school with a current average daily membership of fewer than three hundred (300) students shall have a half-time library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
4. It is optimal to have the library open outside the regularly scheduled school day and if the library information specialist is not present, appropriate supervision shall be provided to the students in the library.

(3) Library Information Center Collection

The three (3) levels of collection standards for Tennessee school libraries are: Basic, Standard, and Exemplary. The criteria by which school library collections are evaluated are listed below:

(a) Item Count

Basic collection - Contains a minimum of twelve (12) items per student in Average Daily Membership (ADM);

Standard collection - Contains fifteen (15) items per student in ADM; and

Exemplary collection - Contains eighteen (18) items per students in ADM.

(b) Collection Compilation

1. Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. No more than five (5) copies of the same print title may be counted to meet standards for a minimum number of items per student.
2. Digital resources should be accessible through a school library webpage or Online Public Access Catalog (OPAC) and may comprise fifty percent (50%) of the collection.
3. The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the library personnel should receive training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian has received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.
4. The collection shall include access to a current, complete encyclopedia in any format. In secondary schools, the collection shall also include an unabridged dictionary, one (1)

foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one (1) daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.

5. The collection should include a balance of fiction and nonfiction with an appropriate level of text complexity. The resources in the collection should be chosen to: complement and augment the most recently adopted curriculum standards, be a motivational springboard for student research, and encourage self-expression and curiosity by offering a variety of recreational reading material.

(c) Age

Collections meeting the compilation standards are evaluated based on age of the collection as measured in years from the current year:

Basic collection – sixteen (16) years and older;

Standard collection – fifteen (15) years; and

Exemplary collection – fourteen (14) years or less.

(d) Technology - Access to Digital Materials

1. Workstations with Internet access in the library information center are sufficient to provide access for students. The number of workstations should be no less than the maximum average class size allowable by the state. A workstation may be a desktop, laptop, tablet or similar device, but devices available for checkout should not be counted in the total.
2. School libraries should be equipped with instructional technology, including, but not limited to, LCD projector, screen and/or interactive smart board, document camera, computer, etc., and provide user training for such devices.
3. Separate computers must be maintained for both the library management system/circulation and for the library personnel.

Authority: T.C.A. §§ 49-1-302 and 49-3-305.

* If a roll-call vote was necessary, the vote by the Agency on these rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Ayers	X				
Edwards	X				
Chancey	X				
Pearre	X				
Roberts	X				
Rogers	X				
Rolston	X				
Sloyan	X				
Wright	X				
Student Member	X				

I certify that this is an accurate and complete copy of proposed rules, lawfully promulgated and adopted by the State Board of Education on 01/31/2014, and is in compliance with the provisions of T.C.A. § 4-5-222. The Secretary of State is hereby instructed that, in the absence of a petition for proposed rules being filed under the conditions set out herein and in the locations described, he is to treat the proposed rules as being placed on file in his office as rules at the expiration of sixty (60) days of the first day of the month subsequent to the filing of the proposed rule with the Secretary of State.

Date: 5/1/14

Signature: [Handwritten Signature]

Name of Officer: Dannelle F. Walker

Title of Officer: General Counsel



Subscribed and sworn to before me on: 5/1/14

MY COMMISSION EXPIRES: January 9, 2016

Notary Public Signature: [Handwritten Signature]

My commission expires on: _____

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

[Handwritten Signature]

Robert E. Cooper, Jr.
Attorney General and Reporter

5-9-14

Date

Department of State Use Only

Filed with the Department of State on: 5/16/14

Effective on: 10/29/14



Tre Hargett
Secretary of State

RECORDED
2014 MAY 16 AM 9:53
T. HARGETT
SECRETARY OF STATE

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process as described in T.C.A. § 4-5-202(a)(3) and T.C.A. § 4-5-202(a), all agencies shall conduct a review of whether a proposed rule or rule affects small businesses.

Not applicable.

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 "any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments." (See Public Chapter Number 1070 (<http://state.tn.us/sos/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

This will have no impact on local governments.

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A)** A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

The proposal repeals and modifies current language in Chapter 0520-01-03 of State Board of Education rule and replaces it with the text included herein. The proposed change updates the language associated with Internet access and electronic library collections to reflect the realities of a 21st century information center. The new language reflects the conditions necessary to create a successful learning environment in a school library information center. It addresses collections in school library information centers; specifically the type, age, and condition of the media. These rules do not address the content of the collection, which is at the sole discretion of the local education agency that oversees the school library information center.

- (B)** A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

T.C.A. §§ 49-1-302 and 49-3-305.

- (C)** Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

Local education agencies; Tennessee Association of School Librarians; schools; school librarians.

- (D)** Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule;

None.

- (E)** An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

None.

- (F)** Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Ms. Dannelle F. Walker
TN State Board of Education

- (G)** Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Ms. Dannelle F. Walker
TN State Board of Education

- (H)** Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

Dannelle F. Walker
Tennessee State Board of Education
1st Floor, Andrew Johnson Tower

Nashville, Tennessee 37243
615-253-5707
Dannelle.Walker@tn.gov

Dr. David Sevier
Tennessee State Board of Education
1st Floor, Andrew Johnson Tower
Nashville, Tennessee 37243
615-532-3528
David.Sevier@tn.gov

(l) Any additional information relevant to the rule proposed for continuation that the committee requests.

None.

Chapter 0520-01-03
Minimum Requirements for the Approval of Public Schools
Amendment

(1) School Library Information Center

- (a) All school libraries shall serve as resources for students, teachers, and community members to strengthen student learning. School library information specialists shall work collaboratively with classroom teachers and school administrators to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library shall adequately support the curricular priorities within the school.
- (b) School libraries shall provide an environment that allows efficient access to resources, including both print and electronic. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.
- (c) School libraries shall provide parents and community members access to resources, so that the school library information center serves as a community resource.

(2) Library Information Center Personnel

- (a) Elementary/Middle Schools: Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:
 - 1. A school having a current average daily membership of five hundred fifty (550) or more students shall have a full-time library information specialist with endorsement as a library information specialist.
 - 2. A school with a current average daily membership of four hundred (400) to five hundred forty-nine (549) students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
 - 3. In a school with fewer than four hundred (400) students, a faculty member shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, staff member(s) shall be designated to provide supervision to students in the library.
 - 4. It is optimal to have the library open outside the regularly scheduled school day and if library personnel specialist or coordinator is not present, appropriate supervision shall be provided to the students in the library.

(b) High Schools: Schools including any high school grade shall provide library information personnel as follows:

1. A school with a current average daily membership of one thousand five hundred (1,500) or more students shall have two (2) full-time library information specialists, each with endorsement as a library information specialist.
2. A school with a current average daily membership of more than three hundred (300) but less than one thousand five hundred (1,500) students shall have a full-time library information specialist with endorsement as a library information specialist.
3. A school with a current average daily membership of fewer than three hundred (300) students shall have a half-time library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
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Exemplary collection - Contains eighteen (18) items per students in ADM.

(b) Collection Compilation

1. Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. No more than five (5) copies of the same print title may be counted to meet standards for a minimum number of items per student.
2. Digital resources should be accessible through a school library webpage or Online Public Access Catalog (OPAC) and may comprise fifty percent (50%) of the collection.
3. The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the library personnel should receive

training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian has received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.

4. The collection shall include access to a current, complete encyclopedia in any format. In secondary schools, the collection shall also include an unabridged dictionary, one (1) foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one (1) daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.

5. The collection should include a balance of fiction and nonfiction with an appropriate level of text complexity. The resources in the collection should be chosen to: complement and augment the most recently adopted curriculum standards, be a motivational springboard for student research, and encourage self-expression and curiosity by offering a variety of recreational reading material.

(c) Age

Collections meeting the compilation standards are evaluated based on age of the collection as measured in years from the current year:

Basic collection – sixteen (16) years and older;

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(d) Technology - Access to Digital Materials

1. Workstations with Internet access in the library information center are sufficient to provide access for students. The number of workstations should be no less than the maximum average class size allowable by the state. A workstation may be a desktop, laptop, tablet or similar device, but devices available for checkout should not be counted in the total.

2. School libraries should be equipped with instructional technology, including, but not limited to, LCD projector, screen and/or interactive smart board, document camera, computer, etc., and provide user training for such devices.

3. Separate computers must be maintained for both the library management system/circulation and for the library personnel.

(1) School library information center:

(a) All school library information centers shall serve as resources for students, teachers and community members to strengthen student learning. School library information specialists

~~shall work closely with classroom teachers to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library information center shall adequately support the curricular priorities within the school.~~

- ~~(b) School library information centers shall create an environment that allows efficient access to both print and electronic resources. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.~~
- ~~(c) School library information centers shall provide access to parents and community members, so that the school library information center serves as a community resource.~~

~~(2) Library Information Center Personnel~~

- ~~(a) Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:
 - ~~1. A school having a current average daily membership of 550 or more students shall have a full-time library information specialist with endorsement as a library information specialist.~~
 - ~~2. A school with a current average daily membership of 400 to 549 students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library.~~
 - ~~3. In a school with fewer than 400 students, the principal or staff member designated by the principal, shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, the principal shall designate staff member(s) to provide supervision to students in the library.~~
 - ~~4. When a library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.~~~~
- ~~(b) Schools including any high school grade shall provide library information personnel as follows:
 - ~~1. A school with a current average daily membership of more than 300 but less than 1,500 students shall have a full-time library information specialist with endorsement as a library information specialist.~~
 - ~~2. A school with a current average daily membership of few than 300 students shall have a half-time library information specialist. During the time that the library is open during~~~~

regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library.

3. A school with a current average daily membership of 1500 or more students shall have two full-time library information specialists, each with endorsement as a library information specialist.
4. When the library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.

(3) Library information center collection.

- (a) Print Collection. The collection shall average at least 12 items per student in average daily membership. Pamphlets, textbooks, unbound periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. The collection shall include at least one set of encyclopedia copyrighted within the last 5 years. In secondary schools, the collection shall also include an unabridged dictionary, a local newspaper, and one daily newspaper presenting news on both state and national levels.
- (b) Software Based Collection. Individual CD-ROM discs may be counted as the number of eligible hardbound units they replace. For example, one CD-ROM disc that contains the equivalent of a twenty-volume set of encyclopedias or other reference books may be counted as 20 units. A disc containing the complete works of Shakespeare equivalent to three hardbound volumes may count as three units. Such collections may count no more than 20% of the total collection.
- (c) Internet Based Collection. Internet-based collections and subscriptions may be counted provided the following criteria are met:
 1. Internet-based connections in the library information center are sufficient to provide access to students at a ratio of a minimum of 100:1.
 2. Internet-based materials count no more than 20% of the collection or subscription requirement. Only full text may count toward the collection total.
 - 3.1. Internet-based materials may count up to 30% in schools in which the library media specialist has received the Tennessee Electronic Library training.

Chapter 0520-01-03
Minimum Requirements for the Approval of Public Schools
Amendment

(1) School Library Information Center

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 - 3. In a school with fewer than four hundred (400) students, a faculty member shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, staff member(s) shall be designated to provide supervision to students in the library.
 - 4. It is optimal to have the library open outside the regularly scheduled school day and if library personnel specialist or coordinator is not present, appropriate supervision shall be provided to the students in the library.

(b) High Schools: Schools including any high school grade shall provide library information personnel as follows:

1. A school with a current average daily membership of one thousand five hundred (1,500) or more students shall have two (2) full-time library information specialists, each with endorsement as a library information specialist.
2. A school with a current average daily membership of more than three hundred (300) but less than one thousand five hundred (1,500) students shall have a full-time library information specialist with endorsement as a library information specialist.
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(b) Collection Compilation

1. Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. No more than five (5) copies of the same print title may be counted to meet standards for a minimum number of items per student.
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training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian has received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.

4. The collection shall include access to a current, complete encyclopedia in any format. In secondary schools, the collection shall also include an unabridged dictionary, one (1) foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one (1) daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.

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(c) Age

Collections meeting the compilation standards are evaluated based on age of the collection as measured in years from the current year:

Basic collection – sixteen (16) years and older;

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(d) Technology - Access to Digital Materials

1. Workstations with Internet access in the library information center are sufficient to provide access for students. The number of workstations should be no less than the maximum average class size allowable by the state. A workstation may be a desktop, laptop, tablet or similar device, but devices available for checkout should not be counted in the total.

2. School libraries should be equipped with instructional technology, including, but not limited to, LCD projector, screen and/or interactive smart board, document camera, computer, etc., and provide user training for such devices.

3. Separate computers must be maintained for both the library management system/circulation and for the library personnel.

~~(1) School library information center.~~

~~(a) All school library information centers shall serve as resources for students, teachers and community members to strengthen student learning. School library information specialists~~

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~~(2) Library Information Center Personnel~~

~~(a) Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:~~

~~1. A school having a current average daily membership of 550 or more students shall have a full-time library information specialist with endorsement as a library information specialist.~~

~~2. A school with a current average daily membership of 400 to 549 students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library.~~

~~3. In a school with fewer than 400 students, the principal or staff member designated by the principal, shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, the principal shall designate staff member(s) to provide supervision to students in the library.~~

~~4. When a library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.~~

~~(b) Schools including any high school grade shall provide library information personnel as follows:~~

~~1. A school with a current average daily membership of more than 300 but less than 1,500 students shall have a full-time library information specialist with endorsement as a library information specialist.~~

~~2. A school with a current average daily membership of few than 300 students shall have a half-time library information specialist. During the time that the library is open during~~

~~regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library.~~

- ~~3. A school with a current average daily membership of 1500 or more students shall have two full-time library information specialists, each with endorsement as a library information specialist.~~
- ~~4. When the library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.~~

~~(3) Library information center collection:~~

- ~~(a) Print Collection. The collection shall average at least 12 items per student in average daily membership. Pamphlets, textbooks, unbound periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. The collection shall include at least one set of encyclopedia copyrighted within the last 5 years. In secondary schools, the collection shall also include an unabridged dictionary, a local newspaper, and one daily newspaper presenting news on both state and national levels.~~
- ~~(b) Software Based Collection. Individual CD-ROM discs may be counted as the number of eligible hardbound units they replace. For example, one CD-ROM disc that contains the equivalent of a twenty-volume set of encyclopedias or other reference books may be counted as 20 units. A disc containing the complete works of Shakespeare equivalent to three hardbound volumes may count as three units. Such collections may count no more than 20% of the total collection.~~
- ~~(c) Internet Based Collection. Internet based collections and subscriptions may be counted provided the following criteria are met:
 - ~~1. Internet based connections in the library information center are sufficient to provide access to students at a ratio of a minimum of 100:1.~~
 - ~~2. Internet based materials count no more than 20% of the collection or subscription requirement. Only full text may count toward the collection total.~~
 - ~~3.1. Internet based materials may count up to 30% in schools in which the library media specialist has received the Tennessee Electronic Library training.~~~~

Chapter 0520-01-03
Minimum Requirements for the Approval of Public Schools
Amendment

(1) School Library Information Center

- (a) All school libraries shall serve as resources for students, teachers, and community members to strengthen student learning. School library information specialists shall work collaboratively with classroom teachers and school administrators to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library shall adequately support the curricular priorities within the school.
- (b) School libraries shall provide an environment that allows efficient access to resources, including both print and electronic. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.
- (c) School libraries shall provide parents and community members access to resources, so that the school library information center serves as a community resource.

(2) Library Information Center Personnel

- (a) Elementary/Middle Schools: Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:
1. A school having a current average daily membership of five hundred fifty (550) or more students shall have a full-time library information specialist with endorsement as a library information specialist.
 2. A school with a current average daily membership of four hundred (400) to five hundred forty-nine (549) students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
 3. In a school with fewer than four hundred (400) students, a faculty member shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, staff member(s) shall be designated to provide supervision to students in the library.
 4. It is optimal to have the library open outside the regularly scheduled school day and if library personnel specialist or coordinator is not present, appropriate supervision shall be provided to the students in the library.

(b) High Schools: Schools including any high school grade shall provide library information personnel as follows:

1. A school with a current average daily membership of one thousand five hundred (1,500) or more students shall have two (2) full-time library information specialists, each with endorsement as a library information specialist.
2. A school with a current average daily membership of more than three hundred (300) but less than one thousand five hundred (1,500) students shall have a full-time library information specialist with endorsement as a library information specialist.
3. A school with a current average daily membership of fewer than three hundred (300) students shall have a half-time library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, staff member(s) shall be designated to provide supervision to students in the library.
4. It is optimal to have the library open outside the regularly scheduled school day and if the library information specialist is not present, appropriate supervision shall be provided to the students in the library.

(3) Library Information Center Collection

The three (3) levels of collection standards for Tennessee school libraries are: Basic, Standard, and Exemplary. The criteria by which school library collections are evaluated are listed below:

(a) Item Count

Basic collection - Contains a minimum of twelve (12) items per student in Average Daily Membership (ADM);

Standard collection - Contains fifteen (15) items per student in ADM; and

Exemplary collection - Contains eighteen (18) items per students in ADM.

(b) Collection Compilation

1. Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. No more than five (5) copies of the same print title may be counted to meet standards for a minimum number of items per student.
2. Digital resources should be accessible through a school library webpage or Online Public Access Catalog (OPAC) and may comprise fifty percent (50%) of the collection.
3. The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the library personnel should receive

training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian has received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.

4. The collection shall include access to a current, complete encyclopedia in any format. In secondary schools, the collection shall also include an unabridged dictionary, one (1) foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one (1) daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.

5. The collection should include a balance of fiction and nonfiction with an appropriate level of text complexity. The resources in the collection should be chosen to: complement and augment the most recently adopted curriculum standards, be a motivational springboard for student research, and encourage self-expression and curiosity by offering a variety of recreational reading material.

(c) Age

Collections meeting the compilation standards are evaluated based on age of the collection as measured in years from the current year:

Basic collection – sixteen (16) years and older;

Standard collection – fifteen (15) years; and

Exemplary collection – fourteen (14) years or less.

(d) Technology - Access to Digital Materials

1. Workstations with Internet access in the library information center are sufficient to provide access for students. The number of workstations should be no less than the maximum average class size allowable by the state. A workstation may be a desktop, laptop, tablet or similar device, but devices available for checkout should not be counted in the total.

2. School libraries should be equipped with instructional technology, including, but not limited to, LCD projector, screen and/or interactive smart board, document camera, computer, etc., and provide user training for such devices.

3. Separate computers must be maintained for both the library management system/circulation and for the library personnel.

(1) School library information center.

(a) All school library information centers shall serve as resources for students, teachers and community members to strengthen student learning. School library information specialists

~~shall work closely with classroom teachers to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library information center shall adequately support the curricular priorities within the school.~~

- ~~(b) School library information centers shall create an environment that allows efficient access to both print and electronic resources. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.~~
- ~~(c) School library information centers shall provide access to parents and community members, so that the school library information center serves as a community resource.~~

~~(2) Library Information Center Personnel~~

- ~~(a) Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:~~

- ~~1. A school having a current average daily membership of 550 or more students shall have a full-time library information specialist with endorsement as a library information specialist.~~
- ~~2. A school with a current average daily membership of 400 to 549 students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library.~~
- ~~3. In a school with fewer than 400 students, the principal or staff member designated by the principal, shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, the principal shall designate staff member(s) to provide supervision to students in the library.~~
- ~~4. When a library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.~~

- ~~(b) Schools including any high school grade shall provide library information personnel as follows:~~

- ~~1. A school with a current average daily membership of more than 300 but less than 1,500 students shall have a full-time library information specialist with endorsement as a library information specialist.~~
- ~~2. A school with a current average daily membership of few than 300 students shall have a half-time library information specialist. During the time that the library is open during~~

~~regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library.~~

- ~~3. A school with a current average daily membership of 1500 or more students shall have two full-time library information specialists, each with endorsement as a library information specialist.~~
- ~~4. When the library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.~~

~~(3) Library information center collection.~~

- ~~(a) Print Collection. The collection shall average at least 12 items per student in average daily membership. Pamphlets, textbooks, unbound periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. The collection shall include at least one set of encyclopedia copyrighted within the last 5 years. In secondary schools, the collection shall also include an unabridged dictionary, a local newspaper, and one daily newspaper presenting news on both state and national levels.~~
- ~~(b) Software Based Collection. Individual CD-ROM discs may be counted as the number of eligible hardbound units they replace. For example, one CD-ROM disc that contains the equivalent of a twenty-volume set of encyclopedias or other reference books may be counted as 20 units. A disc containing the complete works of Shakespeare equivalent to three hardbound volumes may count as three units. Such collections may count no more than 20% of the total collection.~~
- ~~(c) Internet-Based Collection. Internet-based collections and subscriptions may be counted provided the following criteria are met:
 - ~~1. Internet-based connections in the library information center are sufficient to provide access to students at a ratio of a minimum of 100:1.~~
 - ~~2. Internet-based materials count no more than 20% of the collection or subscription requirement. Only full-text may count toward the collection total.~~
 - ~~3.1. Internet-based materials may count up to 30% in schools in which the library media specialist has received the Tennessee Electronic Library training.~~~~